

GASTON COUNTY, NC

SHELTER OPERATION GUIDANCE

**This guidance can be altered and modified when
needed for specific conditions and situation**

For All Hazards and Nuclear Support Planning

**On line edition of guidance is current
for the nuclear plan**

Prepared by:

Gaston County Office of Emergency Management

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Gaston County
OPERATING GUIDELINE FOR
Shelter Operations

I. PURPOSE

The purpose of this guide is to designate and identify public shelter locations, assign personnel to manage shelters and notification procedures of persons designated to open shelters to house persons evacuated due to an incident at a nuclear power plant, natural or man-made emergency or disaster.

II. NOTIFICATION AND ALERTING

When conditions are forecasted that may threaten the citizens of the County every attempt will be made to contact the “Shelter Team” to discuss options and availability of staff members and possible site choices.

The number of shelter(s) to open and the location(s) of those will be decided by the Shelter Team if at all possible so all can have input. Factors may affect the decision process in the selection and number of sites so no decision will be noted in this guidance except it is in the County Nuclear Response plan that Stuart Cramer High School will be used for evacuees from both the McGuire area of the County and the Catawba area of the County and also to receive evacuees from York County.

III. SCOPE

This Shelter Operation Guidance outlines shelter’s locations, in-shelter functions; identifies the emergency service personnel, organization and agency responsible for these functions; and identifies the data records which must be maintained.

A) SHELTERS – ALL HIGH SCHOOLS IN THE COUNTY ARE CONSIDERED TO BE PRIMARY SHELTER SITES AND MIDDLE SCHOOL SITES AS AVAILABLE AS NEEDED.

- Ashbrook High School
- North Gaston High School
- East Gaston High School
- Southpoint High School
- Forestview High School
- Hunter Huss High School
- Bessemer City High School
- Cherryville High School
- Highland Tech (possible)
- Stuart Cramer High School

There are other shelter sites available and identified by Red Cross that can be used if needed but are not listed in this plan.

B) Shelter personnel assignments and notifications will be made by:

- The Executive Director of Gaston County’s American Red Cross Chapter
- The Director of Gaston County’s Department of Health and Human Services (DHHS)
- The Director of Animal Control and or County Animal Response Team (CART) Team Leader
- Gaston County School’s representative

C) The following task groups are required to ensure proper shelter operation:

<u>TASK</u>	<u>PRIMARY RESOURCE</u>
Administrative unit (24 hours)	Red Cross
Technical / Maintenance	Gaston Public Works Department And School’s Maintenance
Communications (24 hours)	Amateur Radio Emergency Service (ARES)
Medical	GEMS / Rescue
Mental Health	Gaston Lincoln Area Mental Health
Security	Gaston County Sheriff
Sanitation	Shelter Manager
Companion Animal Mobile Equipment Trailer (CAMET) (family pets)	Animal Control / CART
Special Needs	Social Services

D) SHELTER COMMUNICATIONS

Primary communications between the Emergency Operations Center and shelters and between each shelter will be by commercial telephone, either hard-wired or cellular. Back-up communications will be provided by two-way radios. Prioritization for radio communications is as follows:

- ARES operators
- Radio equipped fire trucks
- Radio equipped ambulances or rescue vehicles
- Radio equipped law enforcement vehicles

If all other methods fail, utilize a messenger service

Maintain a communications log of incoming and outgoing messages.

E) SHELTER SECURITY

Shelter security will be provided on a 24-hour basis by the Gaston County Sheriff Department or other law enforcement agency if available.

F) SHELTER SUPPLIES / EQUIPEMENT

Kits containing pens, paper, pads, identification badges, registration forms, and communications/shelter logs are stored at Gaston County's Red Cross Chapter Office. Red Cross is responsible for distributing these kits to shelter sites.

G. SHELTER FOOD

Food for the shelter will be provided through the Red Cross. Food used from school supplies will be documented for later replacement. The North Carolina Department of Corrections, Dallas Division is one contact to assist in providing food on a long-term basis as well as the County's Jail system.

H. SHELTER ARRANGEMENT

Diagrams of the sites are included in Red Cross's kits. The Shelter Manager will designate areas for administrative offices, registration, communications, sleeping, feeding, media and CAMET. The shelter manager should also clearly indicate the location of smoking areas.

I. SHELTER RECORDS

The shelter staff will maintain registration forms, communications log, Shelter Daily Log, and receipts of expenditures, etc.

J. SHELTER EXPENDITURES

Shelter expenses will be paid by the Gaston County Chapter of the American Red Cross.

K. SHELTER CLOSING

The Red Cross Director will notify the Shelter Manager to close the shelter. The Red Cross director will complete an inventory of supplies and equipment at the shelter location and turn over vital records to the Emergency Management Department.

Red Cross and DHHS personnel will ensure the shelter is clean prior to closing.

The DHHS will provide assistance to shelties requiring additional services.

L. SPECIAL NEEDS SHELTERS

DHHS is responsible for sheltering persons with special needs such as medical attention. Special needs shelters may be set-up separately or, especially if the census of special needs cases is low, provide sheltering at existing health care facilities. GEMS and other health/medical agencies are available to assist if needed.

M. PETS

Due to many families will not evacuate unless they can take their pets with them a program called the Companion Animal Mobile Equipment Trailer (CAMET) has been started in Gaston County.

This program is designed to set up a mobile kennel either at the shelter site or at a centrally located site to allow for evacuees to bring their pets with them and be housed by the CAMET team. NO PETS will be allowed inside Red Cross shelters except those as deemed “service” animals.

If more than one (1) shelter site is operational, all shelters will not be housing pets but one shelter will be selected as the “pet friendly” shelter for the event.

N. NUCLEAR EVENT

Gaston County is located within 10 miles of two (2) nuclear power stations. FEMA mandates that we have a plan in place to be able to monitor evacuees for contamination before any evacuee is allowed into a shelter.

Gastonia Fire Department’s Hazardous Materials Response Team has been assigned to conduct radiological monitoring of evacuees at shelters and that guidance is contained in the Nuclear Response Plan.

Due to the known fixed location of the two nuclear stations and the possible effect or hazard that might occur from either of these sites, two (2) shelters have been selected to receive evacuees if a nuclear power station incident:

- Residents within 10 miles of the Catawba Nuclear site go to Stuart Cramer High School
- Residents within 10 miles of the McGuire Nuclear site go to Stuart Cramer High School

If this shelter site is not available, if and when needed the EOC will advise on alternate location.