## Introduction

This optional 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 |  |  |  |