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: ______
Street Address: ______
Town/City: ______  County/Parish: ______  State: ______  Zip Code: ______
Mailing Address (if different): ______
Phone: (____) ______-______  Fax: (____) ______-______
Email address (if applicable): ______

EMERGENCY CONTACT INFORMATION:
To authorize facility use, contact (Name[s], phone number[s], cell number[s]); include secondary contacts:
________________________________________________________________________
________________________________________________________________________
To open the facility 24/7, contact (Name[s], phone number[s], cell number[s]); include secondary contacts:
________________________________________________________________________

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: ______  Longitude: ______

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 = ______ at ______ square feet
General = ______ at ______ 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: ______ 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: _____

□ Auto start □ Manual start Fuel type _____

Utility company name: _____

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

Generator fuel vendor: _____ Emergency phone number: (____) ____-_____

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: _____

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

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

Cooling □ Electric □ Natural gas □ Propane

Utility/vendor name: _____

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

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

Cooking □ Electric □ Natural Gas □ Propane □ No cooking facilities on site
Utility/Vendor name: 
Contact name: ______ Emergency phone number: (____) ____-____
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: ______
Utility/vendor name: ______
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.

\[
\text{Projected population} \times 3 = \text{projected number of gallons of water needed.}
\]

\[
\text{Projected population} \times 3 \quad \text{-Total available}
\]

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.

\[
\text{Projected population} \div 10 = \text{projected number of cots needed.}
\]

\[
\text{Projected population} \div 10 \quad \text{- Total available} \\
\text{Projected population} \div 5 \quad \text{- Total available}
\]

Cots needed ______ 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.

<table>
<thead>
<tr>
<th>Number of toilets available:</th>
<th>Men</th>
<th>Women</th>
<th>Unisex</th>
<th>People with Disabilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projected need:</td>
<td>Men</td>
<td>Women</td>
<td>Unisex</td>
<td>People with Disabilities</td>
</tr>
<tr>
<td>- Total available:</td>
<td>Men</td>
<td>Women</td>
<td>Unisex</td>
<td>People with Disabilities</td>
</tr>
<tr>
<td>Portable toilets needed:</td>
<td>Men</td>
<td>Women</td>
<td>Unisex</td>
<td>People with Disabilities</td>
</tr>
</tbody>
</table>

SINKS

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

<table>
<thead>
<tr>
<th>Number of sinks available:</th>
<th>Men</th>
<th>Women</th>
<th>Unisex</th>
<th>People with Disabilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projected need</td>
<td>Men</td>
<td>Women</td>
<td>Unisex</td>
<td>People with Disabilities</td>
</tr>
<tr>
<td>Total available:</td>
<td>Men</td>
<td>Women</td>
<td>Unisex</td>
<td>People with Disabilities</td>
</tr>
<tr>
<td>Portable sinks needed:</td>
<td>Men</td>
<td>Women</td>
<td>Unisex</td>
<td>People with Disabilities</td>
</tr>
</tbody>
</table>
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 _______ Women _______ Unisex _______ People with Disabilities _______

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 ______

  Meals Needed ______

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

Refrigerators ______ Walk-in refrigerators ______ Ice machines ______

Freezers ______ Walk-in freezers ______ Braising pans ______

Burners ______ Griddles ______ Warmers ______

Ovens ______ Convection ovens ______ Microwave ovens ______

Steamers ______ Steam kettles ______

Sinks ______ Dishwashers ______

FEEDING AREAS

□ None on site □ Snack Bar (seating capacity: _____) □ Cafeteria (seating capacity: _____)
□ 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: _____ Number of beds or cots available: _____
Number of rooms needed: _____ Number of beds or cots needed: _____
Total square footage of available health care space: _____

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: _____
# of diapers available: _____
Cans of formula available: _____

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: _____ Number of clothes dryers: _____
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

____________________________  __________________________  ________
Printed Name      Signature      Date completed

____________________________  __________________________  ________
Printed Name      Signature      Date completed