

<b>SAMPLE</b>				
<b>Worksheet - Sheltering Services</b>				
<b>Resource – Facilities General Population Shelter</b>				
Requirements #	Provider			
	Name	Point of Contact and #	Requirements # Met	Comments
1. Ramps (ADA) 2. Dormitory Area a. See Shelter Field Guide (SFG)	County High School	School Board Administrator 222-333-4444	1,2,3,4,5,7-11	Available for 3-week time period from June 15 – August 15 only
3. Dining Area a. See Shelter Field Guide (SFG)	Community Center	Community Center Director 222-333-4445	1-11	Meets all requirements for shelter facility up to 250 people
4. Restrooms (ADA) a. See Shelter Field Guide (SFG)	Church	Pastor 222-333-4544	2-10	Will need portable ramps
5. Showers (ADA) a. See Shelter Field Guide (SFG)				See Worksheet – Sheltering Services, Resource – Supplies and Equipment – General Population Shelter
6. 3-Week Availability	YMCA	Director 222-333-4511	1,4-11	Limited dormitory and dining space to 40 people
7. Staffing Area Space a. See Shelter Field Guide (SFG)				
8. Health/Mental Health Area a. See Shelter Field Guide (SFG)				
9. Registration Area a. See Shelter Field Guide (SFG)				
10. Shelter Management Area a. See Shelter Field Guide (SFG)				
11. Logistics Area a. Shelter Field Guide				

<b>SAMPLE</b>				
<b>Worksheet - Sheltering Services</b>				
<b>Resource – Supplies and Equipment <u>General Population Shelter</u></b>				
Requirements #	Provider			
	Name	Point of Contact and #	Requirements # Met	Comments
1. Ramps (ADA) 2. Cots/Blankets a. Military-style cot b. Universal accessible cot 3. Blankets a. Twin-sized and washable 4. Hygiene/Comfort Kits a. Adult b. Child 5. Tables and Chairs 6. Signage 7. Leashes (Household Pets) 8. Household Pet Food 9. Cages (Household Pets) 10. Consumable Medical Supplies a. See: <i>Guidance for Planning for Integration of Functional Needs Support Services in General Population Shelters</i> FEMA.Gov 11. Durable Medical Supplies a. See: <i>Guidance for Planning for Integration</i>	American Red Cross	Disaster Services Director 222-333-2222	2,3,4	Can pre-position supplies and equipment
	Salvation Army	Disaster Services Director 222-333-2223	2,3,4	Can pre-position supplies and equipment
	Pet Supply Store	Manager 222-333-2224	7,8,9	Household Pet supplies only, limited store hours open
	Local Hardware Store	Manager 222-333-2225	1,6	Need to order ahead of time; don't carry in stock
	Big Box Store	Manager 222-333-2226	2,3,4,6	Open 24 hours
	Medical Supply Store	Manager 222-333-2227	1,2,10,11	CMS and DME M–F 9–5
	Drug Store	Manager 222-333-2228	4,10,11	7 Days a week 7–10
	Sporting Goods Store	Manager 222-333-2229	1	Mon–Sat 10–9

<i>of Functional Needs Support Services in General Population Shelters FEMA.Gov</i> 12. Feeding a. Breakfast b. Lunch c. Dinner d. Snacks e. Consumable Supplies	Food Distributor	Manager 222-333-2230	12,13	Not open on weekends M-F 7-9
	Grocery Store	Manager 222-333-2231	12,13	Open 24/7

<b>SAMPLE</b>					
<b>Worksheet - Sheltering Services</b>					
<b>Resource - Staff General Population Shelters</b>					
Requirements #	Provider				
	Name	Point of Contact and #	Requirements # Met	Comments	
1. Shelter Manager 2. Shelter Supervisors 3. Staffing 4. Registration 5. Dormitory 6. Feeding 7. Logistics	American Red Cross	Disaster Services Director 222-333-2222	1-7	Can also provide operational training	
	Salvation Army	Disaster Services Director 222-333-2223	1-7	Can also provide operational training	
	Church	Pastor 222-333-4544	3-7	Can provide managers and supervisors with operational training  Feeding can be primary task	
	County High School	School Board Administrator 222-333-4444	6-7	See Facilities Worksheet for availability	
	Civic Group	President 222-333-4512	1-7	Will need operational training	
	YMCA	Director 222-333-4511	6-7	Will provide Kitchen and Logistics (Facilities) staff	

Worksheet - Sheltering Services				
<b>SAMPLE</b>				
Resource – Coordination <u>General Population Shelters</u>				
Requirements #	Provider			
	Name	Point of Contact and #	Requirements # Met	Comments
1. Plan 2. Safety and Security 3. Messaging 4. Mutual Aid	County Emergency Management Agency (EMA)	EMA Director 222-444-1111	1-3	Local MCEA Plan to be developed to work with County Emergency Management Plan
	Police	Police Chief 222-444-1112	2	See plans
	Fire	Fire Chief 222-444-1113	2	See plans
	TBD	TBD	1-4	See Worksheet - Sheltering Services – Resource – Staff – General Population Shelters