
Care and Shelter Annex

CHECKLIST FOR ALL DISASTERS

(There is no set order to these checklist items.)

Started/Completed

Notes

NOTE: See also checklists for Earthquake, Hazardous Materials Incidents, Fire, Floods

Before an Emergency

- Identify organizations that will manage shelters.
- Make sure shelter managers have made arrangements for 24-hour access to buildings at shelter locations.
- Coordinate with the Red Cross to plan for first aid at shelters.
- Develop procedures for dealing with people who want to bring pets to shelters.
- Identify sources of shelter supplies (including food and water).

During an Emergency

Respond to the Emergency Operations Center, if activated.

- While in the EOC, identify yourself according to EOC Standard Operating Procedures.
Maintain an Activity Log.
- Request food, equipment, and other supplies needed to support mass care facilities.
- If evacuation is ordered, activate mass care facilities in reception areas.

Care and Shelter Annex

CHECKLIST FOR ALL DISASTERS, continued

Started/Completed

Notes

- Notify Red Cross to open shelters
- Keep the Public Information Officer informed.
- Receive, shelter, and care for evacuees.
- Periodically poll mass care facilities to determine evacuee load and support requirements.
- Assess the requirements for shelter and mass feeding.
- Determine which pre-selected shelters and Welfare Inquiry Centers will be needed and if they are functional.
- If necessary, provide shelter outside the local area (work through mutual aid channels).
- Establish alternative communications links where needed.
- Coordinate with Red Cross and other emergency welfare agencies (i.e., Salvation Army, church groups and other service agencies).
- Call up augmentation staff to provide personnel for reception, medical care, shelter and feeding of evacuees; request volunteers through Human Resources Unit.
- Evacuate and relocate any mass care facilities which become endangered by any hazardous conditions.
- Assist in the evacuation of institutionalized persons in threatened areas.
- Maintain updated list of victims and their locations.
- Coordinate with Transportation Unit to transport evacuees to and from Centers.
- Record and evaluate information regarding requests, activities, expenditures, damages and casualties.
- Continue to reassess needs and disaster conditions.
- In cooperation with the Red Cross assist with the registration of evacuees, the listing of casualties, and handling welfare inquiries.
- Determine number of evacuees who need emergency and temporary housing.

Care and Shelter Annex

CHECKLIST FOR ALL DISASTERS, continued

Started/Completed

Notes

In coordination with the Red Cross, Salvation Army, and state and federal agencies, locate and allocate emergency and temporary housing

Work with Mental Health to provide counseling for sheltered.

After the Emergency

Move displaced persons to improved quarters.

Continue shelter, mass feeding, and welfare inquiry services until they are no longer required.

Forward all non-financial records to Logistics Section Chief.

Assemble and check financial records; forward to Finance.

Make suggestions for corrections or changes to the Care and Shelter Annex.

Care and Shelter Annex

CHECKLIST FOR EARTHQUAKE

(There is no set order to these checklist items.)

Started/Completed

Notes

NOTE: Use this checklist as a supplement to the basic Checklist For All Disasters

- 0 0 Before a damaged building is used as a shelter, have the building inspected by a civil engineer.

Care and Shelter Annex

CHECKLIST FOR HAZARDOUS MATERIALS INCIDENTS

(There is no set order to these checklist items.)

Started/Completed

Notes

NOTE: Use this checklist as a supplement to the basic Checklist For All Disasters

- Ø Ø See if special handling procedures will be needed to avoid contamination.
- Ø Ø Coordinate with health and medical authorities regarding handling requests for information on the effects of the hazardous material.

Care and Shelter Annex

CHECKLIST FOR FIRE

(There is no set order to these checklist items.)

Started/Completed

Notes

NOTE: Use this checklist as a supplement to the basic Checklist For All Disasters

- Determine projected control from fire representative.
- Determine projected completion time of rescue operations if not part of fire event.