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SHELTER PLAN ANNEX J

I. PURPOSE

The purpose of this plan is to explain and prescribe the responsibilities of local government and private relief agencies in providing emergency shelter and/or temporary housing for people displaced from their residence by an emergency or disaster.

II. GENERAL INFORMATION

SHELTERS PROTECT PEOPLE IN THE EVENT OF A DISASTER

- A. Shelters serve **two** basic functions.
 - C One is the predesignated shelter that **protects** people from an immediate or ongoing danger such as tornado.
 - C The other function is the **care** of disaster victims made homeless by the results of a disaster or emergency. This is accomplished by use of **preselected** shelters and is the subject of this annex.
- B. There are **two** basic types of shelters.
 - C One is the **Emergency** Shelter, often referred to as Congregate Care or Congregate Lodging. These are facilities, such as churches, lodges, schools, or National Guard armories, adequate to provide temporary shelter for disaster victims.
 - C The other is **Temporary** Housing. This is longer duration shelter for disaster victims which includes unoccupied, available public or Federally owned housing, rental properties, mobile homes or other readily fabricated dwellings.
- C. Shelters for care of disaster victims should meet the following requirements.
 - C Be a safe and healthful facility reasonably near the victim's homes.
 - C Consider use of appropriate size of building (use churches for up to 100 people; use schools over

- 100 people).
- C Have suitable space for sleeping quarters (40-60 sq. ft./bed).
- C Have secured storage areas, separate rooms for elderly and families with children, disabled (as needed), nursing, and office space.
- C Have adequate supply of drinking water (5 Gal/person/day for all uses); toilet and bathing facilities (one toilet/40 people).
- C Include provisions for cooking, serving, and storing food (each person will need 2500 calories).
- C Have fire and police protection.
- C Have adequate parking.
- ** *A building may still be considered adequate if several of the above mentioned requirements are missing.*

III. CONCEPT OF OPERATIONS

- A. This annex will be activated when a disaster or emergency has occurred in Boulder County/City of Boulder requiring evacuation of people to emergency shelters.
- B. When the decision to evacuate people to emergency shelter is made by the Incident Commander, Board of County Commissioners, or City Manager, it will be communicated immediately to the Situation Information Center. The American Red Cross, Boulder County Social Services and City of Boulder representatives will be notified so sheltering and medical care preparations can be made.
- C. The American Red Cross Boulder County Branch will be advised to activate their shelter procedures and otherwise assist in the emergency operation.
- D. Different shelter facilities may be selected for each type of disaster. Locations of emergency shelters should be provided to the public prior to as well as during the emergency in accordance with the Public Information Annex of the Boulder Emergency Operations Plan.
- E. Disaster victims not requiring medical care should be sheltered in accordance with the procedures outlined in this annex. Victims requiring medical treatment and/or hospitalization should be directed or transported to the nearest

available medical facility.

- F. An agreement to use each facility or structure as a shelter should be confirmed in writing (see American Red Cross files). An inventory or emergency shelters should be maintained. The regular maintenance force should continue to serve, and the agreements should provide for reimbursement of utilities and repair of damage.
- G. There must be a written survey of the building and equipment prior to shelter occupancy (see American Red Cross files). All parties involved should have copies of the survey.
- H. Shelters normally remain open no longer than absolutely required.
- I. If the magnitude of the disaster is such that the services of other volunteer groups are needed to mitigate suffering and aid in sheltering, the EOC staff (i.e., American Red Cross, County Social Services, City Housing & Human Services) representatives will contact other volunteer organizations for assistance.
- J. A list of the American Red Cross Headquarters follows.
- K. A list of American Red Cross Key Personnel follows.
- L. A list of **preselected** shelters, locations, capacities, capabilities and constraints is attached as Appendix 1. See Appendix 2 for Mass Care Shelters.

IV. ORGANIZATION AND RESPONSIBILITIES

- A. It is the responsibility of local government to provide emergency shelter and temporary housing for disaster victims within its own capabilities, and to request and facilitate the implementation of shelter assistance provided by private relief agencies and other state and federal programs. When local resources are fully committed, and upon request, State government will assist in providing emergency shelter and/or temporary housing for disaster victims. The State Coordinating Officer will arrange the emergency shelters through the Department of Social Services and temporary housing through the Department of Local Affairs (Division of Housing).

- B. Elements of local government including representatives from Boulder County Social Services, City of Boulder Housing & Human Services and Emergency Management Director, together with the American Red Cross and other private and volunteer welfare organizations acting as a county sheltering committee will:
 - C. Develop local shelter resource lists and procedures for providing emergency shelter and temporary housing for disaster victims.
 - a. The American Red Cross, Boulder County Branch, will take the lead in developing procedures, selecting facilities, obtaining shelter facility agreements, developing sheltering procedures, and training shelter managers. The Red Cross was assigned such responsibilities under Congressional Chapter (Statute 33-5990, 5 January 1905) and in the Federal Disaster Relief Acts 1970 and 1974 (Public Law 93-288 as amended by 36 U.S.C.); and they have developed the necessary organization, administrative procedures, and support structure. These services are provided at the discretion of American Red Cross without restriction from public or private authorities. Nationally, the Red Cross will provide necessary operational direction and support, including supplies, personnel and financial resources when required to augment the resources of the community and chapter.
 - b. The procedures and appropriate checklists will include the following shelter related emergency activities fully coordinated with local government and relief agencies.
 - C Sheltering
 - C Feeding
 - C Clothing
 - C Registration and inquiry
 - C Recruit, select, and train local residents as Shelter Managers.
 - C Conduct expedient training of Shelter Managers when situation requires.
 - C Select sources, establish quantitative and qualitative requirements and maintain suitable inventory of shelter supplies.
 - C Local government and relief agency authorities must review, exercise and update the plan at predetermined regular intervals.

V. ADMINISTRATION

It is essential that all county and municipal agencies, as well as all private and volunteer welfare agencies, maintain accurate financial records.

(303) 722-7474 - 1-800-447-4886

AMERICAN RED CROSS HEADQUARTERS

Disaster Headquarters

Boulder County Branch
American Red Cross
5378 Sterling Drive
Boulder, CO 80301
Phone: (303) 442-0577

American Red Cross Headquarters

Mile High Chapter
American Red Cross
444 Sherman
Denver, CO 80203
Phone: (303) 722-7474

**AMERICAN RED CROSS EMERGENCY
TELEPHONE LIST**

BOULDER COUNTY BRANCH

Primary Point Of Contact

Brannen Ulrick
Branch Administrator, Boulder County Branch

Office: (303) 442-0577
Home: (303) 554-6290
Cell #: (303) 589-0810
Pager: (303) 281-5004
(303) 441-4444

Alternate Point Of Contact

Suzanne Crawford
Emergency Services Specialist

Office: (303) 442-0577
Pager: (303) 885-7108
(303) 441-4444

AMERICAN RED CROSS 24 HOUR PHONE:

Appendix 1 - Preselected Shelter Sites

FOR RED CROSS USE			# Of Maximum Sleep Capacity	Office Equipment Available	# Of Telephone Trunk Lines	Emergency Heat or Ventilation	Emergency Power Generator	Kitchen Available	Showers Available	Above Flood Level	Underground Facilities
BUILDING NAME ADDRESS	OWNER/MANAGER NAME ADDRESS	TELEPHONE #									
Baseline Middle School 700 -20th Street - Boulder 80302	Boulder Valley School District (School)	303-447-1010 303-443-1062	150	YES	3	NO	NO	YES	YES	YES	NO
Boulder High School 1604 Arapahoe - Boulder 80302	Boulder Valley School District (School)	303-447-1010 303-442-2430	250	YES	4	NO	NO	YES	YES	NO	NO
Broomfield High School 301 W. 10th - Broomfield 80020	Boulder Valley School District (School)	303-447-1010 303-466-7344	250	YES	6	NO	NO	YES	YES	YES	NO
Broomfield Middle School 1555 Daphne - Broomfield 80020	Boulder Valley School District (School)	303-447-1010 303-466-2837	250	YES	8	NO	NO	YES	YES	YES	NO
United Methodist Church 545 W. 10th - Broomfield 80020	Rev. Don Sperber (Church) 1120 Ash - Broomfield	303-469-6047 303-466-1719	150	YES	2	NO	NO	YES	NO	YES	YES
Burbank Middle School 290 Manhattan - Boulder 80303	Boulder Valley School District (School)	303-447-1010 303-494-0335	200	YES	2	NO	NO	YES	YES	NO	NO
Casey Middle School 2410 - 13th Street - Boulder 80302	Boulder Valley School District (School)	303-447-1010 303-442-5235	100	YES	5	NO	NO	YES	YES	YES	NO
Centaurus High School 10300 S. Boulder Rd. - Lafayette 80026	Boulder Valley School District (School)	303-447-1010 303-665-9211	300	YES		NO	NO	YES	YES	YES	
Centennial Middle School 2205 Norwood - Boulder 80302	Boulder Valley School District (School)	303-447-1010 303-443-3760	112	YES		YES	NO	YES	YES	YES	
Fairview High School 1515 Greenbriar - Boulder 80303	Boulder Valley School District (School)	303-447-1010 303-499-7600	700	YES	6	YES	YES	YES	YES	YES	NO
Lafayette Elementary 101 N. Bermont - Lafayette 80026	Boulder Valley School District (School)	303-447-1010 303-665-5046	100	YES		NO	NO	NO	YES	NO	

Appendix 1 - Preselected Shelter Sites

FOR RED CROSS USE			# Of Maximum Sleep Capacity	Office Equipment Available	# Of Telephone Trunk Lines	Emergency Hear or Ventilation	Emergency Power Generator	Kitchen Available	Showers Available	Above Flood Level	Underground Facilities
BUILDING NAME ADDRESS	OWNER/MANAGER NAME ADDRESS	TELEPHONE #									
Louisville Elementary 400 Hutchinson - Louisville 80027	Boulder Valley School District (School)	303-447-1010 303-666-6562	100	YES		YES	YES	YES	YES	NO	
Mapleton Elementary 840 Mapleton - Boulder 80302	Boulder Valley School District (School)	303-447-1010 303-442-6962	100	YES		YES	YES	YES	NO	NO	
Nederland Elementary 750 Highway #72 - Nederland 80466	Boulder Valley School District (School)	303-447-1010 303-442-4387	200	YES		NO	NO	NO	YES	YES	
Nederland Jr.Sr. High School Eldora Ski Road - Nederland 80466	Boulder Valley School District (School)	303-447-1010 303-449-3500	220	YES		NO	NO	YES	YES	YES	
Platt Middle School 6096 Baseline Road - Boulder 80303	Boulder Valley School District (School)	303-447-1010 303-499-6800	250	YES		NO	NO	YES	YES	YES	
Sacred Hear of Jesus School 1316 High Street - Boulder 80302	Father Louis Kirby 2312 - 13th Street - Boulder 80302	303-442-6158 303-447-2362	250	YES		NO	NO	YES	NO	NO	
Southern Hills Middle School 1500 Knox Drive - Boulder 80303	Boulder Valley School District (School)	303-447-1010 303-494-2866	162	YES		NO	NO	YES	YES	YES	
Y W C A 2222 - 14th Street - Boulder 80302	B Batten Pres. 291C Vassar Drive (Building)	303-494-7879 303-443-0419	81	YES		NO	NO	YES	NO	NO	

Appendix 2 - Mass Care: List of Shelter Sites

FOR RED CROSS USE			# Of Maximum Sleep Capacity	Office Equipment Available	# Of Telephone Trunk Lines	Emergency Heat or Ventilation	Emergency Power Generator	Kitchen Available	Showers Available	Above Flood Level	Underground Facilities
BUILDING NAME ADDRESS	OWNER/MANAGER NAME ADDRESS	TELEPHONE #									
Niwot High School 8989 E. Niwot Road - Niwot 80503	St. Vrain Valley School District (School)	303-776-6200 303-652-2550	300	YES	4	NO	YES	YES	YES	YES	NO
Longmont Middle School 1300 South Sunset - Longmont 80501	St. Vrain Valley School District (School)	303-776-6200 303-776-3693	300	YES	3	NO	YES	YES	YES	YES	NO
Northeast Middle School 223 E. Mt. View - Longmont 80501	St. Vrain Valley School District (School)	303-776-6200 303-772-7900	300	YES	3	NO	NO	YES	YES	YES	NO
Longs Peak Middle School 1500 - 14th Street - Longmont	St. Vrain Valley School District (School)	303-776-6200 303-776-5611	300	YES	3	NO	NO	YES	YES	YES	NO
Lyons Jr. Sr. High School Lyons 80540	St. Vrain Valley School District (School)	303-776-6200 303-823-6631	250	YES	2	NO	NO	YES	YES	YES	NO
Longmont High School 1040 Sunset - Longmont 80501	St. Vrain Valley School District (School)	303-776-6200 303-776-6014	400	YES	4	NO	NO	YES	YES	YES	NO
Skyline High School 600 E. Mt. View - Longmont 80501	St. Vrain Valley School District (School)	303-776-6200 303-651-0123	350	YES	3	NO	NO	YES	YES	YES	NO
First Christian Church 550 Coffman - Longmont 80501	Rev. McCann (Church)	303-776-2927	100	YES	2	NO	NO	NO	NO	YES	NO
Rocky Mountain Church 9447 Niwot Road - Niwot 80503	Rev. Ahlgrim (Church)	303-652-2211	100	YES	2	NO	NO	NO	NO	YES	NO
Boulder County Fairgrounds 9595 Nelson Road - Longmont 80501	County Commissioners	303-678-6235	600				NO	YES	YES		
University of Colorado Various Dorms & Other Facilities	University of Colorado Chancellor										

Appendix 2 - Mass Care: List of Shelter Sites

FOR RED CROSS USE			# Of Maximum Sleep Capacity	Office Equipment Available	# Of Telephone Trunk Lines	Emergency Hear or Ventilation	Emergency Power Generator	Kitchen Available	Showers Available	Above Flood Level	Underground Facilities
BUILDING NAME ADDRESS	OWNER/MANAGER NAME ADDRESS	TELEPHONE #									
Nativity of Our Lord Church 900 West Midway - Broomfield 80020	Virginia Beck Administrative Assistant	303-469-5171					NO	YES	NO		
Louisville Recreation Center 900 West Via Appia - Louisville 80027	Keith Williams Recreational Director	303-666-7400	200				NO	YES	YES		
Left Hand Grange 197 - 2nd Avenue - Niwot 80503	Mike Holubec	303-652-2264	50				NO	YES	NO		

Appendix 2 - Mass Care: List of Shelter Sites

FOR RED CROSS USE			# Of Maximum Sleep Capacity	Office Equipment Available	# Of Telephone Trunk Lines	Emergency Heat or Ventilation	Emergency Power Generator	Kitchen Available	Showers Available	Above Flood Level	Underground Facilities
BUILDING NAME ADDRESS	OWNER/MANAGER NAME ADDRESS	TELEPHONE #									