

## Attachment 2 ARC SHELTER FACILITY SURVEY

Please print all information. This form is generic to many types of shelters; some of the questions on this form might not apply to every site. In such cases, answer N/A (not applicable).

Site Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Town/City: \_\_\_\_\_ County/Parish: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Mailing Address (if different): \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Email address (if applicable): \_\_\_\_\_

### EMERGENCY CONTACT INFORMATION:

To authorize facility use, contact (Name[s], phone number[s], cell number[s]); include secondary contacts:

\_\_\_\_\_  
\_\_\_\_\_

To open the facility 24/7, contact (Name[s], phone number[s], cell number[s]); include secondary contacts:

\_\_\_\_\_  
\_\_\_\_\_

**Directions to the facility from the nearest major highway evacuation route.** Use major landmarks (e.g., highways, intersections, rivers, railroad crossings, etc.). Do not use landmarks likely to be destroyed or unrecognizable after the disaster. Include latitude and longitude if available (they can be obtained via GPS).

Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_

### CAPACITY

Capacity for all shelters should be calculated using any space that could feasibly be used as sleeping space for an event. In an evacuation shelter, capacity should be calculated using 15 to 20 square feet per person. In a general shelter, use 40 to 60 square feet per person to determine capacity.

Capacity            Evacuation = \_\_\_\_\_ at \_\_\_\_\_ square feet  
                          General = \_\_\_\_\_ at \_\_\_\_\_ square feet

---

### LIMITATIONS ON FACILITY USE

Some facilities are only available during certain times due to other activities. Please indicate the dates that the facility is available.

- This facility will be available for use at any time during the year.
- This facility is **only** available for use during the following time periods.
- From: \_\_\_\_\_ to \_\_\_\_\_
- From: \_\_\_\_\_ to \_\_\_\_\_
- This facility is **not** available for use during the following time periods:
- From: \_\_\_\_\_ to \_\_\_\_\_
- From: \_\_\_\_\_ to \_\_\_\_\_

Some facilities have specific areas that can be used as an emergency shelter. Please indicate restrictions on use of certain areas of the building or if the entire facility is available for use.

**GENERAL FACILITY INFORMATION**

**FIRE SAFETY**

Some facilities that appear to be suitable for sheltering might not meet fire codes based on building capacity. This list of questions is not meant to be exhaustive. It is recommended that local codes be examined to determine if the facility meets them. In addition, contact can be made with the fire department to ensure compliance.

Does the facility have inspected fire extinguishers?  Yes  No

Does the facility have functional fire sprinklers?  Yes  No

Does the facility have a fire alarm?  Yes  No

If yes, choose one:  Manual (pull-down)  Automatic

Does the fire alarm directly alert the fire department?  Yes  No

Comments from fire department, if available: \_\_\_\_\_

**UTILITIES**

A major concern in running an emergency shelter is whether or not utilities can continue to run after a storm. This section is designed to evaluate the capabilities of the facility and to list the appropriate contacts in case the utilities fail.

Emergency generator on site?  Yes  No

**IF YES-** Capacity in kilowatts \_\_\_\_\_ Power for entire shelter?  Yes  No  
If no, what will it operate? \_\_\_\_\_

Operating time, in hours, without refueling, at rated capacity: \_\_\_\_\_

Auto start  Manual start Fuel type \_\_\_\_\_

Utility company name: \_\_\_\_\_

Contact name: \_\_\_\_\_ Emergency phone number: (\_\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_

Generator fuel vendor: \_\_\_\_\_ Emergency phone number: (\_\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_

Generator repair contact: \_\_\_\_\_ Emergency phone number: (\_\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_

**IF NO-** Emergency generators do not have to be present in order to use the facility as a shelter. However, care must be taken to evaluate the appropriateness of the facility in emergency situations. For example, if there are no appropriate facilities in the area available for sheltering that have emergency generators, consideration should be made to use those facilities. Most pre-identified emergency shelters do not have generators. In addition, if a shelter does not have a generator on site, it is appropriate to pre-identify vendors so that a generator could be brought in if necessary.

**Heating**  Electric  Natural gas  Propane  Fuel  Oil

Utility/vendor name: \_\_\_\_\_

Contact name: \_\_\_\_\_ Emergency phone number: (\_\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_

Repair contact: \_\_\_\_\_ Emergency phone number: (\_\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_

**Cooling**  Electric  Natural gas  Propane

Utility/vendor name: \_\_\_\_\_



Cots needed \_\_\_\_\_

Blankets needed \_\_\_\_\_

**ACCESSIBILITY FOR PEOPLE WITH DISABILITIES**

Many people with disabilities can be accommodated in general shelters. It is important to evaluate a building to determine if it is accessible to people with disabilities. No single deficiency in the following list makes a facility “out of compliance” or unfit for consideration. There are many acceptable temporary mechanisms that can make a facility accessible. For guidance in this area, contact your local building or safety department, an assisted living center or a disability advocacy organization.

**Access to building**

- Curb cuts (minimum 35 inches wide)
- Accessible doorways (minimum 35 inches wide)
- Automatic doors or appropriate door handles
- Ramps (minimum 35 inches wide)      Are ramps:  Fixed       Portable
- Level Landings

**Accessible and accommodating restrooms**

- Grab bars (33-36 inches wide)       Sinks @ 34 inches in height
- Stall (38 inches wide)       Towel dispenser @ 39 inches in height

**Showers**

- Shower stall (minimum 36 inches by 36 inches)       Grab bars (33-36 inches in height)
- Shower seat (17-19 inches high)       Hand-held spray unit with hose
- Fixed shower head (48 inches high)

**Accessible and accommodating cafeterias**

- Tables (28-34 inches high)
- Serving line [counter] (28-34 inches high)
- Aisles (minimum 38 inches wide)

**Accessible telephones**

- Maximum 48 inches high       TDD available       Earpiece (volume adjustable)

**SANITATION**

**TOILETS**

The American Red Cross recommended ratio for toilet facilities is a minimum of 1 restroom for 40 people. Count only those facilities that will be accessible to shelter residents and shelter staff.

*Projected population ÷ 40 = projected needed number of toilet facilities.*

Number of toilets available:	Men	Women	Unisex	People with Disabilities
	_____	_____	_____	_____
Projected need:	Men	Women	Unisex	People with Disabilities
	_____	_____	_____	_____
- Total available:	Men	Women	Unisex	People with Disabilities
	_____	_____	_____	_____
Portable toilets needed:	Men	Women	Unisex	People with Disabilities
	_____	_____	_____	_____

**SINKS**

The recommended ratio of sinks is one sink for every two toilets.

Number of sinks available:	Men	Women	Unisex	People with Disabilities
	_____	_____	_____	_____
Projected need	Men	Women	Unisex	People with Disabilities
	_____	_____	_____	_____

Total available:	Men	Women	Unisex	People with Disabilities
Portable sinks needed:	Men	Women	Unisex	People with Disabilities

**SHOWERS**

The best case scenario for showers is 1 shower for every 40 residents. In the case of evacuation shelters, the ratio can be higher. However, if it is determined that an evacuation shelter will be open longer term, alternative arrangements will have to be made. There might be a nearby facility that, while it couldn't be used a shelter, might have showers available. Consider requesting transportation through partner agencies; when a Disaster Relief Operation (DRO) has been set up, requests can go through Partner Services at the DRO. Portable showers might need to be acquired.

Number of showers available:	Men	Women	Unisex	People with Disabilities
Number of showers needed:	Men	Women	Unisex	People with Disabilities

Are there any limitations on the availability of showers (time of day, etc.)?  Yes  No

Alternatives for showers on-site:

Alternatives for showers off-site:

**FOOD PREPARATION**

None on site  Warming oven kitchen

Full-service kitchen

(If full-service meals, "per meal" number that can be produced): \_\_\_\_\_

Facility uses central kitchen — meals are delivered

Central kitchen contact: \_\_\_\_\_ Phone Number: (\_\_\_\_\_) \_\_\_\_\_-\_\_\_\_\_

**Planning for shelter feeding**

While people coming to evacuation shelters are encouraged to bring food with them, for a variety of reasons this doesn't always occur. Therefore, it pays to be prepared to feed shelter residents. For planning purposes, it is helpful to think in terms of three to five days of meals with no outside assistance. This covers the possibility of widespread damage to commercial food sources and infrastructure. Meals can range from freshly prepared food at shelter facilities that have adequate kitchen facilities to prepackaged shelf-stable meals (military-style Meals Ready to Eat [MREs], Heater Meals, etc.). The planning target should be 5 meals worth of food in inventory for each projected shelter resident.

*Projected population x 5 = projected number of meals needed.*

Projected need \_\_\_\_\_

- Total available \_\_\_\_\_

Meals Needed \_\_\_\_\_

**Equipment** (Indicate quantity and size [sq. ft.] as appropriate).

Refrigerators \_\_\_\_\_ Walk-in refrigerators \_\_\_\_\_ Ice machines \_\_\_\_\_

Freezers \_\_\_\_\_ Walk-in freezers \_\_\_\_\_ Braising pans \_\_\_\_\_

Burners \_\_\_\_\_ Griddles \_\_\_\_\_ Warmers \_\_\_\_\_

Ovens \_\_\_\_\_ Convection ovens \_\_\_\_\_ Microwave ovens \_\_\_\_\_

Steamers \_\_\_\_\_ Steam kettles \_\_\_\_\_

Sinks \_\_\_\_\_ Dishwashers \_\_\_\_\_

**FEEDING AREAS**

None on site  Snack Bar (seating capacity: \_\_\_\_\_) Cafeteria (seating capacity: \_\_\_\_\_)

Other indoor seating (describe, including size and capacity estimate): \_\_\_\_\_

Total estimated seating capacity for eating: \_\_\_\_\_

Comments related to feeding: \_\_\_\_\_

**OTHER CONSIDERATIONS**

**ARC 4496**

“Standards for Selection of Hurricane Evacuation Shelters,” or ARC4496, is a document published by the American Red Cross. Planning considerations for hurricane evacuation shelters involve a number of factors and require close coordination with local officials responsible for public safety. Technical information contained in hurricane evacuation studies, storm surge mapping, flood mapping and other data can now be used to make informed decisions about the suitability of shelters. Anyone considering using a facility as a hurricane evacuation shelters should carefully review ARC 4496 and consult with local officials to ensure safety of the facility is considered.

**HEALTH SERVICES**

Number of rooms available: \_\_\_\_\_ Number of beds or cots available: \_\_\_\_\_

Number of rooms needed: \_\_\_\_\_ Number of beds or cots needed: \_\_\_\_\_

Total square footage of available health care space: \_\_\_\_\_

**BABY AND INFANT SUPPORT SUPPLIES**

Diaper changing tables are extremely important due to health safety considerations. While there is not a recommended number of tables by population, there should be changing tables available. Beyond diaper changing, it is helpful to know in advance what baby supplies are available, if needed.

# of diaper changing tables: \_\_\_\_\_

# of diapers available: \_\_\_\_\_

Cans of formula available: \_\_\_\_\_

**LAUNDRY FACILITIES**

Generally, shelters do not have access to laundry facilities. Availability of such facilities would be considered an extra and not a necessity. These facilities would be especially useful for a shelter open longer than a week.

Number of clothes washers: \_\_\_\_\_ Number of clothes dryers: \_\_\_\_\_

Will the shelter worker or shelter residents have access to these machines? Yes No

Are laundry facilities coin operated? Yes No

Special conditions or restrictions: \_\_\_\_\_

**ADDITIONAL INFORMATION**

Does the entity that plans to manage the shelter own the building? Yes No

If NO- is there a current written agreement to use this site? Yes No

Is this facility within five miles of an evacuation route? Yes No

Is this facility within ten miles of a nuclear power plant? Yes No

**Groups associated with this facility**

Facility staff required when using facility? Yes No

Paid feeding staff required when using facility? Yes No

Church auxiliary required when using facility? Yes No

Fire auxiliary required when using facility? Yes No

Other: \_\_\_\_\_ Required Yes No

Other: \_\_\_\_\_ Required Yes No

Will any of the above groups be trained or experienced in shelter management?

IF YES, please list: \_\_\_\_\_

**RECOMMENDATIONS/OTHER INFORMATION (Be specific):**

\_\_\_\_\_

**•••• Attach a sketch or copy of the facility floor plan ••••**

Survey completed/updated by

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date completed

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date completed