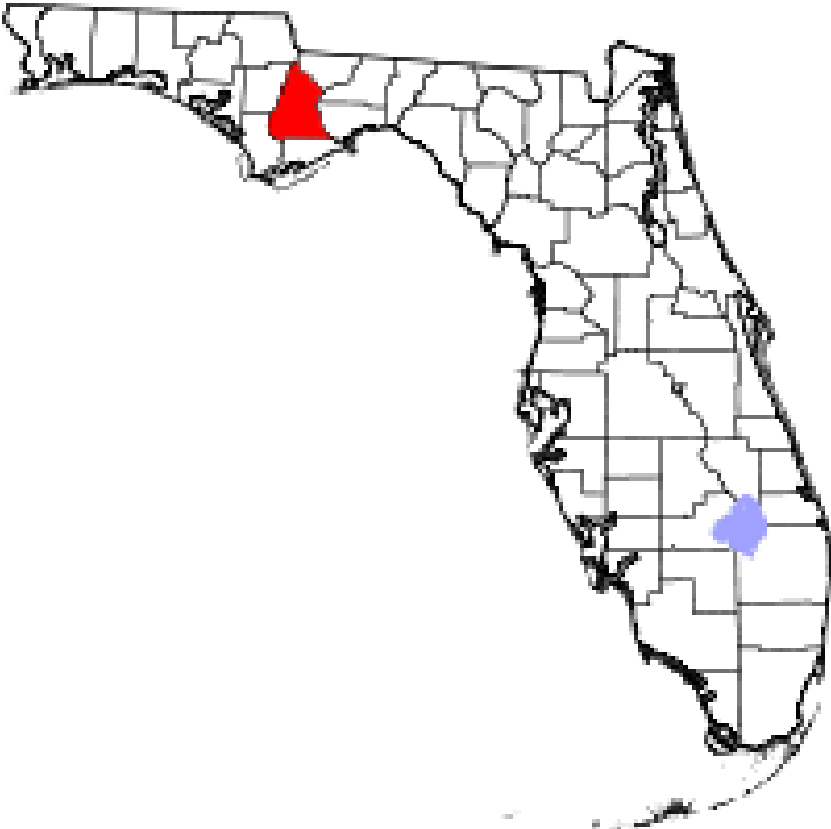


LIBERTY COUNTY GENERAL POPULATION SHELTER PLAN



Updated: June 2021

GENERAL INFORMATION

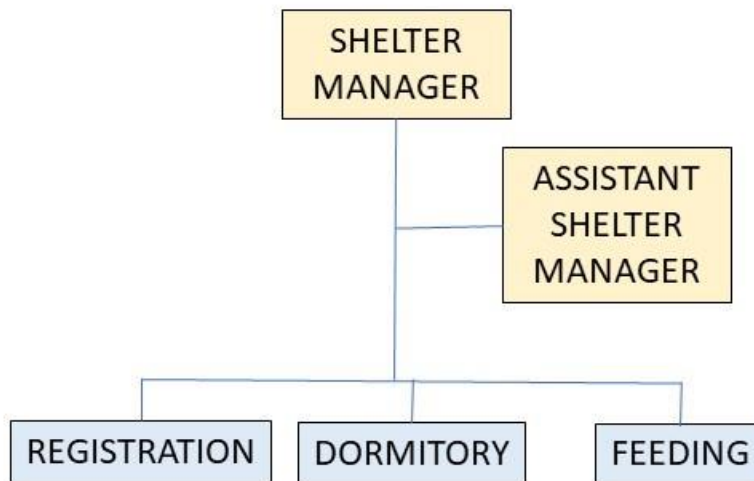
The General Population Shelter is located at Liberty County High School at 12852 CR 12, Bristol, Florida 32321 (Attachment A). The Liberty County General Population Shelter is collocated at the Liberty County High School with the Special Needs Shelter and the Pet Shelter. The shelter is managed by the Liberty County School District and can house up to 100 guests for sleeping in the General Population area. In a short-term sheltering situation, the shelter can house up to 1,709 clients.

The Liberty County Shelter follows the guidelines set forth by the American Red Cross as outlined in ARC 3031 for improved process and standardization. Liberty County Emergency Management conducts an annual review of shelter capacities with the facility providers (Liberty County School Board). Strategies to increase host and impact shelter capacities are addressed through retrofitting current facilities and identifying new shelter spaces.

Should Liberty County require to activate the shelter facility, the Liberty County Director of Emergency Management will notify and coordinate with the Liberty County School Superintendent for the use of schools for sheltering operations. A verbal announcement to school officials followed by a written notification referencing Chapter 252 will serve as official notification to prepare school(s), arrange bus transportation, notify parents, etc. Alternate sheltering may be employed through local church facilities and county community centers.

During statewide evacuations, the State Emergency Operations Center will coordinate evacuations and shelter operations with potential host communities. Should the State request Liberty County to host evacuees from other parts of the state, Liberty County will request to be included in the Governor's emergency declaration and assigned a mission number by the State Emergency Operations Center.

SHELTER ORGANIZATION



COMMUNICATIONS

Initially, communications with shelters will be established via telephone. Shelter facility communications is the responsibility of Emergency Management. Primary communications shall be VHF voice. Telephone and facsimile shall be considered less than primary because of potential failure, system overload and damage to infrastructure. The communications systems will be used to communicate with feeding sites, distribution sites, staging areas and Disaster Recovery Centers.

The ARES (Amateur Radio Emergency Service) Amateur Radio Emergency Coordinator shall notify and orchestrate deployment of amateur radio volunteers to designated shelters and mass care facilities. The coordinator shall ensure communicator-staffing needs are met.

PRE-EVENT OPERATIONS

The shelter will be opened prior to the onset of tropical storm force winds (40 mph). The location will be provided to the local media for announcement to the public.

The school will have a shelter liaison, preferably the principal or assistant principal, otherwise it will be an individual designated by them. School cafeterias will be used as feeding sites with school personnel providing foodservice support as needed. Alternative feeding areas will be opened, as necessary.

During a locally declared emergency or when requested from the State, the Superintendent of the Liberty County School Board will be notified through Liberty County Emergency Management to open shelters as needed.

INTAKE SCREENING AREA

An intake area will be placed at the front pick-up area of the school (see map). If possible, two registration staff members will be placed at this location to screen incoming clients. Clients will be screened for whether they are general population, pet, or special needs shelter clients and directed where to park and enter the respective shelter. An entry point will be marked to show where the different clients will enter the shelter. A registration staff member will fill out the Shelter Registration Form.

GENERAL POPULATION AREA

The gymnasium is to be used as the general population shelter dormitory and expand to other areas as needed. The cafeteria is to be used as the feeding area for the general population shelter. Each client will be given a copy of the Shelter Rules upon checking-in (Attachment B). Each client is allotted 60 square feet of space for sleeping. Cots are not provided. Clients should bring their own sleeping needs, such as pillows, blankets, sheets, and a cot/air mattress as there are limited supplies in the Shelter Trailer. Meals will be provided by Liberty County School District. Water will be provided by Liberty County Emergency Management.

Staff working in the general population shelter must come self-sufficient for the shifts they will be working in the shelter. Staff sleeping quarters are in designated areas of the library.

FEEDING

Liberty County School Board will provide meals to each shelter client. The general population clients will receive meals/water from the cafeteria. Meals Ready Eat (MRE's) can be provided from Liberty County Emergency Management if meals cannot be delivered in a timely manner. The intake area for deliveries of food/logistics will be the cafeteria loading dock.

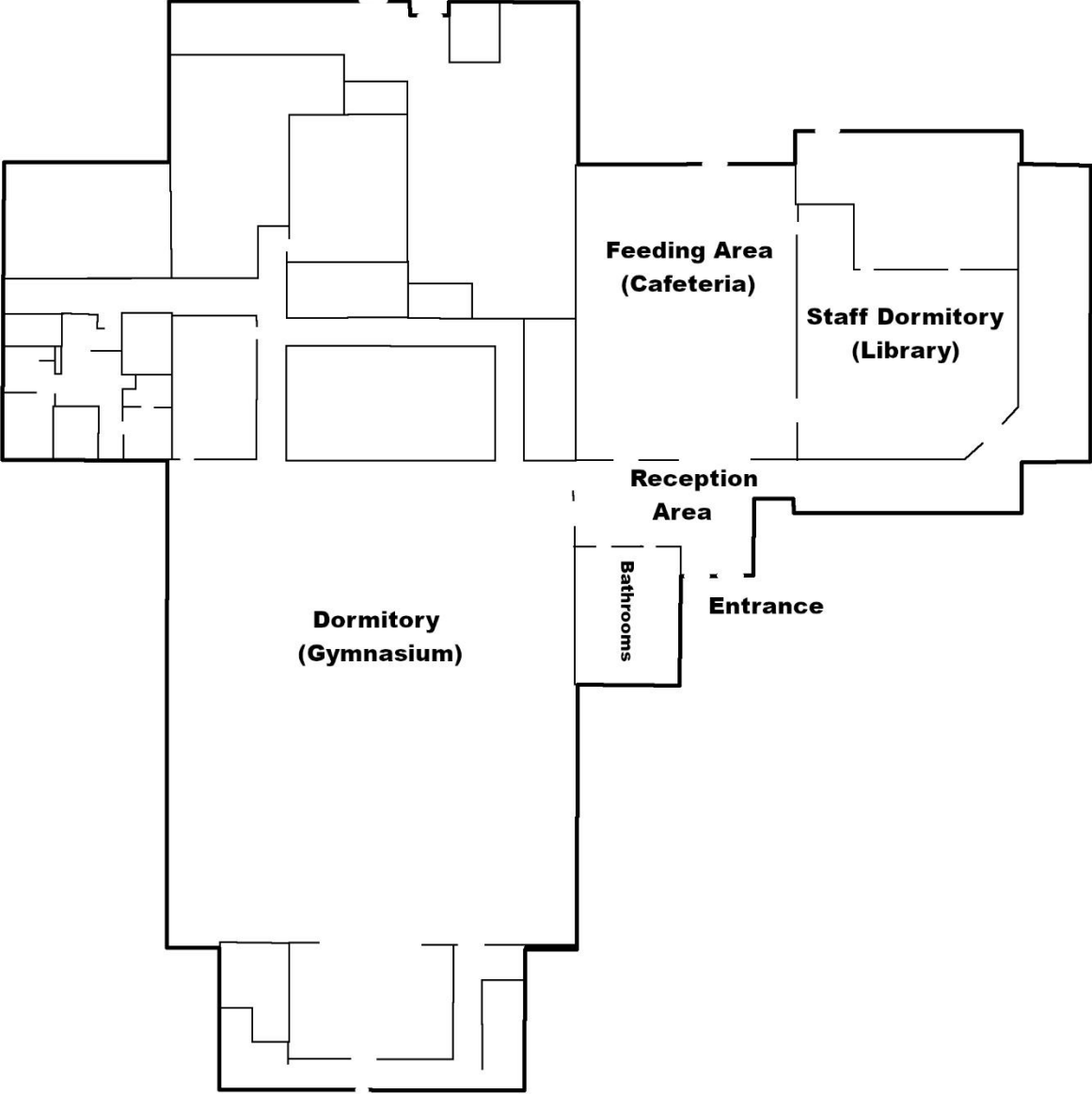
ANIMAL SHELTERING

Liberty County Emergency Management or their designee will be managing the animal portion of the shelter. The animal shelter is located at the basketball pavilion. All clients are asked to bring shot records of their animals as well as food, and a crate to place the animal in. Crates will be placed six feet apart, if possible, with available spacing. An animal walking area will be designated outside. Clients will not be allowed to sleep in the animal section of the shelter.

CLOSING THE SHELTER

The shelter manager will work with shelter staff to advise clients that the shelter is closing. It is important to advise clients as far in advance as possible that the shelter will be closing for them to plan returning home. Staff will advise Liberty County Emergency Management if any client needs recovery assistance. After all clients have exited the shelter, staff will break-down the shelter and place all items back in their respective storage areas. All documents generated by the shelter staff will be photocopied and provided to Liberty County Emergency Management.

Attachment A: LIBERTY COUNTY HIGH SCHOOL MAP



Attachment B: SHELTER RULES

It is recommended that shelter rules be posted in all areas of the shelter in the languages of the clients.

- No drugs, alcohol, weapons, or pets are permitted.
- Smoking – Use of all tobacco products, matches, or lighters inside the shelter is prohibited.
- Children – Parents are responsible for keeping track of and controlling the actions of their children. Do not leave children unattended.
- Personal belongings – Shelter staff cannot assume responsibility for belongings. Lock valuables in your car, out of sight, or keep valuables with you.
- Sleeping areas are quiet areas at all times of the day and night. Quiet hours with lights out are enforced in the sleeping areas between the posted hours (e.g., 10:00 p.m. to 6:00 a.m.).
- Clients leaving the shelter for any period of time must sign out and sign in at the registration area.
- Keep your areas clean. Help clean up of other areas when possible.
- Food and drinks, other than water, are not allowed in the sleeping area.
- Be respectful and courteous to others at all times. Loud, boisterous and disruptive behavior is not permitted.
- Immediately report all health or safety concerns to shelter staff.

Attachment C: JOB ACTION SHEETS

SHELTER MANAGER

Job Summary: The Shelter Manager is responsible for providing supervision and administrative support for actions within the shelter. This person ensures that the needs of the shelter occupants are being met. They supervise a work unit composed of service associates by assuming accountability for the assigned workers within the activity as well as being able to answer common questions on a day-to-day basis.

Major Tasks

- Receive shelter activation orders from the Director of Emergency Management or designated representative.
- Ensure the general facility has been assessed and any pre-existing damage is noted on the Facility/Shelter Opening/Closing Form.
- Establish and maintain contact with designated county emergency management staff.
- Project staffing and other support requirements for the next 48 hours.
- Coordinate recruitment of additional personnel. Encourage the involvement of shelter clients as workers if approved by the Director of Emergency Management.
- Organize and brief staff. Ensure that all positions are staffed.
- Ensure local affiliated and non-affiliated workers are used to the fullest extent by providing support, training, evaluation and inclusion with the visiting workforce.
- Evaluate and provide for appropriate development/mentoring opportunities for assigned staff. Complete work performance evaluations for all staff in work unit, as appropriate. Obtain technical review from the appropriate reviewer.
- Order start-up supplies and equipment and request any support needed through the Emergency Operations Center.
- Assess feeding options and discuss recommended solution with supervisor and Feeding Associate.
- Establish a shelter log for both general and manager use on the Shelter Log form.
- Ensure proper shelter signage both inside and outside of the shelter.
- Ensure that the welfare information and copies of shelter registration forms are forwarded to the designated representative at the EOC.
- Ensure Emergency Medical Services has a paramedic or emergency medical technician at the shelter as decided by the Director of Emergency Management or designated representative.
- Develop a schedule for feeding, lights out, shelter rules and information board for all clients to view.
- Promote a zero-tolerance environment that eliminates discrimination, harassment or favoritism of any sort.
- Resolve staff conflicts and/or recognize when a conflict must be referred to a higher level.
- Organize and facilitate staff meetings as appropriate.
- Seek guidance from supervisor as necessary as appropriate. Maintain a professional appearance and attitude.
- Follow and implement requests and direction received from supervisor. Support

and implement decisions made by disaster operations management.

- Monitor and support the quality of service and morale of the workforce in order to achieve the mission statement of disaster services.
- Ensure clear and concise communication flow between the manager and the relief operation workforce.

ASSISTANT SHELTER MANAGER

Job Summary: The assistant shelter manager is responsible for providing supervision and administrative support for actions within the shelter in the absence of the shelter manager. This person ensures that the needs of the shelter occupants are being met. The supervise a work unit composed of service associates by assuming accountability for the assigned workers within the activity as well as being able to answer common questions on a day-today basis. This person will alternate shifts with the shelter manager to function in low staffing environments.

Major Tasks

- Act as ordering manager for all shelter supplies and shelter client commodity needs.
- Act as shelter manager in the absence of the shelter manager. (see Shelter Manager job action sheet)
- Perform shelter manager tasks as assigned by shelter manager.
- Supervise shelter staff.
- Complete the Daily Shelter Report and forward it to the Emergency Operations Center upon approval of the Shelter Manager.
- Ensure that major events are recorded in shelter log.
- Ensure that feeding operations are running smoothly by interacting with feeding personnel (supervisor, if appropriate).
- Ensure that proper shelter signage is posted inside and outside shelter.
- Delegate tasks.
- Conduct staff meetings.

REGISTRATION ASSOCIATE

Job Summary: The Registrar is responsible for ensuring that all clients entering or leaving the shelter go through the registration process.

Major Tasks:

- Create reception/registration area, allowing enough space for a waiting area.
- Use the Shelter Registration Form to record information about clients entering the shelter.
- Send copy of Registration Form to both Welfare Information and Disaster Health Services. Maintain log for those clients entering and leaving the shelter.
- Maintain a shelter census and report this information to the shelter manager at appropriate intervals.
- Recruit shelter clients to assist with registration if needed and approved by the shelter manager.
- Refer persons with illness or injury or those with special medication to Assistant Shelter Manager.
- Clients with special dietary concerns should be referred to the Feeding Associate.
- Interact with clients to determine needs and refer appropriately. Seek guidance from supervisor as necessary and appropriate.
- Maintain a professional appearance and attitude.
- Follow and implement requests and direction received from supervisor.
- Exhibit good stress reduction skills. Strive to encourage an environment for the unit that minimizes the stress level as much as possible under the disaster conditions.

DORMITORY MANAGEMENT ASSOCIATE

Job Summary: The dormitory management associate ensures that sleeping areas are appropriately chosen, set up and equipped with all necessary items.

Major Tasks:

- Designate space for sleeping areas that is appropriate, considering separate areas for families with children, the elderly or other unique situations.
- Ensure that set up allows for those individuals with disabilities or those who need other forms of support.
- Ensure space is available to distribute comfort kits and other appropriate items.
- Seek guidance from your supervisor as necessary and appropriate.
- Maintain a professional appearance and attitude.
- Follow and implement requests and directions received from your supervisor.
- Exhibit good stress reduction skills. Strive to encourage an environment for the unit that minimizes the stress level as much as possible under the disaster conditions.
- Plan use of space while considering various possibilities.

FEEDING ASSOCIATE

Job Summary: The feeding associate prepares and serves food for clients in the shelter environment.

Major Tasks:

- Establish a beverage and snack canteen service as soon as possible after shelter opens.
- Prepare and/or serve food following safe food handling procedures.
- Ensure that the canteen and feeding preparation area are kept clean and sanitary at all times.
- Keep accurate count of meals and snacks served and submit to Supervisor at established reporting times.
- Seek guidance from supervisor as necessary and appropriate.
- Maintain a professional appearance and attitude.
- Follow and implement requests and direction received from supervisor.
- Exhibit good stress reduction skills. Strive to encourage an environment for the unit that minimizes the stress level as much as possible under the disaster conditions.

ASSISTANTS TO THE ASSOCIATES

Job Summary: The assistants to the associates perform the duties of the associates in their absence, reduce the workload of the associate by performing duties assigned by the associates.

Major Tasks:

- Perform duties as assigned by the corresponding associate to share the workload of the associate.
- Act as the associate in the absence of the associate.