

Mass Care Sheltering Task Force Leader Checklist

Mass Care Sheltering Task Force Leader reports directly to the State Mass Care Coordinator.

The overall responsibility of the Mass Care Sheltering Task Force Leader is to support the State Mass Care Coordinator by directing the State Sheltering Task Force to assist the State Emergency Response Team (SERT) in planning and coordinating assigned Shelter Support Plan operating priorities and goals. Additionally, the Task Force maintains situational awareness through monitoring, analyzing, validating, and making resource recommendations to support the State based upon the incoming information.

***Note: This job aid is a general guide, designed to identify tasks when they may logically occur. They are not limited to the timeframe indicated and may be performed concurrently or in a different sequence, if required.**

Initial Actions

Report to State EOC/Check into the event

- _____ Make travel arrangements (if necessary)
- _____ Review State Emergency Operations Plan and Mass Care Plans
- _____ Review status of the disaster event
- _____ Read available situation reports and other reliable data sources (media reports, VOAD, Red Cross, VAL) focusing on the status of sheltering
- _____ Determine prior and ongoing shelter activities: information about essential operations, response efforts of NGO and other agencies, current and previous population statistics and shelter locations
- _____ Obtain briefing from the State Mass Care Coordinator on the scale of the disaster and potential impact
- _____ Discuss with State Mass Care Coordinator the STF priorities and/or goals and objectives related to this disaster event
- _____ Determine who and when the STF members will be arriving

Establish Work Area (Conference Room)

- _____ Meet with State Mass Care Coordinator or designee to set up conference room and arrange for administrative support as needed for the STF (telephones, network connections, printers, video capability, etc.)
- _____ Review the STF organizational structure and determine if any adjustments need to be considered
- _____ Outline the communication procedures and flow (email, telephone, to Mass Care Coordinator, ESF 6 Desk, etc.)
- _____ Organize Outlook – establish folders, distribution lists
- _____ Check desk phone number and telephone numbers for the ESF 6 Desk and State Mass Care Coordinator and Team
- _____ Assure resource material relative to the STF is available (Shelter Operating Guide, Sheltering Plan, State EOP, ESF 6 Annex, IAP, etc.)

Immediate Actions (0-48 Hours)

0+1 Hour Actions

- _____ Attend any scheduled ESF 6 briefings
- _____ Determine the State EOC Battle Rhythm
- _____ Obtain the ESF #6 Table of Organization as well as the T/O of the State EOC

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- _____ Prepare battle rhythm schedule (Conference calls, briefings – to attend and to give to the STF members, report schedule, etc.) and incorporate into the State EOC battle rhythm
- _____ Request and review the State NSS (or other state system) shelter report
- _____ Review any information available on the present sheltering situation to include capacity and capability
- _____ Deliver orientation to incoming staff
- _____ If STF members are new to the task force; provide a job induction briefing to include their roles and responsibilities as members of the TF
- _____ Brief STF on the status of the disaster
- _____ Establish STF member contact list and set up conference line as needed

1 + 6 Hour Actions

- _____ Review with STF the sheltering elements, human and material resource requirements, wrap around services, and any other pertinent sheltering tasks relative to the sheltering activity and will need to be addressed during the response
- _____ Assign STF members' specific roles and responsibilities based upon the situational analysis of the disaster event and the sheltering requirements
- _____ Confirm if there are shelters for medical and household pets
- _____ Determine in-state human and material resources available to support sheltering
- _____ Begin to assess if there are any identified sheltering resource shortfalls
- _____ Contact the State Voluntary Agency Liaison (VAL) to gain situational awareness on voluntary organizations as it pertains to sheltering
- _____ Coordinate with the Red Cross and other sheltering partners to ensure that the shelters meet the ADA requirements and if not address the shortfalls
- _____ Coordinate with the FEMA Mass Care representative to determine if FEMA logistics has pre-staged any sheltering resources and where
- _____ Discuss federal partner human and material resource capabilities/assets and process for obtaining the resources, if needed
- _____ Prepare briefing for State Mass Care Coordinator based on information gathered from the above considerations and make recommendations for any resource support that may be required
- _____ Acquire daily shelter numbers from the Red Cross Disaster Relief Operation
- _____ Prepare mass care statistical and other required sheltering reports for the State Mass Care Coordinator

6+ 12 Hour Actions

- _____ Meet with State Mass Care Coordinator to identify any outstanding issues and have the STF address any identified resource issues
- _____ Obtain situational awareness from all reliable sources
- _____ Explain the state system for processing resource requests
- _____ Follow-up and track any resource requests for the shelters
- _____ Coordinate with Red Cross and State ESF 6 Desk – EOC (when necessary) about shelter shuttles for residents
- _____ Coordinate with State Mass Care Coordinator to determine if, based on a Presidential Declaration, FEMA "Registration intake" needs to/can be set up at shelters
- _____ Establish planning timeline for next 72 hours. Determine shelter requirements. Analyze ongoing activities; including size, scope and impact of event, required, identified shortfalls, and available resources
- _____ Obtain current and impending weather conditions
- _____ Prepare to brief either the State ESF 6 Desk or the in-coming shift if there is 24 hour coverage (shifts are usually twelve hour time frames)

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12 to 48 Hours

- _____ Designate and assign multi-agency casework teams to visit the shelters and assess any resource shortfalls
- _____ Initiate plan to transition to more permanent or long-term shelter solutions
- _____ Ensure that all ad hoc shelters are located and have the resources necessary to manage the shelter
- _____ Coordinate with GIS to have the shelter locations including the medical and household pet shelters mapped and produced and provided to the stakeholders
- _____ Assess through the sheltering partners if the shelter residents have the ability to access and understand assistance programs
- _____ Identify needed wrap around services at the shelters (cultural, dietary, behavioral health services, case work, IT, etc.)
- _____ Continue to maintain situational awareness through monitoring information, analyzing and validating requests and supporting the shelters by identifying resource shortfalls and making recommendations to the State Mass Care Coordinator

Short-term Actions (48-96 Hours)

- _____ Continue to monitor, analyze and validate, and support the sheltering operations. Focus on the need to expand, consolidate and/or relocate shelters based upon impact
- _____ Assess shelter staffing patterns and determine if additional shelter staff need to be activated and recommend the need to the State Mass Care Coordinator
- _____ Assess resource requirements and recommend to the State Mass Care Coordinator the need, if indicated, for federal support
- _____ If there is a Declaration for Individual Assistance, coordinate the need for FEMA registration teams at the shelters
- _____ Maintain situational awareness on the sheltered population and the need for alternate housing options
- _____ Coordinate with the State Housing TF to determine what housing options are available either within or near the impact area in order that the information may be provided to the shelter population
- _____ Address any extenuating circumstances
- _____ Ensure that essential and wrap around services are provided at the shelters
- _____ Determine the need for more specialized shelter assessment teams to visit the shelters (public health, veterinarians, access and functional needs personnel, etc.)
- _____ If specialized shelter assessment teams are needed, work with the State ESF 6 desk to have the appropriate personnel recruited and deployed

Long-term Actions (96 hours plus)

- _____ Continue to coordinate with the State Housing Task Force to depopulate the shelters
- _____ Recommend to the State Mass Care Coordinator consolidating and/or closing shelters as the shelter population decreases
- _____ Ensure that the TF members provide a summary of their activities and recommendations for improvement prior to demobilizing
- _____ Recommend demobilization of TF members as the shelter population decreases and the individuals are placed in alternate housing solutions
- _____ If FEMA, at the request of the State, activates the Transitional Sheltering Assistance (TSA) program coordinate with housing and individual assistance on the roles and responsibilities of the STF relative to the program
- _____ Prepare a final report (After Action Recommendations) for both issues and successes that can be included in the sheltering documents