



# MADISON COUNTY EMERGENCY MANAGEMENT AGENCY

DATE: August 11, 2021  
TO: Madison County Board of Supervisors  
FROM: EMA Office  
RE: Request of Adoption  
Madison County Sheltering Support Plan

We are seeing approval from the Board of Supervisors to adopt the Madison County Sheltering Support Plan. This plan is required by MEMA as part of our EMPG funding compliance for FY2021.



Madison County

# Emergency Sheltering Support Plan

This document serves as a guide for counties on to mobilize, operate, and demobilize emergency shelters.

August 2021

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## **Madison County Emergency Sheltering Support Plan**

### **Approval and Implementation**

This plan will be effective upon submission by the Madison County Emergency Management Agency's Director and approval by the President of the County Board of Supervisors.

This plan will be executed upon order of the President of the County Board of Supervisors, or his authorized representative.

This document replaces and supersedes all previous versions of the Madison County's sheltering plans.



Albert Jones III  
Director  
Madison County Emergency Management Agency

8/16/2021

Date

\_\_\_\_\_  
Karl Banks  
President  
Madison County Board of Supervisors

\_\_\_\_\_  
Date

This document is intended to assist county-level stakeholders in developing county-specific plans for opening, managing, and closing shelters during catastrophic and potentially catastrophic incidents. Whenever possible, this plan is written to allow for a collaborative sheltering effort between Madison County and other local, state, federal, and non-governmental stakeholders.

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## Madison County Emergency Sheltering Support Plan

### Record of Changes

As changes are made to this plan, the following procedures should be followed:

1. Madison County EMA will issue all changes to holders of the plan through electronic media, email, or hard copy.
  
2. Upon receiving written notification regarding changes to this plan, individuals issued a hard copy should insert new pages and remove and destroy old pages. Minor changes may be made on existing pages by pen and ink.
  
3. When any change is made, enter the log below accordingly.

Date	Page and Section	Brief Description	Initials

**Madison County Emergency Sheltering Support Plan**

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# **Madison County Emergency Sheltering Support Plan**

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## **Madison County Emergency Sheltering Support Plan**

**1. INTRODUCTION.** This plan is being written to coordinate activities involved with the emergency provision of temporary shelters and all feeding that will be conducted in Madison County during an incident or disaster.

**2. PURPOSE, SCOPE, PLANNING ASSUMPTIONS, SITUATION.**

**a. Purpose.** The purpose of this sheltering support plan is to define the framework to support Madison County with shelter operations during a response to a major or catastrophic incident. Sheltering will be initiated in accordance with Emergency Support Function (ESF) #6 of the Madison County Comprehensive Emergency Management Plan (CEMP). ESF #6 deals with the provision of mass care, emergency assistance and human services support for victims of natural, man-made and technological emergencies and disasters. Sheltering is the immediate housing option following a disaster to ensure a safe and sanitary environment.

**b. Scope.** This plan describes the coordination steps and implementation procedures necessary to meet the shelter support requirements within Madison County in order to support your county and respond to the needs of the population affected by an incident.

This plan also:

(1) Describes the response capacity and strategy of the Madison County shelter task force (STF) designed to meet the shelter support needs of affected jurisdictions.

(2) Provides procedures for managing the resources available to the county.

(3) Promotes a spirit of cooperation and mutual support among organizations providing and supporting the sheltering response.

The State of Mississippi only has one Medical Shelter, which is located in Stone County. In order to access the State Medical Shelter, initial contact must be made with ESF #6 to mission assign ESF #8 to the medical shelter. Maximum capacity at the State Medical Shelter should not exceed 50 residents and county should have independent transportation plans for transporting the medically fragile. If the State Medical Shelter is at capacity, it is incumbent upon the county to take responsibility for sheltering the medically fragile. Medical sheltering is the responsibility of ESF #8. ESF #6 supports as appropriate, if requested by ESF #8.

**c. Planning Assumptions.**

(1) Public sheltering is a local government responsibility in collaboration with community partners; responsibilities include designating, planning, resourcing, operating, and closing of public shelters.

(2) School shelters may not be available. In this case, an alternative shelter site should be identified for the general population.

(3) Due to the COVID pandemic, non-congregate shelters will have to be utilized in order to decrease the spread of COVID-19.

(4) Participating organizations will develop internal procedures and train personnel to perform the duties and responsibilities described in this plan. Internal procedures and trained personnel will be paramount to the success of the assistance process.

(5) Most people who will require sheltering will not arrive at the shelter with a 72-hour supply of essential life-sustaining items. Many may not have essential medication, prescriptions, and other items they need to maintain health, safety, and independence.

(6) People may arrive at a shelter with their household pets and the household pets will need sheltering and appropriate care.

(7) Regardless of instructions from public officials those impacted by catastrophic incident will act in their own perceived best interest. They will either: a) stay in their own home; b) seek public shelter; c) leave the impacted area; or d) stay with friends or family within the impacted area.

(8) Infrastructure problems, transportation, debris, and external factors may impede delivery of sheltering supplies and may require staging.

(9) In non-catastrophic events, there are adequate resource pipelines, commodities, and trained staff to execute this plan in a timely manner.

(10) Staff and volunteers are impacted by an incident either directly or indirectly resulting in unavailability or delayed response to help. Depending on the duration of the sheltering support programs, this may also be true in providing adequate staff for long-term/sustained activations.

(11) Prior to an incident, Madison County Emergency Management will coordinate with

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volunteer organizations to define the sheltering support plan in their jurisdictions.

(12) In catastrophic incidents, support to high impacted areas will be extremely limited and/or take an abnormal amount of time to become established.

**c. Situation.** A major incident has occurred which requires sheltering support to individuals affected by the incident. This event has occurred within Madison County. These incidents will be either notice or no-notice events that will have cascading or compounding impacts that affect sheltering support operations.

There are three (3) main reasons in which shelters will be opened:

- (a) Mandatory evacuations
- (b) Widespread power outages
- (c) Extended displacement from residence

### Opening Shelters

- In order for a shelter to be opened in Madison County, the mayor must contact The Emergency Management Director. The Emergency Management Director will then contact Red Cross for additional resources and support.

## 3. CONCEPT OF OPERATIONS.

**a. General.** All emergencies and incidents begin locally, and initial response actions will be conducted by Madison County. The American Red Cross is the primary organization that delivers sheltering support in an incident within Madison County. A concerted effort is made to incorporate other ad hoc organizations providing assistance into the shelter support plan.

Madison County will coordinate directly with the shelter providers and other community partners within Madison County to provide sheltering, no later than 72 hours before impact. This will ensure proper time to mobilize resources. If the decision is delayed, or if there is a short notice storm, 48 hours is the absolute latest that an operation can be mobilized. However, some counties may be able to mobilize support within as little as 24-hour notice. All organizations should retain operational control of their assets and resources. The coordination for the Madison County Sheltering Support Plan is conducted at the Madison County Emergency Operations Center with the relevant agency liaisons.

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During a catastrophic incident, response operations, to include sheltering, will be incident dependent. The sheltering phase is a local government responsibility and participation of local emergency management in this process is critical to successful shelter transition. Involvement of local agencies can have a positive impact on helping shelters to open, operate, and close.

**b. Local Government and Other Key Sheltering Roles.** The partnership requires that the local authorities and the American Red Cross (ARC) work cooperatively during the preparedness phase to clarify roles and responsibilities and timeframes for response (as outlined below). Local authorities may also work in cooperation with other volunteer disaster assistance organizations to provide disaster relief. Volunteers will acquire ARC certifications and be available on short notice to open and operate an ARC sanctioned shelter. ARC sanction is imperative in opening a shelter due to liability and other issues.

**(1) The County will:**

- (a) Designate Shelter Coordinator(s).**
- (b) Develop a Memorandum of Understanding with the ARC.**
- (c) Identify county designated shelter facilities.**
- (d) Train staff to operate disaster shelters.**
- (e) Provide care and shelter services.**

**(2) The ARC will:**

- (a) Provide care and shelter services.**
- (b) Provide no-cost shelter training**
- (c) Meet regularly with county representatives to engage in cooperative care and shelter planning.**

**(3) Salvation Army:**

- (a) Food and hydration services (including mobile kitchen units)**
- (b) Clothing distribution**

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(c) Assistance in home clean up (for seniors and people with disabilities)

(d) Mental health counseling

(4) Local businesses:

(a) Businesses often donate goods and services to assist the community in its recovery from a disaster. Madison County may establish pre-disaster agreements with local businesses to expedite the purchase or use of equipment and supplies required for shelter operations.

(5) Other Sheltering Support Organizations

(a) Community and Faith-based organizations (including Community Emergency Response Teams [CERTs])

(b) Trade associations (Real estate, restaurant, grocer, etc.)

(c) Long-Term Recovery Committee, if applicable

**c. Shelter Management Staff Operations.** A critical component to operating a disaster shelter is the Shelter Management staff. The staff is responsible for inspecting the facility for safety; establishing communication with Madison County Emergency Operations Center (EOC); registering shelter occupants; and identifying individuals who need Functional Needs Support Services (FNSS). The Shelter Management staff is also responsible for supplying shelter occupants with food and drinks; providing a sleeping area with blankets and personal hygiene supplies; providing first aid and health care services; and providing mental health counseling. Below is a Shelter Management Organizational chart. It is the Shelter Manager's responsibility to assign available staff to fill various shelter management positions as needed. (Not all of these positions need to be filled for every emergency shelter activation).

Operations	Planning	Logistics*	Finance & Admin*
<p><b>Includes these functions:</b></p> <ul style="list-style-type: none"> <li>• Registration</li> <li>• Food Services</li> <li>• Residence Hall</li> <li>• First Aid/Medical*</li> <li>• Mental Health*</li> <li>• Security &amp; Safety*</li> </ul>	<p><b>The Shelter Manager may assume these functions:</b></p> <ul style="list-style-type: none"> <li>• Maintains liaison w/ EOC</li> <li>• Obtains information as needed</li> <li>• Anticipates shelter needs and develops action plans to meet needs</li> </ul>	<p><b>Obtains the resources for shelter operations:</b></p> <ul style="list-style-type: none"> <li>• Personnel</li> <li>• Food &amp; Water</li> <li>• Supplies &amp; Equipment*</li> <li>• Communication*</li> <li>• Services for Shelter Residents*</li> </ul>	<p><b>Manages the following:</b></p> <ul style="list-style-type: none"> <li>• Maintains financial records and documentation of claims, costs, and time</li> <li>• Processes Purchase orders*</li> </ul>

\*Coordination with EOC

Table 1: Example of Shelter Management Organizational Chart

Madison County will maintain a roster of employees and volunteers who are trained as shelter workers and will periodically update their contact information. (See Attachment 2) The shelter team should consist of persons who can deal sensitively with a diverse shelter population based on the demographics of Madison County.

**d. Operational Phases.**



Graphic: Example of Operational Phases

Phases are used to group similar activities and aid understanding. The phases of a notice event include actions prior to the incident that increase readiness and available resources in preparation for the event. No-notice events will not include phases 1b and 1c. The sheltering phases are imbedded in the three Operational Phases.

**(1) Phase 1c- 2a: Credible Threat, Immediate Response**

*Sheltering Phase: Evacuation*

A safe, accessible, and environmentally protected congregate facility utilized for durations typically not to exceed 72 hours by populations displaced by an incident or event. This phase is typically handled through local NGOs with available local resources.

**(2) Phase 2b- 2c: Deployment, Sustained Response**

*Sheltering Phase: Short Term*



A safe, accessible, and environmentally protected congregate facility utilized for durations typically not to exceed two (2) weeks by populations displaced by an incident or event. Facilities usually used include schools, churches, fire halls, community buildings, etc. This phase is generally supported with state resources and capabilities. Note: In catastrophic situations it is important to plan to be self-sustaining for up to two weeks. It can take that long for outside support to get to the affected area.

**(3) Phase 3: Recovery**

*Sheltering Phase: Long Term*

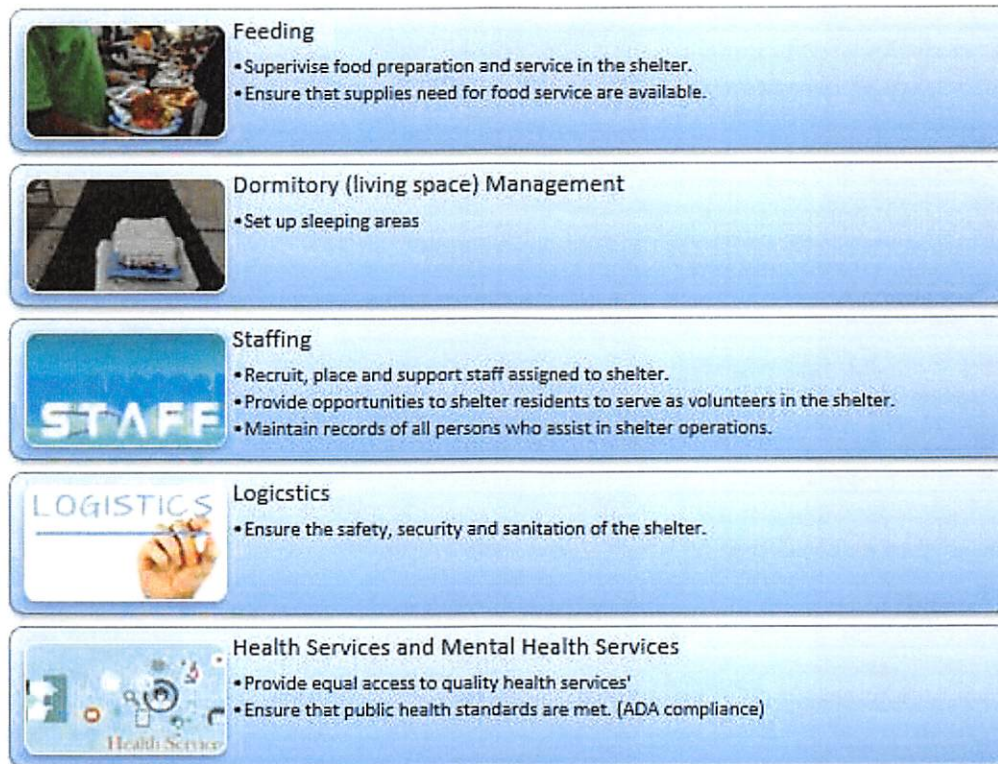
A safe, accessible, and environmentally protected congregate facility utilized for durations typically longer than 2 weeks by populations displaced by an incident or event. Facilities usually used include dormitories, vacant facilities that has rooms available, soft-sided structures, etc. This sheltering phase often requires Federal support and/or seeking alternative providers to manage and/or support facilities.

**e. Shelter Procedures.** Successful shelter operations rely on the coordinated performance of seven separate functions:

	<b>Shelter Management</b> <ul style="list-style-type: none"><li>• Provide oversight, administrative support and supervision for all functions in the shelter.</li><li>• Ensure residents' needs are being met.</li></ul>
	<b>Registration</b> <ul style="list-style-type: none"><li>• Ensure that all shelter residents are greeted and registered upon arrival.</li><li>• Maintain a system for checking residents in and out when they leave for a period of time.</li></ul>



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Graphic: Shelter Operations Functions

Madison County will identify the need for shelter operations based on the decision of the Incident Commander to begin evacuations and/or the magnitude of the event. A large disaster will require activation of the County EOC and information regarding emergency shelter activation will be communicated from the EOC. In the event of a disaster requiring the evacuation of citizens from their residences or places of business, the EOC will identify the extent of the shelter needs (i.e., estimated number of persons to be sheltered and those who need Functional Needs Support Services, such as the elderly or persons who may need medical supervision/care). The EOC Manager will select the appropriate shelter location based on the need and the location of the hazard, assuring that it is in a safe area.

Madison County utilizes the following facilities as shelters:

- (1) Sulphur Springs Park and Recreation 929 Sulphur Springs Road Canton, MS 39046

### Procedures when the American Red Cross IS available to open and staff shelter:

- (1) Local Government Responsibility – Shelter is the responsibility of the local

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government, and this responsibility cannot be delegated. As such, Madison County will provide a county staff person to coordinate and assist Red Cross during shelter activation. This County staff person will also ensure that individuals seeking shelter fill out the County Shelter Registration Form as well as the Red Cross Shelter Registration form.

(2) Assist and Provide – the local jurisdiction will assist Red Cross as needed to ensure that adequate food supplies, equipment, staff, and services are available to launch and sustain shelter operations. This shall include providing a Madison County Sheriff's deputy for security, as well as coordinating needs and requests with the County EOC Logistics section.

(3) Costs – The Red Cross will pay costs that the Red Cross independently incurs.

(4) American Red Cross should be notified **72 hours** prior to opening of a shelter.

### **Procedures when the Red Cross is NOT available to open and staff shelter:**

(1) Activate the Madison County Shelter Task Force – Madison County will activate their employees and volunteers who are trained to open and run a shelter.

(2) Deploy – Madison County will deploy staff and support personnel, along with startup supplies, to open and run the shelter.

(3) Additional Personnel – Madison County will request additional shelter staff as needed from their trained pool of employees and volunteers or will request additional staff from the neighboring counties through Mutual Aid Agreements.

### **Prior to Opening the Shelter:**

Upon notification of a catastrophic event, the Madison County emergency management agency will make contact with The American Red Cross and the STF (Madison County Department of Human Services and American Red Cross).

(1) Complete inspection of the facility

(2) Check for existing supplies

(3) Determine animal services' needs

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(4) Designate shelter positions

(5) Set up a waiting area if needed

**Once the shelter site activation is confirmed:**

(1) Inform the public

(2) Provide signage

**f. Opening Procedures.** The Madison County Shelter opening checklist should include the following:

(1) Register shelter residents

(2) Provide First Aid

(3) Provide snacks and meals

(4) Establish daily routines

(5) Shelter layout recommendations

(a) Shelters must comply with Americans with Disabilities Act, 1990

(6) Donations and Volunteers

(7) Transportation

(8) Safety / Security

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(a) Madison County Patrol/Sheriff's Department

<b>Considerations for Opening Shelters</b>		
<b>Action</b>	<b>Description</b>	<b>Responsibility (Example)</b>
<b>Coordination</b>	Determine which facilities are available and which ones will be best to open	Madison County Emergency Management, lead and supporting sheltering agencies
<b>Inspection</b>	Complete pre-occupancy survey with facility owner	Lead sheltering agency
<b>Location</b>	Ensure shelters are located in safe, secure areas outside of potential risk areas	Madison County Emergency Management lead and supporting sheltering agencies.
<b>Verification</b>	Verify the facility is appropriate for sheltering target populations	Madison County Emergency Management lead and supporting sheltering agencies.
<b>Accommodation</b>	Ensure that facility meets all ADA requirements and there is a plan in place to meet shortfalls	Lead/supporting sheltering agencies and facility owner
<b>Equipment</b>	Ensure there are sufficient material and human resources for expected populations	Lead/supporting sheltering agencies and facility owner
<b>Availability</b>	Confirm the availability of agencies to complete assigned roles for this specific shelter assignment	Lead/supporting sheltering agencies and facility owner

Table 2: Sheltering Considerations (Pre-Incident and Initial Response)

During incident response and recovery, Madison County, The American Red Cross, and all supporting agencies will continue to discuss the following considerations.

General Considerations		
Situation	Description	Source of Information
<b>Status of Sheltering</b>	Shelter population is either increasing, remaining stable or declining	WebEOC reports, shelter providers and emergency management
<b>Infrastructure status</b>	Are the utilities restored and access completed to businesses and homes? Are the roads accessible?	Emergency Management, utility companies, transportation agency
<b>Dwellings</b>	Do a majority of the homes have operational cooking capabilities?	Preliminary Damage Assessment reports, American Red Cross and Emergency Management

**g. Closing Procedures.** Upon notification of the de-escalation of an incident, the Madison County Emergency Management Agency will work with American Red Cross and the STF (Madison County Department of Human Services) to determine the shelter closing date and how to meet the needs of the remaining shelter residents based on the availability of resources and requirements under the sheltering agreement.

**(1) Madison County Shelter Closing Checklist**

Considerations for Closing Shelters		
Action	Description	Responsibility (Example)
<b>Case Management</b>	Ensure that all remaining shelter residents have met with case management to establish a housing plan	Lead/supporting sheltering agencies
<b>Accountability</b>	Ensure that all equipment, materials, and supplies are	Lead/supporting sheltering agencies and shelter management

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	accounted for and returned to a ready state for future deployment	
<b>Additional supplies</b>	Ensure that all additional supplies and materials are inventoried and properly stowed.	Lead/supporting sheltering agencies and shelter management
<b>Inspection</b>	Conduct a final inspection and ensure that all buildings and grounds are checked, and that trash has been removed and properly discarded.	Lead/supporting sheltering agencies and shelter management
<b>Walk-Thru</b>	Schedule a time and date with facility owner for a final walk-thru and release facilities	Lead/supporting sheltering agencies and shelter management
<b>Equipment pick-up</b>	Arrange for equipment and trailers to be picked up (i.e., forklifts, dumpsters, portable showers, etc.)	Lead/supporting sheltering agencies and shelter management
<b>Repairs (if needed)</b>	Make arrangements to repair any damaged areas of the shelter facility and/or equipment	Lead/supporting sheltering agencies and shelter management

Table 4: Sheltering Considerations (Closing and Demobilization)

**h. Demobilization Triggers.** A decreasing shelter population is a sign that it is time to plan to close the shelter. You can begin the closing process when it is clear that most residents have taken the next step in their recovery process and arranged for a place to go.

#### **4. INFORMATION COLLECTION, ANALYSIS AND DISSEMINATION**

The Madison County Comprehensive Emergency Management Plan (CEMP) establishes the daily operational schedule of briefings, meetings, and conference calls to ensure a coordinated approach by the agencies in meeting the human and material needs of the incident. In order to obtain and provide relevant and valuable information on a daily basis, the sheltering task force, if activated, will communicate a core set of information to the ESF #6 Coordinator. The ESF #6 Coordinator or designee will detail the type of information they require and frequency of reporting; they will also share relevant information with the sheltering providers to maintain accurate and up-to-date situational awareness.

[See Madison County Comprehensive Emergency Management Plan for coordinated messaging regarding sheltering.]

#### **5. ADMINISTRATION AND FINANCE**

See Madison County's policy for approved procurement procedures. Event costs should be clearly documented and linked to missions and tasks.

#### **6. PLAN DEVELOPMENT AND MAINTENANCE, TRAINING AND EXERCISE**

Plan Development and Maintenance. The Madison County Emergency Management will be responsible for collaboration with supporting agencies and the Madison County Emergency Management to update and review this Shelter Support Plan on an annual basis. See Record of Change Form

The Madison County Emergency Management Agency will coordinate training with the State, as well as American Red Cross and supporting agencies. See Appendix B for a sample Record of Training form and See Appendix C for a sample Record of Exercises form.

#### **7. AUTHORITIES AND REFERENCES.**

- a. Homeland Security Presidential Policy Directive (HSPPD-5)
- b. Robert T. Stafford Incident Relief and Emergency Assistance Act (Stafford Act)
- c. Post Katrina Emergency Management Reform Act, 2006
- d. Department of Justice, American with Disabilities Act, 1990 as amended
- e. Architectural Barriers Act (ABA) of 1968 Communications Act of 1934 as amended
- f. Fair Housing Act of 1968 as amended

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- g. Rehabilitation Act of 1973 as amended
- h. Civil Rights Act
- i. State and Local authorities
- j. Madison County Comprehensive Emergency Management Plan
- k. Madison County ESF #6
- l. Comprehensive Planning Guide (CPG-101)

### **APPENDICES:**

Appendix 1: Sheltering Task Force (STF) Guidance

Appendix 2: Record of Shelter Training

Appendix 3: Record of Exercises

Appendix 4: Shelter Staff Sign In/Out Form

Appendix 5: Sheltering Staff POC List

Appendix 6: COVID Operational Decision Making/Shelter Facility Opening Checklist



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## **Madison County Emergency Sheltering Support Plan Appendix 1 (Sheltering Task Force Guidance)**

It is recommended that the county develops a Sheltering Task Force to help develop, maintain, and identify key roles and responsibilities. The guidance in this section is baseline information and the basis for development of Sheltering Task Force guidance that may include:

1. Description of the Role of the STF;
2. Membership of the STF;
3. Table of Organization for the STF;
4. Brief Job Descriptions for key roles (this could be done in a chart)
5. Triggers for constituting an STF;
6. Mobilization and Demobilization procedures;
7. STF Preparedness and Operational Activities;
8. Describe how the STF will interact and coordinate with other established task forces and the Mass Care Coordinator.

### **Purpose**

The Task Force, which operates at the direction of a Task Force Leader, stresses coordination among the various organizations/agencies involved with sheltering operations and determines the best strategies to meet the future sheltering requirements for the incident.

### **Establishment of a Task Force**

#### **Potential Shelter Task Force Members**

1. *County ESF #6 – Mass Care/Emergency Assistance*
2. *County Lead Agency for Sheltering*

3. *County Lead or ESF responsible for household pet and service animal support*
4. *County Health Care Support*
5. *County Department of Children and Family Services*
6. *County Volunteer and Donations Coordinator*
7. *County Elder Affairs Agency (or agency that provides similar support)*
8. *County Agency for People with Disabilities and Others with Access and Functional Needs*
9. *County Evacuation Coordinator*
10. *County Security ESF*
11. *Planner*
12. *Private Sector representative*
13. *American Red Cross and The Salvation Army subject matter experts (SMEs)*
14. *VOAD representative*

### **Sheltering Task Force Roles and Responsibilities**

One of the primary responsibilities of the STF is to support and maximize the field resources, assuring that limited resources are allocated across the jurisdiction, thus minimizing incident demands for critical or competing resources.

When an incident occurs and there is a need for a sheltering operation, the STF should be activated and collect and share situational awareness information from the operators to determine an initial estimate of needs.

Develop some primary considerations for a task force to consider during the preparedness and operational phases before and during an incident. These roles may vary depending on the level of government and the incident. The task force must remain flexible depending on the variables of the mission.

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**Appendix 2 (Record of Shelter Training)**

<b>Course:</b>		<b>Date:</b>	
<b>Name</b>	<b>Agency</b>	<b>Position</b>	<b>Contact information</b>

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**Appendix 3 (Record of Exercises)**

Exercise			Date:
Name	Agency	Position	Contact information

**Appendix 3 (Record of Exercises) to Madison County Emergency Sheltering Support Plan**

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**Madison County  
Emergency Sheltering Support Plan  
Appendix 4 (Shelter Staff Sign In/Out Form)**

<b>Madison County Shelter Staff Sign In/Out Form</b>				
DATE		LOCATION OF SHELTER		
TIME IN	TIME OUT	NAME	SHELTER POSITION	EMERGENCY CONTACT #

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**Madison County  
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Appendix 5 (Shelter Staff POC List)**

<b>Local EMA Director</b>	Contact Name: Contact Phone Number: Address:
<b>Shelter Manager</b>	Contact Name: Contact Phone Number: Address:
<b>American Red Cross Local Chapter</b>	Contact Name: Contact Phone Number: Address:
<b>Sheriff's Department</b>	Contact Name: Contact Phone Number: Address:
<b>Health Department</b>	Contact Name: Contact Phone Number: Address:
<b>State Disability Integration Advisor</b>	Contact Name: Contact Phone Number: Address:
<b>Salvation Army</b>	Contact Name: Contact Phone Number: Address:
<b>Long Term Recovery Committee Leader</b>	Contact Name: Contact Phone Number: Address:

Appendix 5 (Shelter Staff POC List) to Madison County Emergency Sheltering Support Plan

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**Madison County  
Emergency Sheltering Support Plan  
Appendix 6 (Pandemic Operational Decision Making/Shelter Facility Opening  
Checklist)**

Purpose. This document guides leadership and Mass Care workers in determining appropriate facilities to provide emergency sheltering to those in need during COVID-19 and provides a checklist for the opening process.

Initial Actions.

Determine if sheltering is needed and what the essential elements of information are.
Align operational strategy with public health and emergency management. Determine with public health and emergency management how to ensure physically separate operating areas of screening, dormitory, and isolation at each site. Confirm appropriate resources are available to operate. Confirm when security, sanitation, and other core services will be available.
Determine if sheltering can be provided in a non-congregate setting.
If sheltering must be provided in a congregate setting, determine appropriate site(s).

Opening Emergency Shelters: Decision-Making Questions / Next Steps

- Is there a suitable hotel available immediately to support the expected population?
- If available, notify hotel.
- Complete facility agreement if necessary and implement mass care process for hotel support.
- Deploy Sheltering team.
- Arrange with government partners to transport clients if necessary.
- Work with hotel to ensure availability of:
  - Janitorial staff;
  - Garbage collection;
  - Room cleaning frequency (minimum 2-3 times per week, ideally once per day);
  - Inter-room or inter-site communications;
  - Hallway or common area monitoring capability;
  - Access control and security staff – engage contract security staff if necessary;
  - Additional rooms or space for Red Cross services.
- Issue appropriate documentation and room allocation to clients after screening.

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- Determine separate food delivery access point to shelter and feeding plan.
- Notify Red Cross leadership, public health, law enforcement, and Emergency Management Agency/Emergency Operations Center (EMA/EOC).

***If no suitable hotel available, is there a suitable campsite or dormitory available immediately to support the expected population?***

- Determine if dormitory/camp facility with sufficient space for social distancing of expected clients is available.
- If available, notify dormitory or campsite owner.
- Complete facility agreement and implement mass care process for dormitory support, including personal protective equipment (PPE) and cleaning supplies.
- Deploy shelter team.
- Arrange to transport clients if necessary.
- Issue appropriate documentation and dormitory allocation to clients after screening.
- Notify national headquarters, Department of Public Health (DPH), law enforcement, and Emergency Management Agency/Emergency Operations Center.

***If congregate shelter is the only available option:***

- Select an available and suitable congregate shelter with separate areas for
  - Isolation care area,
  - Dormitory/living space, and
  - Screening;
- Notify facility ownership;
- Complete facility agreement;
- Implement logistics and mass care process for shelter support, including personal protective equipment and cleaning supplies;
- Deploy shelter team;
- Arrange to transport clients if necessary;
- Notify public health, law enforcement, and Emergency Management Agency/Emergency Operations Center (EMA/EOC).

### **Differences: Post-Impact Shelters and Large Evacuation Sites**

Post-impact congregate shelters with 50 or fewer clients are preferred and have greater consistency in operational requirements because of the specifications share commonalities. Large evacuation sites require significantly more management, oversight, and resourcing for successful operations

*and should only be established when multiple <50 client shelters cannot feasibly be opened and operated.*

<b>&lt; 50 Person Shelters</b>	<b>Large Evacuation Site</b>
<ul style="list-style-type: none"> <li>• Option to consider when non-congregate shelter options (e.g., motel rooms) are unavailable;</li> <li>• Safer to congregate fewer people – can add additional sites as needed;</li> <li>• Likely available closer to incident location;</li> <li>• Intended for fewer than 14 days following tornado/flood/apartment fire:                             <ul style="list-style-type: none"> <li>○ Not for DAT/multi-family fire who follow DAT guidance.</li> </ul> </li> <li>• Smaller facility (gymnasium + classrooms);</li> <li>• Requires less planning, coordination, staffing and material resources.</li> </ul>	<ul style="list-style-type: none"> <li>• Maximum population determined by public health</li> <li>• Requires significant planning and support from all agencies;</li> <li>• Intended for fewer than 7 days for hurricane/earthquake/wildfire evacuation;</li> <li>• Must transfer to &lt; 50-person shelter within 7 days;</li> <li>• Ideally minimum size of 50,000 sq. ft. based on 350 clients in general dormitory:                             <ul style="list-style-type: none"> <li>○ 11,500 sq. ft. available for all non-dormitory services (isolation, registration, feeding, etc.).</li> </ul> </li> </ul>

**Opening Checklist**

- Conduct opening inspection of facility
- Follow COVID Shelter Screening Procedures
- Ensure Screening Area and Isolation Care Area are physically separate from dormitory
- Set up Registration Desk
- Ensure proper dormitory space allocation per client
- Allow families to move their cots closer together
- Establish food distribution and storage areas
- Establish secure storage room
- Arrange food delivery and other sheltering supplies
- Ensure method for shelter residents and workers to regularly wash and/or sanitize hands
- Attach refuse bag at the end of each cot for clients to have individual waste receptacles

**Need Determination and Agreement**

- Event occurs and determination is made that congregate sheltering is only option to meet needs of displaced population.
  - *Discuss and obtain concurrence and guidance from local public health authority.*
  - Obtain Red Cross leadership concurrence.

## Facility Acquisition and Inspection

- Complete Facility Use Agreement.
- *Establish agreement on COVID-19 cleaning and sanitation requirements with facility or contract arrangement.*
- Conduct opening inspection with facility representative.

## Shelter Setup

- *Establish Screening Area.*
  - *Follow COVID Shelter Screening Procedures (in development).*
- *Set up the dormitory in consultation with public health department.*
- *Ensure Screening Area and Isolation Care Area are physically separate from dormitory.*
- *Set up Welcome/Registration Desk (“access choke point”).*
  - *Ensure proper dormitory space allocation per client (110 sq. ft. / keep 6-foot separation between edges of each cot and arrange cots “head-to-toe”).*
  - *Allow families to move their cots closer together.*
  - Establish food distribution and storage areas.
  - Establish Red Cross office/area.
  - Establish secure (locked) storage room/area.
  - Establish Disaster Health Services (DHS) or nurse room/private area.
  - Ensure method for shelter residents and workers to regularly wash and/or sanitize hands.
  - Attach refuse bag at end of each cot for clients to have individual waste receptacles.
- Conduct staff meeting and job inductions.
- *Begin screening for all clients, workers, and visitors before entering dormitory.*
- *Begin daily screening logs for clients, staff, partners, and visitors.*
- *Ensure Isolation Care Area is staffed 24/7 once clients are assigned there.*
- Arrange food delivery and other sheltering supplies.
- Post signage.
- Open shelter.
- Advise Emergency Operations Center, public health, local law-enforcement, and disaster relief operation (DRO) that shelter is open.

## Begin Registration

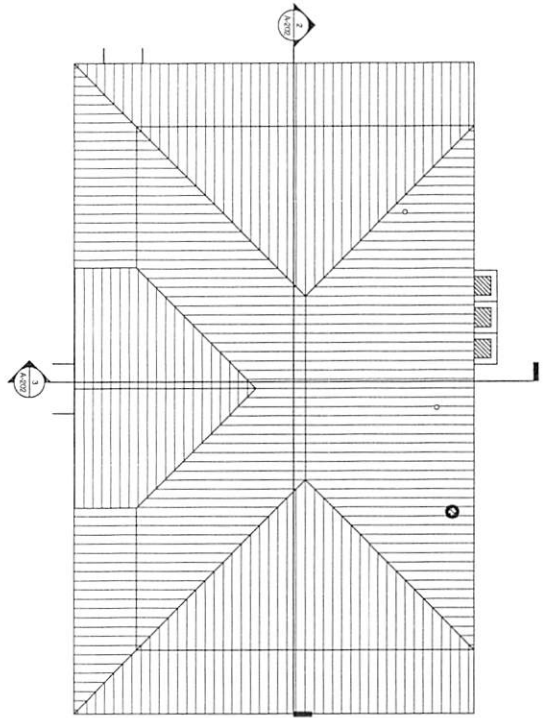
- *Work with hotel or camp management to arrange hotel rooms for each family unit.*
- *Assign cots if a shelter.*
- *Provide welcome letter.*
- *Review specific shelter protocols such as social distancing.*
- *Provide personal hand sanitizer if available.*



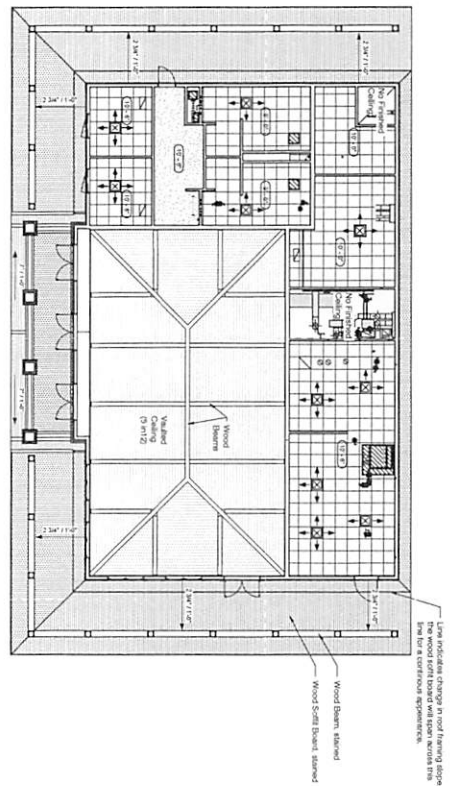
### **Ongoing Operations**

- *Ensure everyone (clients and staff) is screened twice a day and any time they arrive at or re-enter the shelter.*
- Provide cell phone charging station.
- *Support virtual service delivery.*
- *Continually promote and enforce physical distancing (6 feet) and handwashing.*
- *Provide communication flow with clients through announcements, reminders, text messages, etc.*
- Maintain and keep up-to-date shelter and manager logs, *screening logs*, and sign-in sheets.
- *Maintain regular sanitation.*
- Maintain client counts, meal counts, supply inventory, and use counts.
- *Seek ways to use clients as event-based volunteers (EBVs) and encourage their engagement.*

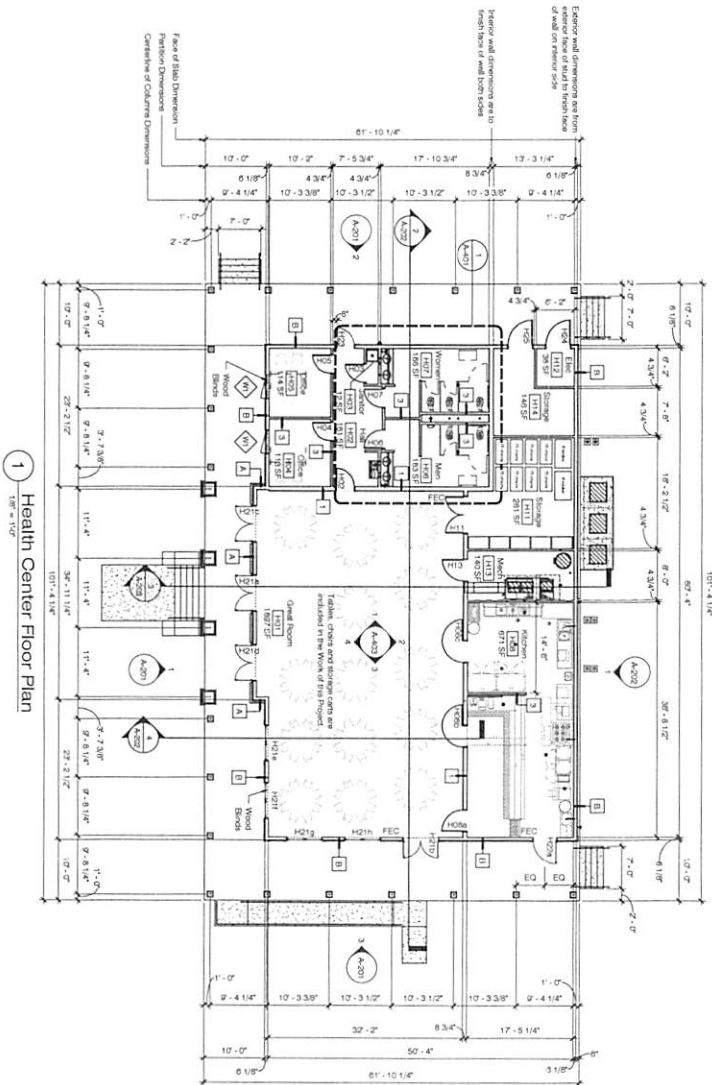
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3 Health Center Roof Plan  
 1/8" = 1'-0"



2 Health Center Reflected Ceiling Plan  
 1/8" = 1'-0"



1 Health Center Floor Plan  
 1/8" = 1'-0"

Sulphur Springs Park  
 Health Center, Pavilion and Restrooms  
 Madison County, Mississippi



Architect  
 Interior  
 Planning  
 Dale Partners  
 One Jackson Place  
 148 East Grand Street  
 Jackson, MS 39201  
 (601) 352-2411  
 161 Lumbard Street  
 Shreveport, LA 70501  
 P 225.374.4329  
 info@dalepartners.com

DALE  
 PARTNERS

A-001  
 Health Center Floor  
 Plan (RPT) 1/20"

Construction Documents	Sheet No.	1006
Project No.	2756	
Date	2/16/2010	2/16
Drawn	DK	
Checked	DK	
Reviewed	DK	

**Madison County**  
**Emergency Sheltering Support Plan**  
**Attachment 2 (County Trained Shelter Personnel)**

Albert Jones, III
Jennifer Knight
Kyrie Lucas
Seth Everett

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