## Introduction

This optional job tool provides an organized method of planning the relocation of a shelter from one facility to another. 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 relocation 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 Relocation Plan

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

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| **Closing Shelter Name:** | □ Red Cross Managed □Partner-managed □ Independently Managed |
| **Opening Shelter Name:** | □ Red Cross Managed □Partner-managed  |
| **Close Date/Time:**  | **Open Date/Time:**  |
| **Reason for Relocation:**  |

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

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| **CLOSING Steps** | **Planned Date/Time** | **Person Responsible** | **Planned Actions** |
| Notify clients |  |  | Verbal NotificationPost Signage Stating \_\_\_ |
| Plan Staff |  |  | \_\_\_ will set up at the new facility. \_\_\_ will shut down the current facility. |
| Client Transportation Plan |  |  |  |
| Last Meal |  |  |  |
| Relocate Material Resources |  |  | **Trailer** – material resources to be returned to shelter trailer.**Technology Equipment** – laptop and cell will be packed by \_\_\_ and located \_\_\_ for relocation.**Paperwork** will be packed by \_\_\_\_ and located \_\_\_\_ for relocation.**MCPC** will remain with the shelter manager. |
| Return Facility to Pre-Shelter Condition |  |  |  |
| Turn Facility over to Facility Owner |  |  |  |
| Notify Operational Headquarters |  |  | Shelter Manager Notifies Sheltering LeadSheltering Lead Notifies Other Functions |
| Close the Facility in NSS |  |  |  |
| Notes: |

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

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| **OPENING Steps** | **Planned Date/Time** | **Person Responsible** | **Planned Actions** |
| Conduct Opening Walkthrough/Inspection |  |  |  |
| First Meal |  |  |  |
| Post Signage Inside and Outside |  |  |  |
| Receive & Set Up Material Resources |  |  | ReceptionRegistrationDormitoryFeedingInformationOther |
| Make Opening Notifications |  |  | Shelter Manager Notifies the Sheltering LeadSheltering Lead Notifies Other Functions |
| Open the Shelter |  |  |  |
| Open the Facility in NSS |  |  |  |

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| Notes: |