



Office of Emergency Management TOWNSHIP OF GLOUCESTER

1261 Chewslanding • Clementon Road
P.O. Box 8, Blackwood, New Jersey 08012
(856) 228-4500
Fax: (856) 374-3530

November 6, 2012

Superintendent

John Golden

Black Horse Pike Regional School Dist.

560 Erial Road

Blackwood, N.J. 08012

Dear Mr. Golden:

Enclosed are the copies of the shelter agreements between the School District and the Red Cross for both Highland and Timber Creek High Schools. They meet all of the American Red Cross regulations, including what reasonable costs that they will cover for the use of your buildings as shelters. However it does not detail on them if the board approved them at a public meeting as you asked.

I hope you find this paperwork helpful and if you, your staff or any member of the board has any questions or concerns I would be happy to address them. Also, Richard Paul is still the American Red Cross Regional Coordinator and I'm sure would be willing to address any questions or concerns you have.

Thank you for your continued support of our community's emergency preparedness function.

Respectfully,

Raymond Evans

Coordinator, GTOEM

American Red Cross Shelter Agreement

The American National Red Cross ("Red Cross"), a not-for-profit corporation chartered by the United States Congress, provides services to individuals, families and communities when disaster strikes. The disaster relief activities of the Red Cross are made possible by the American public, as the organization is supported by private donations and facility owners who permit their buildings to be used as a temporary refuge for disaster victims. This agreement is between the Red Cross and a facility owner ("Owner") so the Red Cross can use the facility as an emergency shelter during a disaster.

DR#: Not Applicable Facility: Highland Regional High School

Parties and Facility

Owner:

Legal name: Highland Regional High School
Chapter: Camden County Chapter, 30040
24-Hour Point of Contact:
Name and title: Frank Palatucci
Work phone: (856) 227-4100 Cell phone/pager: (856) 728-1013
X4001
Address for Legal Notices:
Highland Regional High School
450 Erial Road
Blackwood, NJ 08012
(856) 227-4100

Red Cross:

Legal name: The American National Red Cross
Chapter: Camden County Chapter, 30040
24-Hour Point of Contact:
Name and title: Richard J. Paul, Regional Coordinator, Emergency Services
Work phone: (856) 365-7100 Cell phone/pager: (609) 634-7132
Address for Legal Notices:
5425 Route 70, West
Pennsauken, NJ 08109

Copies of legal notices must also be sent to:

The American National Red Cross, Office of the General Counsel,
2025 E Street, NW, Washington DC 20006

and

The American National Red Cross, Disaster Operations,
2025 E Street NW, Washington, DC 20006.

Shelter Facility:

Highland Regional High School
450 Erial Road
Blackwood, NJ 08012

Terms and Conditions

1. Use of Facility: Upon request and if feasible, the Owner will permit the Red Cross to use the Facility on a temporary basis as an emergency public shelter.
2. Shelter Management: The Red Cross will have primary responsibility for the operation of the shelter and will designate a Red Cross official, the Shelter Manager, to manage the sheltering activities. The Owner will designate a Facility Coordinator to coordinate with the Shelter Manager regarding the use of the Facility by the Red Cross.
3. Condition of Facility: The Facility Coordinator and Shelter Manager (or designee) will jointly conduct a pre-occupancy survey of the Facility before it is turned over to the Red Cross. They will use the first page of the Facility/Shelter Opening/Closing Form, available on CrossNet, to record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment that the Red Cross should not use while sheltering in the Facility. The Red Cross will exercise reasonable care while using the Facility as a shelter and will make no modifications to the Facility without the express written approval of the Owner.
4. Food Services: Upon request by the Red Cross, and if such resources exist and are available, the Owner will make the food service resources of the Facility, including food, supplies, equipment and food service workers, available to feed the shelter occupants. The Facility Coordinator will designate a Food Service Manager to coordinate the provision of meals at the direction of and in cooperation with the Shelter Manager. The Food Service Manager will establish a feeding schedule, determine food service inventory and needs, and supervise meal planning and preparation. The Food Service Manager and Shelter Manager will jointly conduct a pre-occupancy inventory of the food and food service supplies in the Facility before it is turned over to the Red Cross.
5. Custodial Services: Upon request by the Red Cross and if such resources exist and are available, the Owner will make its custodial resources, including supplies and custodial workers, available to provide cleaning and sanitation services at the shelter. The Facility Coordinator will designate a Facility Custodian to coordinate the provision of cleaning and sanitation services at the direction of and in cooperation with the Shelter Manager.
6. Security: In coordination with the Facility Coordinator; the Shelter Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any public safety issues at the Shelter.
7. Signage and Publicity: The Red Cross may post signs identifying the shelter as a Red Cross shelter in locations approved by the Facility Coordinator and will remove such signs when the shelter is closed. The Owner will not issue press releases or other publicity concerning the shelter without the express written consent of the Shelter Manager. The Owner will refer all media questions about the shelter to the Shelter Manager.
8. Closing the Shelter: The Red Cross will notify the Owner or Facility Coordinator of the closing date for the shelter. Before the Red Cross vacates the Facility, the Shelter Manager and Facility Coordinator will jointly conduct a post-occupancy survey, using the second page of the Shelter/Facility Opening/Closing Form to record any damage or conditions. The Shelter Manager and Facility Coordinator or Food Service Manager will conduct a post-occupancy inventory of the food and supplies used during the shelter operation.
9. Reimbursement: The Red Cross will reimburse the Owner for the following:
 - a. *Damage to the Facility or other property of Owner*, reasonable wear and tear excepted, resulting from the operations of the Red Cross. Reimbursement for facility damage will be based on replacement at actual cash value. The Red Cross will select from among

bids from at least three reputable contractors. The Red Cross is not responsible for storm damage or other damage caused by the disaster.

- b. *Reasonable costs associated with custodial and food service personnel* which would not have been incurred but for the Red Cross's use of the Facility for sheltering. The Red Cross will reimburse at per-hour, straight-time rate for wages actually incurred but will not reimburse for (i) overtime or (ii) costs of salaried staff.
- c. *Reasonable, actual, out-of-pocket operational costs*, including the costs of the utilities indicated below, to the extent that such costs would not have been incurred but for the Red Cross's use of the Premises (both parties must initial all utilities to be reimbursed by the Red Cross):

	Owner initials	Red Cross initials
Water	<u>[Signature]</u>	<u>RJP</u>
Gas	<u>[Signature]</u>	<u>RJP</u>
Electricity	<u>[Signature]</u>	<u>RJP</u>
Waste Disposal	<u>[Signature]</u>	<u>RJP</u>

The Owner will submit any request for reimbursement to the Red Cross within 60 days after the shelter closes. Any request for reimbursement for food, supplies or operational costs must be accompanied by supporting invoices. Any request for reimbursement for personnel costs must be accompanied by a list of the personnel with the dates and hours worked at the shelter.

10. Insurance: The Red Cross shall carry insurance coverage in the amounts of at least \$1,000,000 per occurrence for Commercial General Liability and Automobile Liability. The Red Cross shall also carry Workers' Compensation coverage with statutory limits for the jurisdiction within which the facility is located and \$1,000,000 in Employers' Liability.

11. Indemnification: The Red Cross shall defend, hold harmless, and indemnify Owner against any legal liability, including reasonable attorney fees, in respect to bodily injury, death and property damage arising from the negligence of the Red Cross during the use of the Premises.

12. Term: The term of this agreement begins on the date of the last signature below and ends 30 days after written notice by either party.

Black Horse Pike Regional

~~Gloucester Township~~ Board of Education
Owner (legal name)

By (signature)

[Signature]

Name (printed) John C. Oberg
Board Secretary
Business Administrator

Title

Date

11-24-10

THE AMERICAN NATIONAL RED CROSS

(legal name) Camden County Chapter, 30040

By (signature)

[Signature]

Richard J. Paul
Name (printed)

Regional Coordinator, Emergency Services
Title

November 1, 2010

Date

Highland HS

SHELTER FACILITY SURVEY

Please print all information. This form is generic to many types of shelters; some of the questions on this form might not apply to every site. In such cases, answer N/A (not applicable).

Site Name: Highland Regional High School
Street Address: 450 Brial Road
Town/City: Blackwood County/Parish: Camden State: NJ Zip Code: 08012
Mailing Address (if different): _____
Phone: (856) 227-4100 Fax: (856) 227-3619
Email address (if applicable): _____

EMERGENCY CONTACT INFORMATION:

To authorize facility use, contact (Name[s], phone number[s], cell number[s]); include secondary contacts:
FRANK PALATULLI 856-227-4100 (X4001) HOME 856-725-1013
THOMAS STORER 856-227-4100 (X4004)
BILL COLLINS 856-227-4100 (X4009)
To open the facility 24/7, contact (Name[s], phone number[s], cell number[s]); include secondary contacts:

SAKE AS ABOVE

Directions to the facility from the nearest major highway evacuation route. Use major landmarks (e.g., highways, intersections, rivers, railroad crossings, etc.). Do not use landmarks likely to be destroyed or unrecognizable after the disaster. Include latitude and longitude if available (they can be obtained via GPS).

Latitude: 39.707187

Longitude: 74.904785

CAPACITY

Capacity for all shelters should be calculated using any space that could feasibly be used as sleeping space for an event. In an evacuation shelter, capacity should be calculated using 15 to 20 square feet per person. In a general shelter, use 40 to 60 square feet per person to determine capacity.

Capacity Evacuation = 1200 at 20 square feet
General = 300 at 60 square feet

LIMITATIONS ON FACILITY USE

Some facilities are only available during certain times due to other activities. Please indicate the dates that the facility is available.

- ☐ This facility will be available for use at any time during the year.
☒ This facility is **only** available for use during the following time periods.

From: JULY to AUG.

From: _____ to _____

- ☒ This facility is **not** available for use during the following time periods:

From: SEPT to JUNE

From: _____ to _____

Some facilities have specific areas that can be used as an emergency shelter. Please indicate restrictions on use of certain areas of the building or if the entire facility is available for use.

Utility/Vendor name: ATLANTIC CITY ELECTRIC

Contact name: _____

Emergency phone number: (856) 753-2808

Repair contact: _____

Emergency phone number: (____) ____-____

See the Food Preparation section below.

Telephones Business phones available to shelter staff? ☐ Yes ☒ No

Phones available to shelter residents? ☒ Yes ☐ No

Number of phones: 2

Locations: MAINTENANCE OFFICE

Utility/vendor name: _____

Contact name: _____

Emergency phone number: (____) ____-____

Repair contact: _____

Emergency phone number: (____) ____-____

Water ☒ Municipal ☐ Well(s) ☐ Trapped water

If trapped: Potable (drinkable) storage capacity in gallons: 0

Non-potable (undrinkable) storage capacity in gallons: 0

Utility/vendor name: GARDEN STATE WATER

Contact name: _____

Emergency phone number: (____) ____-____

Repair contact: _____

Emergency phone number: (____) ____-____

Planning for Drinking Water

The recommended amount of potable water to have on hand per evacuee is one gallon per day. Presuming that existing water supplies remain available, and that the goal for resources on hand is for three days after the shelter opens, you should strive to have three gallons on hand for each projected shelter resident.

Projected population x 3 = projected number of gallons of water needed.

Projected population x 3 _____

_____ - Total available 0

Gallons of Water Needed _____

MATERIAL SUPPORT

COTS & BLANKETS

During evacuation sheltering, it is often impractical to have cots and bedding for all evacuees. However, it is desirable to have some cots and bedding on hand to be provided on a case by case basis to shelter residents who could, for a variety of reasons, experience hardship by sleeping on the floor. A good planning target for the quantity of cots to have on hand for evacuation sheltering is enough for 10% of the projected population. Generally, it is recommended to have two blankets per person in the shelter.

Projected population ÷ 10 = projected number of cots needed.

Projected population ÷ 10 _____

_____ - Total available 0

Cots needed _____

Projected population ÷ 5 _____

_____ - Total available 0

Blankets needed _____

SHOWERS

The best case scenario for showers is 1 shower for every 40 residents. In the case of evacuation shelters, the ratio can be higher. However, if it is determined that an evacuation shelter will be open longer term, alternative arrangements will have to be made. There might be a nearby facility that, while it couldn't be used as a shelter, might have showers available. Consider requesting transportation through partner agencies; when a Disaster Relief Operation (DRO) has been set up, requests can go through Partner Services at the DRO. Portable showers might need to be acquired.

Number of showers available: Men 10 Women 10 Unisex 0 People with Disabilities 0

Number of showers needed: Men _____ Women _____ Unisex _____ People with Disabilities _____

Are there any limitations on the availability of showers (time of day, etc.)? ☐ Yes ☐ No

Alternatives for showers on-site:

Alternatives for showers off-site:

FOOD PREPARATION

☐ None on site ☒ Warming oven kitchen

☒ Full-service kitchen

(If full-service meals, "per meal" number that can be produced): _____

☐ Facility uses central kitchen — meals are delivered

Central kitchen contact: _____ Phone Number: (____) _____-_____

Planning for shelter feeding

While people coming to evacuation shelters are encouraged to bring food with them, for a variety of reasons this doesn't always occur. Therefore, it pays to be prepared to feed shelter residents. For planning purposes, it is helpful to think in terms of three to five days of meals with no outside assistance. This covers the possibility of widespread damage to commercial food sources and infrastructure. Meals can range from freshly prepared food at shelter facilities that have adequate kitchen facilities to prepackaged shelf-stable meals (military-style Meals Ready to Eat [MREs], Heater Meals, etc.). The planning target should be 5 meals worth of food in inventory for each projected shelter resident.

Projected population x 5 = projected number of meals needed.

Projected need _____

- Total available 0

Meals Needed _____

Equipment (Indicate quantity and size [sq. ft.] as appropriate).

Refrigerators _____ Walk-in refrigerators 1 Ice machines 1

Freezers _____ Walk-in freezers 1 Braising pans _____

Burners _____ Griddles 1 Warmers 1

Ovens 2 Convection ovens 1 Microwave ovens 1

Steamers _____ Steam kettles 1

Sinks 3 Dishwashers _____

FEEDING AREAS

☐ None on site ☐ Snack Bar (seating capacity: _____) Cafeteria (seating capacity: 420)

☐ Other indoor seating (describe, including size and capacity estimate): _____

Total estimated seating capacity for eating: 420

Comments related to feeding: _____

ADDITIONAL INFORMATION

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

If NO- is there a current written agreement to use this site? ☐ 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 this facility

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: _____ Required ☐ Yes ☒ No

Will any of the above groups be trained or experienced in shelter management?

IF YES, please list: _____

RECOMMENDATIONS/OTHER INFORMATION (Be specific):

***** Attach a sketch or copy of the facility floor plan *****

Survey completed/updated by

THOMAS STORER
Printed Name

Thomas Storer 6/1/10
Signature Date completed

WILLIAM COLLINS
Printed Name

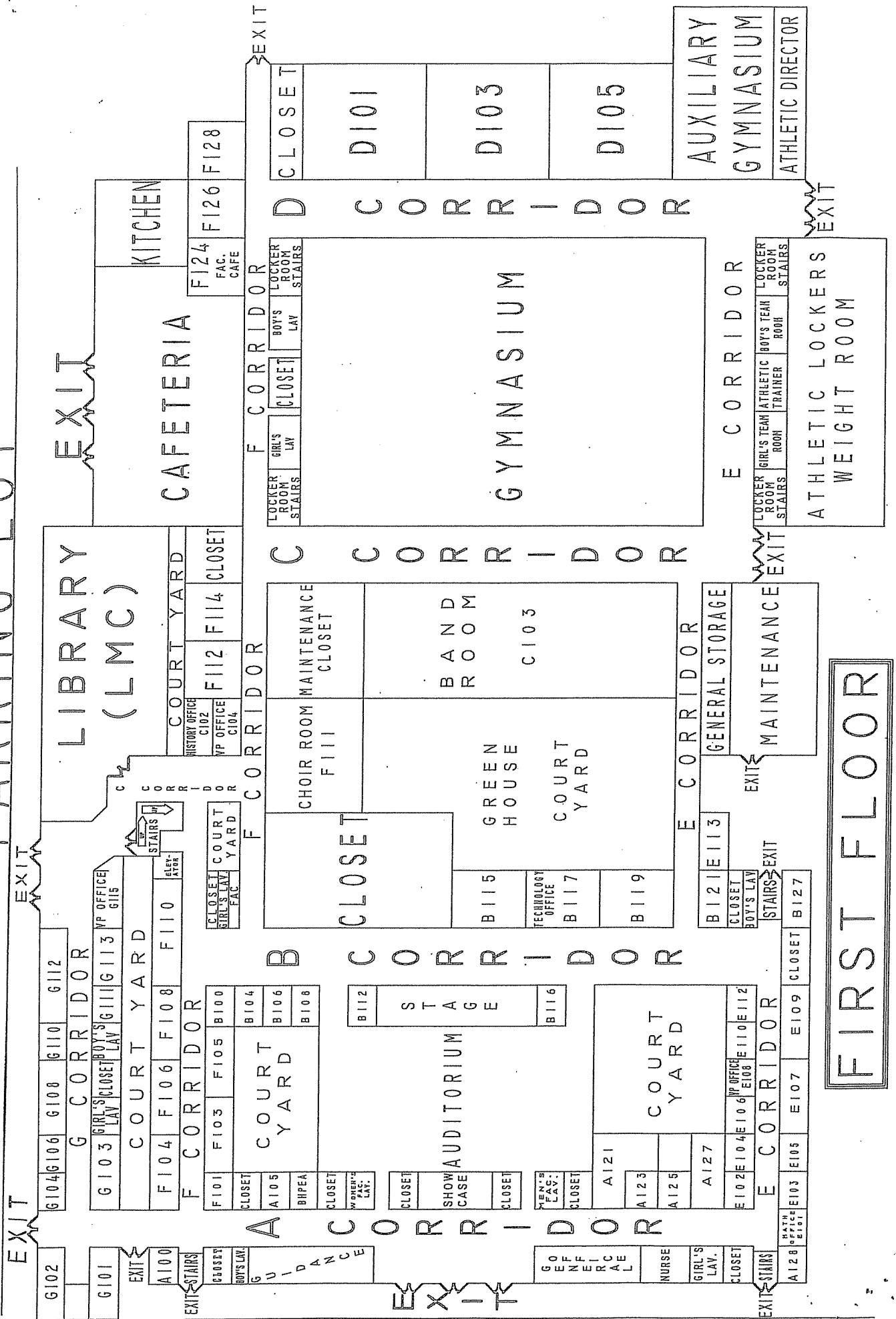
William Collins 6/1/10
Signature Date completed

CHARLES WASHINGTON Charles Washington 9/20/10

John C. Oberg JCO 9-21-10

John C. Oberg
Board Secretary
Business Administrator

W R _ A _ R O A D



American Red Cross Shelter Agreement

The American National Red Cross ("Red Cross"), a not-for-profit corporation chartered by the United States Congress, provides services to individuals, families and communities when disaster strikes. The disaster relief activities of the Red Cross are made possible by the American public, as the organization is supported by private donations and facility owners who permit their buildings to be used as a temporary refuge for disaster victims. This agreement is between the Red Cross and a facility owner ("Owner") so the Red Cross can use the facility as an emergency shelter during a disaster.

DR#: Not Applicable Facility: Timber Creek Regional High School

Parties and Facility

Owner:

Legal name: Timber Creek Regional High School
Chapter: Camden County Chapter, 30040
24-Hour Point of Contact:
Name and title: Mark McMaster
Work phone: (856) 228-8521 Cell phone/pager: _____
Address for Legal Notices:
Timber Creek Regional High School
501 Jarvis Road
Erial, NJ 08081
(856) 232-9703

Red Cross:

Legal name: The American National Red Cross
Chapter: Camden County Chapter, 30040
24-Hour Point of Contact:
Name and title: Richard J. Paul, Regional Coordinator, Emergency Services
Work phone: (856) 365-7100 Cell phone/pager: (609) 634-7132
Address for Legal Notices:
5425 Route 70, West
Pennsauken, NJ 08109

Copies of legal notices must also be sent to:

The American National Red Cross, Office of the General Counsel,
2025 E Street, NW, Washington DC 20006

and

The American National Red Cross, Disaster Operations,
2025 E Street NW, Washington, DC 20006.

Shelter Facility:

Timber Creek Regional High School
501 Jarvis Road
Erial, NJ 08081

Terms and Conditions

1. Use of Facility: Upon request and if feasible, the Owner will permit the Red Cross to use the Facility on a temporary basis as an emergency public shelter.
2. Shelter Management: The Red Cross will have primary responsibility for the operation of the shelter and will designate a Red Cross official, the Shelter Manager, to manage the sheltering activities. The Owner will designate a Facility Coordinator to coordinate with the Shelter Manager regarding the use of the Facility by the Red Cross.
3. Condition of Facility: The Facility Coordinator and Shelter Manager (or designee) will jointly conduct a pre-occupancy survey of the Facility before it is turned over to the Red Cross. They will use the first page of the Facility/Shelter Opening/Closing Form, available on CrossNet, to record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment that the Red Cross should not use while sheltering in the Facility. The Red Cross will exercise reasonable care while using the Facility as a shelter and will make no modifications to the Facility without the express written approval of the Owner.
4. Food Services: Upon request by the Red Cross, and if such resources exist and are available, the Owner will make the food service resources of the Facility, including food, supplies, equipment and food service workers, available to feed the shelter occupants. The Facility Coordinator will designate a Food Service Manager to coordinate the provision of meals at the direction of and in cooperation with the Shelter Manager. The Food Service Manager will establish a feeding schedule, determine food service inventory and needs, and supervise meal planning and preparation. The Food Service Manager and Shelter Manager will jointly conduct a pre-occupancy inventory of the food and food service supplies in the Facility before it is turned over to the Red Cross.
5. Custodial Services: Upon request by the Red Cross and if such resources exist and are available, the Owner will make its custodial resources, including supplies and custodial workers, available to provide cleaning and sanitation services at the shelter. The Facility Coordinator will designate a Facility Custodian to coordinate the provision of cleaning and sanitation services at the direction of and in cooperation with the Shelter Manager.
6. Security: In coordination with the Facility Coordinator, the Shelter Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any public safety issues at the Shelter.
7. Signage and Publicity: The Red Cross may post signs identifying the shelter as a Red Cross shelter in locations approved by the Facility Coordinator and will remove such signs when the shelter is closed. The Owner will not issue press releases or other publicity concerning the shelter without the express written consent of the Shelter Manager. The Owner will refer all media questions about the shelter to the Shelter Manager.
8. Closing the Shelter: The Red Cross will notify the Owner or Facility Coordinator of the closing date for the shelter. Before the Red Cross vacates the Facility, the Shelter Manager and Facility Coordinator will jointly conduct a post-occupancy survey, using the second page of the Shelter/Facility Opening/Closing Form to record any damage or conditions. The Shelter Manager and Facility Coordinator or Food Service Manager will conduct a post-occupancy inventory of the food and supplies used during the shelter operation.
9. Reimbursement: The Red Cross will reimburse the Owner for the following:
 - a. *Damage to the Facility or other property of Owner*, reasonable wear and tear excepted, resulting from the operations of the Red Cross. Reimbursement for facility damage will be based on replacement at actual cash value. The Red Cross will select from among

bids from at least three reputable contractors. The Red Cross is not responsible for storm damage or other damage caused by the disaster.

- b. *Reasonable costs associated with custodial and food service personnel* which would not have been incurred but for the Red Cross's use of the Facility for sheltering. The Red Cross will reimburse at per-hour, straight-time rate for wages actually incurred but will not reimburse for (i) overtime or (ii) costs of salaried staff.
- c. *Reasonable, actual, out-of-pocket operational costs*, including the costs of the utilities indicated below, to the extent that such costs would not have been incurred but for the Red Cross's use of the Premises (both parties must initial all utilities to be reimbursed by the Red Cross):

	Owner initials	Red Cross initials
Water	<u>[Signature]</u>	<u>RJP</u>
Gas	<u>[Signature]</u>	<u>RJP</u>
Electricity	<u>[Signature]</u>	<u>RJP</u>
Waste Disposal	<u>[Signature]</u>	<u>RJP</u>

The Owner will submit any request for reimbursement to the Red Cross within 60 days after the shelter closes. Any request for reimbursement for food, supplies or operational costs must be accompanied by supporting invoices. Any request for reimbursement for personnel costs must be accompanied by a list of the personnel with the dates and hours worked at the shelter.

10. Insurance: The Red Cross shall carry insurance coverage in the amounts of at least \$1,000,000 per occurrence for Commercial General Liability and Automobile Liability. The Red Cross shall also carry Workers' Compensation coverage with statutory limits for the jurisdiction within which the facility is located and \$1,000,000 in Employers' Liability.

11. Indemnification: The Red Cross shall defend, hold harmless, and indemnify Owner against any legal liability, including reasonable attorney fees, in respect to bodily injury, death and property damage arising from the negligence of the Red Cross during the use of the Premises.

12. Term: The term of this agreement begins on the date of the last signature below and ends 30 days after written notice by either party.

Black Horse Pike Regional

GloUCESTER Township Board of Education
Owner (legal name)

By (signature)

[Signature]

Name (printed)

John C. Oberg
Board Secretary
Business Administrator

Title

Date

11-24-10

THE AMERICAN NATIONAL RED CROSS

(legal name) Camden County Chapter, 30040

By (signature)

[Signature]

Richard J. Paul

Name (printed)

Regional Coordinator, Emergency Services

Title

November 1, 2010

Date

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Timber Creek HS

SHELTER FACILITY SURVEY

Please print all information. This form is generic to many types of shelters; some of the questions on this form might not apply to every site. In such cases, answer N/A (not applicable).

Site Name: Timber Creek Regional High School
Street Address: 501 Jarvis Road
Town/City: Erial County/Parish: Camden State: NJ Zip Code: 08081
Mailing Address (if different): _____
Phone: (856) 232-9703 Fax: (856) 232-5267
Email address (if applicable): _____

EMERGENCY CONTACT INFORMATION:

To authorize facility use, contact (Name[s], phone number[s], cell number[s]); include secondary contacts:
Mrs. Mae Robinson (856) 232-9703
Mr. Robert Milavsky (856) 232-9703

To open the facility 24/7, contact (Name[s], phone number[s], cell number[s]); include secondary contacts:
Mr. Mark McMaster (856) 228-8521
Mr. Steve McCorry (856) 401-1939

Directions to the facility from the nearest major highway evacuation route. Use major landmarks (e.g., highways, intersections, rivers, railroad crossings, etc.). Do not use landmarks likely to be destroyed or unrecognizable after the disaster. Include latitude and longitude if available (they can be obtained via GPS).

Latitude: 39.761477

Longitude: 75.017327

CAPACITY

Capacity for all shelters should be calculated using any space that could feasibly be used as sleeping space for an event. In an evacuation shelter, capacity should be calculated using 15 to 20 square feet per person. In a general shelter, use 40 to 60 square feet per person to determine capacity.

Capacity	Evacuation =	<u>1,800</u>	at	<u>27,000</u>	square feet
	General =	<u>540</u>	at	<u>27,000</u>	square feet

LIMITATIONS ON FACILITY USE

Some facilities are only available during certain times due to other activities. Please indicate the dates that the facility is available. "To be determined by nature of emergency"

- ☐ This facility will be available for use at any time during the year.
- ☐ This facility is **only** available for use during the following time periods.

From: _____ to _____

From: _____ to _____

- ☐ This facility is **not** available for use during the following time periods:

From: _____ to _____

From: _____ to _____

Some facilities have specific areas that can be used as an emergency shelter. Please indicate restrictions on use of certain areas of the building or if the entire facility is available for use.

GENERAL FACILITY INFORMATION

FIRE SAFETY

Some facilities that appear to be suitable for sheltering might not meet fire codes based on building capacity. This list of questions is not meant to be exhaustive. It is recommended that local codes be examined to determine if the facility meets them. In addition, contact can be made with the fire department to ensure compliance.

Does the facility have inspected fire extinguishers? ☒ Yes ☐ No

Does the facility have functional fire sprinklers? ☒ Yes ☐ No

Does the facility have a fire alarm? ☒ Yes ☐ No

If yes, choose one: ☐ Manual (pull-down) ☒ Automatic

Does the fire alarm directly alert the fire department? ☒ Yes ☐ No

Comments from fire department, if available: _____

UTILITIES

A major concern in running an emergency shelter is whether or not utilities can continue to run after a storm. This section is designed to evaluate the capabilities of the facility and to list the appropriate contacts in case the utilities fail.

Emergency generator on site? ☒ Yes ☐ No

IF YES- Capacity in kilowatts _____ Power for entire shelter? ☒ Yes ☐ No
If no, what will it operate? _____

Operating time, in hours, without refueling, at rated capacity: 24

☒ Auto start ☐ Manual start Fuel type Diesel

Utility company name: _____

Contact name: _____ Emergency phone number: (____) ____-____

Generator fuel vendor: Pedroni Emergency phone number: (856) 642-9191

Generator repair contact: _____ Emergency phone number: (____) ____-____

IF NO- Emergency generators do not have to be present in order to use the facility as a shelter. However, care must be taken to evaluate the appropriateness of the facility in emergency situations. For example, if there are no appropriate facilities in the area available for sheltering that have emergency generators, consideration should be made to use those facilities. Most pre-identified emergency shelters do not have generators. In addition, if a shelter does not have a generator on site, it is appropriate to pre-identify vendors so that a generator could be brought in if necessary.

Heating ☐ Electric ☒ Natural gas ☐ Propane ☐ Fuel ☐ Oil

Utility/vendor name: South Jersey Gas Co.

Contact name: _____ Emergency phone number: (800) 582-7060

Repair contact: _____ Emergency phone number: (____) ____-____

Cooling ☒ Electric ☐ Natural gas ☐ Propane

Utility/vendor name: Atlantic City Electric

Contact name: _____ Emergency phone number: (800) 642-3780

Repair contact: _____ Emergency phone number: (____) ____-____

Cooking ☐ Electric ☒ Natural Gas ☐ Propane ☐ No cooking facilities on site

Utility/vendor name: South Jersey Gas Co.

Contact name: _____ Emergency phone number: (800) 582-7060

Repair contact: _____ Emergency phone number: (____) ____ - ____

See the Food Preparation section below.

Telephones Business phones available to shelter staff? ☒ Yes ☐ No

Phones available to shelter residents? ☐ Yes ☒ No

Number of phones: _____ Locations: _____

Utility/vendor name: _____

Contact name: _____ Emergency phone number: (____) ____ - ____

Repair contact: _____ Emergency phone number: (____) ____ - ____

Water ☒ Municipal ☐ Well(s) ☐ Trapped water

If trapped: Potable (drinkable) storage capacity in gallons: _____

Non-potable (undrinkable) storage capacity in gallons: 0

Utility/vendor name: Aqua Water Co.

Contact name: _____ Emergency phone number: (856) 784-3322

Repair contact: _____ Emergency phone number: (____) ____ - ____

Planning for Drinking Water

The recommended amount of potable water to have on hand per evacuee is one gallon per day. Presuming that existing water supplies remain available, and that the goal for resources on hand is for three days after the shelter opens, you should strive to have three gallons on hand for each projected shelter resident.

Projected population x 3 = projected number of gallons of water needed.

Projected population x 3 _____

 - Total available 0

Gallons of Water Needed _____

MATERIAL SUPPORT

COTS & BLANKETS

During evacuation sheltering, it is often impractical to have cots and bedding for all evacuees. However, it is desirable to have some cots and bedding on hand to be provided on a case by case basis to shelter residents who could, for a variety of reasons, experience hardship by sleeping on the floor. A good planning target for the quantity of cots to have on hand for evacuation sheltering is enough for 10% of the projected population. Generally, it is recommended to have two blankets per person in the shelter.

Projected population ÷ 10 = projected number of cots needed.

Projected population ÷ 10 _____

 - Total available 0

Cots needed _____

Projected population ÷ 5 _____

 - Total available 0

Blankets needed _____

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Many people with disabilities can be accommodated in general shelters. It is important to evaluate a building to determine if it is accessible to people with disabilities. No single deficiency in the following list makes a facility "out of compliance" or unfit for consideration. There are many acceptable temporary mechanisms that can make a facility accessible. For guidance in this area, contact your local building or safety department, an assisted living center or a disability advocacy organization.

Access to building

- ☒ Curb cuts (minimum 35 inches wide)
☒ Accessible doorways (minimum 35 inches wide)
☒ Automatic doors or appropriate door handles
☒ Ramps (minimum 35 inches wide) Are ramps: ☐ Fixed ☐ Portable
☒ Level Landings

Accessible and accommodating restrooms

- ☒ Grab bars (33-36 inches wide) ☒ Sinks @ 34 inches in height
☒ Stall (38 inches wide) ☒ Towel dispenser @ 39 inches in height

Showers

- ☒ Shower stall (minimum 36 inches by 36 inches) ☒ Grab bars (33-36 inches in height)
☐ Shower seat (17-19 inches high) ☒ Hand-held spray unit with hose
☐ Fixed shower head (48 inches high)

Accessible and accommodating cafeterias

- ☒ Tables (28-34 inches high)
☒ Serving line [counter] (28-34 inches high)
☒ Aisles (minimum 38 inches wide)

Accessible telephones

- ☒ Maximum 48 inches high ☐ TDD available ☐ Earpiece (volume adjustable)

SANITATION

TOILETS

The American Red Cross recommended ratio for toilet facilities is a minimum of 1 restroom for 40 people. Count only those facilities that will be accessible to shelter residents and shelter staff.

Projected population ÷ 40 = projected needed number of toilet facilities.

Number of toilets available:	Men	4	Women	6	Unisex	0	People with Disabilities	2
Projected need:	Men		Women		Unisex		People with Disabilities	
- Total available:	Men		Women		Unisex		People with Disabilities	
Portable toilets needed:	Men		Women		Unisex		People with Disabilities	

SINKS

The recommended ratio of sinks is one sink for every two toilets.

Number of sinks available:	Men	3	Women	3	Unisex	0	People with Disabilities	1
Projected need	Men		Women		Unisex		People with Disabilities	
Total available:	Men		Women		Unisex		People with Disabilities	
Portable sinks needed:	Men		Women		Unisex		People with Disabilities	

SHOWERS

The best case scenario for showers is 1 shower for every 40 residents. In the case of evacuation shelters, the ratio can be higher. However, if it is determined that an evacuation shelter will be open longer term, alternative arrangements will have to be made. There might be a nearby facility that, while it couldn't be used a shelter, might have showers available. Consider requesting transportation through partner agencies; when a Disaster Relief Operation (DRO) has been set up, requests can go through Partner Services at the DRO. Portable showers might need to be acquired.

Number of showers available: Men 8 Women 8 Unisex _____ People with Disabilities 2

Number of showers needed: Men _____ Women _____ Unisex _____ People with Disabilities _____

Are there any limitations on the availability of showers (time of day, etc.)? ☐ Yes ☐ No

Alternatives for showers on-site:

Alternatives for showers off-site:

FOOD PREPARATION

☐ None on site ☐ Warming oven kitchen

☒ Full-service kitchen

(If full-service meals, "per meal" number that can be produced): _____

☐ Facility uses central kitchen — meals are delivered

Central kitchen contact: _____ Phone Number: (____) _____-_____

Planning for shelter feeding

While people coming to evacuation shelters are encouraged to bring food with them, for a variety of reasons this doesn't always occur. Therefore, it pays to be prepared to feed shelter residents. For planning purposes, it is helpful to think in terms of three to five days of meals with no outside assistance. This covers the possibility of widespread damage to commercial food sources and infrastructure. Meals can range from freshly prepared food at shelter facilities that have adequate kitchen facilities to prepackaged shelf-stable meals (military-style Meals Ready to Eat [MREs], Heater Meals, etc.). The planning target should be 5 meals worth of food in inventory for each projected shelter resident.

Projected population x 5 = projected number of meals needed.

Projected need _____

- Total available 0

Meals Needed _____

Equipment (Indicate quantity and size [sq. ft.] as appropriate).

Refrigerators <u>2</u>	Walk-in refrigerators <u>1</u>	Ice machines <u>2</u>
Freezers <u>2</u>	Walk-in freezers <u>1</u>	Braising pans <u>0</u>
Burners <u>3</u>	Griddles <u>1</u>	Warmers <u>2</u>
Ovens <u>4</u>	Convection ovens <u>4</u>	Microwave ovens <u>0</u>
Steamers <u>1</u>	Steam kettles <u>1</u>	
Sinks <u>8</u>	Dishwashers <u>1</u>	

FEEDING AREAS

☐ None on site ☐ Snack Bar (seating capacity: _____) Cafeteria (seating capacity: 400)

☐ Other indoor seating (describe, including size and capacity estimate): _____

Total estimated seating capacity for eating: _____

Comments related to feeding: _____

OTHER CONSIDERATIONS

ARC 4496

"Standards for Selection of Hurricane Evacuation Shelters," or ARC4496, is a document published by the American Red Cross. Planning considerations for hurricane evacuation shelters involve a number of factors and require close coordination with local officials responsible for public safety. Technical information contained in hurricane evacuation studies, storm surge mapping, flood mapping and other data can now be used to make informed decisions about the suitability of shelters. Anyone considering using a facility as a hurricane evacuation shelters should carefully review ARC 4496 and consult with local officials to ensure safety of the facility is considered.

HEALTH SERVICES

Number of rooms available: 1 Number of beds or cots available: 2

Number of rooms needed: Number of beds or cots needed:

Total square footage of available health care space: 900 SF

BABY AND INFANT SUPPORT SUPPLIES

Diaper changing tables are extremely important due to health safety considerations. While there is not a recommended number of tables by population, there should be changing tables available. Beyond diaper changing, it is helpful to know in advance what baby supplies are available, if needed.

of diaper changing tables: 2

of diapers available: 0

Cans of formula available: 0

LAUNDRY FACILITIES

Generally, shelters do not have access to laundry facilities. Availability of such facilities would be considered an extra and not a necessity. These facilities would be especially useful for a shelter open longer than a week.

Number of clothes washers: 2 Number of clothes dryers: 2

Will the shelter worker or shelter residents have access to these machines? ☒ Yes ☐ No

Are laundry facilities coin operated? ☐ Yes ☒ No

Special conditions or restrictions:

ADDITIONAL INFORMATION

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

IF NO- is there a current written agreement to use this site? ☐ 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 this facility

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: _____ Required ☐ Yes ☐ No

Will any of the above groups be trained or experienced in shelter management?

IF YES, please list: _____

RECOMMENDATIONS/OTHER INFORMATION (Be specific):

***** Attach a sketch or copy of the facility floor plan *****

Survey completed/updated by

Mae Robinson, Principal
Printed Name

Mae F. Robinson
Signature Date completed 5/21/10

Mark McMaster,
Maintenance Supervisor
Printed Name

Mark McMaster
Signature Date completed 5/21/10

CHARLES WARRINGTON

Charles Warrington
9/21/10

John C Oberg

John C. Oberg
Board Secretary
Business Administrator

JCO 9-21-10