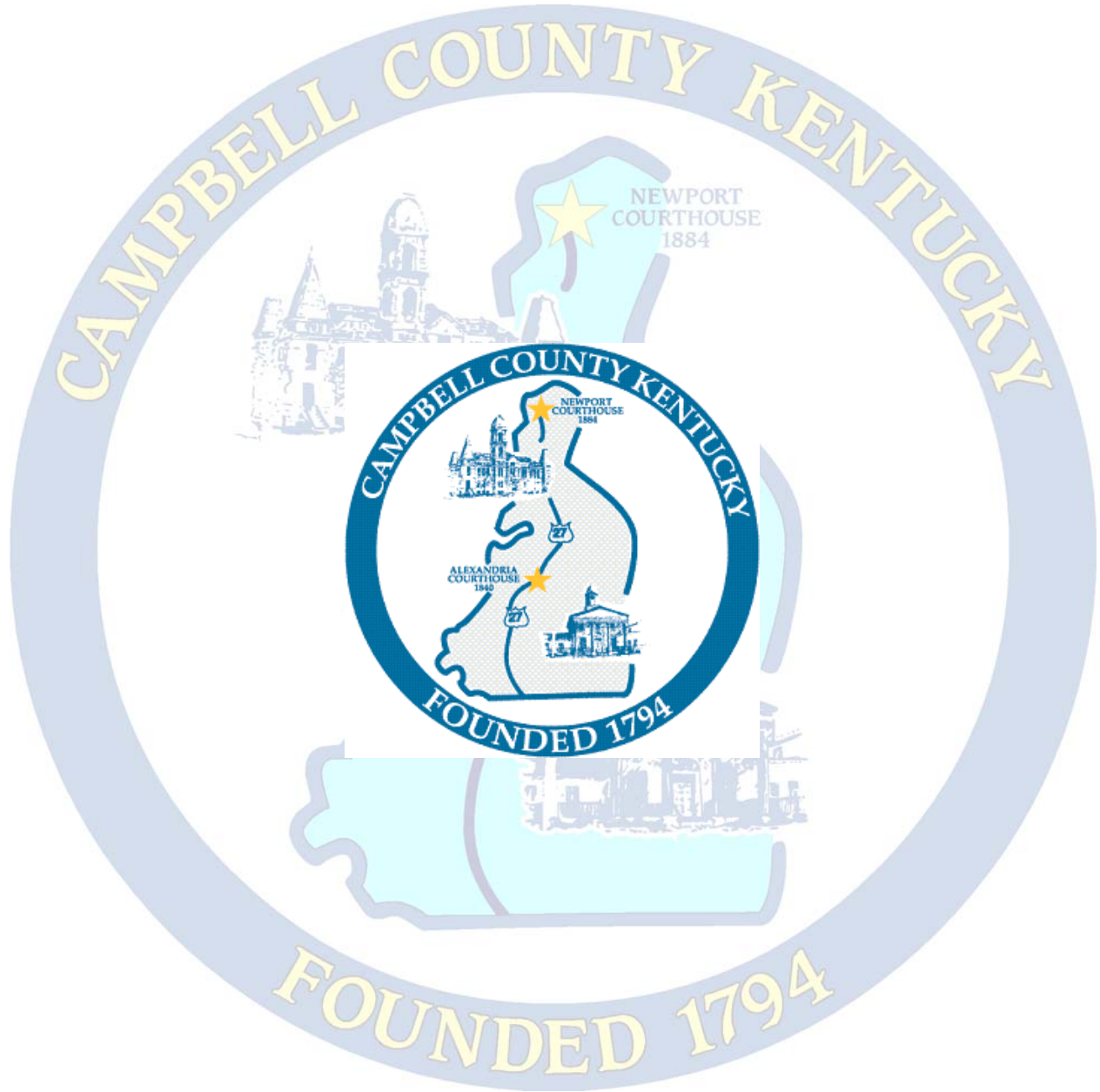
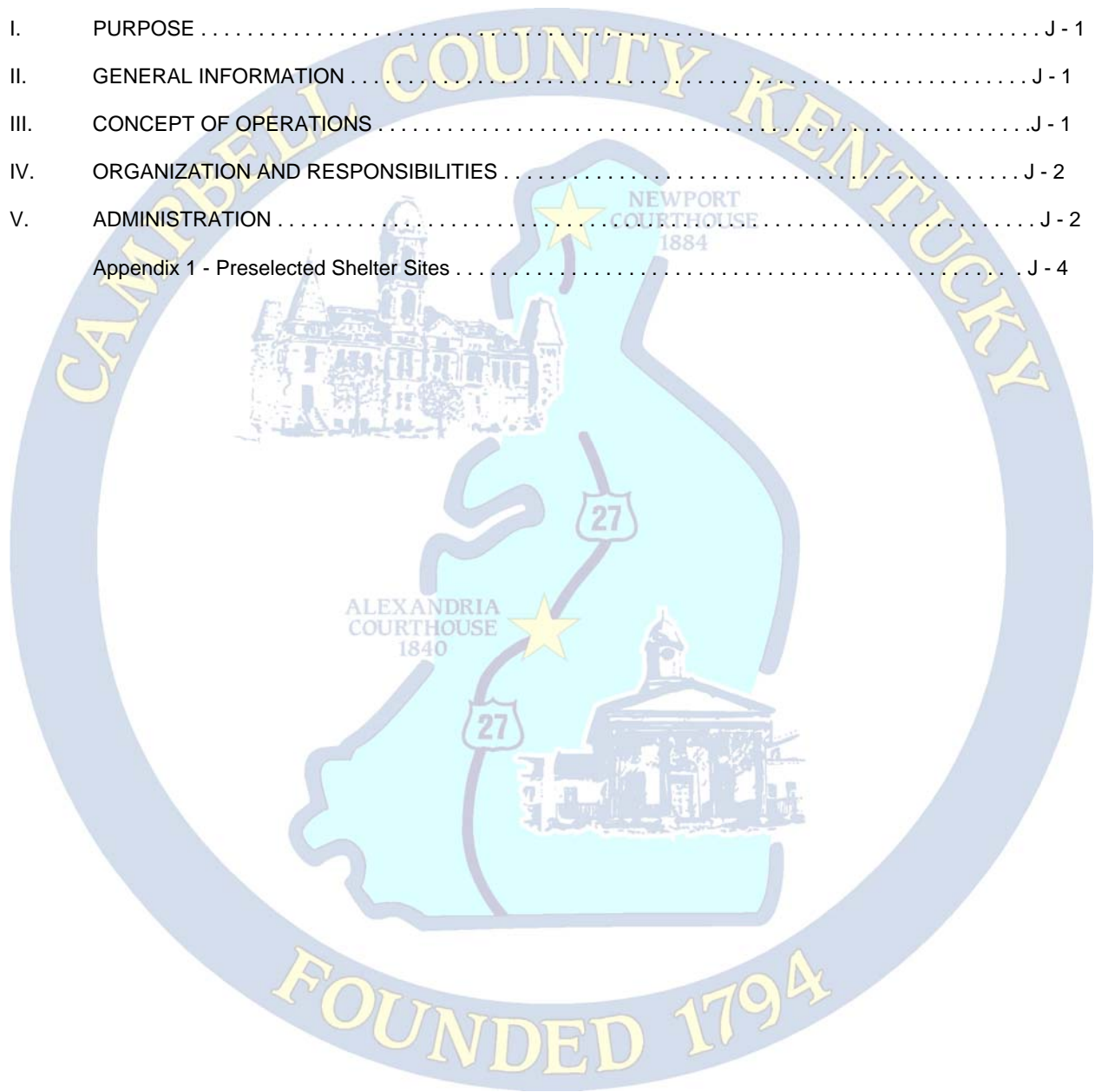


CAMPBELL COUNTY SHELTER MANAGEMENT PLAN



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I. PURPOSE

The purpose of this plan is to explain and prescribe the responsibilities of local government and private relief agencies in providing emergency shelter and/or temporary housing for people displaced from their residence by an emergency or disaster.

II. GENERAL INFORMATION *SHELTERS PROTECT PEOPLE IN THE EVENT OF A DISASTER*

A. Shelters serve *two* basic functions.

- (1) One is the predesignated shelter that *protects* people from an immediate or ongoing danger such as tornado.
- (2) The other function is the *care* of disaster victims made homeless by the results of a disaster or emergency. This is accomplished by use of *preselected* shelters and is the subject of this annex.

B. There are *two* basic types of shelters.

- (1) One is the *Emergency* Shelter, often referred to as Congregate Care or Congregate Lodging. These are facilities, such as churches, lodges, schools, or National Guard armories, adequate to provide temporary shelter for disaster victims.
- (2) The other is *Temporary* Housing. This is longer duration shelter for disaster victims which includes unoccupied, available public or Federally owned housing, rental properties, mobile homes or other readily fabricated dwellings.

C. Shelters for care of disaster victims should meet the following requirements.

- (1) Be a safe and healthful facility reasonably near the victim's homes.
- (2) Consider use of appropriate size of building (use churches for up to 100 people; use schools over 100 people).
- (3) Have suitable space for sleeping quarters (40-60 sq. ft./bed).
- (4) Have secured storage areas, separate rooms for elderly and families with children, disabled (as needed), nursing, and office space.
- (5) Have adequate supply of drinking water (5 Gal/person/day for all uses); toilet and bathing facilities (one toilet/40 people).
- (6) Include provisions for cooking, serving, and storing food (each person will need 2500 calories).
- (7) Have fire and police protection.
- (8) Have adequate parking.

*** A building may still be considered adequate if several of the above mentioned requirements are missing.*

III. CONCEPT OF OPERATIONS

- A. This annex will be activated when a disaster or emergency has occurred in Campbell County requiring evacuation of people to emergency shelters.
- B. When the decision to evacuate people to emergency shelter is made by the Incident Commander, County Fiscal Court, or City Mayor/Administrator, it will be communicated immediately to the Emergency Operations Center. The American Red Cross, Northern Kentucky Independent Health District and Campbell County Human Services will be notified so sheltering and medical care preparations can be made.
- C. The American Red Cross will be advised to activate their shelter procedures and otherwise assist in the emergency operation.
- D. Different shelter facilities may be selected for each type of disaster. Locations of emergency shelters should be provided to the public prior to as well as during the emergency in accordance with the Public Information Annex of the Campbell County Emergency Operations Plan and JIC Plan.
- E. Disaster victims not requiring medical care should be sheltered in accordance with the procedures outlined in this annex. Victims requiring medical treatment and/or hospitalization should be directed or transported to the nearest available medical facility.
- F. An agreement to use each facility or structure as a shelter should be confirmed in writing (see private and volunteer welfare organizations acting American Red Cross files). An inventory for emergency shelters will be maintained. The regular maintenance force should continue to serve, and the agreements should provide for reimbursement of utilities and repair of damage.
- G. There must be a written survey of the building and equipment prior to shelter occupancy (see American Red Cross files). All parties involved procedures, selecting facilities, obtaining should have copies of the survey.
- H. Shelters normally remain open no longer than absolutely required.
- I. If the magnitude of the disaster is such that the services of other volunteer groups are needed to mitigate suffering and aid in sheltering, the EOC staff (i.e., American Red Cross, and County Human Services) representatives will contact other volunteer organizations for assistance.
- J. A list of the American Red Cross Headquarters Red Cross follows.
- K. A list of American Red Cross Key Personnel required follows.
- L. A list of *preselected* shelters, locations, capacities, capabilities and constraints is attached as Appendix 1.

IV. ORGANIZATION AND RESPONSIBILITIES

- A. It is the responsibility of local government to provide emergency shelter and temporary housing for disaster victims within its own capabilities, and to request and facilitate the implementation of shelter assistance provided by private relief agencies and other state and federal programs. When local resources are fully committed, and upon request, State government will assist in providing emergency shelter and/or temporary housing for disaster victims.
- B. Elements of local government including representatives from Campbell county Human services and Emergency Management together with the American Red Cross and other Private and volunteer welfare organizations acting as a county sheltering committee will develop local shelter resource lists and serve, and procedures for providing emergency shelter and temporary housing for disaster victims.

(1) The American Red Cross, will take the lead in developing procedures, selecting facilities, obtaining shelter facility agreements, and developing managers. The Red Cross was assigned such responsibilities under Congressional Chapter (Statute 33-5990, 5 January 1905 and in the Federal Disaster Relief Acts 1970 and 1974 (Public Law 93-288 as amended by EOC 36 U.S.C.); and they have developed the staff necessary organization, administrative procedures, and support structure. These services are provided at the discretion of American Red Cross without restriction from public or private authorities. Nationally, the American Red Cross will provide necessary operational direction and support, including supplies, personnel and financial resources when required to augment the resources of the community and chapter.

(2) The procedures and appropriate checklists will include the following shelter related emergency activities fully coordinated with local government and relief agencies.

- (a) Sheltering
- (b) Feeding
- (c) Clothing
- (d) Registration and inquiry
- (e) Recruit, select, and train local residents as Shelter Managers.
- (f) Conduct expedient training of Shelter Managers when situation requires.
- (g) Select sources, establish quantitative and qualitative requirements and maintain suitable inventory of shelter supplies.
- (h) Local government and relief agency authorities must review, exercise and update the plan at predetermined regular intervals.

V. ADMINISTRATION

It is essential that all county and municipal agencies, as well as all private and volunteer welfare agencies, maintain accurate financial records.

