

## Shelby Cares Shelter Requirements & Guidelines

- Each Shelby Cares shelter is required to complete minor inspections by the Fire Department, Health Department and Code Enforcement.
- Each shelter will complete training that is led by the Office of Preparedness and Shelby Cares. The training session is typically four hours long and is an introduction to sheltering. The training session is scheduled by Shelby Cares in coordination with the Office of Preparedness. Each shelter will also participate in ongoing training each year.
- Each shelter needs sleeping space for approximately 150 people. The fire department will help determine and report each shelter's capacity as part of its inspection process.
- Each shelter in the Shelby Cares network agrees to cover its own costs with no expectation of receiving any kind of reimbursement.
- Each shelter understands that Shelby Cares is in no way affiliated or associated with the Red Cross.
- Each shelter should plan for a minimum of 20 volunteers and 3 coordinators (one for each 8 hour shift) on a daily basis, 24/7.
- Each shelter will be prepared to be open for at least 30 days. The Emergency Management Agency determines when shelters close. This is a critical part of the government and faith-based partnership. Churches may not always agree with timing, but many governmental issues dictate when shelters are open and closed. Sometimes shelters are open longer than 30 days and sometimes they are open for less. 30 days is a good rule of thumb.
- Each shelter will provide three meals a day for the evacuees using its own commercial kitchen or external resources (i.e. restaurant access), if at all possible.
- Churches that cannot meet the Shelby Cares shelter requirements can still be a part of Shelby Cares by providing volunteers, supplies, meals, etc.
- Each shelter shall have current approval from Shelby County inspection team to operate as a shelter.

- Each shelter will provide proof a general liability insurance policy with minimum coverage of \$1,000,000.
- Each shelter will follow the approved plan of Shelby Cares for registering each person housed, including both their dates of arrival and departure.
- Each shelter will provide access to adequate health care services. Shelby Cares will assist in providing on site access to persons with first aid, nursing or medical backgrounds. Each shelter should plan to: have basic first kits available and identify employees with basic first aid skills; in the event of medical emergencies call upon paramedics or assist in transporting anyone with serious injuries or illness to a local hospital; provide for an infirmary area and for the separation of persons with suspected communicable diseases; and plan for the storage of prescription medications that may require refrigeration.
- Each shelter agrees to operate in a manner that promotes the safety and security of each resident within the shelter and agrees to follow the rules for shelter occupants established by Shelby Cares.
- Each shelter agrees to provide for the daily upkeep of its facility and for the ongoing acquisition of equipment and supplies. This includes the arrangement of EOC/county services, as necessary, for laundry, toilets and shower or bathing facilities.
- Each shelter agrees to take reasonable steps to maintain the privacy of shelter occupants. A good rule of thumb is to ask is: would my actions be highly offensive to a reasonable person?
- Each shelter agrees that any persons providing transportation services on behalf of the shelter will have a valid driver's license and the minimum automobile liability insurance needed to satisfy Tennessee's Financial Responsibility Law.
- Each shelter agrees to provide access to social and personal needs of occupants including: child care; clothing; basic hygienic needs; language translation; and recreation.
- Each shelter must plan for the involvement of volunteers in all aspects of delivering care and shelter and should maintain a list of volunteers.