## Introduction

This optional job tool provides an organized method of planning the closure 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 closing 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 Closure Plan

Plan Creation Date: \_\_\_\_\_\_\_\_\_\_\_ Incident/DR#:\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Shelter Name:** | □ Red Cross Managed □Partner-managed □Independently Managed |
| **Closure Date/Time:**  |
| **Reason for Closure:**  |

|  |
| --- |
| **Shelter Address:**  |
| **Shelter Manager Name/Phone:**  |
| **Facility POC Name/Phone:**  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Step** | **Planned Date/Time** | **Person Responsible** | **Planned Actions** |
| Notify Clients |  |  | Verbal NotificationPost Signage Stating \_\_\_ |
| Client Transportation Plan |  |  |  |
| Last Meal |  |  |  |
| Pack Material Resources |  |  | **Trailer** – Material resources to be returned to shelter trailer**Technology Equipment** – Laptop and cell phone will be packed by \_\_\_ and located \_\_\_ for removal.**Paperwork** will be packed by \_\_\_\_ and located \_\_\_\_ for removal.**MCPC** will be packed by \_\_\_ and located \_\_\_for return to Sheltering at national headquarters. |
| Remove Material Resources |  |  | **Trailer** – \_\_\_ will pick up trailer \_\_\_\_ on\_\_\_ at\_\_\_\_.**Technology Equipment** – \_\_\_ will return laptop and cell phone to DST headquarters.**Paperwork** – \_\_\_ will return all forms to Sheltering at national headquarters.**MCPC** – \_\_\_ will return to Sheltering at national headquarters. |
| Return Facility to Pre-shelter Condition |  |  |  |
| Turn Facility Over to Facility Owner |  |  |  |
| Notify Operational Headquarters |  |  | Shelter manager notifies sheltering lead.Sheltering lead notifies other functions. |
| Close the Facility in NSS |  |  |  |
| Release Staff |  |  |  |