Emergency Sheltering Framework

Washington County, Oregon

Final | November 30, 2020

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Introduction

Purpose

The Washington County Emergency Sheltering Framework (referred to herein as "Framework") establishes a strategy for operating emergency shelters in Washington County following an incident that causes mass-displacement of individuals. The Framework was developed through a partnership that included Washington County, its jurisdictions, community organizations, and the American Red Cross (Red Cross).

To date, the Red Cross has been the primary emergency shelter resource for the county and has been able to meet the emergency shelter needs for smaller incidents. Washington County, however, is vulnerable to large disasters that will require shelter accommodations beyond what the local Red Cross can provide.

This Framework describes how Washington County and its partners will coordinate to provide emergency shelter services following a disaster. Washington County and other sheltering partners will use this Framework to guide shelter planning and preparedness and develop a long term and sustainable program for developing and maintaining a sheltering capability. The County and partners should ensure their emergency operations plans are consistent with this Framework.

Scope

The Framework addresses shelters that provide care to persons impacted by major emergencies and disasters, such as those described in the Threats and Hazards section below. It does not explicitly address other types of shelters, such as severe weather shelters, cooling, or clean air centers, or shelters for persons experiencing homelessness. These facilities are address in other plans.

This Framework is concerned with planning for sheltering activities that exceed the common, small-scale incidents regularly managed by the Red Cross, such as small residential and apartment fires. These incidents are typically managed by the public safety incident commander who will request Red Cross support directly through dispatch, (Washington County Consolidated Communications Agency). Local emergency management and other partners are often not involved in coordinating sheltering for these incidents. Any incident that exceed the capabilities of the Red Cross or where the Red Cross requires assistance from local government or community-based organizations is within the scope of this Framework.

Background

The Framework was developed through a collaborative planning process that engaged stakeholders throughout the region. Washington County Emergency Management convened a group of stakeholders to form a Planning Team. This team, summarized in Table 1, consists of representatives from local government agencies and community based organizations (CBOs) that will support Framework implementation.

While the Framework is informed by existing standards and best practices in emergency sheltering, the content in this Framework was developed primarily from the input of the

Planning Team and other local experts. The Planning Team participated in a series of in-person workshops to share information about internal capabilities and services that could support sheltering.

To ensure that this Framework reflected community consensus, a *Stakeholder Engagement Strategy* was developed at the start of the project to define the process to conduct outreach to stakeholders and facilitate inclusive community engagement during and after this project. A copy of the *Stakeholder Engagement Strategy* can be found in Appendix B of this report.

Table 1: Planning Team Members

Name	Title	Organization
Stacy Beckley	Animal Behavior and Outreach Coordinator	Washington County Animal Services
Tammy Bryan	Emergency Manager	City of Hillsboro
Andrew Chapman	Emergency Management Coordinator	City of Sherwood
Adrienne Donner	PHEP/EMS Program Supervisor	Washington County PHEP
Annette Evans	Homeless Program Coordinator	Washington County Housing Services
Renate Garrison	Emergency Management Officer	Beaverton Emergency Management
Mark Havener	Assistant Chief	Tualatin Valley Fire & Rescue
Karrie Johnson	Program Communication and Education Specialist	Washington County Animal Services
Mike Lueck	Emergency Manager	Tigard Emergency Management
Lindsay Marshall	Program Coordinator	City of Tualatin
Randy Mifflin	Disability and Aging Services Supervisor	Washington County DAVS
Alita Ostapkovich	Emergency Management Coordinator	Washington County Emergency Management
Curtis Peetz	Deputy Regional Disaster Officer	American Red Cross
Mark Pierce	Security Operations Manager	Tualatin Hills Parks and Recreation
Clayton Reynolds	Maintenance Services Manager	City of Tualatin
Heather Roberts	Intern	Sonrise Church
Rich Sattler	Utility Manager	City of Sherwood

John Wheeler	Emergency Management Manager	Washington County Emergency Management

Situation

Threats and Hazards

Hazards that may require the sheltering of persons include both localized disasters as well as large-scale regional incidents. Washington County's 2016 Hazard Mitigation Plan evaluates the likelihood of hazardous events occurring and quantifies the hazard-specific vulnerabilities in the community.[1]

One of the most destructive scenarios that could hit northwest Oregon and the Portland Metropolitan area is a catastrophic earthquake. Washington County sits just east of the 1,000 km Cascadia Subduction Zone (see Figure 1), an active fault line that has produced catastrophic magnitude 9.0[2] or greater earthquakes every 400 to 600 years.[3] The last earthquake of this type was in 1700.

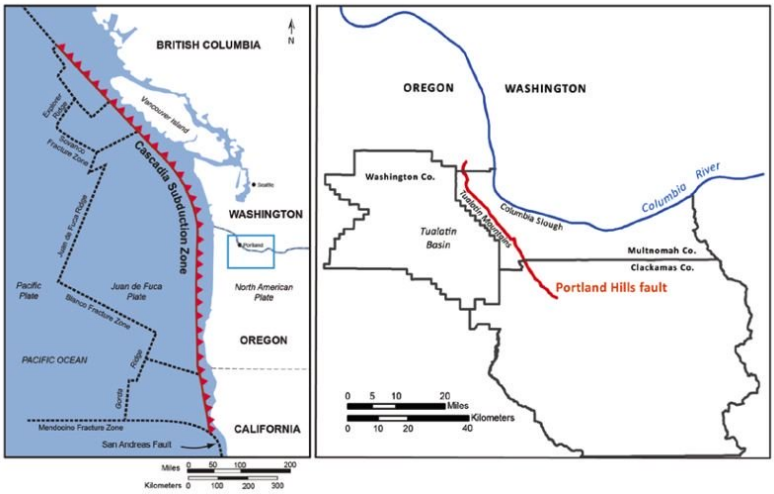

Figure 1: Cascadia Subduction Zone (left) and Portland Hills Fault Line (right), Oregon Department of Geology and Mineral Industries.

The predicted area of impact from a Cascadia Subduction Zone earthquake covers hundreds of thousands of square miles. The Cascadia Subduction Zone runs from Cape Mendocino, California to north of Vancouver Island, British Columbia. A Cascadia Subduction Zone earthquake will likely destroy transportation and fuel infrastructure across the Pacific Northwest, cause a large tsunami with severe coastal flooding, cost Oregon more than $30 billion in direct and economic losses, and result in anywhere from 1,250 to more than 10,000 deaths.[4] Estimates expect at least 37,700 people in Washington County will be displaced long-term and require sheltering and associated services.[5] This does not include individuals who may evacuate coastal areas and seek refuge in Washington County.

Other local faults, such as the Portland Hills Fault, may also cause even more catatrophic damage to the Portland Metropolitan area (see Figure 1). The Portland Hills fault runs

[1] https://www.co.washington.or.us/emergencymanagement/upload/nhmp_draft_volume_i.pdf
[2] Magnitude is a number that characterizes the relative size of an earthquake. (USGS)
[3] https://pnsn.org/outreach/earthquakesources/csz
[4] Oregon Resilience Plan, 2013
[5] Open-File Report O-18-02, *Earthquake regional impact analysis for Clackamas, Multnomah, and Washington counties, Oregon*, 2018. Retrieved from: https://www.oregongeology.org/pubs/ofr/p-O-18-02.htm

directly through dense population centers in the Portland area and can generate up to a magnitude 7.2 earthquake. This fault has generated few earthquakes in the last 10,000 years. Therefore, there is a very low probability of occurrence of an earthquake on this fault.

Washington County is susceptible to other natural and biological hazards that may result in the need for sheltering, like flooding. Flooding is common in Oregon from October through April and, like earthquakes, can be accompanied by landslides. Landslides can displace large populations and affect utility, transportation, and other critical systems. Several communities in Washington County are at high risk of experiencing wildfires.[6] The effects of wildfires can be catasptrophic and require emergency sheltering when entire neighborhoods are evacuated or destroyed. Pandemics, or large-scale outbreaks of infectious disease may also require emergency sheltering or shelter-in-place operations.

While less likely than a natural hazard, human-caused incidents are also possible in Washington County and the region at large. These incidents can be due to human negligence or error, involve a failure of a man-made system, or be intentional such as terrorism attacks. Human-caused threats include chemical releases, explosions, or fires associated with manufacturing or other businesses, and transportation incidents.

County Demographics

Washington County is made up of several diverse communities and receives hundreds of visitors every day. This section highlights those characteristics that will be considered when planning for emergency sheltering.

- The total population of Washington County, as of December 2019, is 613,410.[7]
- In FY 2018/19, there were approximately 5,309 people experiencing, or in danger of experiencing, homelessness in Washington County.[8]
- There are approximately 62,000 residents living in poverty.[9]
- There is a low vacancy rate for rental housing in the County.
- Approximately 13.9% of the total population (~85,000 individuals) are older than 65 years of age.[10]
- 6.8% of Washington County residents under the age of 65 years have a disability.[11]

[6] https://www.oregon.gov/ODF/Documents/Fire/CWPP/WashingtonCounty.pdf

[7] Population Research Center, Portland State University, December 16, 2019
https://www.pdx.edu/prc/sites/www.pdx.edu.prc/files/Certified%20Population%20Estimates_%2012_15_2019.pdf

[8] A Road Home: 2019 Homeless Assessment Report, October 2019

[9] CDC Social Vulnerability Index, 2016 Data

[10] U.S. Census Bureau (2019). *2019 American Community Survey 1-Year Estimates, Demographics and Housing Estimates.* TableID: DP05.

[11] Ibid.

- 25% of individuals (152,071) living in Washington County are Black, Indigenous, or people of color (BIPOC)[12]
- Approximately 5.8% of occupied housing units do not own a vehicle.[13]

The Center for Disease Control publishes a Social Vulnerability Index (SVI) for counties and communities across the United States. The 2016 SVI groups fifteen census-derived factors (e.g., economic data, family characteristics, housing, language, race, vehicle access) that summarize the extent to which an area is socially vulnerable[14] to a disaster. Figure 2 displays the overall social vulnerability of Washington County. As seen in Figure 2, the most vulnerable locations are located near Hillsboro, Forest Grove, Cornelius, Beaverton, and Aloha.

While most Washington County residents identify English as their primary language (75%) 10% of the population self-identified that they speak English 'less than very well'.[15] There are eleven other languages that the County's service area (cities and unincorporated areas) has found meet the criteria for safe harbor languages.[16] These languages need to be supported by the County.

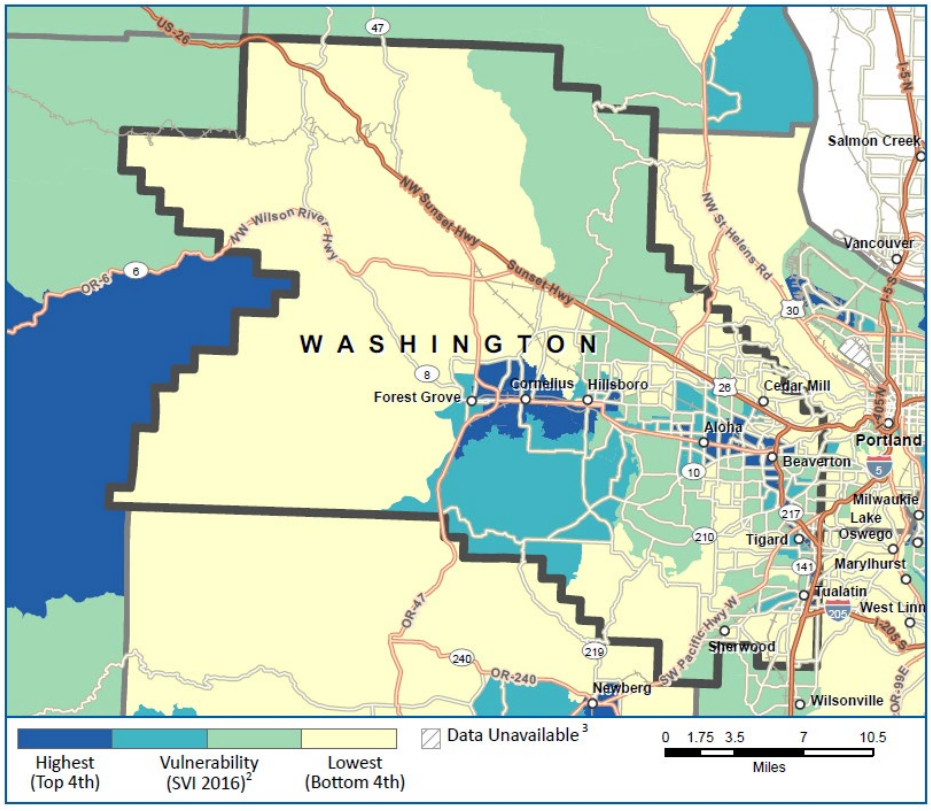

Figure 2: Overall Social Vulnerability of Washington County, Oregon (2016). Center for Disease Control.

[13] Ibid.

[14] Social vulnerability refers to a community's capacity to prepare for and respond to the stress of hazardous events ranging from natural disasters, such as tornadoes or disease outbreaks, to human caused threats, such as toxic chemical spills.

[15] 2017 American Community Survey

[16] "Safe harbor" refers to languages that should be supported, as resources allow, to ensure compliance with Title VI of the Civils Rights Act. Each of these languages has a population of language speakers who are five percent of the population,

Assumptions

Planning assumptions are information expected to be true to enable and guide planning efforts. The Planning Team developed the following assumptions about the anticipated effects that a large disaster, which displaces individuals and requires the activation of shelters, could have on Washington County.

General emergency management assumptions also apply. All known local resources will be explored and exhausted by jurisdictions prior to seeking County-level support; regional resources (e.g., mutual aid) and state resources will be solicited if the incident exceeds the County's capabilities and resources; and the duration and scope of federal involvement will be proportional to the situation's severity and the assistance needed.

Shelter Operations

- Washington County and the cities in the county need to be prepared to provide shelters within their jurisdictions but may rely heavily the Red Cross for day-to-day shelter operations.
- The number and types of facilities opened and the types of wrap-around services offered will depend on the magnitude and specific impacts of the disaster.
- A sufficient number of facilities will be available to function as shelters after a disaster to meet the sheltering needs of the community.
- Shelter operations will need to support and/or accommodate companion pets and other animals.

Infrastructure Impacts

- Vital infrastructure such as potable water supplies, electrical power, natural gas, and sewer services may be compromised.
- Transportation infrastructure may be damaged and in limited operation, causing disruption in vital vehicle and rail corridors and potentially hindering response operations.
- Communications infrastructure, landline telephone, cellular telephone, radio, microwave, data, and other communication services may also be disrupted or degraded.
- Some pre-identified shelter locations may be not be safe or usable because of the incident (e.g., not structurally sound).

Shelter Population

- Many individuals may seek services from a shelter (e.g., feeding, counseling, hot showers, charging stations) but may not seek dormitory services.

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or 1,000 people, whichever is less. These languages include Arabic, Chinese, Filipino (Tagalog), Japanese, Khmer (Cambodian), Korean, Persian (Farsi), Russian, Somali, Spanish, and Vietnamese.

- Displaced persons using their own resources for sheltering may only be able to remain self-sufficient for a limited time before they must turn to other mass care options.
- Not all displaced individuals will willingly seek mass care sheltering options. Many evacuees may seek less desirable or safe housing options such as ad-hoc shelters, personal vehicles, tents, or workplaces, due to distrust of government, lack of knowledge about official shelters, or concerns about aftershocks. Some displaced persons will converge on parks and open spaces as an alternative to indoor mass care shelters. Refusal to accommodate companion animals will also cause evacuees to seek less safe or desirable options.
- Some individuals may require transportation assistance to open shelters or services.
- Individuals seeking shelter may have medical conditions, chronic illnesses, or other disabilities that will require medical services and resources to maintain independence and avoid hospitalization.
- Individuals seeking shelter may come from culturally diverse communities and may have their own social, religious, and linguistical needs that need to be considered and, to the extent possible, provided for.

Planning Scenarios

Two planning scenarios were developed to guide the development of the framework, inform shelter planning decisions, and assist with estimations of resource needs. A 10:1 ratio of population requiring sheltering to shelter staff was assumed for these scenarios. The severe wildfire scenario gives a model incident that may only impact a section of the county and has a moderate impact that is likely to be handled with resources from within the county. The catastrophic earthquake scenario gives a model incident with a severe impact across the entire county, requires the full mobilization of all available resources, and will require substantial assistance from outside the county.

Severe Wildfire

As discussed in the Threats and Hazards section of this Framework, parts of Washington County are at high risk for wildfires that may displace hundreds of individuals.[17] In the event of a severe wildfire, the capabilities of the Red Cross are expected to be exceeded. This planning scenario is based on a severe wildfire that impacts thousands of Washington County residents, with up to 2,000 individuals requiring sheltering services. Approximately 100-200 additional staff members will be needed to augment the Red Cross' available staff.

Catastrophic Earthquake

The most destructive scenario that could affect Washington County and the larger northwest Oregon region is a catastrophic earthquake and potential subsequent tsunami. This planning scenario is based on a catastrophic earthquake caused by the

[17] https://www.oregon.gov/ODF/Documents/Fire/CWPP/WashingtonCounty.pdf

Cascadia Subduction Zone or Portland Hills Fault that could result in approximately 45,000 to 75,000 individuals displaced and requiring sheltering.

The regional Red Cross maintains a shelter inventory that includes seven public high schools in Washington County. If these schools were not damaged by the earthquake, they could be used to shelter about 7,500 individuals, meeting 10-18% of the total shelter need after an earthquake of this magnitude. Staffing needs could range from 4,500 – 7,500 individuals to support the population of displaced individuals after a large earthquake.

Mission, Vision, and Values

Mission

The **mission** of this Framework is to:

Define strategies for how Washington County and its sheltering partners will provide accessible shelters to all impacted populations through a mutual understanding of available capabilities and expectations.

Vision

The long-term **vision** of this Framework is that:

Washington County and its partners will effectively collaborate to maintain a scalable system of sites, personnel, and other resources that will support safe, equitable, and accessible shelters that meet the basic needs of all impacted individuals through the entirety of the response.

Values

Washington County and its partners are dedicated to these **values** that will guide the framework's implementation:

- Establishing a flexible, sustainable, and scalable sheltering system that builds on existing processes and structures within the County.
- Inclusively accommodating the needs of people with disabilities and others with access and functional needs, while allowing guests to maintain their independence and dignity in a safe environment.
- Ensuring guests are provided sheltering and services that are compassionate, empathetic, trauma-informed, and culturally respectful.
- Applying a social equity lens to shelter planning and operations.

Roles and Responsibilities

Many organizations and levels of government may be involved in sheltering operations in Washington County. The County, cities, and Red Cross are considered "coordinating entities" for sheltering. A **coordinating entity** is responsible for certain critical functions of sheltering. For example, identifying the need for shelters, or overseeing the opening, management, and closing of shelters. Specifics about each entity's functions are described in Table 2.

There are also several entities that will support sheltering in varying capacities. For example, several Washington County departments and community-based organizations will provide support in the form of staff, supplies, wrap around services, and shelter facilities. Table 3 summarizes the functions of these entities to support sheltering operations.

Table 2: Coordinating Entities

Entity	Function
Cities	• Serve as the coordinating entity for sheltering in their jurisdiction. • Assess the need for and feasibility of opening one or more shelters. • Assign a shelter coordinator to oversee open shelters and field resource requests. • Identify support needed from the County and other organizations. • Fill shelter resource needs using internal sources, agreements, and contracts first and then request additional resources through the County, as needed. • May provide qualified staff and resources to Red Cross and County-managed shelters. • If city facilities are used as shelters, provide a facility manager to work with the shelter manager.
Washington County	• Serve as the coordinating entity for sheltering across the county, including managing sheltering operations across jurisdictional boundaries. • Assess the need for and the feasibility of opening one or more shelters, coordinate facility management of those locations, and open and operate County-managed shelters, as needed. • Act as the primary coordinator for sheltering in the unincorporated areas of the county. • Identify and appoint a shelter coordinator to oversee open shelters and field resource requests. • May support the cities and local Red Cross with sheltering by providing managers, staff, and resources to support city- and Red Cross-managed shelters.

Entity	Function
	• Field and coordinate all resource requests directly and make requests for regional or state resources, as needed. • Provide facility support for shelters at city-owned facilities.
American Red Cross	• Provide sheltering and mass care resources and services in coordination with cities and Washington County. • Manage and operate shelters according to previously established agreements. • May provide shelter training for cities, CBOs, and Washington County.

Table 3: Supporting Entities

Entity	Function
Washington County Department of Housing Services	• Coordinate with individual cities on sheltering operations within their jurisdiction. • Support the Washington County Emergency Operations Center with coordinating sheltering throughout the county. • Request and coordinate assistance from the community-based organizations that provide severe weather shelters and other services for individuals experiencing homelessness.
Washington County Emergency Management	• Determine the need to activate the Emergency Operations Center to support sheltering operations. • May coordinate other functional teams to support sheltering and mass care.
Washington County Department of Health and Human Services	• Coordinate or provide health and human services for shelters • Coordinate other services including environmental surveillance and assessments and emergency medical services transport functions for shelters.
Washington County Animal Services	• Provide support for the sheltering and care of pets and animals by their owners in Washington County after small-scale events. • In larger events, coordinate with regional and state resources to provide support for pet and animal sheltering across the County.
Tualatin Hills Parks and	• Maintain community facilities and open spaces that may serve as emergency distribution centers, emergency shelters, or soft-sided shelters.

Entity	Function
Recreation District	• May also provide personnel to assist with sheltering operations, including facility management and certain wraparound services (such as childcare or shelter resident entertainment).
Community-Based Organizations	• May provide staff and resources to support local sheltering operations. • May provide guidance to County and cities regarding provision of cultural or lingustical support for shelter occupants
Washington County Fair Complex	• Designated reception center for sheltering clients in Washington County and may be available to serve as a holding location for large animals, under owner care or as otherwise arranged, during sheltering operations.

Sheltering Strategy

This section outlines the cooperative strategies Washington County, its cities, and CBOs will use. This includes the shelter management model, selection of shelter sites, staffing, and training.

Shelter Management Model

The **Washington County shelter management model** is the agreed upon method for managing and coordinating the operations of shelters throughout the county, and is based on the following principles:

1. Jurisdictions (cities and County) will work to provide life-sustaining services to community members within their jurisdiction, including sheltering. The County will work to provide shelter services to all residents in the unincorporated areas of the county.
2. Community and faith-based organizations may operate ad-hoc emergency shelters but are strongly encouraged to coordinate with the County and stakeholder cities to the greatest extent possible and to follow the guidelines in this framework.
3. Cities may request assistance with sheltering from the County. The County may be called upon to play a lead role in providing human services (e.g., for individuals with disabilities, mental health issues, or struggling with addiction; the elderly; veterans; etc.), animal services, and public health services, including environmental health services, in any shelter.
4. For cities with limited resources and who have exhausted all local resources and partnerships to provide sheltering, may request that the County lead the siting, management, or operation of shelters.
5. In the following situations, the County will establish a countywide shelter coordinator position in the operations section of the County Emergency Operations Center (EOC).
    a. A major or catastrophic emergency likely to result in a substantial number of people requiring shelter services
    b. Any incident that requires shelter services in more than one jurisdiction
    c. A substantial number of evacuees from outside the county are arriving in Washington County
    d. A jurisdiction from outside the County requests assistance with sheltering

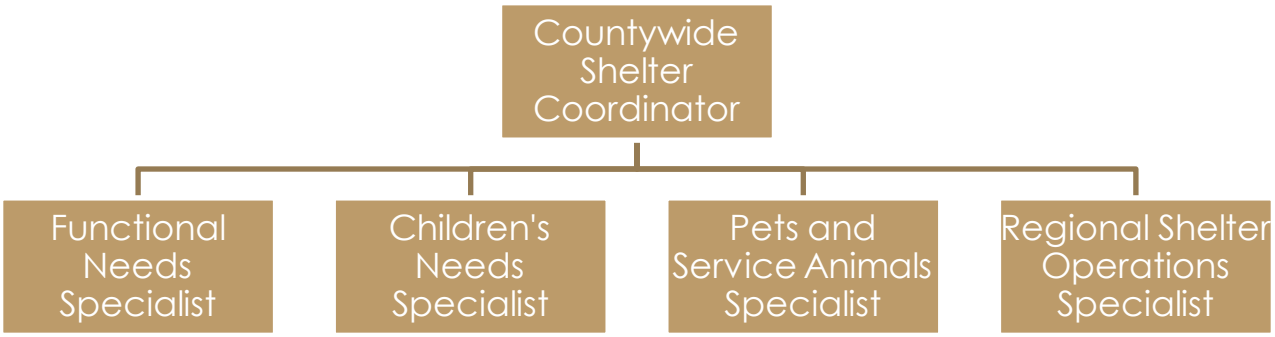
    This position will be responsible for:

    a. Coordinating the siting of shelters where multi-jurisdictional coordination is required

b. Maintaining countywide situation status of Red Cross, independent, and unaffiliated (ad-hoc) shelters and regularly reporting that status to stakeholders
c. Responding to requests from city-managed shelters for resources, services, and technical assistance
d. Coordinating shelter activities with bordering counties or other counties needing assistance

When the countywide shelter coordinator position is activated, direct coordination between neighboring cities may occur, however, cities are encouraged to include the countywide coordinator in inter-city coordination activities.

6. The countywide sheltering coordinator may delegate functional assignments to new positions as needed. For example:



Actual assignments will be based on an assessment of needs at the time of the incident.

7. If necessary, the countywide shelter coordination function may activate a multiagency shelter coordination group, multiagency sheltering task force (MASTF) or mass care coordinating group to include representatives from involved cities.

Site Selection

Pre-identifying shelter locations helps speed up the shelter selection process during and emergency and allows for a more complete consideration of the advantages and disadvantages of each shelter location. The Red Cross maintains the National Shelter System (NSS), a database of pre-identified shelter locations that are suitable for use after disasters. The NSS includes 48 shelter locations in Washington County as of November 2020.

Washington County may identify other shelter sites, irrespective of the NSS shelter locations. The Washington County Shelter Siting Map[18] and the Severe Weather Sheltering Program will inform the identification of these additional shelter facilities.

To prepare for an incident that requires sheltering, the following activities will occur:

1. **Identify areas where shelters will be needed** - Washington County Emergency Management pre-identifies areas needing shelters in partnership with emergency management and key personnel from each city. The following process is used to evaluate locations:
    - Review social vulnerability index data (a CDC product created with census data) to identify key areas within a jurisdiction with highly vulnerable individuals. The two key vulnerability metrics for this review are the percentage of individuals with a disability and the percentage of individuals without a vehicle. These metrics are used because they show who will have the most difficulty getting to a shelter and who will need additional support at the shelter to remain independent.
    - Other metrics that can be viewed are the percentage of single parent households, percentage of individuals who speak English less than very well, percentage of people who identify as a minority, percentage of people living under the poverty level, and other metrics.
2. **Site Selection Considerations** – Stakeholders will also use the following criteria to identify possible shelter locations:
    - Vulnerability to hazards such as landslides, floods, soil liquefaction, and hazardous materials
    - Facility size
    - Nearness to transportation corridors
    - Likelihood of isolation from other areas (i.e., islanded)
    - Availability of supporting facilities like showers and kitchens
    - The size and layout of each site's green/outdoor space
    - The owner/leadership's support for serving as a shelter
3. **Site Assessments** – The County and cities will conduct site assessments at shelter facilities within their jurisdictions. This assessment will be conducted in coordination with the facility manager or owner. Part of this assessment will include the development of a floorplan of the facility, if it does not already exist. The assessment will ensure that the facility is accessible and in compliance with the Americans with Disabilities Act by using the "ADA Checklist for Emergency

[18]The Washington County Shelter Siting Map is currently under development by Washington County Emergency Management and may be made available to select stakeholders following completion.

Shelters."[19] The Red Cross "Shelter Facility Survey" is another tool that can be utilized to assess potential shelters. Both the ADA checklist and Red Cross survey are included in Appendix C.

4. **Facility Use Agreements** – After selecting a shelter site, the County or city will enter into a sheltering agreement with the facility's owner. This agreement will outline the responsibilities of the building owner and the jurisdiction that is managing the shelter. It may also address cost sharing, documentation, and reimbursement processes. The agreement will also identify whether pets will be allowed in all or parts of the facility. This agreement will be reviewed and updated regularly.

During and after an emergency incident:

1. **Evaluate sheltering needs** –Jurisdictions will gather situational information about the incident to determine the need for shelters and estimate how many to open. This information may include but is not limited to:
    - Initial damage assessment data,
    - Magnitude, scope, and outlook of the incident,
    - Ability and capacity to open and resource suitable shelters, and
    - Number of individuals displaced and needing sheltering. This should include an assessment of vulnerable and marginalized populations.
2. **Identify and open shelters –** Jurisdictions will determine which shelter facilities to open based on the following criteria:
    - Incident-caused damage to the facilities
    - Facilities' resident capacity relative to the quantity of survivors in need of shelter
    - Facilities' proximity to the impacted area (i.e., safe distance from current or potential hazard zone)
    - Facilities' proximity to the neighborhoods from which survivors were displaced
    - Facilities' accessibility to the displaced population and supply lines
    - Facilities' pet sheltering capacity relative to the quantity of pets impacted

Staffing

Sources of Staff

Shelter positions may be staffed by paid staff members and unpaid volunteers from the following entities:

- Local government (County, cities, special districts)
- Homeless services organization

[19] "ADA Checklist for Emergency Shelters," Retrieved from: https://www.ada.gov/pcatoolkit/chap7shelterchk.htm

- Community Based Organization (CBO)
- Faith Based Community Organization (FBCO)
- Facility Host (e.g., school districts, churches)
- Washington County Medical Reserve Corp (MRC)
- Community Emergency Response Teams (CERT)
- Contractor

Washington County Health and Human Services (HHS) and its partners and contractors are likely to be the best source of staff for human services-related functions, such as the Disaster Mental Health supervisor and staff positions.

The table below provides guidelines for which sources can fill shelter positions. It also identifies which of the following types of training would likely be required for each position:

- **Advance:** Position requires training in advance of an incident and may include general shelter training, such as American Red Cross Shelter Fundamentals training or equivalent, and position-specific training.
- **Just-in-Time:** Position can be filled by someone who receives just-in-time training from a qualified instructor. This may be formal training or may be on-the-job training.
- **Professional:** Position requires technical and professional training.

If time and resources allow, shelter personnel are encouraged to take higher level training. For examples, Dormitory Management Workers can take advance training rather than relying on just-in-time training.

Next steps: The Core Planning Team (CPT) members will establish desired qualifications for each position and then will identify specific organizations that can contribute shelter staff, starting with the positions that require advance and professional training.

Table 4: Sources of Shelter Staff

Position	Potential Source	Training Type
Shelter manager	• Local government supervisor or manager • Homeless services organization leader • MRC	Advance
Shift supervisors	• Local government supervisor • Homeless services organization supervisor	Advance
Registrar	• CBO, FBCO • CERT • Facility host	Just in time
Registration workers	• CBO, FBCO • CERT • Facility host	Just in time
Dormitory management supervisor	• Homeless services organization supervisor • CBO, FBCO • CERT	Advance
Dormitory management workers	• CBO, FBCO • CERT	Just in time
Food service workers	• CBO, FBCO (with food handing experience) • Facility hosts • CERT	Just in time
Information (Help Desk)	• Local government • CBO, FBCO • CERT	Just in time
Administrative assistant	• CBO, FBCO • CERT • Local government	Just in time
Information technology	• Facility hosts • Local government	Professional

Position	Potential Source	Training Type
Health services supervisor	• Washington County Health and Human Services (HHS) and its partners and contractors • MRC	Professional
Health services staff	• Washington County HHS and its partners and contractors • MRC	Professional
Disaster mental health staff	• Washington County HHS and its partners and contractors • MRC	Professional
Material support supervisor	• Local government supervisor • CBO, FBCO supervisor	Advance
Material support staff	• Local government • CBO, FBCO • CERT	Just in time
Staff services	• CBO, FBCO • CERT	Just in time
Security	• Contractor • Facility hosts • Police cadets or volunteers • Reserve Officers	Professional
Logistics	• Local government • CBO, FBCO • CERT • Facility hosts	Advance
Animal Services	• Washington County Animal Services Staff & Volunteers	Professional & just in time

Training

Training is essential to the safe and effective operation of shelters. The Core Planning Team will develop a cooperative training program that ensures consistent and sustainable training for staff. The program will identify training requirements for each position and a desired recurrence period for each training. This program will include Red Cross or comparable training courses and the preparation and maintenance of just-in-

time training materials. The County will coordinate the development of the program and then will establish a multi-year training calendar. Each participating organization will be responsible for maintaining training records for their shelter staff though the County may also maintain training records for the entire County for a) shelter mangers, and b) health and behavioral health positions. The program will also include a plan for refresher training.

Training courses will include, but are not limited to, the following courses or their equivalent:

Course Name	Washington County Target Audience
Planning Courses	
G0108: Community Mass Care and Emergency Assistance	• Core Planning Team • Shelter Manager • Shelter Supervisor
IS-366: Planning for the Needs of Children in Disasters	• Core Planning Team • Shelter Manager • Shelter Supervisor
IS-10: Animals in Disasters, Awareness and Preparedness (Module A)	• Shelter Manager • Shelter Supervisor
IS-505: Religious and Cultural Literacy and Competency in Disaster	• Shelter Manager • Shelter Supervisor
Management and Operations Courses	
American Red Cross Shelter Field Guide Training	• Shelter Manager • Shelter Supervisor • Shelter Staff
IS-100: Introduction to Incident Command System, ICS-100	• Shelter Manager • Shelter Supervisor
IS-200: Basic Incident Command System for Initial Response, ICS-200	• Shelter Manager • Shelter Supervisor

Course Name	Washington County Target Audience
Disaster Resource Center Just-in-Time Training Videos	• Shelter Manager • Shelter Supervisor • Shelter Staff

Staffing Configurations

The number of staff needed in each shelter will vary based on the size of the facility and number of individuals seeking emergency sheltering. The number of staff should follow the Red Cross standard of a 10 to 1 guest to staff ratio.

Table 5 identifies reasonable estimates of the number and type of staff needed for three shelter sizes.

- Small: 0-200 guests
- Medium: 201-500
- Large: 501-1,000

These staffing estimates have been circulated and vetted by several sheltering experts and are considered a sensible standard for shelter planning.[20]

Table 5: Shelter Staffing Configurations

Position	Small	Medium	Large
Shelter manager	1	1	1
Shift supervisors	3	3	3
Registrar	1	1	1
Registration workers	1	2	5
Dormitory management supervisor	1	1	1
Dormitory management workers	2	5	10
Food service workers	6	14	28
Information (Help Desk)	2	4	6
Administrative assistant	1	1	1
Information technology	1	1	1

[20] A staffing measurement tool, adapted from the Red Cross' 2008 Shelter Operations Management Toolkit, was incorporated into Alameda County's (California) mass care plan. http://www.acgov.org/gsa/purchasing/document/EXHIBIT_R_Mass_Care_Shelter_Plan.pdf

Position	Small	Medium	Large
Health services supervisor	1	1	1
Health services staff	1	2	5
Disaster mental health staff	2	4	8
Material support supervisor	1	1	1
Material support staff	1	2	4
Staff services	1	1	2
Security	1	2	4
Logistics	1	1	1
Animal Services	1	2	2
Translators and interpreters	varies	varies	
Total Staff	**29**	**49**	**85**

Shelter staff may need to be organized into shifts to provide 24-hour services to guests. Shelters opened in Washington County will follow an approach similar to the Red Cross model shown in Figure 3. The positions in the shelter are organized into ten core functions that are assigned to different shifts overseen by a supervisor. There are three shifts each day, and the functions vary based on the shift.

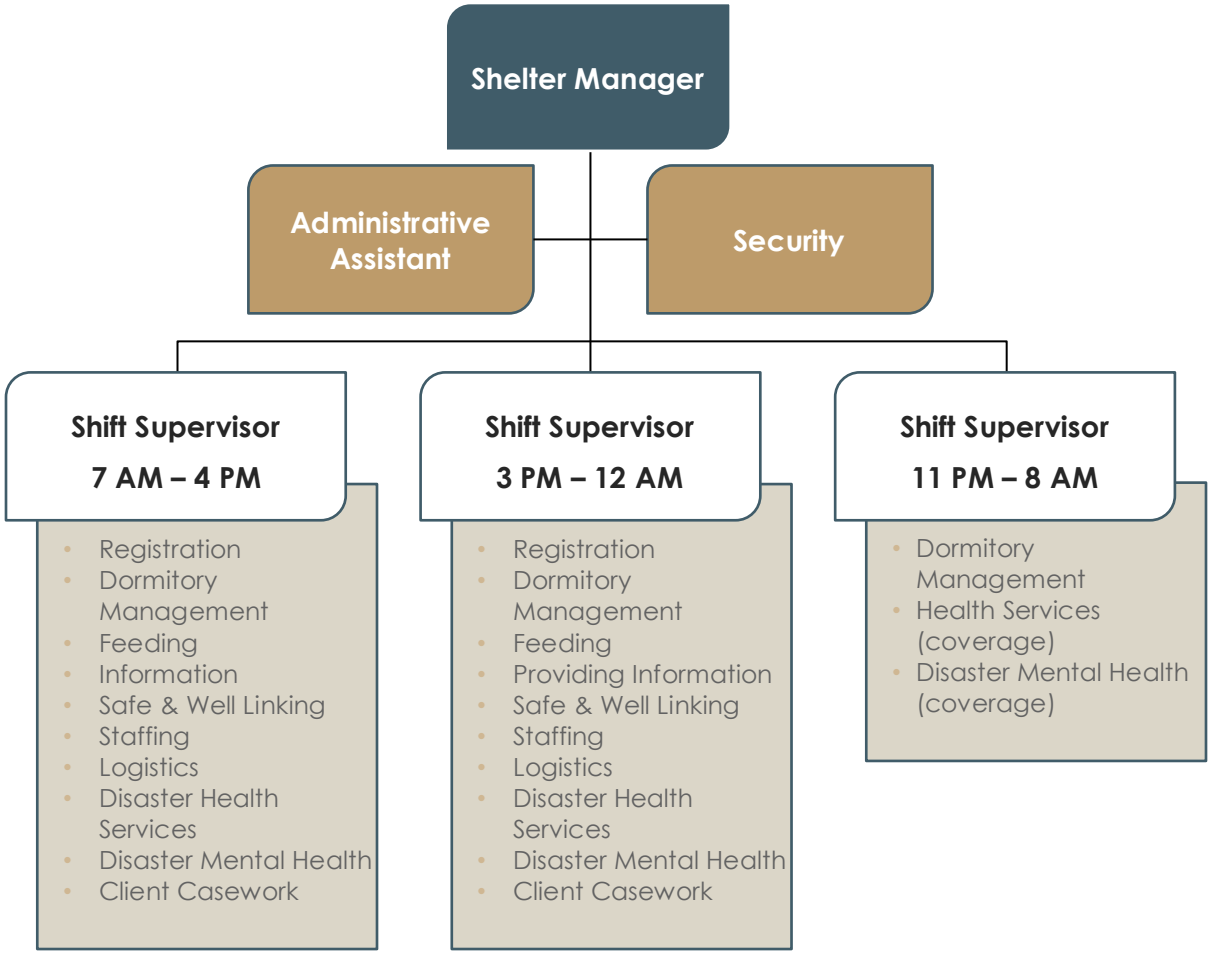


Figure 3: High-Level Staffing Plan for Shelters, adapted from the American Red Cross Sheltering Toolkit

Supplies

Supplies generally fall into one of three categories:

- sheltering and mass care supplies,
- medical needs shelter supplies, and
- supplies for individuals with access and functional needs.

During a catastrophic sheltering event, the Red Cross may be able to provide support to shelters, including the provision of basic shelter supplies (i.e., cots, blankets, food) and management of materials or systems, as available. However, these supplies are likely to be in high demand and the Red Cross may not be able to meet all of Washington County's needs. Therefore, **Washington County and its partners will need to identify other potential sources for fulfilling the equipment and supply needs of shelters.** Appendix D

outlines the mass care shelter supply and equipment needs that Washington County will consider. **This tool should be used for assessing currently available resources.**

Each jurisdiction should maintain an inventory of resources that may be used to support shelter operations. The County can maintain an inventory of resources that jurisdictions are willing to share with other jurisdictions.

While just-in-time resource procurement will occur at the EOC(s), jurisdictions are encouraged to identify and document processes for the procurement of supplies. Resources can be sourced through the following methods:

- Vendor-managed inventories
- Mutual aid and other agreements
- Local equipment and supplies
- State/federal government resources

During large scale events, multiple agencies or organizations may be available to support feeding needs. To best organize the resources available, Washington County and its jurisdictions will pre-identify sources of just-in-time feeding. Potential sources may include:

- Existing facility resources
- Local food service providers (food banks, Aramark, or similar provider)
- Local restaurants and catering companies
- CBOs
- National providers (U.S. Department of Agriculture Food and Nutrition Services Programs)
- United States Department of Agriculture
- Faith-based organizations

Reporting

Accurate records and regular reporting are critical in sheltering operations. Accurate reporting can help staff meet the needs of sheltering clients, and can support resource allocation, staff accountability, and improvement planning. The shelter manager is responsible for maintaining shelter records, reports, and other documentation; overseeing worker record keeping activities; and reporting the status and needs of staff, residents, and resources to the EOC daily.

Recognizing that a shelter's operations are one of many components of the overall disaster response, it is vital that shelter managers maintain an effective communication channel with the designated EOC. To do so, each shelter manager will complete a "Daily Shelter Report" that summarizes information to the County or city's sheltering lead in the EOC. The Red Cross' standard reporting form will be utilized, available in Appendix E or online.[21] Shelter managers will utilize Red Cross standard reporting and communication

[21] Daily Shelter Report: http://nationalmasscarestrategy.org/wp-content/uploads/2016/08/DailyShelterReport.pdf

tools, available on the National Mass Care Strategy website, to open, operate, and close shelters in Washington County.[22]

Communication and Messaging

Shelter managers are also responsible for communicating regularly with the shelter residents. Managers will **develop a communications plan that includes rules, routines, and notices to residents**. All shelter communication to residents will be made available in formats for non-English speakers and residents with hearing or visual impairments. Translators and interpreters will be available to support information sharing. The Red Cross's *Multilingual Shelter Community Tool* will be referenced and utilized by shelter managers to support communication within shelters.[23]

Interacting with shelter clients at regular intervals supports continuous monitoring of general and mental health needs and conveys a sense of routine. Daily briefings and message boards are reliable means for disseminating information to the shelter population. Other recommended messaging techniques include:

- Posters
- Public address systems
- Shelter news sources
- Television and computer programs/displays
- Local news sources including television news and daily newspapers

Demobilization

It is critical to begin thinking about the demobilization, or end of service plan, for mass care services as soon as possible. Demobilization planning efforts often fall into one of three categories:

- Demobilization of staff and supplies
- Continuity of care and case management
- Reimbursement

The following are guidelines for each category:

Demobilization of Staff and Supplies

- Reinforce and emphasize the importance of safety, security, and accountability.
- Conduct individual staff briefings to provide staff with support services and information.
- Conduct an After-Action Meeting to solicit feedback on lessons learned and memorialize best practices in a report.

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[22] "American Red Cross Shelter Forms," National Mass Care Strategy, http://nationalmasscarestrategy.org/american-red-cross-shelter-forms/.

[23] *Multilingual Shelter Communication Tool*, Red Cross, retrieved from:
http://www.nationalmasscarestrategy.org/wp-content/uploads/2014/07/multilingualsheltercomm.pdf

- Inventory resources and return, repair, and replenish, as appropriate.
- Coordinate with facility partners regarding demobilization procedures, including a final walk through (with photos) with the facility owner or manager.
- Remove from the facility all items of furniture, office supplies, and equipment, and operational supplies belonging to the jurisdiction. Do not remove items belonging to the shelter facility.
- Remove all trash and debris from the facility and have staff and/or a local vendor clean the facility.

Continuity of Care and Case Management

- Establish a timeframe for transition from emergency sheltering to other longer-term housing solutions (such as interim and long-term housing).
- Coordinate with caseworkers and recovery planning teams.
- Provide discharge instructions to clients with medical care plans.
- Consider the long-term requirement of individuals with functional needs and provide connection to local support services and/or alternate living environments appropriate to their needs.
- Determine final disposition of medical documentation, medical care plans, and case management plans.
- Post an adequate shelter closing notice and make sure client housing needs are met.

Reimbursement

- Prepare financial documents for invoicing.
- Collect and organize receipts, invoices, volunteer/staff hours, and daily activity reports for completion of reporting and reimbursement process.

Framework Implementation

This Emergency Sheltering Framework will serve as a reference document for jurisdictions as they develop individualized sheltering plans for their community. Washington County will develop and distribute a model sheltering operations annex that cities can adapt and integrate into their EOPs. The cities will coordinate with the County to develop these operational plans and review for consistency with this framework. The countywide Core Planning Team will continue to meet regular to work through planning and implementation steps.

Other next steps for implementing this framework include:

- Forming shelter management teams and developing a countywide shelter training plan
- Completing the identification and siting of shelters.
- Developing site specific shelter plans and entering into shelter agreements with these facilities.
- Identifying and taking stock of shelter resources and developing a strategy for resource management.

Following completion of the Emergency Sheltering Framework, Washington County Emergency Management and the Planning Team will actively seek out additional feedback about the Framework and future shelter planning efforts from the community. The *Outreach Strategy* outlines engagement approaches and suggested messaging to use in this process. For example, Planning Team members may seek to validate the Framework's content with organizations that can provide resources, such as facilities, staff, services, and materials, as well as with representatives of populations that may have challenges with accessing and using shelter services.

The Planning Team will report on project progress with their respective organizations, agencies, and entities to maintain awareness and instill a sense of responsibility for completing their individual sheltering plans.

Appendix A: Common Terminology

The table below defines terminology commonly used in this framework.

Term	Definition	Source
Access and Functional Needs	Access and functional needs (AFN) refers to individuals who are or have: • Physical, developmental or intellectual disabilities • Chronic conditions or injuries • Limited English proficiency • Older adults • Children • Low income, homeless and/or transportation disadvantaged (i.e., dependent on public transit) • Pregnant women	California Office of Emergency Services
Congregate Shelters	Shelters provided in large open settings that provide little to no privacy in facilities that normally serve other purposes such as schools, churches, community centers, and armories	Multi-Agency Sheltering/Sheltering Support Plan Template
Emergency Support Function (ESF) - 6	ESF-6 is composed of four functions: Mass Care, Emergency Assistance, Housing, and Human Services. FEMA is the primary federal agency for ESF-6 and the American Red Cross is the co-primary agency for Mass Care.	FEMA EMI Mass Care/Emergency Assistance Shelter Field Guide Training
Evacuation Shelter	An Evacuation Shelter serves the general population in an existing facility (or facilities), such as a school, community center, convention center, or church that the Authority Having Jurisdiction (AHJ) has temporarily converted for use as a shelter for disaster survivors. Also referred to as an "Emergency Evacuation Shelter" by the Red Cross.	FEMA NIMS 9-508 Evacuation Shelter, November 2017.

	An Evacuation Shelter provides for the immediate needs of disaster survivors, typically for less than 72 hours, and provides basic life-sustaining services until the threat has passed, or until shelter residents transfer or transition to a Short-Term Shelter	
Evacuation Transportation Site	A temporary location exclusively for evacuation embarkation and transportation coordination in a field setting. Basic life-sustaining services are not generally available. These may also be referred to as Evacuation Assembly Point or Pickup Point.	FEMA Planning Considerations: Evacuation and Shelter-In-Place
General Population Shelter	These are facilities which shelter everyone in the community, including people with disabilities and others with access and functional needs (e.g. children and adults) requiring supportive services to maintain independence and utilize the shelter and its programs and services.	Multi-Agency Sheltering/Sheltering Support Plan Template (MASSPT), Version 4.0, October 2014.
Independent Shelter	Shelters managed by Independent organizations shelters without operational support from the Red Cross. Independent shelters are sometimes referred to as pop-up, ad-hoc, or spontaneous shelters.	Pre-Landfall Congregate Shelter Operations in a COVID-19 Pandemic
Life-sustaining Services	The provision of immediate items (e.g., water, food, clothing, shelter) and basic medical care to assist individuals affected by disaster to survive.	FEMA EMI Mass Care/Emergency Assistance Shelter Field Guide Training
Long-term Shelter	A Long-Term Shelter is in a safe and accessible location to provide sustained support services to disaster survivors for more than 2 weeks. The Authority Having Jurisdiction (AHJ) establishes shelters when housing stock is not available or is insufficient for intervals longer than two weeks and up to several months. Long-Term Shelters are existing facilities temporarily converted by the AHJ to provide safe, accessible, and secure housing. Soft-sided or temporary structures may be available when existing facilities are	FEMA NIMS 9-508 Long-term Shelter, November 2017.

	unavailable or insufficient, depending on the availability of open space and support services.	
Non-Congregate Shelters	Locations where each individual or household has living space that offers some level of privacy (like hotels, motels, casinos, dormitories, or retreat camps).	COVID-19 Non-Congregate Sheltering Framework
Reception Center	An interim site along an evacuation route that provides mass care and other emergency services to evacuees arriving in a host location via government transportation. A Reception Processing Site may be located within an impact jurisdiction (although outside the impact area) or in a host jurisdiction. These locations provide life-sustaining services, such as food, water, basic medical support, and assignment and transportation to a shelter. Additional services may include disaster and local weather information, reunification, and crisis counseling. Temporary sleeping space may also be provided while evacuee needs are evaluated or if evacuees arrive late at night. Jurisdictions should arrange separate areas for unaccompanied minors, people without identification, and individuals subject to judicial and/or administrative orders restricting their freedom of movement. These sites may also process evacuees returning to the impact jurisdiction.	FEMA Planning Considerations: Evacuation and Shelter-In-Place
Shelter Management Teams	Coordinate and manage resources in a congregate care facility (shelter) intended to provide a safe and protected environment for populations displaced by an incident or an event.	FEMA NIMS 9-508-1155 Shelter Management Team, June 2014
Shelter Manager	A shelter manager is responsible for providing supervision and administrative support at a shelter facility, which includes management of supervisors and workers, and is ultimately accountable for all activities and all workers within a shelter.	American Red Cross, Sheltering Standards & Procedures, July 2016.

Shelter Supervisor	Responsible for providing supervision and administrative support at the shelter, under the direction of the shelter manager.	American Red Cross, Sheltering Standards & Procedures, July 2016.
Short-Term Shelter	A Short-Term Shelter is in an existing facility (or facilities), such as a school, community center, convention center, or church temporarily converted to provide safe, accessible, and secure short- term housing for disaster survivors.	FEMA NIMS 9-508 Short-term Shelter, November 2017.
Wrap-around Services	A holistic, team-based approach to the planning and provision of human services	National Disaster Housing Strategy

Appendix B: Stakeholder Engagement Strategy

Stakeholder Engagement Strategy

Washington County Emergency Sheltering Framework

Version 1 | December 4, 2019

Table of Contents

Background and Project Overview

Washington County, Oregon is developing a countywide sheltering framework that outlines operations and management responsibilities for an event that requires emergency sheltering. While the American Red Cross has acted as the primary emergency sheltering resource in the past, the county is vulnerable to disasters that will exceed the Red Cross' capabilities. This has prompted the County to coordinate with the American Red Cross and other stakeholders to develop a comprehensive plan that addresses the siting, activation, and operation of shelters in a major disaster.

The development of this plan requires an inclusive engagement process to establish partnerships, identify strategies, and make key decisions regarding sheltering operations. It is critical to the success of the plan that this Framework reflect community consensus and outline roles and responsibilities for county partners. This strategy defines a process to conduct outreach to all stakeholders and facilitate inclusive community engagement.

Engagement Goals

The purpose of stakeholder engagement is to collect valuable input from countywide subject matter experts and key players who may be involved in sheltering after a disaster. Feedback collected from stakeholders will guide the development of the Washington County Emergency Sheltering Framework ("Framework") and may inform future shelter planning efforts. This strategy will not address public engagement because the public will not be directly involved in the development of the Framework. Future phases of this project will include public engagement components.

The stakeholder involvement goals are to:

1. Identify and invite stakeholders from around the county to participate in Washington County's emergency sheltering planning process.
2. Foster communication, collaboration, and visioning among stakeholders to inform the development of a robust Framework.
3. Formulate a decision-making body (Core Planning Team) to guide the project forward in alignment with Framework mission and goals.
4. Maintain timely, accurate, and understandable communication with stakeholders regarding project progress and needs.
5. Actively seek out feedback and input from involved stakeholders to ensure the Framework is comprehensive and accurate.
6. Seek feedback from organizations that can provide resources, such as facilities, staff, services, and materials, as well as representatives from populations that may have challenges with accessing and using shelter services, such as people who are elderly, disabled, or have limited English proficiency.
7. Encourage stakeholders to report on project progress with their respective organizations, agencies, and entities to maintain awareness and instill a sense of responsibility.

Target Stakeholders

The Washington County Sheltering Framework project involves the engagement of many audiences. Engagement with these audiences is designed to inform the development of the Framework through valuable input and feedback and ensure the planning effort remains comprehensive, inclusive, and in line with FEMA's whole community approach. This strategy outlines stakeholder identification, types of stakeholders, and the level of involvement from each stakeholder.

Stakeholder Identification Process

The stakeholder identification process began with a Stakeholder Identification Workshop that invited broad participation across local government agencies and community organizations. This meeting familiarized stakeholders with the planning process, reviewed basic sheltering concepts, and began to identify the sheltering resources available in the county. Following this meeting, the project management team identified any additional organizations and agencies to invite to participate in the Core Planning Team.

Stakeholder Types and Key Organizations

To develop a robust Framework, the planning process will engage stakeholders with a diverse set of expertise and skills. The first table below summarizes the composition of the CPT. The second table below identifies the stakeholders that the CPT has already, or will seek, to engage throughout the duration of the framework's development and beyond.

Core Planning Team	Public Entity	NGO	Private Entity
Washington County Departments: • Animal Services • Emergency Management • Housing Services • Health and Human Services • Disability, Aging, and Veteran Services (DAVS)	X		
Tualatin Hills Parks & Recreation Department	X		
Cities: • Beaverton • Forest Grove • Hillsboro • Sherwood • Tigard • Tualatin	X		
Emergency Management Cooperative of Washington County (EMC)	X		

Core Planning Team	Public Entity	NGO	Private Entity
American Red Cross Cascades Region		X	

Stakeholder Group		
Governmental	**Non-Profit and Non-Governmental Organizations**	**Private Entities**
• Building Services (permitting, building code enforcement) • Children and Family Services • Developmental Disabilities • Emergency Medical Services • Fire Departments • Environmental Health • FEMA Corps • Public Health • Medical Reserve Corps (MRC) • Public schools • Sheriff's Office • Transportation • Tri-County Metropolitan Transportation District of Oregon • Water Utilities • Oregon Office of Emergency Management	• Salvation Army • Oregon Food Bank • Partner Distribution Organizations • Faith-based community organizations • St. Matthew Lutheran • St. James Tigard Episcopal • Community of Christ Church • Church of Jesus Christ of Latter-day Saints • Church of the Brethren • Northwest Baptist Convention • Advocates for people with disabilities and others with access or functional needs • Public housing • Homeless coalitions • Good Neighbor Center • Home builders and development associations • Animal shelters (pets and livestock) • Behavioral health services • AmeriCorps National Civilian Community Corps (NCCC) • Representatives of communities of color • Representatives of populations with limited English proficiency • Immigrant and refugee communities	• Hospitals and medical sector • Hospice and aging care providers • Home buildings and development associations • Hotels and motels • Infrastructure companies • Utility companies • Vacation and home rental companies • Conference centers, stadiums, and fairgrounds • Food vendors and associations • Major employers: • Nike • Intel • Private schools

Stakeholder Group		
Governmental	**Non-Profit and Non-Governmental Organizations**	**Private Entities**
	• Oregon Voluntary Organizations Active in Disaster • Washington County Amateur Radio Emergency Services (ARES) • Private schools	

Engagement Structure

Based on the stakeholder's desired level of responsibilities, each stakeholder will be assigned an engagement role. These roles are intended to streamline the planning process for each deliverable, avoid duplication of effort and feedback, and ensure the planning effort remains sustainable for all participants. There are three roles:

1. **Initial Core Planning Team (CPT)** – The Initial CPT, formed before this project began, consists of representatives from the county, cities, and the Red Cross. The Initial CPT will provide the consultation needed in the early stages of the project and will serve as the primary decision-maker until the CPT is finalized following the Stakeholder Identification Workshop.
2. **Core Planning Team (CPT)** – The CPT will include representatives from the county and city governments, non-governmental organizations, non-profits, faith-based organizations, private sector, and representatives of people with disabilities and others with access and functional needs. The CPT will provide the information, consultation, and feedback to support the framework development. The CPT will be fully formed following the Stakeholder Identification Workshop and will participate in the project workshops.
3. **Stakeholder Group** – The Stakeholder Group will consist of a larger audience of community representatives. This group will be kept informed of the planning process to develop the Framework through project communications and updates. As needed, the project management team and CPT may consult with individuals in the Stakeholder Group for subject matter expertise on specific topics. The expertise and interest of this group in supporting the shelter framework is essential to its success.

Messaging Strategies

The following messaging strategies have been developed to help unify outreach and present a compelling project that encourages stakeholder involvement.

Why should I be involved?

- Emergency sheltering, especially in response to a catastrophic disaster such as an earthquake, will require the mobilization of **all facets of our community.**
- Your **unique perspective and expertise** will ensure the Framework addresses all considerations involved in sheltering.
- Your involvement will **shape the future** of disaster response in the county.
- By being active in plan development, you will be able to represent your organization and **voice your input** regarding responsibilities and capabilities.
- Through this project, you will **maintain awareness** of countywide initiatives that involve and/or impact your organization and the people that you serve.

Why is this Framework needed?

- Washington County faces the ever-present threat of a catastrophic earthquake that will impact tens of thousands of people. To **ensure the safety of our communities**, we need to work together to create a plan for providing emergency shelters.
- Our current method of providing shelter cannot scale to the necessary numbers required by a catastrophic earthquake or other major disaster. We hope to develop a plan that comprehensively addresses sheltering operations in coordination with local partners.
- Through the planning process, we hope to **foster collaboration and a culture of preparedness** among county stakeholders that may encourage other emergency planning efforts that further bolster the county's resilience.

What will this Framework do?

- The Framework will outline **responsibilities for the County and its partners** to facilitate sheltering operations in the event of an emergency.
- This Framework will **identify strategies** that support shelter planning, training, operations, and maintenance.

Getting Involved

There are a variety of ways that the Washington County community can support shelter planning. The following are recommended activities that community members can implement:

1. Reach out to staff and employees in your organization to familiarize them with the objectives of the Washington County Emergency Sheltering Framework project.
2. Host one or more meetings within your jurisdiction or organization to review the **Resources and Services matrix** below and identify any items that can be provided to help with sheltering. Notify the Core Planning Team of these resources.
3. Identify individuals or organizations that can represent the interests of people who may have barriers to accessing and using shelter services. Notify the Core Planning Team of these resources.
4. Distribute frequent email updates to keep staff and employees in your organization informed of the planning progress.

Resources and Services Matrix

Does your organization currently have any of these resources or services that you can offer to support sheltering in the county?

Shelter Planning Elements	Resources and Services
Facilities (indoor + outdoor space)	Large indoor and/or outdoor spaces that meet the criteria for safe and accessible emergency shelters
Shelter Leadership/ Management	People with the experience and qualifications to supervise a team and manage a shelter
Unskilled staff	A group of people who can be called to help staff a shelter
Skilled staff	People with specialized skills to support shelter services, including but not limited to child care, translation, human services, behavioral health, and medical care.
Equipment/supplies	Access to equipment and supplies that would be useful in a shelter such as bedding materials, sanitation supplies, food, medical supplies and equipment, and clothing.
Food	The ability to prepare food for disaster victims
Transportation	Access to vehicles and drivers that can help transport people, including those with disabilities?
Communications	People and equipment that can support communications at a shelter?

Representation – Advocacy – Subject Matter Expertise

Does your organization have experience and expertise that would enable you to represent the interests of people who may have barriers to accessing and using shelter services, such as the following:

- People who are elderly
- People with physical disabilities
- People who are deaf/hard of hearing
- People who are vision impaired
- People with durable medical equipment
- People with other physical disabilities
- People with developmental disabilities
- People with mental illness and drug addiction
- People with limited English proficiency
- People who are Homeless
- Under-served/represented populations
- Pregnant and nursing women
- Other people requiring assistance and care
- Pets and other animals

Appendix C: Shelter Assessments

Appendix C contains copies of the American Red Cross Shelter Facility Survey[1] and the ADA Checklist for Emergency Shelters.[2]

[1] Retrieved from: https://sanangelotx.civicclerk.com/Web/GenFile.aspx?ad=4025
[2] Retrieved from: https://www.ada.gov/pcatoolkit/chap7shelterchk.htm

American Red Cross

Shelter Facility Survey

BASIC SHELTER INFORMATION

Site Name/ School District _____ **NSS ID#** _____ **Date** _____

Name of building _____ **Building #** _____ **of** _____

Phone # _____ **Fax #** _____ **Website** _____

Shelter address _____

Town/ City _____ **County/ Parish** _____ **State** _____ **Zip Code** _____

Mailing Address (*if different*) _____

Town/ City _____ **County/ Parish** _____ **State** _____ **Zip Code** _____

Agency operating shelter (*check one*) ☐ Red Cross ☐ FEMA ☐ DHS ☐ TSA ☐ SBC ☐ Other _____

Shelter agency type (*check one*) ☐ Red Cross managed ☐ Red Cross partner ☐ Red Cross supported ☐ Independent _____

Shelter type (*check all that apply*) ☐ Evacuation ☐ General ☐ Medical ☐ Other _____

General facility notes _____

Shelter Capacity

Use the calculations to calculate the capacity for sleeping space.

Total sq feet _____

Sq feet usable for sleeping space _____

☐ **Evacuation** _____ usable sq ft ÷ 20 sq ft/person = _____ person capacity

☐ **Post Impact** _____ usable sq ft ÷ 40 sq ft/person = _____ person capacity

☐ **Other** _____ usable sq ft ÷ _____ sq ft/person = _____ person capacity

Geographic Information

Use major landmarks (e.g. highways, intersections, rivers, railroad crossings, etc.) that will be easily recognizable in a disaster. Latitude and longitude coordinates can be found at online web sites, using a global positioning system device, or will auto populate when the address is entered into the National Shelter System.

Latitude _____ **Longitude** _____ **Elevation** _____

In storm surge/ evacuation ☐ Yes **Hurricane category or evacuation area** _____ ☐ No

In flood plain ☐ Yes _____ **year flood impact** ☐ No

Directions to facility _____

Point of Contact to *Authorize Use* of Facility

Name _____ **Title** _____ **Phone #** _____

24 hour # _____ **Fax #** _____ **Email** _____

Contact notes _____

Point of Contact to *Open* Facility

Name _____ **Title** _____ **Phone #** _____

24 hour # _____ **Fax #** _____ **Email** _____

Contact notes _____

Alternate Point of Contact

Name _____ **Title** _____ **Phone #** _____

24 hour # _____ **Fax #** _____ **Email** _____

Contact notes _____

Pet Shelter

Pet shelter space available on site ☐ Yes *answer questions below* ☐ No **nearest location** _____

Separate ventilation system ☐ Yes ☐ No | **Cement or tile floors with drains** ☐ Yes ☐ No | **Outdoor space to relieve pets** ☐ Yes ☐ No

Agency that will operate the pet shelter _____ **Phone #** _____ **24 hour #** _____

ADDITIONAL INFORMATION

Shelter agreement signed ☐ Yes ☐ No **Date signed** _____ **Notes** _____

Pre-designated shelter team assigned ☐ Yes **Team name** _____ ☐ No

Current facility floor plans available ☐ Yes **Location of copies** _____ ☐ No

International Association of Venue Managers (IAVM) facility ☐ Yes ☐ No

Use the Standards for Selection of Hurricane Evacuation Shelters to select hurricane evacuation shelters. In this document, you will find a planning process that involves many factors (e.g. technical information for storm surge and flood mapping). This process requires close coordination with local officials for technical information to make decisions about hurricane shelter suitability. Use the Facility Construction section to assist with determining whether this can be a hurricane evacuation shelter.

Shelter can be a hurricane evacuation shelter ☐ Yes ☐ No **Notes** _____

Survey Conductors (*List all who participated in the survey*)

Name	Title	Organization	Phone #

LIMITATIONS OF FACILITY USE

Check one ☐ This facility will be available for use at any time during the year ☐ This facility is only available for use during the time periods listed below ☐ This facility is not available for use during the time periods listed below

	Dates (*mm/dd/yyyy*)	Times (*hh:mm*)		Dates (*mm/dd/yyyy*)	Times (*hh:mm*)	
From			☐ AM ☐ PM			☐ AM ☐ PM
To			☐ AM ☐ PM			☐ AM ☐ PM

List any recurring dates that the facility is not available (*e.g. every sunday*)

Areas of the facility that are restricted during use

FACILITY CONSTRUCTION & SAFETY

Facility Construction

Construction material ☐ Wood ☐ Masonry/Brick ☐ Pre-fab ☐ Bungalow ☐ Concrete ☐ Metal ☐ Trailer ☐ Pod ☐ Other

 # stories/ floors **Notes**

Elevator ☐ Yes **Location** ☐ No **Notes**

Open roof-spans (see ***Standards for Selection of Hurricane Evacuation Shelters*** for current standards) ☐ Yes **Length** ☐ No

Windows in sleep area ☐ Yes ☐ No **If yes, shatter protected** ☐ Yes ☐ No **If yes, protected with shutter** ☐ Yes ☐ No

Fire & AED Safety

Some facilities may not meet fire codes based on building capacity. The questions below are a general reference. Contact your local fire department with questions or for more information.

Fire alarms & systems (*check all that apply*) ☐ Working smoke detectors ☐ Inspected fire alarm system ☐ Functional sprinkler system ☐ Functional direct fire department alert

Comments from fire department

AED(s) on site ☐ Yes **Location** ☐ No

Facility Inspection Point of Contact

If requested, who would inspect this facility post-impact to determine it is safe to occupy?

Name _____ **Title** _____ **Phone #** _____

24 hour # _____ **Fax #** _____ **Email** _____

Contact notes _____

SANITATION, FEEDING & UTILITIES

Sanitation, Utilities & Power

The recommended ratio for toilet facilities is a minimum of 1 toilet for 20 people. The optimum scenario for showers is 1 shower for every 25 residents. Count all facilities that will be available to shelter residents and staff.

Showers available ☐ Yes **# of showers** _____ ☐ No | **Toilets available** ☐ Yes **# of toilets** _____ ☐ No

Check all that apply **Heating** ☐ Electric ☐ Natural Gas ☐ Propane ☐ Fuel Oil | **Cooling** ☐ Electric ☐ Natural Gas ☐ Propane

Check all that apply **Cooking** ☐ Electric ☐ Natural Gas ☐ Propane | **Water** ☐ Municipal ☐ Well(s) ☐ Trapped

Self-sufficient power ☐ Yes **Type** _____ ☐ No

Note fuel requirements, generator capacity, facility areas supported by generator(s), and other relevant information.

Emergency generator on site ☐ Yes ☐ No **Notes** _____

Feeding

Food Prep (*check all that apply*) ☐ Warming oven kitchen ☐ Full service ☐ Central kitchen (delivery)

Food stock stored on site ☐ Yes **# meal can be served** _____ ☐ No | **Refrigeration units on site** ☐ Yes **# units** _____ ☐ No

Seating capacity ☐ Cafeteria _____ ☐ Snack Bar _____ ☐ Other indoor seating _____ **Total estimated seating capacity for eating** _____

Notes on feeding _____

ACCESSIBILITY

See accompanying Shelter Facility Survey-Accessibility Instructions.

Facility Construction

Facility built in 1993 or later, or extensively altered in 1992 or later. ☐ Yes ☐ No

Parking Areas

Parking available. ☐ Yes ☐ No

Answer below if parking is available

Accessible parking space(s) ☐ Yes ☐ No **Notes** _____

Van accessible parking space(s) ☐ Yes ☐ No **Notes** _____

Drop-off/ Loading Area

Permanent drop-off area/loading zone with marked access aisle or space available to designate as temporary drop-off area/loading zone. ☐ Yes ☐ No

Facility Entrance	Sidewalk connects parking area and any drop-off area to at least one facility entrance.	☐ Yes	☐ No
	Route from accessible parking spaces and any drop-off area/loading zone to at least one facility entrance has no steps or curbs without curb cuts.	☐ Yes	☐ No
	Where route crosses curb, curb cuts are at least 36” wide.	☐ Yes	☐ No
	Automatic doors or doors without knob hardware.	☐ Yes	☐ No
	Doorways at least 32” wide when door is open.	☐ Yes	☐ No
	Level landings on interior and exterior sides of entry door.	☐ Yes	☐ No
	No objects protrude from the side more than four inches into the route to the facility entrance.	☐ Yes	☐ No
	If the main facility entrance does not appear to be accessible, another entry is accessible.	☐ Yes	☐ No
	A sign identifies the location of the accessible entrance.	☐ Yes	☐ No
Routes to Service Delivery Areas	A route without steps is available to access each service delivery area, as well as restrooms and showers or service can be provided in area that can be accessed by route with no steps.	☐ Yes	☐ No
	Using a yard stick held horizontally at your waist level, walk from the facility entrance to each service delivery area, as well as restrooms and showers. Except at doorways (which must be only 32” wide), no part of the route is less than 36” wide.	☐ Yes	☐ No
	Route has vertical clearance of at least 80”.	☐ Yes	☐ No
	No objects protrude from the side more than 4” into the routes to the various service delivery areas.	☐ Yes	☐ No
	Automatic doors or doors without knob hardware.	☐ Yes	☐ No
	Doorways at least 32” wide when door is open along routes to each service.	☐ Yes	☐ No
	If a service delivery area is accessible only by elevator, there is back-up power for the elevator(s).	☐ Yes	☐ No
Ramps	Ramps are at least 36” wide, have handrails on both sides 34”-38” above the ramp surface, and have level landings at least 60” long.	☐ Yes	☐ No
	If yes, type of ramp ☐ Fixed ☐ Portable	☐ Not provided	
	If ramps are longer than 30 feet, a level landing at least 60" long is provided every 30 feet.	☐ Yes	☐ No
Restrooms	Area where person in a wheelchair can turn around (60-inch diameter circle or T-shape turn area).	☐ Yes	☐ No
	Doorways at least 32" wide when door is open.	☐ Yes	☐ No
	Doors without knob hardware.	☐ Yes	☐ No
	Toilet seat is 17"-19" high. Flush control is automatic or manual control on the open side of the toilet and no higher than 48".	☐ Yes	☐ No
	Toilet's centerline is 16"-18" from the nearest side wall.	☐ Yes	☐ No
	Stall at least 60" wide and 56" deep (wall-mounted toilet) or 59" deep for (floor mounted toilet).	☐ Yes	☐ No
	Space at least 9" high is provided beneath the front and one side of the stall.	☐ Yes	☐ No
	Appropriate grab bars.	☐ Yes	☐ No
	Toilet paper dispenser is within 36" of the rear wall.	☐ Yes	☐ No
	At least one accessible sink.	☐ Yes	☐ No

Showers

Showers available. ☐ Yes ☐ No

Answer below if showers are available

At least one accessible shower stall with appropriate grab bars. ☐ Yes ☐ No

Stall type ☐ Transfer stall ☐ Roll-in shower ☐ Not provided

Shower seat 17"-19" high. If in transfer stall, seat is on the wall opposite the shower controls. If in roll-in shower, seat is on wall adjacent to the shower controls. ☐ Yes ☐ No

Hand-held shower spray with ability to mount at 48" (typically via a mount that can be adjusted along a fixed vertical bar), or alternatively a fixed shower head at 48". ☐ Yes ☐ No

Controls do not require tight grasping, pinching or twisting and are mounted 38"-48" high and no more than 18" from the front of the shower. ☐ Yes ☐ No

Eating areas

At least some tables have tops 28"-34" high and space underneath at least 27" high, 30" wide and 19" deep. ☐ Yes ☐ No

Serving line or counter no higher than 34". ☐ Yes ☐ No

Assessment

Relevant areas of the facility are accessible to people with disabilities without adjustments. ☐ Yes ☐ No

Facility has at least one accessible entrance and one accessible restroom, and otherwise is capable of being made accessible during a disaster with minor adjustments. ☐ Yes ☐ No

Facility would require extensive adjustments to be accessible during a disaster. ☐ Yes ☐ No

Adjustments for Accessibility (*Identify any adjustments or enhancements that should be made to make the relevant areas of the facility accessible during a disaster*) _____

_____

_____

_____

OTHER CONSIDERATIONS

Additional Facilities & Space

Isolated care areas ☐ Yes ☐ No **Type of area** ☐ Rooms ☐ Shelter area ☐ Separate facility/area

Shelter registration area ☐ Yes ☐ No

Laundry facilities ☐ Yes ☐ No **# of washers** _____ **# of dryers** _____ **Who can access the laundry facilities** ☐ Shelter workers ☐ Shelter residents

Special conditions or restrictions for laundry _____

Available Materials

One cot and two blankets per shelter resident is recommended. Note all available materials for shelter use in the notes section.

Cots available ☐ Yes **# of cots** _____ ☐ No **Location** _____

Blankets available ☐ Yes **# of blankets** _____ ☐ No **Location** _____

Children's supplies (e.g. *cribs & changing table*) ☐ Yes ☐ No

Chairs & tables available ☐ Yes **# of chairs** _____ **# of tables** _____ ☐ No

Notes _____

Facility Ownership & Proximity Considerations

Does the entity that plans to manage the shelter own the building? ☐ Yes ☐ No

If no, is there a current written plan? ☐ Yes ☐ No

Is this facility within five miles of an evacuation route? ☐ Yes ☐ No

Is this facility within ten miles of a nuclear power plant? ☐ Yes ☐ No

Groups Associated with the Facility & Training

Facility staff required when using facility? ☐ Yes ☐ No

Paid feeding staff required when using facility? ☐ Yes ☐ No

Church auxiliary required when using facility? ☐ Yes ☐ No

Fire auxiliary required when using facility? ☐ Yes ☐ No

Other required? ☐ Yes ☐ No **Other** _____

Will any of the above groups be trained or experienced in Red Cross shelter operations or support? ☐ Yes ☐ No

If yes, describe capabilities _____

Has the facility been trained in Red Cross sheltering (if not Red Cross managed)? ☐ Yes ☐ No

If yes, describe capabilities _____

Training requested by facility or group ☐ Yes **# of staff to be trained** _____ ☐ No

ADDITIONAL NOTES & INFORMATION

ADDITIONAL NOTES & INFORMATION, continued

OFFICE USE ONLY (*Do not fill out box during survey*)

Chapter Category / Priority of Use: Designated by chapter leadership <u>after</u> the survey is completed.

This is a <u>primary</u> shelter for (*check one*) ☐ General population ☐ Evacuation Center

Shelter <u>cannot</u> be used for (*check all that apply*) ☐ General population ☐ Evacuation Center

This is a <u>priority</u> shelter for the following events (*check all that apply*) ☐ Hurricane ☐ Earthquake ☐ Large Scale Fire / Flood / _____

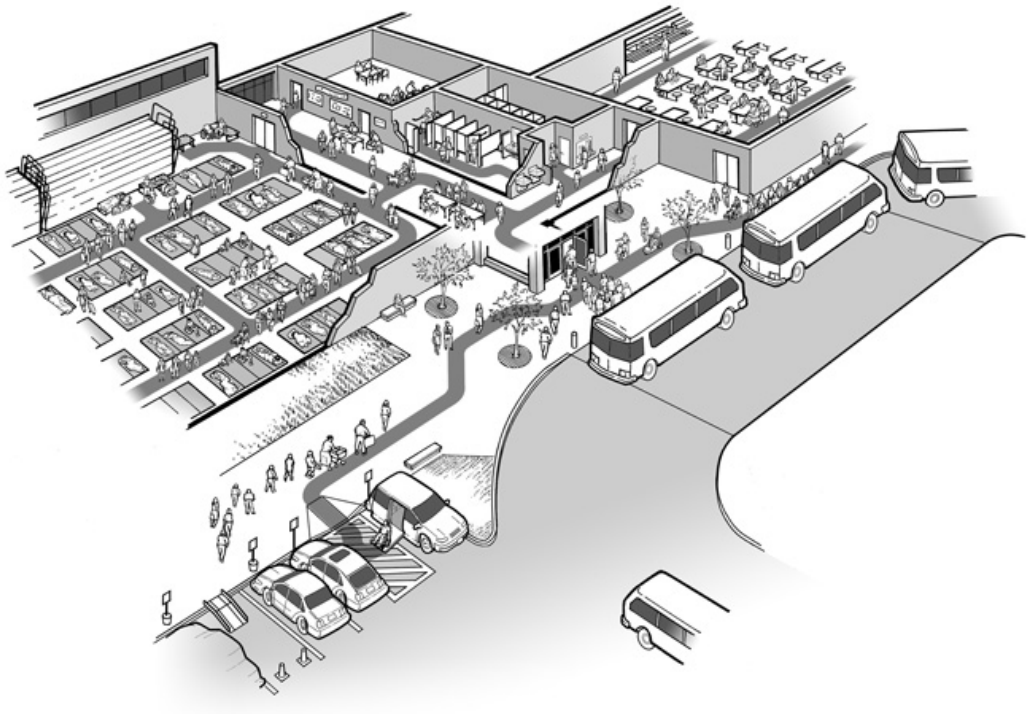
U.S. Department of Justice
Civil Rights Division
Disability Rights Section

NOTICE

Portions of this addendum may not fully reflect the current ADA regulations. The regulation implementing title II of the ADA was revised as recently as 2016. Revised ADA Standards for Accessible Design (2010 Standards) were issued on September 15, 2010 and went into effect on March 15, 2012.

Americans with Disabilities Act

ADA Checklist for Emergency Shelters



July 26, 2007

Disclaimer

The ADA authorizes the Department of Justice to provide technical assistance to individuals and entities that have rights or responsibilities under the Act. This document provides informal guidance to assist you in understanding the ADA and the Department's regulation. However, this technical assistance does not constitute a legal interpretation of the statute.

L. Availability of Electrical Power

M. Single-User or “Family” Toilet Room

N. Health Units/Medical Care Areas

O. Accessible Portable Toilets

Accessible Emergency Shelters

One of the most important roles of State and local government is to protect people from harm, including helping people obtain food and shelter in major emergencies. When disasters occur, people are often provided safe refuge in temporary shelters located in schools, office buildings, tents, or other facilities. Advance planning for an emergency shelter typically involves ensuring that the shelter will be well stocked with basic necessities, such as food, water, and blankets. Planning should also involve ensuring that these shelters are accessible to people with disabilities. Making emergency sheltering programs accessible is generally required by the Americans with Disabilities Act of 1990 (ADA).

A. Evaluating the Physical Accessibility of Emergency Shelters

In order to be prepared for an emergency that requires sheltering, accessible features should be part of an emergency shelter. A first step to providing an accessible shelter is to identify any physical barriers that exist that will prevent access to people with disabilities. One good way to do this is to inspect each shelter facility that your community plans to use in an emergency and identify barriers to people with disabilities, including people who use wheelchairs or scooters or who have difficulty walking, people who are deaf or hard-of-hearing, and people who are blind or who have low vision. Facilities built or extensively altered since the ADA went into effect in 1992 may have few barriers to accessibility and could be good choices for emergency shelters. Facilities built before 1992 and not altered to provide accessibility may have barriers that prevent access to people with disabilities.

When evaluating physical accessibility in older facilities, it may be a good idea to do the analysis in two parts. If you suspect that an older facility is not accessible, you can do a preliminary analysis before completing a detailed accessibility survey. This preliminary analysis, or quick-check, can eliminate facilities with extensive barriers so that the focus can be on those facilities that are most appropriate to become accessible shelters. To help identify older buildings that may be good candidates to become accessible shelters, a copy of the Accessible Shelter Quick-Check Survey is provided on page 7. After completing the Quick-Check Survey, if you have checked “Yes” for most of the questions on the forms, you should conduct a full accessibility survey using the ADA Checklist for Emergency Shelters.

If you find barriers to accessibility after completing the checklist, the next step is to either remove the barriers or identify other nearby accessible facilities that can serve as a shelter. In communities with more than one emergency shelter, until all shelters are accessible, the locations of accessible shelters should be widely publicized, particularly to people with disabilities and organizations that serve the disability community.

B. Conducting Accessibility Surveys

The following Quick-Check Survey (beginning on page 7) and the ADA Checklist for Emergency Shelters (beginning on page 11) are designed to assist State and local officials and operators of emergency shelters to determine whether a facility being considered for use as an emergency shelter is accessible and if not, whether modifications are needed to remove barriers or whether relocation to another accessible facility is necessary. Filling out the Quick-Check Survey will provide guidance on whether a facility has certain basic accessible features, and filling out the detailed ADA Checklist for Emergency Shelters will provide specific information on any barriers to accessibility.

C. Getting Started

Individuals conducting the surveys need not be experienced in evaluating facilities for accessibility. The checklist provides guidance on how to complete the survey and will prompt the user to check key elements. The checklist pages also provide space for notes and other key information. The checklist is designed to prompt the user to check key features by asking questions about sizes, sloped surfaces, and availability of accessible features; and in some areas, it suggests alternatives if a physical barrier is identified. By following the directions provided for filling out the checklist, staff can identify accessible shelters and develop information needed to implement temporary and permanent accessibility modifications.

An evaluation of shelter accessibility should focus on those areas of the facility that may be used for providing shelter in an emergency. These include areas where people are dropped off by a bus, van, or car; the parking area; the entrance to the shelter; pedestrian routes (both exterior and interior); sleeping, eating, information, and recreational areas; and toilet rooms.

Before shelter accessibility is evaluated, it is useful for staff to review the instructions for filling out the checklist and become familiar with the questions. It is also helpful to practice taking measurements, photographs, and recording information. On the day of the survey, it is helpful to first become familiar with certain areas before starting to record information. Upon arrival at the proposed shelter, first find the areas where people will disembark from vehicles, both passenger drop-off and loading zones as well as parking areas. Next find the entrances to the shelter areas that will be used during an evacuation. If possible, take an identifying “location” photograph that shows the name of the facility and the address so that other photographs can be identified correctly. When inside the building, locate the areas where people are likely to register, sleep, and eat. Locate the toilet rooms that serve the shelter area. It is also a good idea to locate any areas used for telephones, food distribution, and medical services.

D. Tools Needed

The following items are needed for the survey:

- A metal tape measure that is at least 20 feet long;
- A digital level or bubble level that is 24 inches long;
- A door pressure gauge;
- A digital (preferred) or film camera with a flash;
- One copy of the checklist for each shelter (and Quick-Check Survey if used); and
- A clipboard and pens.

If you are not familiar with taking the types of measurements needed to complete the checklist, review the following section and practice using the tools before going to conduct a survey.

E. Taking Measurements

1. Sloped Surfaces

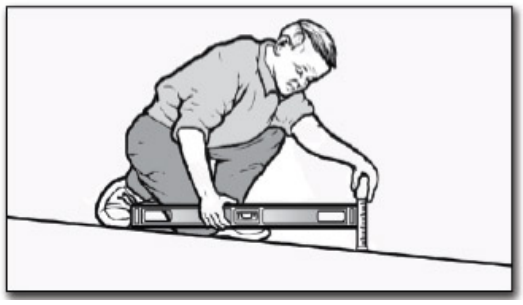
Measuring the slope of a ramp, parking space, walkway, or other ground or floor surface is important to identify whether the surface is accessible. The amount of slope or grade is described as the proportion of a vertical rise to a horizontal length. It is usually described as:

- a ratio (e.g., 1:20, which means one unit of vertical rise for each 20 units of horizontal length); or
- a percentage (e.g., 8.33% which equates to a ratio of 1:12 or 4.76 degrees).

The easiest way to measure slope is to use a digital level. The digital display gives a reading that may be shown as a percent, degrees, or as a digital bubble. Before using a digital level, make sure to understand the directions for its use. It will need to be calibrated before each use. The maximum running slope generally allowed for ramps is 1:12 (8.33% or 4.76 degrees). Cross slope is the slope or grade of a surface perpendicular to the running slope. The most cross slope allowed on an accessible route is 1:50 (2% or 1.15 degrees).

Another way to measure slope that requires more effort is to use a 24-inch level with leveling bubble and a metal tape measure. Place the level on the sloped surface in the direction you wish to measure. Rest one end of the level at the highest point of the sloped surface and lift the other end (see below) until the bubble is in the middle of the tube. This is the “level” position. While

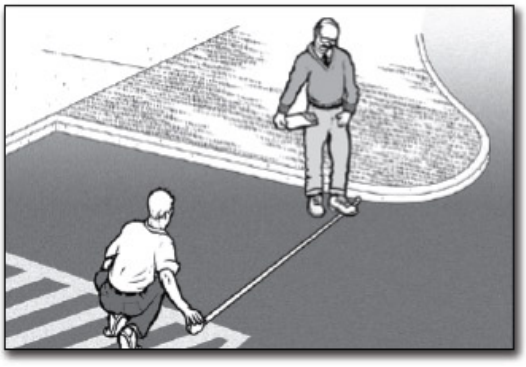
the level is in this position, measure the distance between the end of the level and the sloped surface below. If the distance is two inches or less, then the slope is 1:12 or less. When the distance is more than two inches, record the distance on the checklist so the exact slope can be calculated later. For measuring cross slope, if the distance, measured from the level position, is ½ inch or less then the slope is 1:48 or less.



Measuring slope using a 24-inch bubble level and tape measure

2. Using the Tape Measure

A metal tape measure is needed to measure the length, width, height, and depth of various elements. When measuring long distances, pull the tape tight to get an accurate measurement. The checklist will offer guidance for the specific measurement that is required.



Using a tape measure to measure the width of a parking space

3. Measuring Door Openings

Special care is needed when measuring the clear opening of a doorway. To measure the clear opening of a standard hinged door, open the door to 90 degrees. Place the end of the tape measure on the side of the door frame next to the clear opening (see below). Stretch the tape across the door opening to the face of the door. This measures the clear width of the door opening through which people pass, which is less than the width of the door itself.

Measuring the clear opening from the face of the doorstop on the frame to the face of the open door

F. Taking Photographs

A comprehensive set of photographs makes it easier to understand existing conditions after the survey is completed. It is a good idea to take many photos of the exterior and interior of the potential shelter. It is likely that many other people in your decision-making process will need to review information about the facility you are surveying, so try to record each element that you survey with several photos. It is always useful to first take a photo that will clearly identify the location of the element so that others will easily be able to find the element. Then, take several close-up shots of that element to document the conditions you found during your survey. If you are not familiar with the camera that you plan to use, practice using it both indoors and outdoors before starting to survey the various facilities being considered for use as shelters. If you are using a digital camera, it is a good idea to review the images as you take them to ensure that you have good quality photographs.

G. Completing the Survey and Checklist

The survey and checklist forms will prompt you for what to look at and where to measure. You should write down all answers and notes for use later in the planning process. If a photo is taken of a particular element or condition, then you should note this on the checklist. It is usually more efficient for two or three people to work together doing these surveys. One person can measure while the other records the information and takes photos.

For each item, check either “Yes” or “No.” If the measurement or number falls short of that required for accessibility, write the measurement or number to the right of the question. Add notes or comments as needed. For some questions when “No” is the answer, the checklist will include a prompt to check for an alternate solution. Information on possible alternative solutions can be used later to decide how to better provide accessibility. Taking several photos is also helpful when the answer is “No” and an alternative way to provide accessibility is not readily apparent.

When completing the survey or checklist, try to answer every question in each section unless the element is not present at that facility. For example, if no parking lot is provided at the facility, (such as where only on-street parking is provided), do not measure the size of the on-street parking spaces.

Some sections of the checklist are divided into two parts, one for individuals with a mobility disability and the other for individuals who are blind or who have low vision. While evaluating a facility you will be checking to ensure that an accessible route is provided. The accessible route is a continuous unobstructed pedestrian path without steps or steep slopes that connects all accessible site and building features and spaces together. A continuous accessible route must be available at the shelter for people who use a wheelchair, scooter, or other mobility device. Other sections of the checklist ask questions related to individuals who are blind or have low vision. These questions cover all circulation paths, not just pedestrian paths that are also an accessible route.

The survey and the checklist are based on some of the requirements from the ADA Standards for Accessible Design (the Standards). Questions have been selected to reflect features that may be most important for the short-term stays common for emergency shelters. To learn more about the Standards, see the Department of Justice regulations, 28 C.F.R. Part 36, Appendix A. The regulations and the Standards are available at www.ada.gov. Copies are also available by calling the ADA Information Line at 800-514-0301 (voice) or 800-514-0383 (TTY).

H. After Completing the Survey and Checklist

Once you have completed the survey and filled out the checklist, you can determine which elements or spaces in a potential shelter facility are accessible and which may need modifications. If most answers are "yes," the facility may need little or no modification. If some answers are "no," modifications may be needed to remove barriers found in that space or element. Emergency shelters in older buildings with inaccessible features might be made accessible with temporary modifications, (such as portable ramps at the entrance and accessible parking spaces marked off by traffic cones) until permanent modifications can be made. However, where facilities are not capable of being made accessible, another facility will need to be selected for use as a shelter.

Step One: Accessible Shelter Quick-Check Survey

Selecting Sites to Survey for Accessibility

Providing an emergency shelter that is accessible to people with disabilities involves making sure that a number of accessible features and spaces are available. To verify accessibility before deciding on a site for an emergency shelter can involve asking many questions such as those in the ADA Checklist for Emergency Shelters. For some older buildings, especially those on hilly sites and those that have not been renovated, remodeled, or altered since 1992, before completing the detailed checklist, it may be better to do a pre-test that can rule out a facility with major accessibility problems so available resources can be focused on other locations. The following questions will help evaluate whether a facility has such major accessibility barriers. After this first step, buildings that do not have major accessibility problems should be surveyed more thoroughly, using the ADA Checklist for Emergency Shelters, to find out which, if any, barriers need to be removed to provide an accessible shelter.

A. Accessible Entrance

Having a way to get into the emergency shelter on a surface that is firm, stable, slip resistant, without steps or steep slopes, and wide enough for a person using a wheelchair or other mobility aid is essential.

A1. Is there a sidewalk connecting the parking area and any drop off area to the walkway leading to the building? [ADA Standards § 4.1.3(1)]

☐ Yes

☐ No

A2. Is there a route without steps from this sidewalk to the main entrance?

☐ Yes

☐ No

If No, are there two or fewer steps? Yes _____ No ____ Number of Steps: _____
If No, is there another entrance without steps that is connected by a sidewalk
to the parking or drop off area? Yes _____ No _____Location: _____

B. Accessible Routes To All Service/Activity Areas

Everyone must be able to get to each of the various areas where activities and services take place. This includes people who use mobility devices, such as wheelchairs and scooters, being able to get to locations where supplies are distributed, to eating areas, to sleeping areas, to toilet rooms, and to other activity areas without encountering stairs or steep slopes.

Check all of the various ways to get to each of the areas where sheltering activities are likely to take place (sleeping, eating,

B1. Sleeping Area (Location: _____)

B1-a. Is there a route without steps from the accessible entrance to this location?

☐ Yes

☐ No

If No, are there two or fewer steps? Yes ___ No ___ Number of Steps: _____
If No, is there a ramp, lift, or elevator? Yes ___ No ___ Type of device: _____

B1-b. If an elevator or lift provides the only accessible route, is there a source of backup power to operate the device for an extended period?

☐ Yes

☐ No

B2. Eating Area (Location: _____)

B2-a. Is there a route without steps from the accessible entrance to this location?

☐ Yes

☐ No

If No, are there two or less steps? Yes ___ No ____ Number of Steps: _____
If No, is there a ramp, lift, or elevator? Yes ___ No ____ Type of device: _____

B2-b. If an elevator or lift provides the only accessible route, is there a source of back up power to operate the device for an extended period?

☐ Yes

☐ No

B3. Supply Distribution Area (Location: _____)

B3-a. Is there a route without steps from the accessible entrance to this location?

☐ Yes

☐ No

If No, are there two or fewer steps? Yes ___ No ___ Number of Steps: _____
If No, is there a ramp, lift, or elevator? Yes ___ No ___ Type of device: _____

B3-b. If an elevator or lift provides the only accessible route, is there a source of backup power to operate the device for an extended period?

☐ Yes

☐ No

B4. Toilet Rooms (Location: _____)

B4-a. Is there a route without steps from the accessible entrance to this location?

☐ Yes

☐ No

If No, are there two or fewer steps? Yes ___ No ____ Number of Steps: _____
If No, is there a ramp, lift, or elevator? Yes ____ No ____ Type of device: _____

B4-b. If an elevator or lift provides the only accessible route, is there a source of backup power to operate the device for an extended period?

☐ Yes

☐ No

C. Accessibility Within Toilet Rooms

C1-a. Is there an area within the toilet room where a person who uses a wheelchair or mobility device can turn around - either a minimum 60-inch diameter circle or a “T”-shaped turn area? [ADA Standards §§ 4.22.3; 4.2.3, Fig. 3]

☐ Yes

☐ No

C1-b. Is at least one stall at least 60 inches wide and 56 inches deep (wall mounted toilet) or 59 inches deep (floor mounted toilet)? [ADA Standards § 4.17.3]

☐ Yes

☐ No

Using The Information:

If most of your answers to the previous questions are Yes, then the facility has some basic accessibility features and should be surveyed using the ADA Checklist for Emergency Shelters. Whenever most of your answers are No, then these problems should be evaluated before conducting a more detailed survey, or perhaps you should consider another location to serve as an emergency shelter.

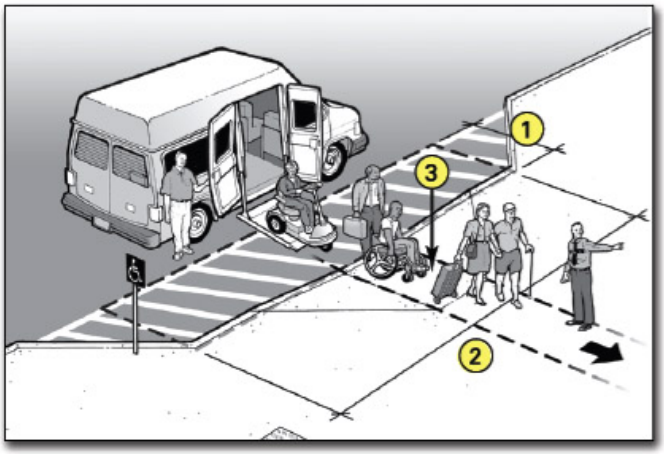
Step Two - ADA Checklist For Emergency Shelters

Getting to the Emergency Shelter

A. Passenger Drop-Off Areas

During an evacuation the most efficient method of transporting people to shelters likely will include using vans and buses. Accessible buses and vans with wheelchair lifts will be needed to transport people who use wheelchairs, scooters, or other mobility aids. When they arrive at the shelter, an accessible drop-off area (also known as a passenger loading zone) is needed for people using mobility aids to get off of the bus or van and proceed to the shelter's accessible entrance.

An accessible drop-off area must have a level access aisle that is adjacent and parallel to the vehicle space. Where a curb separates the vehicle space from the access aisle or the access aisle from an accessible route, a curb ramp must be provided so people with mobility disabilities can get to the accessible route leading to the accessible entrance of the shelter.



Accessible drop-off area with an access aisle provided at the same level as the vehicle.

Notes

1. Access aisle depth is at least 5 feet.

2. Access aisle length is at least 20 feet. 3.

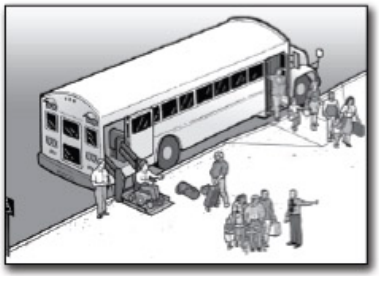
3. Curb ramp connects the access aisle for the accessible drop-off area (which is at the level of the parking lot) to the accessible route to the accessible entrance of the shelter.

The access aisle may be at the parking-lot level or at sidewalk level. If the access aisle is at the parking-lot level, the curb ramp is provided between the access aisle and the sidewalk. If it is at the sidewalk level, an adjacent curb ramp is provided between the street and the sidewalk.

A1. Is a relatively level (1:50 or 2% maximum slope in all directions) access aisle provided adjacent and parallel to the side of the vehicle pull-up area? [ADA Standards § 4.6.6]

☐ Yes

☐ No



Accessible drop-off area with an access aisle provided as part of the sidewalk.

If No, look for another relatively level location that is on an accessible route to the accessible shelter entrance that could be used.

A2. Is the vehicle pull-up area relatively level (1:50 or 2% maximum slope in all directions)?

☐ Yes

☐ No

A3. Is the area for the access aisle at least 5-feet wide and 20-feet long? [ADA Standards § 4.6.6].

☐ Yes

☐ No

Note: Unlike at an accessible parking space, the surface for the access aisle of an accessible passenger drop-off area does not have to be marked or striped.

A4. Is there vertical clearance of at least 114 inches (9 feet 6 inches) from the site entrance to the vehicle pull-up area, the access aisle, and along the vehicle route to the exit? [ADA Standards § 4.6.5]

☐ Yes

☐ No

A5. Is a curb ramp provided between the vehicle pull up area and the access aisle (see above) or the access aisle and the accessible route to the
accessible entrance? [ADA Standards § 4.6.6]

☐ Yes

☐ No

If No, is there another area with a curb ramp and on an accessible route that could serve as the drop-off area?

If there is no curb ramp near the drop-off area, can a temporary ramp be used to connect the drop-off area access aisle to the accessible route to the accessible shelter entrance?

A6. If a curb ramp is provided, is the running slope of the ramp surface (not counting the side flares) no more than 1:12 or 8.33% [ADA Standards § 4.7.2]

☐ Yes

☐ No

A7. Is the width of the curb ramp surface at least 36 inches (not counting the side flares)? [ADA Standards § 4.7.3]

☐ Yes

☐ No

A8. Does an accessible route connect the curb ramp to the shelter's accessible entrance? [ADA Standards § 4.1.2(1)]

☐ Yes

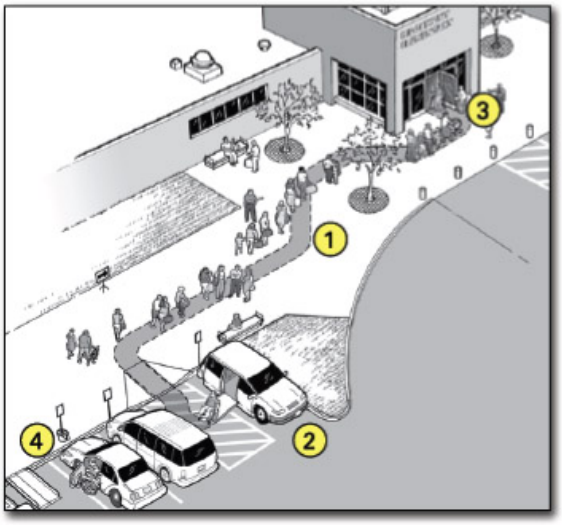
☐ No

B. Parking

1. Typical Issues

During an evacuation, some individuals with a mobility disability may arrive at the shelter in a car or van. When parking areas are provided at the shelter site, accessible parking spaces must be provided. Individuals with disabilities who arrive at the shelter in their own car or van need to be able to park in an accessible parking space close to an accessible entrance. Accessible parking spaces need an adjacent access aisle that provides space for a person with a mobility disability to exit their vehicle. The access aisle connects directly to an accessible route that leads to an accessible building entrance. In order to be usable, the access aisle must be relatively level, clear of gravel or mud, and the surface must be in good condition without wide cracks or broken pavement.

An accessible route connects the permanent access aisle of each accessible parking space with the accessible entrance to the shelter. When an accessible route crosses a curb, a curb ramp must be provided. During an emergency, as a temporary measure, if additional accessible parking spaces are needed, a portable ramp can be provided in a parking space marked off by traffic cones to provide two additional accessible parking spaces (see page 18).



An accessible entrance to an emergency shelter with accessible parking and additional temporary accessible parking spaces

Notes:

1. Accessible route.
2. Accessible parking with van accessible parking space.
3. Accessible entrance to shelter.
4. Temporary accessible parking spaces.

2. Parking Spaces Checklist

B1. When parking areas are provided at the shelter site, count the total number of parking spaces provided in each area. Is the minimum number of accessible parking spaces provided, based on the total number of available parking spaces (see table below)? [ADA Standards § 4.1.2(5)(a)]

☐ Yes

☐ No

Total Number of Parking Spaces in Each Parking Area	Required Minimum Number of Accessible Spaces
1- 25	1 van-accessible space w/min. 96-inch-wide access aisle (van space)
26 - 50	1 space w/min. 60-inch-wide access aisle + 1 van space
51 - 75	2 spaces w/min. 60-inch-wide access aisle + 1 van space
76 - 100	3 spaces w/min. 60-inch-wide access aisle + 1 van space
101 - 150	4 spaces w/min. 60-inch-wide access aisle + 1 van space

If more than 150 parking spaces are provided in a particular lot, see section 4.1.2 of the ADA Standards for the number of accessible parking spaces required.

B2. Does each accessible parking space have its own, or share, an adjacent access aisle that is least 60 inches (5 feet) wide? [ADA Standards § 4.6.3]

☐ Yes

☐ No

Accessible Parking Spaces Showing Minimum Width of Vehicle Space and

Access Aisle

B3. Is there at least one van-accessible parking space provided with an access aisle that is at least 96 inches (8 feet) wide or are universal parking spaces provided that are 132 inches (11 feet) wide for vehicle space with a 60-inch (5-feet) wide access aisle? [ADA Standards § § 4.1.2(5), A4.6]

☐ Yes

☐ No

B4. For van-accessible spaces (particularly in a garage or parking structure), is there vertical clearance of at least 98 inches (8 feet - 2 inches) for the vehicle route to the parking space, the parking space, the access aisle, and along the vehicle route to the exit? [ADA Standards § 4.6.5]

☐ Yes

☐ No

If No: Can the route be cleared by removing or raising low objects, or can each van accessible parking space be relocated?

B5. Are all accessible parking spaces, including the access aisle, relatively level (1:50 or 2%) in all directions? [ADA Standards § 4.6.3]

☐ Yes

☐ No

If No: Look for a nearby area that is relatively level in all directions that could serve as an accessible parking space with an accessible route to the accessible entrance to the shelter.

B6. Does each accessible parking space have a sign with the symbol of accessibility that is visible when a vehicle is parked in the space? [ADA Standards § 4.6.4]

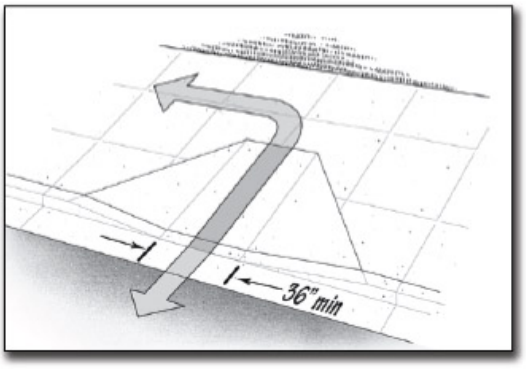
☐ Yes

☐ No

B7. If there is a curb between the access aisle and the accessible route to the building, is there a curb ramp that meets the following requirements: [ADA Standards § 4.7]

☐ Yes

☐ No



Curb ramp showing minimum 36-inch width for ramp section and 1:12 slope on ramp section.

B7-a. Is the curb ramp surface at least 36 inches wide, excluding flared sides? [ADA Standards § 4.7.3]

☐ Yes

☐ No

B7-b. Is the slope (up or down the ramp) no more than 1:12? [ADA Standards § 4.7.2]

☐ Yes

☐ No

Note: 1:12 is one inch of vertical height for each 12 inches of length.

B8. Are the accessible parking spaces serving the shelter on the shortest accessible route to the accessible entrance? [ADA Standards § 4.6.2]

☐ Yes

☐ No

B9. Does each access aisle connect to an accessible route from the parking area to the shelter's accessible entrance? [ADA Standards § 4.6.2]

☐ Yes

☐ No

3. Temporary Solutions for Emergency Sheltering - Parking

Problem: Parking at the shelter facility either has no accessible parking, not enough accessible parking, or accessible parking spaces are not on level ground.

Suggestion: Find a fairly level parking area near the accessible entrance and mark the area for accessible parking spaces. Three regular parking spaces will make two accessible parking spaces with a shared access aisle. Provide a sign designating each accessible parking space. Ensure there is an accessible route from each access aisle to the accessible entrance.

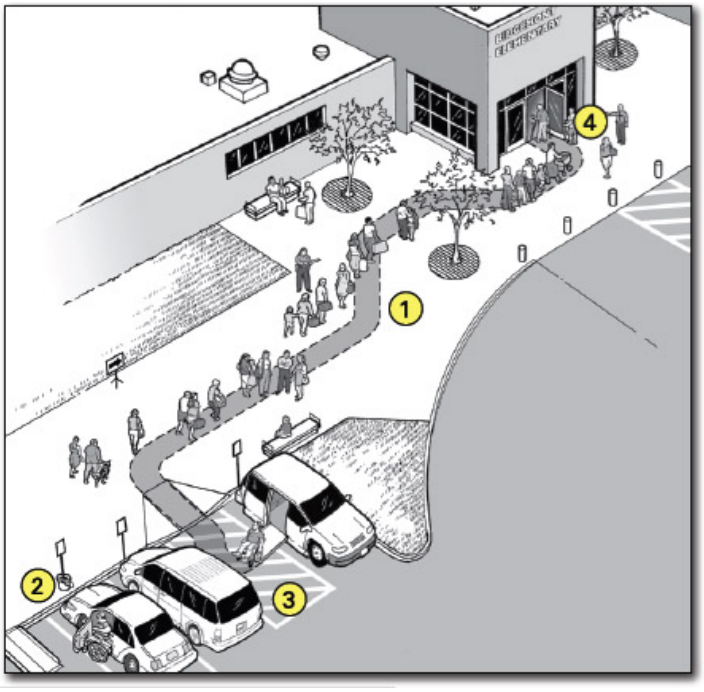
If temporary accessible spaces are used, mark the temporary accessible parking spaces with traffic cones or other temporary elements. Traffic cones can also be used to mark off an access aisle if designated accessible parking spaces lack an access aisle or if the access aisle is too narrow. At least one accessible parking space should be a van-accessible parking space with an access aisle that is at least 96 inches wide.

Three standard parking spaces are converted into an accessible parking space with an access aisle. Cones mark the access aisle and a temporary curb ramp with edge protection connects to an accessible route to the shelter.

C. Sidewalks and Walkways

1. Typical Issues for Individuals Who Use Wheelchairs, Scooters, or other Mobility Devices

An accessible route connects accessible passenger drop-off areas, accessible parking spaces, and other accessible elements, like a route from a bus stop, to an accessible building entrance. The accessible route is essential for people who have difficulty walking or who use wheelchairs or other mobility aids to get to the accessible entrance of the shelter. The accessible route must be at least 36 inches wide (it may narrow briefly to 32 inches wide where utility poles, signs, etc. are located along the accessible route). Abrupt level changes, steps, or steep running or cross slopes cannot be part of an accessible route. Where ramps are used, they cannot be steeper than 1:12. Ramps with a vertical rise of more than 6 inches must have handrails on both sides. Ramps must also have edge protection to stop wheelchairs from falling off the sides, and level landings at the top and bottom of each segment and where the ramp changes direction.



An accessible entrance to a shelter with accessible parking and an accessible drop-off area

Notes:

1. Accessible route

2. Accessible drop-off area

3. Accessible parking with van-accessible parking space

4. Accessible entrance to shelter

C1-a. Is an accessible route provided from accessible parking spaces to the accessible entrance of the shelter? [ADA Standards § 4.1.2(1), 4.3]

☐ Yes

☐ No

C1-b. Is an accessible route provided from public sidewalks and public transportation stops on the shelter site (if provided) to the accessible entrance for the shelter? [ADA Standards § 4.1.2(1)]

☐ Yes

☐ No

Note: The accessible route is at least 36 inches wide and may be a portion of a sidewalk.

C1-c. Is the accessible route at least 36 inches wide? [ADA Standards § 4.3.3]

☐ Yes

☐ No

If No, does the accessible route narrow to 32 inches for no more than 2 feet?

C1-d. Is the accessible route free of steps and abrupt level changes higher than 1/2 inch? [ADA Standards § 4.3.8]

☐ Yes

☐ No

Note: Level changes between 1/4 inch and 1/2 inch should be beveled (sloped) at 1:2 maximum.

C1-e. Where an accessible route crosses a curb, is a curb ramp provided? [ADA Standards § 4.3.8]

☐ Yes

☐ No

e-i. Is the curb ramp surface at least 36 inches wide, excluding flared sides? [ADA Standards § 4.7.3]

☐ Yes

☐ No

e-ii. Is the running slope (up or down the ramp) no more than 1:12? [ADA Standards § 4.7.2]

☐ Yes

☐ No

Note: 1:12 is one inch of vertical height for 12 inches of horizontal distance.

C1-f. If the slope of part of the accessible route is more than 1:20, does it meet the following requirements for an accessible ramp?

☐ Yes

☐ No

f-i. Is the running slope no greater than 1:12? [ADA Standards § 4.8.2]

☐ Yes

☐ No

Note: For existing ramps, the slope may be 1:10 for a 6-inch rise and 1:8 for a 3-inch rise in special circumstances (see ADA Standards § 4.1.6(3)).

f-ii. Are handrails installed on both sides of each ramp segment? [ADA Standards § 4.8.5]

☐ Yes

☐ No

f-iii. Is the ramp width, measured between the handrails, at least 36 inches? [ADA Standards § 4.8.3]

☐ Yes

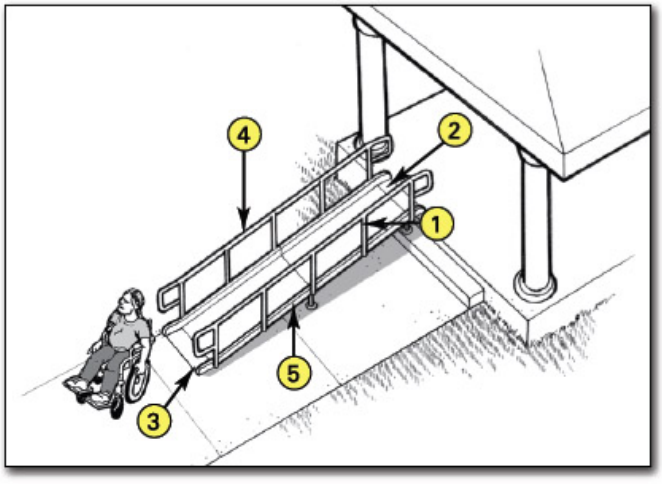
☐ No

f-iv. Does the ramp have a level landing at the top and bottom of each ramp section that is at least 60 inches long? [ADA Standards § 4.8.4]

☐ Yes

☐ No

Note: The level landing may be part of the sidewalk or walking surface.



Accessible ramp features

Notes:

1. At least 36 inches between handrails

2. Top landing part of walk

3. Bottom landing part of walk

4. Handrail height 34 to 38 inches

5. Edge protection.

f-v. If a ramp is more than 30 feet long, is a level landing at least 60 inches long provided at every 30 feet of horizontal length? [ADA Standards § 4.8.4]

☐ Yes

☐ No

Note: if the running slope is less than 1:16 but more than 1:20, each ramp segment may be up to 40 feet long followed by a level landing].

f-vi. Is there a level landing, at least 60 inches x 60 inches, when a ramp changes direction? [ADA Standards § 4.8.4]

☐ Yes

☐ No

f-vii. Are the handrails mounted 34 to 38 inches above the ramp surface? [ADA Standards § 4.8.5]

☐ Yes

☐ No

f-viii. If the ramp or landing has a vertical drop-off on either side, is edge protection provided? [ADA Standards § 4.8.7]

☐ Yes

☐ No

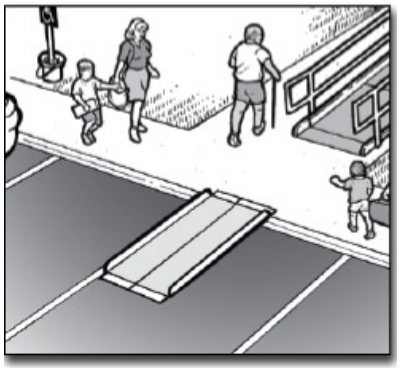
Temporary Solutions For Emergency Sheltering - Ramps

Problem: The sidewalk connecting parking to the shelter entrance is too steep to be accessible.

Suggestion: Check to see if there is another accessible route to the accessible entrance. Sometimes there is a less direct route that is accessible. During an evacuation it will be helpful to put up signs or to have volunteers stationed at the accessible parking spaces to direct people along this less direct, but nonetheless accessible, route.

Problem: The accessible route crosses a curb but no curb ramp is provided.

Suggestion: Install a portable ramp with a slope no steeper than 1:12 with edge protection. Store the portable ramp on site so it can be easily accessed in an emergency.



A portable ramp with edge protection is installed over a curb to provide an accessible route.

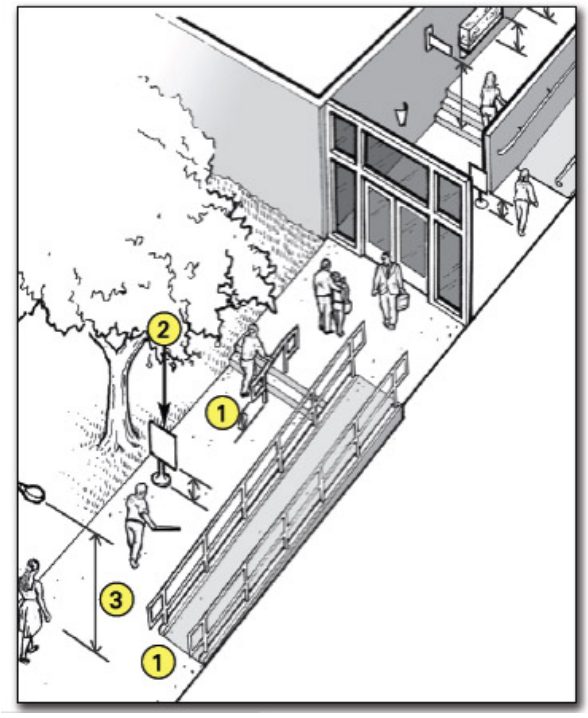
Problem: There are two steps where the sidewalk connects to the accessible entrance.

Suggestion: Install a portable ramp with a slope no steeper than 1:12 with edge protection and handrails on both sides of the ramp. Store the portable ramp and components on site so everything can be easily accessed in an emergency.

A portable ramp with edge protection and handrails is installed over two steps to provide an accessible route.

2. Typical Issues for Individuals Who Are Blind or Have Low Vision

Objects that are wall mounted, that project into a pedestrian route from the side, or that are overhead can be hazards to people who are blind or who have low vision. These objects must be positioned so people will either detect the objects before they run into them or safely pass under them. Examples may include handrail extensions on stairs and ramps, post- or wall-mounted signs, drinking fountains, and low hanging tree limbs. Pedestrian routes open to people during the time that the facility is being used as an emergency shelter, such as sidewalks, courtyards, and plazas, must be free of overhanging objects that are less than 80 inches above the route. Objects more than 27 inches and less than 80 inches above the route and that protrude from the side more than 4 inches are also a hazard. Since people can walk on any sidewalk, not just the accessible routes, all exterior pedestrian routes serving or leading to the shelter areas must be checked. The following questions apply to sidewalks and walkways leading to the emergency shelter.



Common objects along pedestrian routes to a shelter that can be hazards to people who are blind or have low vision.

Notes:

1. The bottom of the handrail extensions turn down to 27 inches or less above the route so a person who is blind or has low vision can detect the hazard before running into it.
2. Signs or other objects in the pedestrian route can be a hazard if the bottom is more than 27 inches but less than 80 inches above the route.
3. Objects that overhang the pedestrian route must be at least 80 inches above the route.

C2-1. Are all sidewalks and walkways to the shelter free of any objects (e.g., wall-mounted boxes, signs, handrail extensions) with bottom edges that are between 27 inches and 80 inches above the walkway and that extend more than 4 inches into the sidewalk or walkway? [ADA Standards §§ 4.4, 4.2.1(3), 4.1.3(2)]

☐ Yes

☐ No

If No, can the object be lowered, removed, or modified or can the route be moved so that the object can be avoided?

C2-2. Are the undersides of exterior stairs enclosed or protected with a cane-detectable barrier so that people who are blind or have low vision will not hit their heads on the underside? [ADA Standards § 4.4.2]

☐ Yes

☐ No

If No, can a barrier or enclosure be added below the stair or can the route be relocated away from the stair?

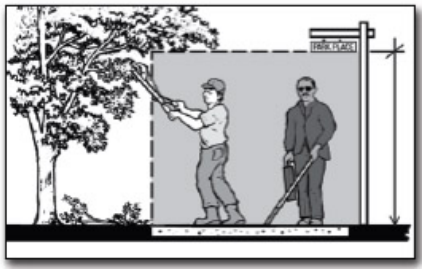
When the underside of a stair is open, it is a hazard to people who are blind or have low vision. Enclosing the area below the stair or installing a cane-detectable barrier helps this woman to stop before hitting her head.

C2-3. Are all objects that hang over the pedestrian routes at least 80 inches above the route? [ADA Standards § 4.4.2]

☐ Yes

☐ No

If No, can the objects be removed or relocated, or can a cane-detectable object be added below that is at no higher than 27 inches?



Overhead sign and tree branches are least

80 inches above the walk.

Temporary Solutions For Emergency Sheltering - Protruding Object Hazards

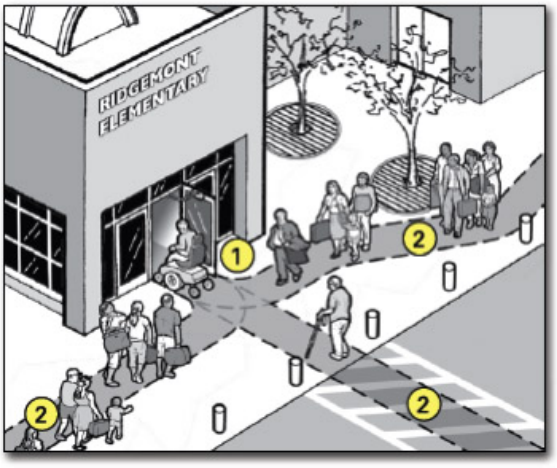
Problem: Objects protrude too far from the side into the route causing a hazard for people who are blind or who have low vision.

Suggestion: When people who are blind or who have low vision use a cane to detect hazards, objects located at 27 inches or lower are detectable. When an object is located higher than 27 inches above the ground it is a hazard if the object protrudes more than 4 inches into the circulation path. To make a protruding object cane-detectable:

- Place an object below, or on either side of, the protruding object that is not higher than 27 inches above the ground.
- If the protruding object can be moved, lower the object so that its bottom is not more than 27 inches above the ground.
- Prune or alter the protruding object so it does not protrude above the route.

D. Entering the Emergency Shelter

Building Entrance



Notes:

1. Accessible entrance to the shelter.
2. Accessible route connecting accessible parking and drop-off area (if provided) to the accessible entrance.

A shelter must have at least one accessible entrance that is on an accessible route. An accessible entrance must provide at least one accessible door with maneuvering space, accessible hardware, and enough clear width to allow people who use crutches, a cane, walker, scooter, or wheelchair to use it.

If the accessible entrance is not the main entrance to the facility that is being used as a shelter, signs must be located at inaccessible entrances to direct evacuees and volunteers to the accessible entrance. The accessible entrance must be unlocked when other shelter entrances are unlocked.

Examples of signs for inaccessible shelter entrances directing people to the accessible entrance.

D1. Is there at least one accessible entrance connected to an accessible route? [ADA Standards § 4.1.3(1)]

☐ Yes

☐ No

Notes: If this entrance is not the main entrance, it needs to be kept unlocked when other shelter entrances are unlocked.

If there are inaccessible entrances serving the shelter, signs will be needed at inaccessible entrance(s) to direct evacuees to the nearest accessible entrance.

D2. Does at least one door or one side of a double leaf-door provide at least 32 inches clear passage width when the door is open 90 degrees? [ADA Standards § 4.13.5]

☐ Yes

☐ No

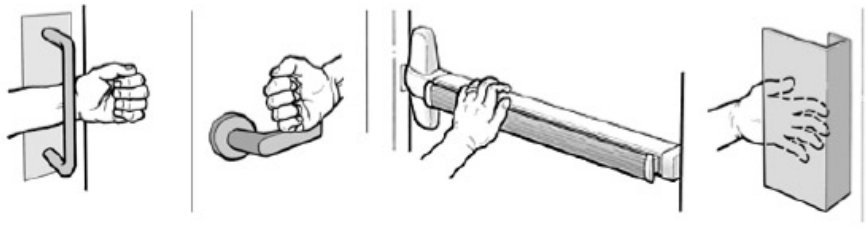
If No, does another entrance have an accessible door or can both doors be propped open during the evacuation? Other possible solutions are to enlarge the door opening, use a swing clear hinge, or, if a double-leaf door, replace with uneven width doors.

D3. Is the hardware (e.g., lever, pull, and panic bar) usable with one hand without tight grasping, pinching, or twisting of the wrist? [ADA Standards § 4.13.9]

☐ Yes

☐ No

If No, leave door propped open, add new accessible hardware, or adapt/replace hardware.



Examples of handles and door hardware that can be used without tight grasping, pinching, or twisting.

D4. On the latch, pull side of the door, is there at least 18 inches clearance provided if the door is not automatic or power-operated? [ADA Standards § 4.13.6, Fig. 25]

☐ Yes

☐ No

If No, leave the door propped open or find another accessible entrance.

D5. If there is a raised threshold, is it no higher than 3/4 inch at the door and beveled on both sides? [ADA Standards §§ 4.1.6(3)(d)(ii), 4.13.8]

☐ Yes

☐ No

If No, replace threshold with one with beveled sides or add a sloped insert.

D6. If an entry has a vestibule, is there a 30-inch by 48-inch clear floor space inside the vestibule where a wheelchair or scooter user can be outside the swing of a hinged door? [ADA Standards § 4.13.7]

☐ Yes

☐ No

If No, leave the inner door permanently open, remove inner door, or modify the vestibule.

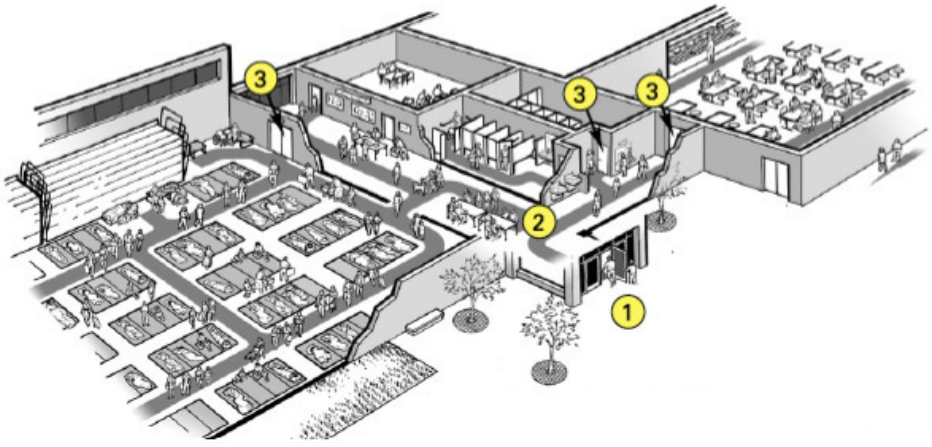
E. Hallways and Corridors

1. Typical Issues for Individuals Who Use Wheelchairs, Scooters, or Other Mobility Devices

The interior accessible route connects the accessible entrance with the various service and activity areas within the shelter. Typically made up of hallways, corridors, and interior rooms and spaces, the accessible route is essential for people who have difficulty walking or who use wheelchairs or other mobility aids to get to all of the service and activity areas of the shelter.

An accessible route is at least 36 inches wide and may narrow briefly to 32 inches wide where the route passes through doors or next to furniture and building elements. High thresholds, abrupt level changes, steps, or steep running or cross slopes cannot be part of an accessible route. Where ramps are used, they cannot be steeper than 1:12. Ramps with a vertical rise of more than 6 inches must have handrails on both sides. Ramps must also have edge protection to stop wheelchairs from falling off the sides, and level landings at the top and bottom of each segment and where a ramp changes direction.

Where an accessible route is different from the route used by most evacuees, signs will be needed at key decision points to direct individuals with disabilities to the various activity areas.



Interior of a shelter showing the accessible route from the accessible entrance to all service and activity areas.

Notes:

1. Accessible Entrance
2. Accessible Route connects the accessible entrance with shelter service and activity area
3. Accessible door to service and activity areas

E1-a. Is there an accessible route, at least 36 inches wide, that connects the accessible entrance to all shelter areas (it may narrow to 32 inches wide for up to 2 feet in length)? [ADA Standards § 4.3.2(3)]

☐ Yes

☐ No

E1-b. Is the accessible route free of steps and abrupt level changes over 1/2 inch?

☐ Yes

☐ No

Note: level changes between 1/4 inch and 1/2 inch should be beveled). [ADA Standards §§ 4.1.3(1), 4.3.8]

E1-c. Does the accessible route from the accessible entrance to all activity areas change levels using a ramp, lift or elevator? [ADA Standards §§ 4.1.3(1), 4.3.8]

☐ Yes

☐ No

If No, go to question E1-g.

c-i. If Yes, is a ramp or sloped hallway provided?

☐ Yes

☐ No

If Yes, go to question E1-d.

c-ii. Is an elevator or lift provided?

☐ Yes

☐ No

If Yes, and the elevator or lift is part of the accessible route to a shelter area, is back-up electrical power available to operate the elevator or lift for the duration of shelter operation should the normal electrical service be disrupted?

If Yes and an elevator is provided, see question E1-e.

If Yes and a lift is provided, see question E1-f.

If No, then either provide back-up electrical power to operate the lift or elevator during the power outage or locate shelter services exclusively on accessible levels that may be reached by people with a mobility disability without using an elevator or lift.

E1-d. Where the slope of the accessible route is greater than 1:20, does this area meet the following requirements for an accessible ramp?

☐ Yes

☐ No

d-i. Is the slope no greater than 1:12? [ADA Standards § 4.8.2]

☐ Yes

☐ No

Note: For existing ramps, the slope may be 1:10 for a 6-inch rise and 1:8 for a 3-inch rise in special circumstances]. [ADA Standards § 4.1.6(3)

d-ii. Are handrails installed on both sides of each ramp segment? [ADA Standards § 4.8.5]

☐ Yes

☐ No

d-iii. Is the ramp width, measured between handrails, at least 36 inches? [ADA Standards § 4.8.3]

☐ Yes

☐ No

d-iv. Are the handrails mounted 34 to 38 inches above the ramp surface? [ADA Standards § 4.8.5]

☐ Yes

☐ No

d-v. If a ramp is longer than 30 feet, is a level landing at least 60 inches long provided every 30 feet? [ADA Standards § 4.8.4]

☐ Yes

☐ No

d-vi. Does the ramp have a level landing that is at least 60 inches long at the top and bottom of each ramp section or where the ramp changes direction? [ADA Standards § 4.8.4]

☐ Yes

☐ No

d-vii. If the ramp or landing has a vertical drop-off on either side of the ramp, is edge protection provided? [ADA Standards § 4.8.7]

☐ Yes

☐ No

E1-e. Is an elevator provided to each of the levels on which each sheltering service or activity area is located?

☐ Yes

☐ No

e-i. Are the centerlines of the call buttons mounted 42 inches above the floor? [ADA Standards § 4.10.3]

☐ Yes

☐ No

e-ii. Does the floor area of the elevator car have space to enter, reach the controls, and exit? [ADA Standards § 4.10.9, Fig. 22]

☐ Yes

☐ No

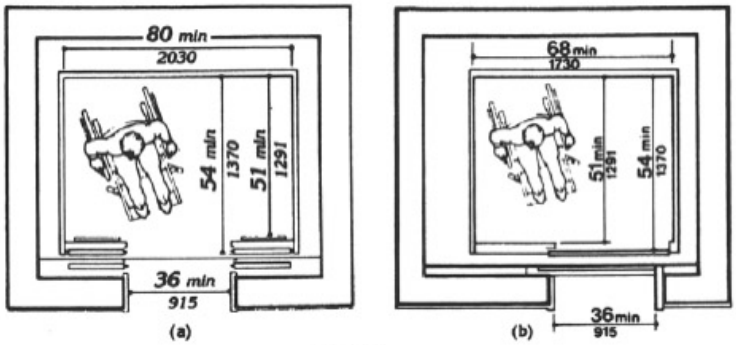


Fig. 22
Minimum Dimensions of Elevator Cars

Note: See Figure 22 for acceptable floor and opening dimensions. Floor dimensions of at least 48 inches by 48 inches may be allowed in existing facilities built before the ADA went into effect.

e-iii. Can the elevator be called and operated automatically without using a special key or having to turn on the elevator from a remote location? [ADA Standards § 4.10.2]

☐ Yes

☐ No

e-iv. Are the highest floor control buttons mounted no more than 54 inches above the floor for a side reach or 48 inches for forward reach? [ADA Standards § 4.10.12 (3)]

☐ Yes

☐ No

e-v. Are raised letters and Braille characters used to identify each floor button and each control? [ADA Standards § 4.10.12]

☐ Yes

☐ No

e-vi. Are signs mounted on both sides of the elevator hoist way door opening (for each elevator and at each floor) that designate the floor with 2-inch minimum-height raised letters and Braille characters centered at 60 inches above the floor? [ADA Standards § 4.10.5]

☐ Yes

☐ No

e-vii. Is the elevator equipped with audible tones or bells or verbal annunciators that announce each floor as it is passed? [ADA Standards § 4.10.13]

☐ Yes

☐ No

E1-f. If a wheelchair lift is provided, does it meet the following?

☐ Yes

☐ No

f-i. Is the lift operational at the time of the survey? [ADA Standards § 4.11.3]

☐ Yes

☐ No

f-ii. Is the change in level from the floor to the lift surface ramped or beveled? [ADA Standards §§ 4.11.2, 4.5.2]

☐ Yes

☐ No

f-iii. Is there at least a 30-inch by 48-inch clear floor space on the wheelchair lift? [ADA Standards §§ 4.11.2, 4.2.4]

☐ Yes

☐ No

f-iv. Does the lift allow a person using a mobility device unassisted entry, operation (is key available, if required), and exit?

☐ Yes

☐ No

f-v. Are the controls and operating mechanisms mounted no more than 54 inches above the floor for a side reach or 48 inches for a forward reach? [ADA Standards §§ 4.11.2, 4.27.3]

☐ Yes

☐ No

f-vi. Are the controls and operating mechanisms usable with one hand without tight grasping, pinching, or twisting? [ADA Standards §§ 4.11.2, 4.27.4]

☐ Yes

☐ No

E1-g. At each location on the way to each shelter activity area where the accessible route passes through a door, does at least one door meet the following requirements?

☐ Yes

☐ No

g-i. Is the clear width for the door opening at least 32 inches measured when the door is open 90 degrees? [ADA Standards §§ 4.1.3(7), 4.13.5]

☐ Yes

☐ No

g-ii. Is the door hardware (e.g., lever, pull, push, panic bar) usable with one hand, without tight grasping, pinching, or twisting of the wrist, to allow people who may not be able to easily use one or both hands to fully operate the hardware? [ADA Standards § 4.13.9]

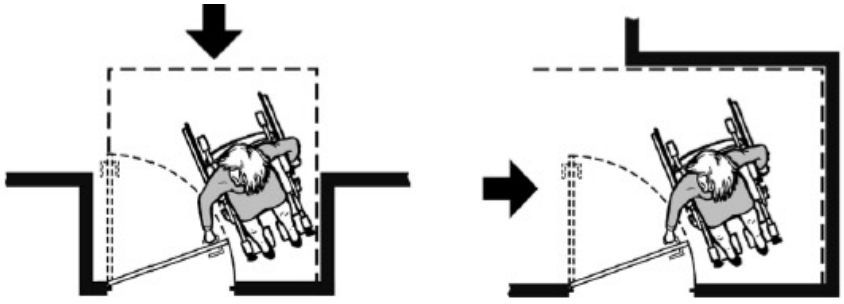
☐ Yes

☐ No

g-iii. Is there clear maneuvering floor space in front of each accessible door (see ADA Standards § Fig. 25) and, on the pull side, is there at least 18 inches clear floor space beyond the latch side of the door (see space configurations in Figure 25)? [ADA Standards § 4.13.6]

☐ Yes

☐ No



A clear floor space on the latch side of the door (pull side) allows a person using a wheelchair or scooter to pull the door open and then enter. The size of the clear floor spacevaries depending on the direction of approach (shown by the arrows) and the door swing.

g-iv. Is no more than 5 pounds force needed to push or pull open the door? [ADA Standards § 4.13.11 (2)(b)]

☐ Yes

☐ No

Note: Fire doors are still considered to be accessible if they have the minimum opening force allowable by the appropriate administrative authority.

g-v. If the answers to questions g-ii thru g-iv are No, can the door be propped open?

☐ Yes

☐ No

If an activity area is not on an accessible route and cannot be made accessible, find another area that is on an accessible route where that activity may be provided.

2. Typical Issues for People Who are Blind or Have Low Vision

Individuals who are blind or have low vision may walk along any route or through any shelter activity area, not just the accessible routes. That means any area where people using the shelter can walk, including hallways, corridors, eating areas, and sleeping areas, must be free of objects that cannot be detected by a person who is blind or has low vision. Objects that are wall mounted, that project into a pedestrian route from the side, or that are overhead must be located so that individuals who are blind or have low vision will either detect the objects before they run into them or safely pass under them. These routes must be free of overhanging objects that are less than 80 inches above the floor and side objects that protrude into the route more than 4 inches when the bottom of the object is more than 27 inches above the floor. Items to watch for include wall-mounted fire extinguishers and wall-mounted display cases when the bottom is more than 27 inches above the floor, wall sconces and light fixtures that protrude more than 4 inches off the wall, and open staircases, exit signs, overhead signs, banners, and arched doorways that are lower than 80 inches above the floor.

Overhead and wall-mounted objects that may be hazards along a pedestrian route

Notes:

1. Wall-mounted drinking fountains are a hazard when the front projects more than 4 inches beyond the wall and the bottom is more than 27 inches above the floor.
2. Wall-mounted objects cannot project more than 4 inches beyond the wall if the bottom is not in the cane-detectable area below 27 inches off the floor.
3. Overhead objects must be at least 80 inches off the floor.

The following questions apply to pedestrian routes serving or leading to the shelter activity and common use areas.

E2-a. Are pedestrian routes leading to or serving each service or activity area of the shelter free of objects that protrude from the side more than 4 inches into the route with the bottom of the object more

than 27 inches above the floor? [ADA Standards § 4.4.1]

☐ Yes

☐ No

Note: These objects may be wall mounted or free standing. Items to check include wall-mounted fire extinguishers, light fixtures, coat hooks, shelves, drinking fountains, and display cases.

E2-b. Are pedestrian routes leading to or serving each of the service or activity areas free of overhead objects with the bottom edge lower than 80 inches above the floor? [ADA Standards § 4.4.2]

☐ Yes

☐ No

E2-c. Are any interior stairs along these routes configured with a cane-detectable warning or a barrier that prevents travel into the area with less than an 80-inch high head clearance so that people who are blind or who have low vision cannot hit their heads on the underside or stair frame? [ADA Standards § 4.4.2]

☐ Yes

☐ No

If No, list the objects that are a hazard and their location. Remove or relocate the object or place a detectable object on the floor below each object to remove the hazard.

When the underside of a stair is open, it is a hazard to people who are blind or

have low vision. Enclosing the area below the stair or installing a cane detectable barrier helps the person to avoid the area.

F. Check-In Areas

A shelter usually has one or more check-in areas located near the entrance to the shelter. When check-in areas are provided, then at least one accessible check-in location should be provided. The accessible check-in area should be at the accessible entrance or signs should give directions to the accessible check-in area.

If a permanent reception counter is used for check in, make sure to provide a writing surface at an accessible height for people who use a wheelchair, scooter, or other mobility device. This may be a part of the reception counter that is no higher than 36 inches above the floor, a folding shelf or an adjacent table, or a clip board.

An accessible check-in location using a folding table with a height that people who use wheelchairs can easily reach.

F1. Is there an accessible route that connects the accessible entrance to areas that are likely to be used to register people as they arrive at the shelter? [ADA Standards § 4.3]

☐ Yes

☐ No

F2. If there is a built-in reception or other type of counter, does it have a section that is at least three feet long that is no higher than 36 inches above the floor or is there a nearby surface that is not higher than 36 inches above the floor? [ADA Standards § 7.2]

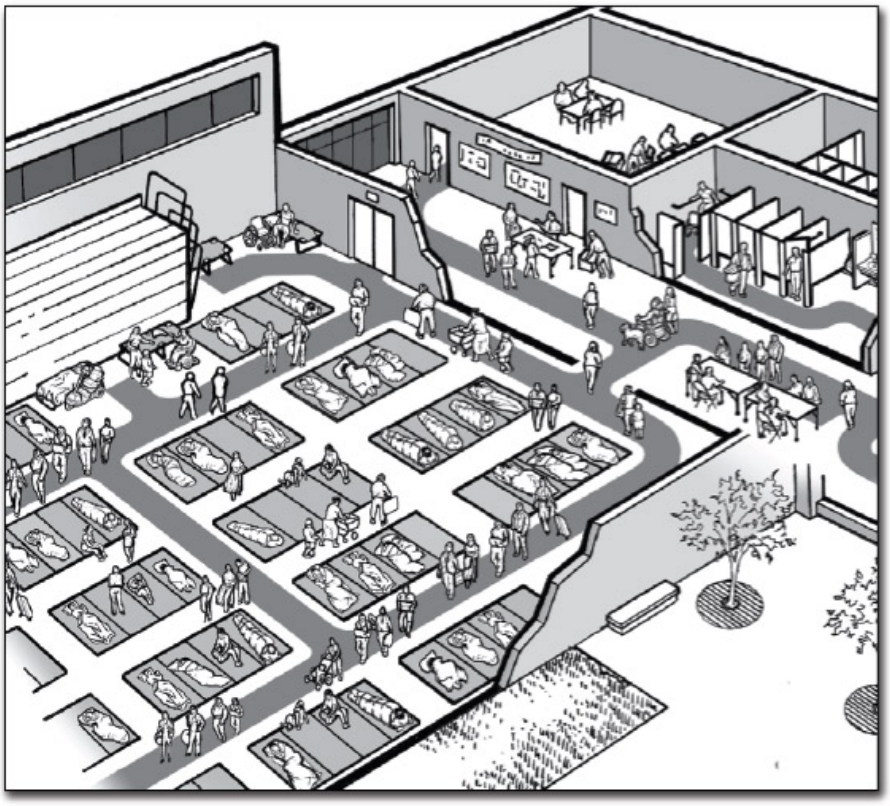
☐ Yes

☐ No

Living at the Emergency Shelter

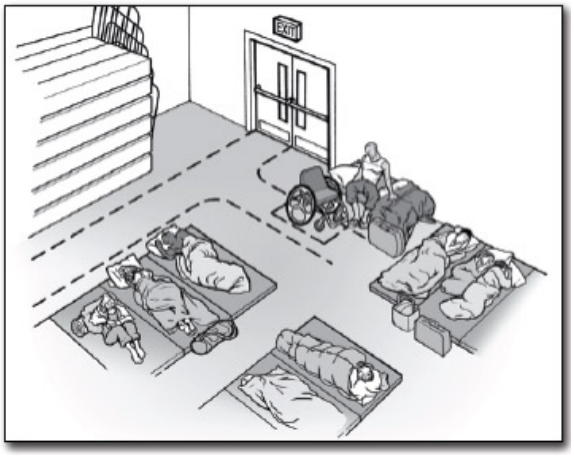
G. Sleeping Areas

Each accessible sleeping area needs to be on an accessible route connecting it to other activity areas in the shelter, including toilet rooms and bathing areas. An accessible route with adequate circulation and maneuvering space provides access in the sleeping areas for people who use wheelchairs or scooters and this route serves each accessible bed or cot.



Interior of one section of a shelter's sleeping area. The shaded pathway indicates the accessible route, which provides access to accessible beds, cots, and other activity areas in the space plus the toilet rooms and other activity areas in the shelter.

Accessible cots have a sleeping surface at approximately the same height above the floor as the seat of a wheelchair (17 to 19 inches above the floor). When placed in several sections of the sleeping area, individuals who use a wheelchair, scooter, or other mobility device will be able to sleep near their family or other companions. An accessible route is needed to provide access to each accessible cot and a clear space at least 36 inches wide is needed along the side of the cot to make it possible to transfer between the mobility device and the cot. A preferred location for accessible cots is to have one side against a wall. This helps to stabilize the cot and the wall can act as a backrest when the person sits up on the cot.



An accessible cot positioned against a wall. Dashed lines indicate the accessible route and clear floor space next to the cot.

G1. Is there an accessible route, at least 36 inches wide, that connects each sleeping area with other shelter activity areas?

☐ Yes

☐ No

Note: it may narrow to 32 inches wide for up to 2 feet in length. [ADA Standards § 4.3.2(3)]

G2. Is the accessible route free of steps and abrupt level changes over 1/2 inch?

☐ Yes

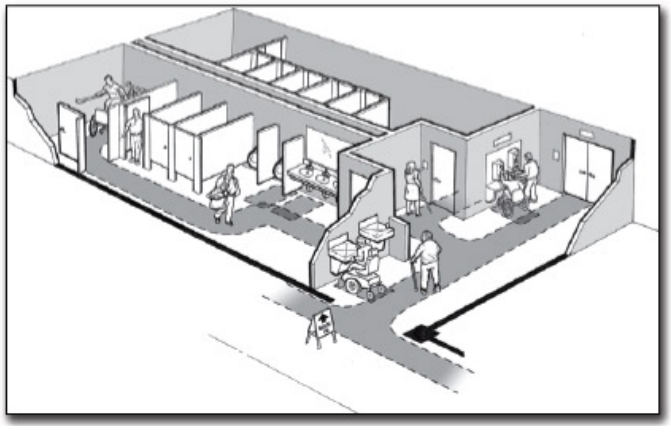
☐ No

Note: level changes between 1/4 inch and 1/2 inch should be beveled). [ADA Standards §§ 4.1.3(1), 4.3.8]

Note: Although the facility survey cannot check the accessibility of the cots because they will not be installed until the shelter is in use, planning for setting up the sleeping area and for arranging the cots and mats should include providing space for an accessible route and clear floor space at each accessible cot. Cots used by people who are blind or who have low vision should be in an easily locatable area.

H. Restrooms and Showers

At least one set of toilet rooms serving the shelter must be accessible to individuals who use a wheelchair, scooter, or other mobility device. In large shelters where more than one set of toilet rooms is needed to serve the occupants, it may be necessary to provide additional accessible toilet facilities or to establish policies to assure that individuals with disabilities have access to the accessible facilities.



Interior of an accessible toilet room showing accessible route, clear floor space at accessible fixtures, and the wide accessible toilet stall.

H1. If a sign is provided at the toilet room entrance (e.g. Men, Women, Boys, Girls, etc.), is a sign with raised characters and Braille mounted on the wall adjacent to the latch? [ADA Standards § 4.30.6]

☐ Yes

☐ No

If No, install a sign with raised characters and Braille on the wall adjacent to the latch side of the door and centered 60 inches above the floor and leave the existing sign in place on the door if removing it will damage the door.

Note: an additional sign may be mounted on the toilet room door but this cannot be considered to be the accessible sign which must be mounted on the wall adjacent to the latch side of the door.

H2. Does the door to the toilet room provide at least 32 inches clear passage width when the door is open 90 degrees? [ADA Standards § 4.13.5]

- [ ] Yes
- [ ] No

H3. Is the hardware (e.g., lever, pull, panic bar) usable with one hand without tight grasping, pinching, or twisting of the wrist? [ADA Standards § 4.13.9]

- [ ] Yes
- [ ] No

If No, can the door be propped open without compromising privacy, or can the hardware be modified by adding new accessible hardware, or adapting or replacing hardware?

H4. On the pull side of the door, is there at least 18 inches clearance provided on the latch side if the door is not automatic or power-operated? [ADA Standards § 4.13.6, Fig. 25]

- [ ] Yes
- [ ] No

H5. If there is a raised threshold, is it no higher than 3/4 inch at the door and beveled on both sides? [ADA Standards §§ 4.1.6(3)(d)(ii), 4.13.8]

- [ ] Yes
- [ ] No
- [ ] NA

If No, replace threshold with one with beveled sides or add a sloped insert.

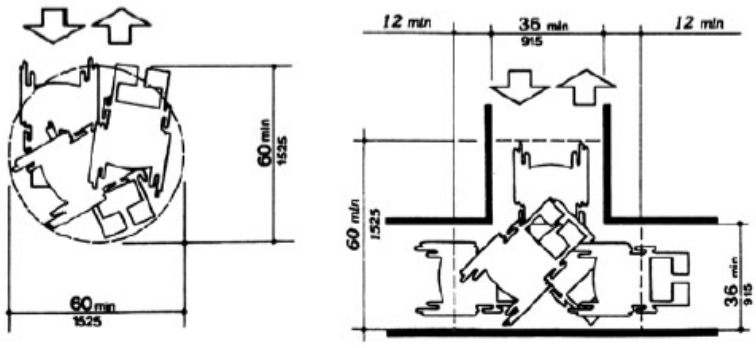
H6. If the entry has a vestibule, is there a 30-inch by 48-inch clear floor space inside the vestibule where a wheelchair or scooter user can be outside the door swing? [ADA Standards § 4.13.7]

- [ ] Yes
- [ ] No

If No, possible solutions include leaving the inner door open or removing the outer door.

H7. Inside the toilet room, is there an area where a person who uses a wheelchair or other mobility device can turn around - either at least 60-inch diameter circle or a “T”-shaped turn area as shown in the figures below? [ADA Standards §§ 4.22.3; 4.2.3]

- [ ] Yes
- [ ] No



Minimum spaces for turning

Minimum spaces for turning

H8. If lavatories are provided, does at least one have at least a 29 inch high clearance under the front apron with the top of the rim no more than 34 inches above the floor? [ADA Standards § 4.19.2]

- [ ] Yes
- [ ] No

H9. Are the drain and hot water pipes for this lavatory insulated or otherwise configured to protect against contact? [ADA Standards § 4.19.4]

- [ ] Yes
- [ ] No

H10. Does this lavatory have controls that operate easily with one hand, without tight grasping, pinching, or twisting of the wrist? [ADA Standards § 4.19.5]

- [ ] Yes
- [ ] No

H11. If mirrors are provided, is the bottom of the reflecting surface for the mirror at this lavatory no higher than 40 inches above the floor or is a full length mirror provided? [ADA Standards § 4.19.6]

- [ ] Yes
- [ ] No

H12. For at least one of each type of dispenser, receptacle, or equipment, is there clear floor space at least 30 inches wide x 48 inches long adjacent to the control or dispenser (positioned either parallel to the control or dispenser or in front of it)? [ADA Standards §§ 4.23.7; 4.27.2; 4.2.5 and Fig 5; 4.2.6 and Fig 6]

- [ ] Yes
- [ ] No

H13. Is the operating control (switch, lever, button, or pull) of at least one of each type of dispenser or built-in equipment no higher than 54 inches above the floor (if there is clear floor space for a parallel approach) or 48 inches (if there is clear floor space for a front approach)? [ADA Standards §§ 4.23.7; 4.27.3; 4.2.5 and Fig 5; 4.2.6 and Fig 6]

- [ ] Yes
- [ ] No

H14. Are all built-in dispensers, receptacles, or equipment mounted so the front does not extend more than 4 inches from the wall if the bottom edge is between 27 inches and 80 inches above the floor? [ADA Standards §§ 4.23.7; 4.27; 4.4.1; Fig. 8]

☐ Yes

☐ No

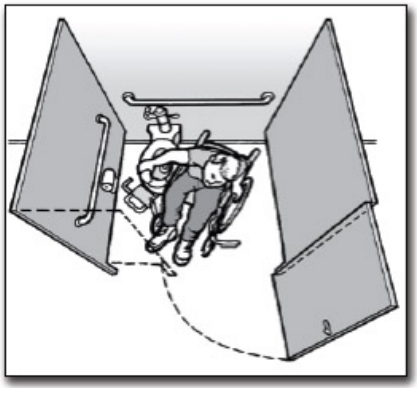
Toilet Stalls

H15. Is at least one wide toilet stall provided with an out swinging door, side and rear grab bars, and clear space next to the toilet? [ADA Standards § 4.17]

☐ Yes

☐ No

If No, check to see if another toilet room provides a wide accessible toilet stall, note its location for shelter planners, and answer all toilet room questions with respect to that toilet room.



Overhead view of an individual using a wheelchair positioned beside a toilet in a wide accessible stall.

H16. Is the toilet stall at least 60 inches wide and 56 inches deep (wall mounted toilet) or 59 inches deep (floor mounted toilet)? [ADA Standards § 4.17.3]

☐ Yes

☐ No

If No, note the width and depth of the stall. _____

H17. Is at least 9 inches of toe clearance provided under the front wall and at least one side wall of the toilet stall? [ADA Standards § 4.17.4]

☐ Yes

☐ No

H18. Is the centerline of the toilet 18 inches from the adjacent side wall? [ADA Standards § 4.16.2; 4.17.3]

☐ Yes

☐ No

H19. Is the top of the toilet seat 17 inches to 19 inches above the floor? [ADA Standards § 4.16.3]

☐ Yes

☐ No

H20. Is the flush valve located on the wide side adjacent to the lavatory or is an automatic flush valve provided? [ADA Standards § 4.16.5]

☐ Yes

☐ No

H21. Is a horizontal grab bar at least 40 inches long securely mounted on the adjacent side wall 33 to 36 inches above the floor with one end no more than 12 inches from the back wall 33 to 36 inches above the floor? [ADA Standards § 4.16.4; 4.17.6]

☐ Yes

☐ No

H22. Is a second horizontal grab bar at least 36 inches long securely mounted on the back wall with one end no more than 6 inches from the side wall 33 to 36 inches above the floor? [ADA Standards § 4.16.4; 4.17.6]

☐ Yes

☐ No

H23. Is the door to the toilet stall located diagonally opposite, not directly in front of, the toilet or on the opposite side wall from the wall with the long grab bar? [ADA Standards § 4.17.3]

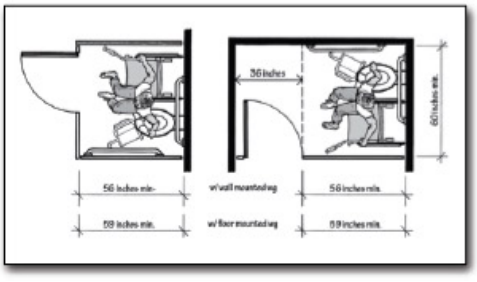
☐ Yes

☐ No

H24. Unless the wide stall is located at the end of a row of toilet stalls, does the door to this wider stall open out? [ADA Standards § 4.17.3]

☐ Yes

☐ No



Plan views showing minimum sizes of wide accessible toilet stall

H25. Is the clear width of the door at least 32 inches (measured between the face of the door and the edge of the opening) when the door is open 90 degrees? [ADA Standards § 4.13.5]

☐ Yes

☐ No

H26. If there are 6 or more stalls in the restroom, is one of those stalls (in addition to the wider stall noted above) exactly 36 inches wide with an out swinging stall door that provides at least 32 inches of clear width? [ADA Standards § 4.22.4]

☐ Yes

☐ No

H27. Does this 36-inch wide stall have horizontal grab bars on both of the side partitions that are at least 36 inches long and 33 to 36 inches above the floor? [ADA Standards § 4.22.4]

☐ Yes

☐ No

H28. Is the surface of the toilet seat in this 36-inch-wide stall 17 to 19 inches above the floor? [ADA Standards §§ 4.16.3; 4.22.4]

☐ Yes

☐ No

H29. If a coat hook is provided is it mounted no higher than 54 inches above the floor for a side approach or 48 inches above the floor for a front approach? [ADA Standards § 4.25.3]

☐ Yes

☐ No

Note: For many emergency shelters, evacuees are not expected to use shower or bathing facilities due to the short period they may stay at the shelter. If planning for the shelter operation includes offering shower or bathing facilities, then those facilities should be on an accessible route and checked for accessibility. For information on the requirements for accessible showers or bathtubs see the ADA Standards for Accessible Design which is available online at www.ada.gov.

The following are figures illustrating some accessible shower features from the ADA Standards.

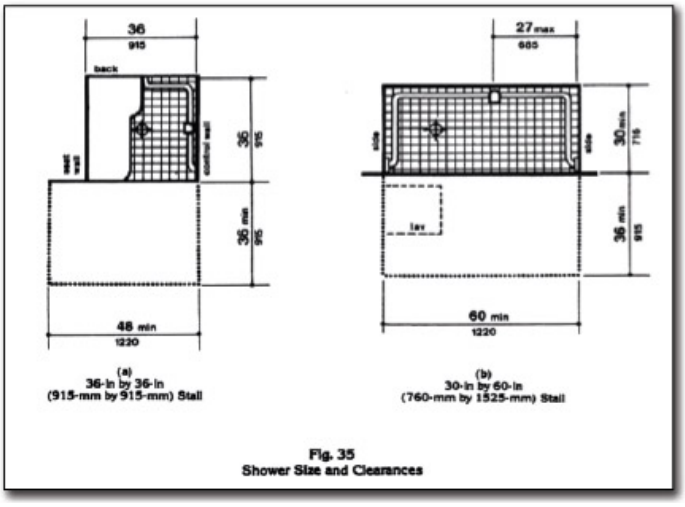


Fig. 35
Shower Size and Clearances

Accessible Shower Stall
Minimum Size and Clearances

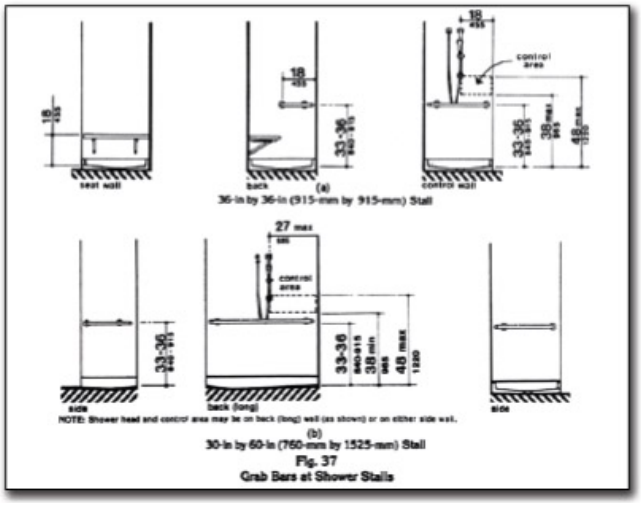


Fig. 37
Grab Bars at Shower Stalls

Accessible Shower Stall Grab Bars
and Seat, Shower, and Control Area

I. Public Telephones

When public telephones are provided, then one or more accessible public telephones should be provided in areas serving shelter activity and service areas. Whenever accessible telephones are provided, each should be on an accessible route. In shelters it is common to provide additional telephones on tables or desks and some of these telephones should be accessible.

A text telephone (also commonly known as a TTY) is a device that allows individuals who are deaf or hard of hearing or who have a speech disability to communicate over a telephone. Having at least one TTY in any building that has at least four pay

phones, provides access for people who are deaf or hard of hearing.

I1. If at least one public telephone or one bank of telephones is provided, does at least one of each type of telephone (e.g., pay telephone, intercom telephone, other telephone) have the following?

- [ ] Yes
- [ ] No

I1a. For a side approach (clear floor space at least 30 inches long x 48 inches wide), is the coin slot no higher than 54 inches above the floor? [ADA Standards § 4.31.2, Fig. 44 (a)]

- [ ] Yes
- [ ] No

I1b. For a front approach (where clear floor space at least 30 inches wide x 48 inches long), is the coin slot no higher than 48 inches above the floor? [ADA Standards § 4.31.2, Fig. 44 (b)]

- [ ] Yes
- [ ] No

I2. Does the phone have volume controls? [ADA Standards § 4.31.5]

- [ ] Yes
- [ ] No

I3. If three or more telephones are located in one bank serving the shelter, are a shelf and an electrical outlet provided at one telephone for use of a portable TTY? [ADA Standards § 4.31.9 (2)]

- [ ] Yes
- [ ] No

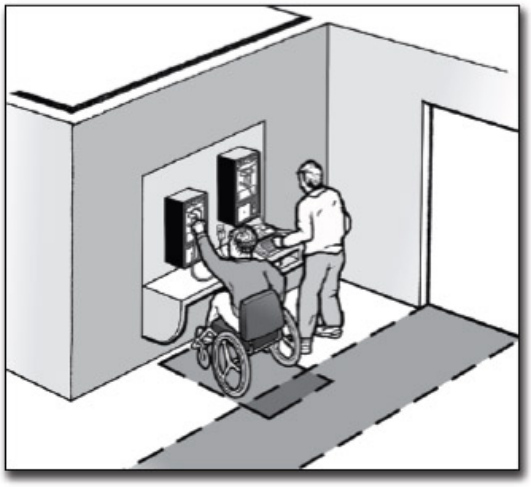
I4. If four or more pay telephones are provided on the site, is there a TTY (text telephone) provided at the shelter?

- [ ] Yes
- [ ] No

If yes, location_____

I5. Is there a sign at each pay phone or pay phone bank for the shelter directing people to the nearest TTY? [ADA Standards § 4.30.7 (3); 4.31.9(3)]

- [ ] Yes
- [ ] No

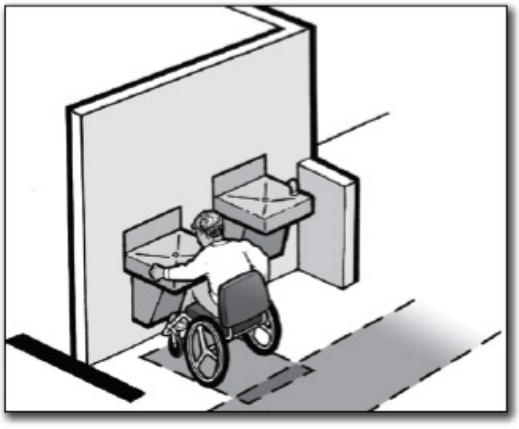


A bank of two public telephones. The accessible telephone is on the left and the telephone on the right is equipped with a TTY.

J. Drinking Fountains

Approximately 50% of the drinking fountains serving the shelter must be accessible and located on an accessible route. Accessible drinking fountains must have enough space for a person using a wheelchair, scooter, or other mobility device to use the drinking fountain. The spout and controls of the drinking fountain must be near the front edge. The controls must be usable with one hand without tight grasping, pinching, or twisting of the wrist. The other 50% of drinking fountains serving the shelter must be configured for use by people who have difficulty bending or stooping while standing.

When an object, such as a drinking fountain, protrudes more than four inches into the circulation path, the bottom edge must be at 27 inches above the floor or lower so the drinking fountain is not a hazard to people who are blind or have low vision.



A person who uses a wheelchair is drinking from an accessible drinking fountain. Beside the accessible drinking fountain is a standard height fountain that is usable by people who have difficulty bending or stooping. The short wall beside the standard height drinking fountain is cane-detectable to guide people who are blind or have low vision away from the standard height fountain which, otherwise, would be a protruding object hazard.

The following questions apply to 50% of the drinking fountains that are provided.

J1. If the drinking fountain is a wall-mounted unit, is there clear floor space at least 30 inches wide (36 inches if it is in an alcove) x 48 inches long in front of the drinking fountain and at least 27 inches high under the fountain so that a person

using a wheelchair can get close to the spout and controls? [ADA Standards § 4.15.5 (1), Figs. 4 (e) and 27 (b)]

- ☐ Yes
- ☐ No

J2. If the drinking fountain is a floor-mounted unit, is there clear floor space at least 30 inches long x 48 inches wide (60 inches if it is in an alcove) for a side approach to the drinking fountain so that a person using a wheelchair can get close to the spout and controls even though the fountain has no clear space under it? [ADA Standards § 4.15.5 (2), Figs. 4 (e), 27 (c) and (d)]

- ☐ Yes
- ☐ No

J3. Is the top of the spout no higher than 36 inches above the floor and at the front of the fountain or water cooler? [ADA Standards § 4.15.2]

- ☐ Yes
- ☐ No

J4. Does the water rise at least 4 inches high when no more than 5 pounds of force is applied to the controls of the fountain? [ADA Standards §§ 4.15.3 and 4.15.4]

- ☐ Yes
- ☐ No

J5. Are the controls on or near the front of the unit and do they operate with one hand without tight grasping, pinching, or twisting of the wrist? [ADA Standards § 4.15.4]

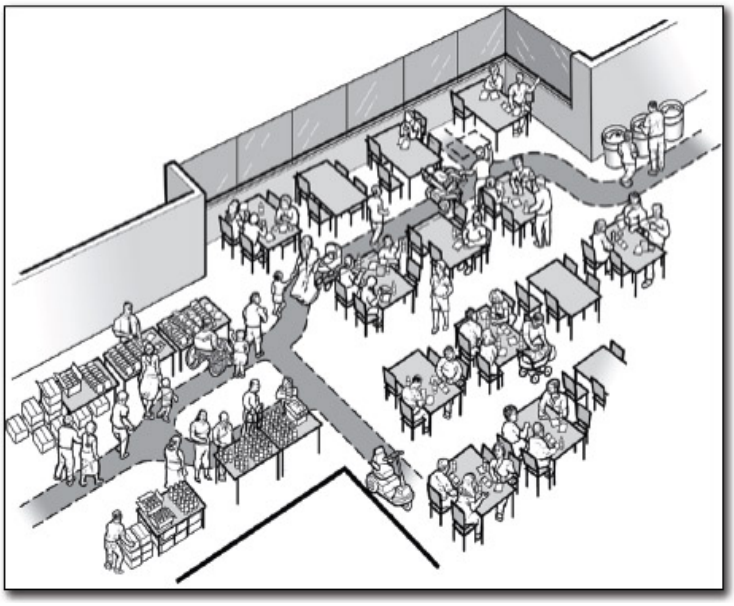
- ☐ Yes
- ☐ No

J6. Is the bottom of the apron of the fountain 27 inches above the floor so that it provides the space needed for a person who uses a wheelchair to pull up under it but is not a hazard to people who are blind or have low vision and use a cane to detect hazards? [ADA Standards §§ 4.15.5 (1) and 4.4.1]

- ☐ Yes
- ☐ No

K. Eating Areas

An accessible route, at least 36 inches wide and without steps or steep slopes, must be provided to and throughout the food service and eating areas of the shelter. The accessible route allows people who use wheelchairs, scooters, and other mobility devices to get to all of the food and drink items in the shelter and to accessible tables and seating.



A serving and eating area in a shelter are shown above. The shaded pathway illustrates the accessible route connecting the entrance, serving areas, accessible seats and tables, and the exit.

K1. Is there an accessible route, at least 36 inches wide, that connects each of the shelter activity areas with the food service and eating areas (it may narrow to 32 inches wide for up to 2 feet in length)? [ADA Standards § 4.3.2(3)]

☐ Yes

☐ No

K2. Is there an accessible route that is at least 36 inches wide that connects accessible tables with serving, condiment, and dispenser areas? [ADA Standards § 5.3; 4.3.8]

☐ Yes

☐ No

K3. In each eating area, if tables with fixed seats are provided, do at least 5% of each type of table with fixed seats have accessible locations with knee space at least 27 inches high, at least 19 inches deep, and at least 30 inches wide with a table top 28 to 34 inches above the floor? [ADA Standards § 5.1]

☐ Yes

☐ No

Note: If movable tables and chairs are used as shown, then locate at least 5% of the tables adjacent to an accessible route. Tables can be relocated as needed during operation of the shelter.

K4. If built-in food, drink, condiment, and tableware dispensers are provided, are dispensers and operating controls mounted no higher than 54 inches above the floor if clear floor space is provided for a side approach? [ADA Standards § 5.5]

☐ Yes

☐ No

K5. If the operating controls are set back 10 to 24 inches from the front edge of the counter or table are they no higher than 46 inches above the floor? [ADA Standards § 5.5]

☐ Yes

☐ No

K6. If food service lines are provided, is an accessible route provided (at least 36 inches wide) and are the tray slides no higher than 34 inches above the floor? [ADA Standards § 5.5]

☐ Yes

☐ No

Other Issues

L. Availability of Electrical Power

Emergency shelters should have a way to provide a back-up power supply when the electrical service is interrupted. The back-up power is needed to provide refrigeration of medicines, operation of supplemental oxygen and breathing devices, and for charging the batteries of power wheelchairs and scooters. Individuals whose medications (certain types of insulin, for example) require constant refrigeration need to know if a shelter provides supplemental power for refrigerators or ice-packed coolers. Individuals who use medical support systems, such as supplemental oxygen, or who require periodic breathing treatments using powered devices rely on a stable source of electricity. These individuals must have access to electric power from a generator or other source of electricity while at a shelter.

In general, in each community or area where a shelter is provided, a facility must have one or more back-up generators or other sources of electricity so that evacuees with a disability who rely on powered devices can have access to electrical power while at the shelter.

L1. Is there a backup source of electrical power for the facility?

☐ Yes

☐ No

L2. Is there a refrigerator or other equipment, such as coolers with a good supply of ice, at the shelter?

☐ Yes

☐ No

M. Single-User or “Family” Toilet Room

In many schools and large facilities where emergency shelters are often located, single-user toilet rooms may be provided for staff. In those facilities built or altered since the ADA went into effect, single-user toilet rooms should have accessible features that could be useful during shelter operation. These features include an accessible entrance and turning and maneuvering spaces. These rooms should also have been built to allow grab bars, accessible controls, and accessible hardware to be easily installed.

As part of the planning for operating an emergency shelter, facilities operators should consider using an available staff toilet room, if provided, as a single-user or “family” toilet room. When provided in addition to large accessible toilet rooms, this type of facility permits a person with a disability to receive assistance from a person of the opposite sex.

M1. If a sign is provided at the toilet room entrance (e.g. Men, Women, Boys, Girls, etc.), is a sign with raised characters and Braille mounted on the wall adjacent to the latch side of the door and centered 60 inches above the floor? [ADA Standards § 4.1.3(16)(a)]

☐ Yes

☐ No

If No, install a sign with raised characters and Braille on the wall adjacent to the latch side of the door and centered 60 inches above the floor and leave the existing sign in place on the door if removing it will damage the door.

Note: an additional sign may be mounted on the toilet room door but this cannot be considered to be the accessible sign which must be mounted on the wall adjacent to the latch side of the door.

M2. Does the door to the toilet room provide at least 32 inches clear passage width when the door is open 90 degrees? [ADA Standards § 4.13.5]

☐ Yes

☐ No

M3. Is the hardware (e.g., lever, pull, etc.) usable with one hand without tight grasping, pinching, or twisting of the wrist? [ADA Standards § 4.13.9]

☐ Yes

☐ No

If No, add new accessible hardware or adapt/replace hardware.

M4. On the latch, pull side of the door, is there at least 18 inches clearance provided if the door is not automatic or power operated? [ADA Standards § 4.13.6; Fig. 25]

☐ Yes

☐ No

M5. If there is a raised threshold, is it no higher than 3/4 inch at the door and beveled on both sides? [ADA Standards §§ 4.1.6(3)(d)(ii); 4.13.8]

☐ Yes

☐ No

If No, replace threshold with one with beveled sides or add a sloped insert.

M6. Inside the room is there an area for a person who uses a wheelchair to turn around - either a 60-inch diameter circle or a “T”-shaped turn area? [ADA Standards §§ 4.22.3; 4.2.3]

☐ Yes

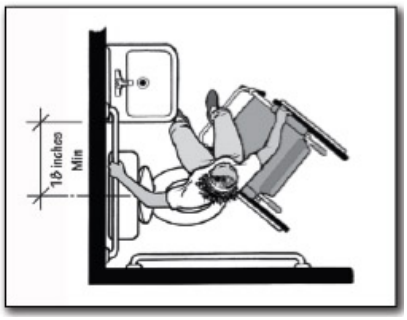
☐ No

M7. If the door swings into the room, does the door swing not overlap the required clear floor space for the toilet or lavatory? [ADA Standards §§ 4.22.2; 4.2.4.1]

☐ Yes

☐ No

Note: In the figure below the clear floor space for the toilet extends at least 66 inches from the back wall.



Plan view showing the minimum amount of space required between the toilet and the adjacent lavatory.

M8. Is there at least 18 inches between the center of the toilet and the side of the adjacent lavatory? [ADA Standards § 4.16.2; Fig. 28]

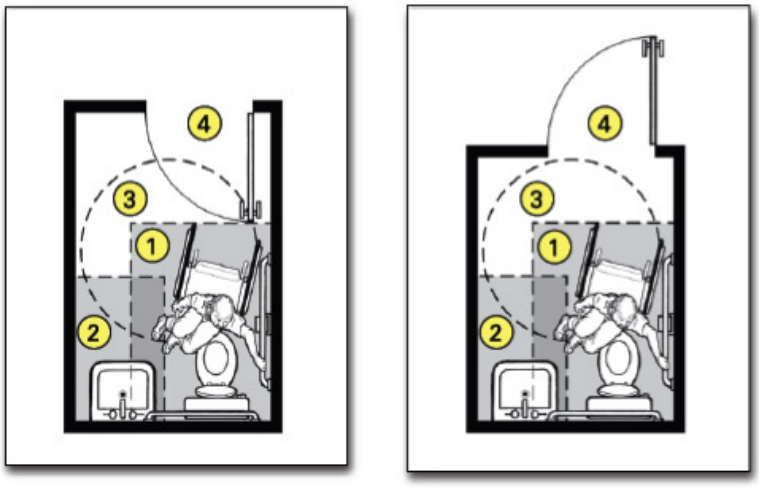
☐ Yes

☐ No

M9. Does the lavatory have at least a 29-inch-high clearance under the front edge and the top of the rim no more than 34 inches above the floor? [ADA Standards § 4.19.2]

☐ Yes

☐ No



Plan view of a single-user toilet room showing the door swing not overlapping the dark toned area indicating the clear floor space for the toilet and lavatory. The door swing may overlap the turning space indicated by the circular area.

Notes:

1. 48-inch minimum by 66-inch minimum clear floor space for toilet
2. 48-inch minimum by 30-inch minimum clear floor space for lavatory
3. 60-inch minimum turning space

4. door swing

M10. Are the drain and hot water pipes for the lavatory insulated or otherwise configured to protect against contact? [ADA Standards § 4.19.4]

☐ Yes

☐ No

M11. Does that lavatory have controls that operate easily with one hand, without tight grasping, pinching, or twisting of the wrist? [ADA Standards § 4.19.5]

☐ Yes

☐ No

M12. If a mirror is provided, is the bottom of the reflecting surface no higher than 40 inches above the floor or is a full length mirror provided? [ADA Standards § 4.19.6]

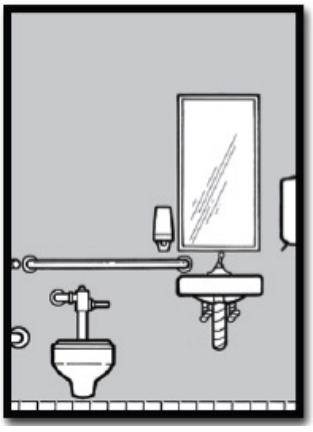
☐ Yes

☐ No

M13. For each type of dispenser, receptacle, or equipment, is there clear floor space at least 30 inches wide x 48 inches long adjacent to the control or dispenser (positioned either parallel to the control or dispenser or in front of it)? [ADA Standards §§ 4.23.7; 4.27.2; 4.2.5 and Fig. 5; 4.2.6 and Fig. 6]

☐ Yes

☐ No



ront view of toilet, lavatory, mirror and soap dispenser

M14. Is the operating control (switch, lever, button, or pull) for each type of dispenser or built-in equipment no higher than 54 inches above the floor (if there is clear floor space for a parallel approach) or 48 inches (if there is clear floor space for a front approach)? [ADA Standards §§ 4.23.7; 4.27.3; 4.2.5 and Fig. 5; 4.2.6 and Fig. 6]

☐ Yes

☐ No

M15. Are all built-in dispensers, receptacles, or equipment mounted so the front does not extend more than 4 inches from the wall if the bottom edge is between 27 inches and 80 inches above the floor? [ADA Standards §§ 4.23.7; 4.27; 4.4.1; Fig. 8]

☐ Yes

☐ No

M16. Is the centerline of the toilet 18 inches from the adjacent side wall? [ADA Standards §§ 4.16.2; 4.17.3]

☐ Yes

☐ No

M17. Is the top of the toilet seat 17 to 19 inches above the floor? [ADA Standards § 4.16.3]

☐ Yes

☐ No

M18. Is the flush valve located on the side adjacent to the lavatory? [ADA Standards § 4.16.5]

☐ Yes

☐ No

M19. Is a horizontal grab bar at least 40 inches long securely mounted on the adjacent side wall 33 to 36 inches above the floor with one end no more than 12 inches from the back wall? [ADA Standards §§ 4.16.4; 4.17.6]

☐ Yes

☐ No

M20. Is there a horizontal grab bar at least 36 inches long securely mounted behind the toilet 33 to 36 inches above the floor with one end no more than 6 inches from the side wall? [ADA Standards §§ 4.16.4; 4.17.6]

☐ Yes

☐ No

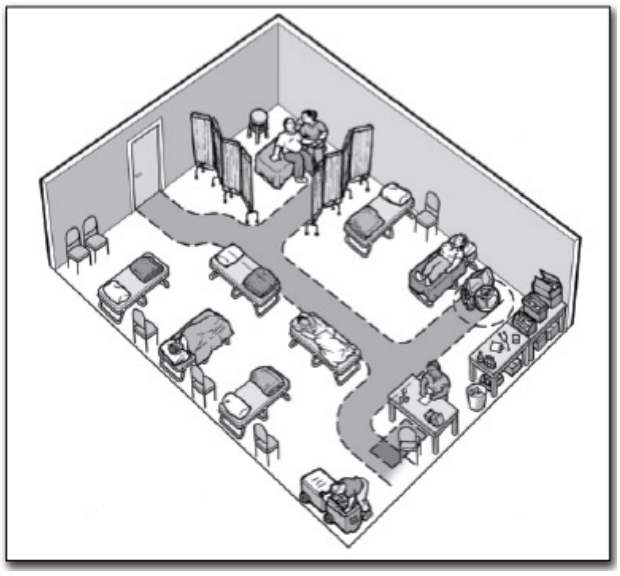
M21. If a coat hook is provided, is it mounted no higher than 54 inches above the floor for a side approach or 48 inches above the floor for a front approach? [ADA Standards § 4.25.3]

☐ Yes

☐ No

N. Health Units/Medical Care Areas

In many schools, where emergency shelters are often located, nurses' rooms or other types of health care facilities may be provided. These health care facilities should be on an accessible route and have accessible features, including an accessible entrance, an accessible route to the different types of services offered within the medical care unit, turning and maneuvering spaces, and cots or beds that are at a height to which people who use mobility devices can easily transfer.



An overhead view of a medical care area with a shaded pathway showing the accessible route shown and clear floor spaces.

N1. Is there an accessible route, at least 36 inches wide, that connects each of the shelter activity areas with the health units and medical care areas (it may narrow to 32 inches wide for up to 2 feet in length)? [ADA Standards § 4.3.2(3)]

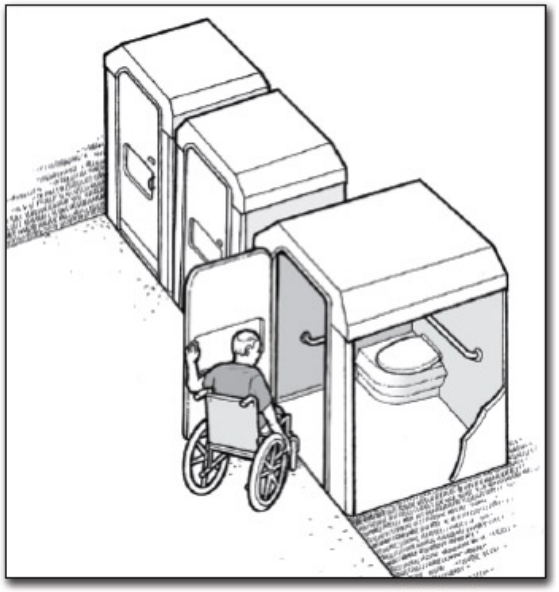
☐ Yes

☐ No

O. Accessible Portable Toilets

Portable toilets are often used at emergency shelters to supplement permanent toilet facilities. When portable toilets are provided, at least one must be a unit with accessible features that is located on an accessible route connecting it with the shelter. For the entrance to an accessible portable toilet to be usable, there must either be no step or a ramp must be installed that extends extends from the hinge side of the door to at least 18 inches beyond the latch side of the door.

Accessible portable toilets should similar features to a standard accessible toilet stall including an accessible door, side and rear grab bar, clear space next to the toilet, and maneuvering space.



A person using a wheelchair enters an accessible portable toilet. The unit is positioned to provide a level entry from the accessible route.

The Americans with Disabilities Act authorizes the Department of Justice (the Department) to provide technical assistance to individuals and entities that have rights or responsibilities under the Act. This document provides informal guidance to assist you in understanding the ADA and the Department's regulations.

This guidance document is not intended to be a final agency action, has no legally binding effect, and may be rescinded or modified in the Department's complete discretion, in accordance with applicable laws. The Department's guidance documents, including this guidance, do not establish legally enforceable responsibilities beyond what is required by the terms of the applicable statutes, regulations, or binding judicial precedent.

ADA Tool Kit for State and Local Governments

December 14, 2010

Appendix D: Shelter Supply List

Appendix D outlines common supplies and equipment used in shelters and ratios to estimate the amount needed. Complete this supply list by filling out the Source(s) column. It is recommended that Washington County and local jurisdictions conduct a comprehensive assessment of current supply inventories and locations and use this appendix as a guide for future resource planning.

Resource	Ratio	Source(s)
Supplies and Equipment – General[3]		
Blanket, cotton	2 each = 2000	
Cots	Up to 1 each or see SDS Cots-1002	
Banquet packs	3–4 per person daily	
Beverage commodities	3–4 per person daily (3.5 used as multiplier)	
Bottled water	3 per person daily	
Beverage dispenser, insulated (Cambros)	5 per shelter	
Food carrier, insulated (Cambros)	40 per shelter	
Paper towel dispenser	1 per shelter	
Shelf stable meals	2 per person daily	
Clothing, winter	TBD at time of disaster	
Clothing, summer	TBD at time of disaster	
Blanket, wool	2 per person	
Cots, Standard Disaster Survivor (SDS)	1 per person	
Hygiene kits	1 per person	
Shower caps	1 per person	
Shower shoes, adult	1 per person	
Shower shoes, child	25 percent of demand	
Toothbrushes, child	25 percent of demand	
Feminine napkins	1 per person per day	
Feminine products (tampons)	1 per person per day	

[3] Sourced from FEMA Guidance for General Population Shelters

Resource	Ratio	Source(s)
Bathroom tissue, 2-ply	1 per person per day	
Bar soap	1 per person per day	
Bath towels	1 per person per day	
Supplies and Equipment – Cleaning Supplies[4]		
All-purpose cleaner	36 per 100 ppl	
Bleach	20 bottles per 100 ppl	
Broom	6 per shelter	
Bucket, plastic	6 per shelter	
Dustpan	6 per shelter	
Gloves, rubber	100 per shelter	
Mop	6 per shelter	
Paper towels, 1-ply	2 rolls per person in shelter	
Sponge, standard	25 per 100 ppl	
Tall kitchen bags, plastic	2 rolls per person in shelter	
Trash bags (heavy duty, roll of 20)	2 rolls per person in shelter	
Supplies and Equipment–Infants/Toddlers[5]		
Baby food–Stage 2 (includes veggies, fruit, and meat)	1600 per day (8000 oz per 5 days)	
Baby cereal	16 oz daily per infant/toddler = 8000 oz per 5 days	
Formula, milk-based, ready to feed	320 ounces per day (16000 ounces per 5 days)	
Formula, soy-based, ready to feed	320 ounces per day (16000 ounces per 5 days)	
Formula, hypoallergenic	320 ounces per day (16000 ounces per 5 days)	
Oral electrolyte solution	320 ounces per day (16000 ounces per 5 days)	
Nutritional supplemental drinks for children over 12 months	320 ounces per day (16000 ounces per 5 days)	
Sip cup	100 cups	

[4] Sourced from FEMA Guidance for General Population Shelters
[5] Sourced from FEMA Guidance for General Population Shelters

Resource	Ratio	Source(s)
Diapers, infants (up to 10 lbs.)	40 per day	
Diapers, infants (up to 14 lbs.)	160 per day	
Diapers, infants (12-18 lbs.)	160 per day	
Diapers, infants (16-18 lbs.)	160 per day	
Diapers, infants (22-37 lbs.)	160 per day	
Pull-up diapers (38+ lbs.)	160 per day	
Diaper (baby) wipes	1400 per day	
Preventative baby ointment	10 per day per shelter	
Diaper rash ointment	10 per day per shelter	
Burping cloth	10 per day per shelter	
Infant feeding bottles	1 per infant per day	
Nipples for baby bottles	1 per infant per day	
Infant/small feeding spoons	1 per infant per day	
Disposable changing pads	1 per infant per day	
Infant wash hypoallergenic	1 per infant per day	
Washcloths	1 per infant per day	
Towels	1 per infant per day	
Lightweight blankets	1 per child/infant per day	
Coloring books	1 per child/infant per day	
Crayons	1 per child/infant per day	
Infant bathing basin	1 per child/infant per day	
Portable cribs/playpens	1 per infant per day	
Toddler potty seat	1 per child/infant per day	
Diapers, up to 6 lbs.	1 per child/infant per day	
Supplies and Equipment–Household Pet[6]		
Kennel cards and animal intake forms	1 per pet	
Multicolor tab band collars for animal identification	1.5 per pet	
Microchip reader	1 per shelter	
Leashes	.3 per pet	
Digital camera	1 per shelter	

[6] Sourced from American Society for the Prevention of Cruelty Against Animals (ASPCA) Guidance

Resource	Ratio	Source(s)
Laptop computer and power cord	1 per shelter	
Crates (large)	1 per pet	
Disposable litter pans/boxes	0.016 per pet	
Litter scooper	2 per shelter	
No-tip water/food bowls	2 per pet	
Cat food (lbs.)	0.03 per cat	
Dog food (lbs.)	0.125 per dog	
Bird food (lbs.)	0.026 per bird	
Water (gallons)	0.17 per pet	
Catch pole/rabies pole	1 per shelter	
Heavy leather gloves	1 per shelter	
Miscellaneous Supplies and Equipment[7]		
Can openers, large, for shelter staff	60 per shelter	
Caution tape, yellow	20 rolls per shelter	
Facial tissue, 2-ply	15 boxes per shelter	
Gloves, food handling	10 per person per shelter	
Hand sanitizer, large	1 case per person/per shelter	
Paper cups, 12 oz.	500 cups per 100 ppl -or- 5 cups per person/per shelter	
Lids with holes for straws	2500 each per 100 ppl or 25 per person/per shelter	
Diapers, adults	45 per 100 ppl or approx. 2 per person/per shelter	
Magnifying glass	2 per 100 ppl in shelter	
Flexible drinking straws	2500 straws per 100 ppl or approx. 25 per person in shelter	
Duct tape	12 rolls per 100 or approx. 8 per person/per shelter	
CHUX pads	25 per 100 ppl or approx. 4 per person/per shelter	
Non-latex gloves	1 per person/per shelter	

[7] Sourced from FEMA Guidance for General Population Shelters

Resource	Ratio	Source(s)
Posters	1 per common area in the shelter	
Matrix boards	1 per common area in the shelter	
Television and computer programs/displays	1 per common area in the shelter	

Appendix E: Daily Shelter Report

The American Red Cross' Daily Shelter Report will be used by shelter managers to collect and relay information to the designated Sheltering lead at city or County EOC. A template of this form is provided on the next page.

Daily Shelter Report Instructions

This report is designed to collect and relay information to the Sheltering lead at the district or operation headquarters. The information is used for planning and reporting at the district or operation headquarters, as well as at the shelter. It is typically due in the early afternoon, covering all information gathered since the last report. Ask the Sheltering lead when it is due for this operation.

This is NOT the tool for reporting issues and concerns or for requesting staff, supplies, or support. Report issues and concerns directly to the sheltering lead by calling, texting, or emailing as agreed upon for this operation, and enter them into the appropriate shelter log. Request staff and supplies as directed in the Job Tool: Operating a Shelter.

Submit this form daily to the sheltering lead at the time requested for this operation. Retain a copy on file at the shelter.

This job tool is used in conjunction with the following doctrine:

- Sheltering Standards and Procedures
- Job Tool: Sheltering Lead
- Job Tool: Operating a Shelter

Use this form following the steps below:

1. General Information:
    a. Enter the date when the form is being completed.
    b. Consult with the sheltering lead to identify the "DR Number" and the "Shelter Name/County."
2. Shelter Information:
    a. Enter the shelter address.
    b. Enter the phone number used to contact the shelter manager or his/her designee during the operation, most likely the cell phone assigned to the shelter for the operation.
3. Shelter Staff:
    a. Enter the name and phone number of the individuals in each of the listed positions.
    b. Enter the total number of *Sheltering* workers, including those listed in the "Shelter Staff" section of this form. Example: if the shelter manager and night shift supervisor are listed by name, and there is also one daytime shelter worker and two nighttime shelter workers, the total count would be five (5).
4. Other Functions or Activities Staff:
    a. Enter the number of staff members working in the shelter assigned to other functions or activities.

b. Enter a number for Feeding staff only if the workers in the feeding areas are assigned to the Feeding function. For example, if a *Sheltering* worker is in charge of the feeding area, they would be counted as a *Sheltering* worker. If a *Feeding* worker is assigned to lead the feeding area in the shelter, they would be counted as a *Feeding* worker.
c. If "other" staff are working in the shelter, make a note in the "Notes" section of what work they were assigned to do in the shelter.

5. Shelter Population:
   a. Enter the number of individuals reported in the previous night's shelter count, broken down by age group. See Sheltering Standards and Procedures for more information.
   b. Enter the number of individuals in the shelter mid-day on the day of the report, broken down by age group. See Sheltering Standards and Procedures for more information.
   c. Enter the total number of new registrations since the last report. This does not include clients who registered on previous nights and are returning.
6. Operational Reporting:
   For each item, enter:
   - The number used today (since the last report);
   - The quantity available for immediate use in the shelter tomorrow;
   - The total quantity needed for use in the shelter tomorrow (whether or not it is currently available in the shelter).
     a. Snacks and drinks are counted as individual items. Example: a piece of fruit, a granola bar, a bottle of water, and a soda are each counted, for a total of four (4) items.
     b. Examples of "Other Bulk Items:" gloves, rakes, shovels, and full cases of water that are received at the shelter for distribution to clients.
7. Notes: enter high-level notes. Notes in this field do not replace notifications to the Sheltering lead.
8. Final Instructions:
   a. Enter the name of the individual preparing the report.
   b. Sign the report.
   c. Submit the report as instructed by the sheltering lead and according to the Job Tool: Operating a Shelter.

Daily Shelter Report

Include the county for reporting purposes.

Date: _____ Incident/DR#:_____ Shelter Name/County:_____

Shelter Address	
Shelter Phone Number	

Enter the phone number used to contact the shelter manager or his/her designee during the operation, likely the cell phone assigned to the shelter for the operation.

Sheltering Staff			
Position	Name		
Shelter Manager			
Day Shift Supervisor			
2nd Shift Supervisor			
Night Shift Supervisor			
Total Number of Sheltering Workers	Day Shift:	2nd Shift:	

If a position is not filled, leave the line blank, or draw a line through it.

Include the individuals listed in the count.

If there are only two shifts, leave "2nd Shift" information blank.

Other Functions or Activities Staff	
# Disaster Health Services:	
# Disaster Mental Health:	
# Disaster Spiritual Care:	

Number of workers from other functions / activities working in the shelter today (since last report).

Shelter Population						
Age Groups (years):	0- 3					65+
Nighttime Population Submitted Last Night:						
Daytime Population Today:						
Total NEW Shelter Dormitory Registrations Since Last Report:						

This should match last night's shelter population count submission.

Enter today's mid-day population count. Refer to the Sheltering S&P for guidance.

New registrations, not included in previous reports. Typically received from registration area lead.

Operational Reporting													
	Break	Lunch	Dinne	Snack	Cots	Blank	Comfo	Clean-	Other	Signa			
# Used Today													
# Available to Use Tomorrow													
# Needed Tomorrow													

For each item, enter the quantity available for immediate use in the shelter; the quantity used today (since the last report); and the total quantity needed for use in the shelter tomorrow (regardless of whether or not it is currently in the shelter).

Notes	
Preparer Name:	Preparer Signature:

Remember to enter your name and sign the report

Daily Shelter Report

Date: _____ Incident/DR#:_____ Shelter Name/County:_____

Shelter Information	
Shelter Address:	
Shelter Phone Number:	

Sheltering Staff			
Position	Name	Phone	
Shelter Manager			
Day Shift Supervisor			
2nd Shift Supervisor			
Night Shift Supervisor			
Total Number of Sheltering Workers:	Day Shift:	2nd Shift:	Night Shift:

Other Functions or Activities Staff	
# Disaster Health Services:	# Casework and Recovery Planning:
# Disaster Mental Health:	# Feeding:
# Disaster Spiritual Care:	Other:

Shelter Population						
Age Groups (years):	0- 3	4-7	8-12	13-18	19-65	65+
Nighttime Population Submitted Last Night:						
Daytime Population Today:						
Total NEW Shelter Dormitory Registrations Since Last Report:						

Operational Reporting													
	Breakfast	Lunch	Dinner	Snacks/Drinks	Cots	Blankets	Comfort Kits	Clean-up Kits	Other Bulk Items	Signage Kits			
# Used Today													
# Available to Use Tomorrow													
# Needed Tomorrow													

Notes	
Preparer Name:	Preparer Signature: