

**APPENDIX 1**

**FACILITY AGREEMENTS**

FACILITY AGREEMENTS

<u>TOWN</u>	<u>FACILITY</u>	<u>RED CROSS</u>	<u>DELAWARE CO.</u>	<u>HEAD START</u>
Andes	Andes Central School	X	X	
Andes	Andes Fire Hall	X		
Andes	United Methodist Church	X		
Bovina	Bovina Fire Dept.	X		
Bovina	U.P. Church	X		
Colchester	Christian Missionary	X		
Colchester	Cook Falls Fire Dept.	X		
Colchester	Downsville Fire Dept.	X		
Colchester	Downsville Central School	X	X	
Colchester	James Moore AL	X		
Davenport	Charlotte Valley CS	X	X	
Davenport	Methodist Church	X		X
Delhi	Alliance Fellow Church	X		X
Delhi	Assembly of God	X		
Delhi	Clark Co.	X		
Delhi	Delaware Academy	X		
Delhi	Donald Gleason P.	X		
Delhi	First Presbyterian Church	X		
Delhi	SUNY-total school		X	
Delhi	United Ministry Church	X		
Deposit	Deposit Central School		X	
Deposit	Head Start- Columbia Lake			X
Franklin	Franklin Central School	X	X	
Franklin	Head Start-Main Street			X
Hamden	Del. Co. Resource Center		X	
Hamden	Hamden Inn		X	
Hancock	Baptist Church	X		
Hancock	E. Branch Fire Dept.	X		
Hancock	Fish's Eddy Head Start			X
Hancock	Emory Methodist Church	X		
Hancock	Hancock Central School	X	X	
Hancock	Office Building	X		
Hancock	Presbyterian Church	X		
Hancock	White Birch Airport	X		
Harpersfield	Col. Harper Grange	X		
Kortright	N. Kortright Presbyterian	X		
Kortright	S. Kortright Central School	X	X	
Kortright	United Methodist Church	X		
Kortright	W. Kortright Centre	X		
Masonville	Masonville Federated Church		X	
Meredith	E. Meredith Church		X	
Middletown	Arena Fire Department	X		
Middletown	Arkville Fire Department	X		
Middletown	Fairview House		X	
Middletown	Fleischmanns Fire Dept.	X		
Middletown	Head Start-Frank Street			X
Middletown	M. Post 216 A. Leg	X		
Middletown	Margaretville Central School	X	X	
Middletown	U. Methodist Church	X		
Roxbury	Grand G. Fire Dept.	X		
Roxbury	Grand Gorge Civic Ctr.	X		

<u>TOWN</u>	<u>FACILITY</u>	<u>RED CROSS</u>	<u>DELAWARE CO.</u>	<u>HEAD START</u>
Roxbury	J. Gould Reform Church	X		
Roxbury	NOCO-Grand Gorge	X		
Roxbury	Roxbury Central School	X	X	
Roxbury	Roxbury Fire Department	X		
Sidney	Sidney Central School		X	
Sidney	Sidney Civic Center		X	
Stamford	BOCES= Cyr. Center	X	X	
Stamford	Hobart Activity Center		X	X
Stamford	Hobart Methodist Church	X		
Stamford	Robinson Terrace	X		
Stamford	Stamford Baptist Church	X		
Stamford	Stamford Central School	X		
Stamford	Stamford Veterans Club	X		
Tompkins	Harrold BOCES	X	X	
Tompkins	Trout Center Fire Dept.	X		
Walton	Christ Episcopal Church	X		
Walton	United Presbyterian Church	X		
Walton	Walton Central School	X	X	
Walton	Walton Grange		X	

# Shelters

TOWN	FACILITY	1ST_CONTACT	PHONE1	PHONE2	AGREE_DATE	FAC#_PHONE	2ND_CONTACT
Andes	Andes Cent. School	John Buckhart	607-746-2412	914-676-3739	01/22/1998		Jennifer Leaver
	United Methodist Ch	George Wright	607-363-7418	914-676-4713	04/04/1995		Waller Sprague
	Andes Fire Hall	Richard Winner			04/23/1997		
Bovina	U.P. Church	Marge Russell	607-832-4242	607-832-4253	03/17/1999		Karen Patricia
	Bovina Fire Dept.	Robert Burgen	607-832-4857	607-832-4287	04/28/1997		Tom Hilson
Colchester	Downsville CS	Roger Hutchinson	607-363-2806	607-363-7795	08/26/1996	607-363-2100	Robert Mackey
	James Moore AL	Michael Hume	607-363-7931	607-363-2808	03/19/1997	607-363-7876	Eugene Mills
	Downsville FD	Tim Barnes	607-363-7887	607-363-7527	05/19/1997	607-363-2235	Dennis Bennett
	Cooks Falls FD	Pete Fuller	607-498-5137	607-498-4662	03/18/1998	607-498-4309	James Lacey
	Christian Missionary						
Davenport	Charlotte Valley CS	David Whipple	607-278-5525	607-278-5489	02/17/1999	607-278-5511	Ed Waide
Delhi	Alliance Fellow Ch.	Norman Worden			02/09/1999		
	First Presbyterian Ch	Rev. Aroid Whitm	607-746-2155	607-746-3171	07/09/1998		Joyce & Gary Mann
	United Ministry Ch.	Mark Chatterton	607-746-7677		02/15/1997	607-746-2191	
	Clark Co.	B. Scott Clark	607-746-2077	607-746-2830	02/02/1999	607-746-2727	Paul Roach
	Assembly of God	Paul Keehr	607-746-7219	607-746-7164	02/18/1999		Matt Dreyfus
Delaware Academy	Gary Worden	607-746-2553	607-746-3972	04/24/1995	607-746-2105	Al Donato	

TOWN	FACILITY	1ST_CONTACT	PHONE1	PHONE2	AGREE_DATE	FAC#_PHONE	2ND_CONTACT
Delhi	Donald Gleason P.	William Moyse	607-746-6295	607-746-2961	02/03/1999	607-746-3035	Robert Johnson
Franklin	Franklin CS	Douglas Ido	607-829-6515	607-829-8820	01/14/1998	607-829-3551	Michael Hyzer
Hancock	E. Branch Fire Dt.	Rodney Keesler	607-865-7994	607-363-7397	01/06/1998	607-637-2206	Allen Hadden
	Hancock CS	Bob Possemato	607-637-2259	607-637-2640	04/20/1998	607-637-1219	Glen Day
	Baptist Church	Robert Florence	607-637-3343	1-717-635-5826	08/07/1996	607-637-3584	Herm Wood
	Presby. Church	Edythe Benson	607-637-2266	607-637-2507	01/21/1997		Etsyl Davis
	White Birch Airport	Max Francisco	607-637-3677	607-637-5407	02/02/1999	607-637-3677	Everett Rhinebeck
	Office Building	E. Gerald Mackin	607-637-4707		02/03/1999	607-637-3651	
	Emory Methodist C.	Rev Francis Wait	607-637-2206	607-637-3689	09/05/1996	607-637-2206	Philip Terwilliger
Harpersfield	Co. Harper Grange	Barbara Hill	607-652-6792	607-652-7829	04/07/1997	607-652-2600	Dwayne Hill
Kortright	United Methodist C.	Richard Kenyon	607-538-9256	607-538-9440	02/26/1997	607-538-9440	Rev. W Carpenter
	W. Kortright Centre	Martha VanBurek	607-278-5113	607-278-5360	08/23/1996	607-278-5454	Kathleen Howarth
	N. Kortright P. Ch.	Donald Kerr	607-652-4445	607-652-5152	04/10/1999	607-278-5677	Evang. MacLaury
	South Kortright CS	Richard Cook	607-538-9060	607-538-9637	01/26/1998	607-652-2600	Robert Doroski
Middletown	Margaretv. C.S.	Gary Wank	518-634-2869	914-586-4757	01/21/1998	914-586-2647	Mike Boice
	M. Post 216 A.Leg	Donald Kearney	914-586-2219	914-586-4590	03/28/1997	914-586-3466	George Vining
	U. Methodist Ch.	Rev. Skidmore	914-254-5261	914-254-5589	09/25/1996	914-254-5261	Herbert Blish
	Fleischmanns F.D.	Richard Osterhou	914-254-5912	914-254-5600	01/01/1998	914-254-5221	Todd Wickham
	Arkville Fire Dept.	Robert Sweeney	914-586-4649	914-586-4958	03/07/1997	914-586-3003	John Sanford
	Arena Fire Dept.	Eugene Wickham	914-586-4785	914-586-4982	04/03/1997	914-586-2333	Larry Wickham

TOWN	FACILITY	1ST_CONTACT	PHONE1	PHONE2	AGREE_DATE	FAC#_PHONE	2ND_CONTACT
Roxbury	NCOC-Grand Gorge				02/26/1999		
	Grand G. Fire Dept	Thomas Murray	607-588-6128	607-588-6005	03/23/1997	607-588-6666	Henry Gockel
	GrandGorge Civic	Thomas Hynes	607-326-7921	607-588-7351	03/04/1999	607-588-6166	Charles Oakley
	Roxbury Fire Dept.	Jim Boulton	607-326-4033	607-326-7351	12/27/1997	607-326-7575	Steve Green
	Roxbury Cent. Sch.	Thomas Kirkwood	607-326-5751	607-326-4151	04/07/1997	607-326-4151	Ben Gruosso
	J.Gould Reform Ch.	Rev. R. Dykstra	607-326-7101	607-588-4242	02/04/1999		Don Brainard
Stamford	Robinson Terrace	Pamela Harmen	607-652-2566	607-652-7901	03/24/1997	607-652-7521	James VanHoesen
	Stamford Cent. Sch	William Lister	607-652-7855	607-652-7715	05/13/1999	607-652-7301	Joseph Beck
	BOCES-Cyr Ctr.	Dr. William Miles	607-433-1327	607-538-9824	02/04/1999	607-652-7531	Paul Marold
	Hobart Meth. Ch.	Richard Elder	607-538-9365	607-538-9332	02/05/1999	607-538-9691	Herb Hait
	Stamford Vets Club	Frank Kerzner	607-652-4292	607-652-7200	08/25/1999	607-652-7467	Fred Dugan
	Stamford Baptist Ch	Waylen Bray	607-652-7978	607-652-3609	02/06/1999	607-652-3713	Frank Hornbeck
Tompkins	Harold BOCES	Timothy Thomas			09/26/1996	607-865-2500	
	Trout Cr. Fire Dept.	Chris Kinney	607-865-7039	607-865-9341	04/05/1997	607-865-4810	Pat Backus
Walton	Walton Cent. Sch.	George Mack	607-865-5326	607-865-6643	09/05/1996	607-865-4116	Andrew Jackson
	Christ Episcopal Ch	Theodore Mead	607-865-6668	607-865-4698	01/12/1997	607-865-4698	Rev. Nick Servatas
	United Presby. Ch.	Rev. M. Hathaway	607-865-5024	607-865-5070	01/12/1997	607-865-4390q	Mary Hafele

**ATTACHMENT 1**

**SHELTER MANAGER RESPONSIBILITIES**

# SHELTER MANAGER Responsibilities

## INITIATING THE SHELTER

Establish contact with the Red Cross Shelter Coordinator

- ❖ Provide information about the type and scope of the disaster in your community
- ❖ Provide an estimate of shelter population and duration of the disaster

Determine the Shelter layout

- ❖ Provide room for registration, sleeping, feeding, food preparation, private area for health issues, management team area, recreation, information sharing, storage for shelter supplies and personal items.

Put up Shelter Identification

Recruit, Assign, and Brief Staff

Distribute shelter rules

Assess feeding options

- ❖ discuss with Red Cross Shelter Coordinator, if possible, before implementing.

Establish and maintain a shelter log. Maintain the following information:

- ❖ contacts
- ❖ phone numbers
- ❖ activities
- ❖ problems
- ❖ reports

## ON-GOING ACTIVITY

Maintain regular communication with Red Cross Shelter Coordinator.

- ❖ Use the Daily Shelter Report form
- ❖ report current and anticipated status, needs, problems, and plans

Ensure that shelter residents are receiving up to date information about the

- ❖ disaster
- ❖ recovery process
- ❖ resources available

Conduct shelter meetings

Ensure that a system is in place to monitor purchases and requisitions

Routinely inspect the safety and sanitation of the shelter

## CLOSING THE SHELTER

Coordinate plans to close the shelter with the Red Cross Shelter Coordinator

Ensure that the building is returned to pre-disaster condition

- ❖ return borrowed items
- ❖ arrange for the disposition of left-overs
- ❖ arrange for cleaning of the facility

Send the following to the Red Cross Shelter Coordinator

- ❖ list of financial commitments
- ❖ list of volunteer workers
- ❖ list of organizations or helpers that should be recognized. Include name, address, and description of contribution



## FEEDING

Establish a snack and beverage service as soon as possible.

Determine if fast-food is available for the first 24 hours.

Identify and organize areas for

- ❖ Food preparation
- ❖ Serving and feeding
- ❖ Food storage
- ❖ Garbage disposal

Take inventory of food supplies on hand.

Check with local food pantries, school cafeterias, and other local food resources to determine if they have food that can be used.

Determine the availability and supply of utilities. (Propane gas, electricity, etc.)

Plan simple menus that will meet the dietary and cultural needs of the residents.

Be aware that efforts will be being made to send food to you.

Secure, maintain, and submit receipts for all purchases.

Keep an inventory.

Ensure that food preparation, serving, dining, and storage areas are kept clean.

Provide daily statistics on the number of meals served

## OTHER SERVICES

Post signs on the outside of the building to identify your shelter.

Establish a "message board" for resident messages and for information.

Post a copy of the "Shelter rules".

Conduct a shelter meeting to ensure that all residents understand procedures and that all residents can express their shelter related concerns.

Work to provide information about the disaster relief operation to the shelter residents. Set up a television or radio. Provide a newspaper if possible. Otherwise post verified information or hold periodic meetings to share information.

Work to dispel rumors.

Set up a recreation area and arrange recreational activities.

Determine the availability and, if possible, arrange for laundry facilities, shower facilities, pay phones, kennels for pets.

Determine the need for Mental Health counseling.

Determine the need for additional security.

Arrange for garbage disposal

Establish protocols for traffic and parking.

## DISASTER HEALTH

Check to see what kind of EMS support will be available to the shelter. Is it possible to transport?

Assess the medical needs of the shelter residents. Refer seriously ill and injured to EMS.

Treat minor injuries according to the chapter's signed Health Protocols.

Assist with arrangements for lost prescriptions.

Be aware of any persons who have communicable diseases, isolate them, and report any noticeable trends to the shelter coordinator.

Arrange for the special needs of infants, elderly, or persons with disabilities

Determine need for special diets (including infant formula).

Prevent pre-existing health problems from getting worse.

Determine the need for alternate housing for residents with special needs.

In cooperation with the shelter manager, develop a system to ensure that the sanitation of health care area, feeding area, food preparation and storage areas, and bathrooms is maintained.

Ensure that bathroom facilities are adequate. Check into the availability of portable toilets if necessary.

Secure all medical supplies.

Ensure that there is 24hour medical coverage.

Maintain records of all medically related activity.

Be aware of special mental health needs.

## SAMPLE MENU FOR COOPERATIVE SHELTERS

### DAY ONE: BREAKFAST

Cereal (Cheerios, Corn Flakes or Oatmeal)  
Milk  
Coffee, Tea or Hot Chocolate  
Dounuts

### LUNCH

Hot dogs  
Baked beans  
Peanut butter and jelly sandwiches  
Punch or milk  
Coffee, Tea or Hot Chocolate

### DINNER

Hamburgers  
Macaroni and Cheese  
Tossed salad  
Coffee, Tea or Hot Chocolate

### DAY TWO: BREAKFAST

Cereal  
Milk  
Tang  
Coffee, Tea or Hot Chocolate

### LUNCH

Chili  
Tossed salad without dressing  
Punch and Milk

### DINNER

Stew  
Tossed salad without dressing  
Coffee, tea and milk

**\*\* It is important to remember to keep the meals you serve basic and healthy. The above menu is only an example. Provide in between meal snacks, i.e. fresh fruit and cookies.**

## HELPFUL HINTS

Quantities:

Food	Amount per person	Amount for 25 people	Amount for 50 people	Amount for 100 people
Hamburger	1/4lb*	6 lbs.	12 lbs.	18 lbs.
Ham for baking		10 lbs.	18-20 lbs.	36-40 lbs.
Meat for meatloaf		5 lbs.	9-10 lbs.	18 lbs.
Poultry for roasting		15 lbs.	30 lbs.	60 lbs.
Canned vegetables		6 3oz cans	2 #10 cans	4 #10 cans
Frozen vegetables		5 12oz pkgs	3 40oz pkgs	6 40oz pkgs
Scrambled Eggs		eggs 48-54 milk 2 cups	eggs 96-108 milk 4 cups	eggs 16 doz milk 8 cups
Juice/Lemonade	6 oz. cup	1 1/4 gal.	2 1/2 gal.	4 gal.
Coffee	6 oz. cup	water 1.5gal coffee 25TB	water 3 gal. coffee 50TB	water 6 gal. coffee 100 TB
Sandwich filling	3oz/sand.	5 lbs.	9.5 lbs.	19 lbs.
Peanut butter		1/2 lbs.	1 lb.	2 lbs.
Jelly		1.5 lbs.	2.5 lbs.	5 lbs.
Jello		water 12 cups geletin 18 oz.	water 24 cups geletin 36 oz.	water 48 cups geletin 72 oz.
Soup		1.5 gal.	3 gals.	6 gals.

\* before cooking      TB = Tablespoon

Catsup - 1 Qt. Bottle = 40 to 50 servings      Mustard - 1 12 oz. Jar = 60 servings  
 Bread - 1 20 Slice loaf of white bread = 10 sandwiches  
 Hot Dogs are usually sold 10 per pound.

SHELTER RESIDENT INFORMATION

Welcome	We hope that your stay here will be as pleasant as possible under the circumstances. Please take a few minutes to read this sheet, as it contains important information that you will need about living in this shelter.
Registration	Please sign in at the registration area if you have not already done so. Registration is required so we have records necessary to help you. All registration information is kept confidential. Please leave a forwarding address when relocating out of the shelter. This will allow our Family Service and Disaster Welfare Inquiry personnel to continue to assist you.
Smoking	You are not allowed to smoke, use matches, or use lighters in the shelter.
Personal Belongings	We cannot assume responsibility for your belongings. We recommend that valuables be locked in your car, out of sight, if possible. If that is impossible, keep valuable items with you.
Pets	We understand that your pets are very important to you. For health and safety reasons, the Red Cross does not allow pets in Red Cross shelters. It is your responsibility to make provisions for your pet(s) before entering the shelter. If you need help in locating a kennel for your pet, please see the shelter staff. The only exceptions to this rule are service animals for people with disabilities.
Children	Parents are responsible for keeping track of and controlling the actions of their children. Please do not leave them unattended.
Medical Problems	Notify our staff of any medications that you are taking. If you have a medical condition or are not feeling well, please contact our shelter staff immediately.
Alcohol, Drugs, And Weapons	You are not allowed to possess or use alcohol or illegal drugs in any part of this shelter. No weapons are allowed in the shelter except those of designated police or security staff.
Volunteering To Help	Shelter residents are encouraged to help in the shelter. There are many jobs that do not require special training. Please see the staff if you would like to help.
Telephones	Shelter residents are asked to use the public pay phones. The other shelter phones are reserved for communications with emergency authorities and the American Red Cross disaster headquarters.
Housekeeping	Please help us keep our temporary home clean. Please pick up after yourself and help us with cleanup when possible. Food and drinks, other than water, are not allowed in the sleeping area.
Quiet Hours	Quiet hours are enforced in the sleeping area between the posted hours (normally 11:00 PM and 7:00 AM). However, sleeping areas should be kept quiet as possible at all times of the day. Some shelter residents may work night shifts or may not feel well and want to sleep during the day.
News Media	News media representatives often visit shelters during disaster operations. They are allowed to enter the shelter and request interviews or photographs. They will first ask your permission first, and it is your right to refuse. Please report any problems with the media to the shelter manager.
Special Requirements	If you have any special requirements, such as a special diet, please contact the staff.
Problems and Complaints	Please direct all comments about the shelter operation to the shelter manager.

AMERICAN RED CROSS DISASTER ASSISTANCE IS FREE

To: County Emergency Managers

December 15, 1998

From: Werner Gibelius, Mass Care  
ARC NENY

Subject: Suggested Guide for Shelter Selection

At the December 8 meeting of Emergency Managers within The American Red Cross Of North Eastern New York (ARC NENY), Mr. Posson from Schenectady County proposed that a suggested guideline for selecting shelters be distributed.

The following is shelter selection guide:

- The facility should be available for sheltering after a disaster. Don't select a facility, which another agency is also relying upon.
- It should have separate rooms that can be used for the elderly, for families with small children, and for nursing and office space.
- It should have space that can be used as a recreation area.
- It should have a parking lot and permit emergency parking on a not paved area.
- The facility should be large enough to facilitate over 100 people, which includes staff and rescue personal.
- The combined areas for sleeping should accommodate at least 50 people. 40 to 60 square feet per bed.
- A food preparation area is not required, however, a food serving area will be required. The use of 5 gallons of water per person per day (all uses) should be anticipated.
- One toilet per 40 persons.
- Access to phones inside the building.
- No smoking by anyone will be permitted inside the building.