Introduction

This <u>optional</u> job tool provides an organized method of planning the opening of a shelter. The steps and planned actions can be modified by the user to meet the needs of the current operation. Once completed, the plan can be copied and shared with the Mass Care chief, shelter manager, Logistics, and other groups with a vested interest in the timing and steps associated with opening the shelter.

This job tool should be used in conjunction with the following doctrine:
- Sheltering Standards and Procedures
- Job Tool: Sheltering Lead
- Job Tool: Operating a Shelter

Shelter Opening Plan

Plan Creation Date: _____ Incident/DR#:_____

Shelter Name:	☐ Red Cross Managed ☐ Partner-managed
Opening Date/Time:	
Reason for Opening:	

Shelter Address:
Shelter Manager Name/Phone:
Facility POC Name/Phone:

Step	Planned Date/Time	Person Responsible	Planned Actions
Request Staff			Include DHS and DMH in staffing request.
Conduct Opening Walkthrough/Inspection			
Receive Staff			
Request Material Resources			**Trailer** – containing cots, blankets, signage kits, office supplies, paper products **Technology Equipment** – laptop and cell for shelter communication and reporting. **Paperwork** – or admin kit with all current forms. **MCPC** – if Logistics is unable to support urgent sheltering needs. **Other** -
Request Feeding Resources			Meals – Equipment – coffee maker Feeding Supplies -
Post Signage Inside and Outside			
Receive & Set Up Material Resources			Reception Registration Dormitory Feeding Information Other
Make Opening Notifications			Shelter Manager Notifies the Sheltering Lead Sheltering Lead Notifies Other Functions
Open the Shelter to the Public			
Open the Facility in NSS			