



Douglas County Emergency Shelter Operations Plan

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Douglas County Emergency Shelter Operations Plan



Designed to move us from from an “ad hoc” emergency shelter response to a standardized process with a trained emergency shelter team capability.

The Winter Storm Event of 2016

- **Kirk Hall opened as an Emergency Shelter for people stranded on I-25 and Hwy 83 by the blizzard**
- **A record 144 individuals were provided emergency shelter overnight**
- **Red Cross was unable to respond in a timely fashion due to the weather**
- **The County’s ability to manage the shelter and provide a shelter team who could provide cots, blankets and food was ad hoc**
- **We realized that we needed a formal County Emergency Shelter Team and a standardized operational process**

Emergency Shelter Operational Plan Components

The Emergency Shelter Operations Plan has four major components designed to create a comprehensive process



Emergency Shelter Pre-Set Up

- **OEM monitors risk for any impending disaster incident and alerts FFESS to the potential for the need for emergency disaster sheltering.**
- **FFESS pre-positions or delivers County, Red Cross and DCART disaster sheltering trailers to the emergency shelter location designated by OEM.**
- **FFESS either puts the County Emergency Shelter Team (consisting of FFESS staff) on “stand-by” or activates them to respond to the Emergency Shelter Location.**

Emergency Shelter Activation

- **The County Emergency Shelter Team (consisting of FFESS Staff) all received Red Cross Emergency Shelter Management and Operations Training in May of 2016.**
- **At the request of OEM and notification by FFESS Management the County Emergency Shelter Team responds to the emergency shelter location designated by OEM.**
- **The County Emergency Shelter Team utilizes the Douglas County Emergency Operational Plan protocols and check-lists to ready the emergency shelter facility for activation and opening.**

Emergency Shelter Management and Operations

- **The County Emergency Shelter Team applies the training received from Red Cross and procedures and checklists in the Emergency Shelter Operational Plan to manage and operate the emergency shelter facility.**
 - **Emergency Shelter Team Operations**
 - **Shelter Management, Operations & Logistics**
 - **Access and Functional Needs (AFN) Support Services**
 - **Volunteer and Donations Management**
 - **Shelter Demobilization**
- **The Emergency Shelter Manager works directly with the EOC to assure alignment in information, communication and operation actions with the overall Incident Action Plan and EOC Support Plan.**

Emergency Shelter Management Demobilization

- **As the disaster incident winds down OEM identifies one or more triggers for the closing and demobilization of the emergency shelter operation.**
- **OEM communicates the order for the closing and demobilization of the Emergency Shelter to FFESS Management and to the Emergency Shelter Manager with expected dates and times for closing and demobilization**
- **The Emergency Shelter Manager and Team closes and demobilizes the Emergency Shelter using the procedures outlined in the Emergency Shelter Operational Plan.**
- **The emergency shelter is closed and FFESS staff assures that all equipment is cleaned, sterilized and repacked and emergency shelter equipment trailers are returned to their storage locations. All consumed emergency shelter supplies are replaced and packed in the emergency shelter kits.**
- **The County is then ready for the next time we need to open a Douglas County Emergency Shelter operation.**



QUESTIONS?