WHEN INSTRUCTED BY THE DISTRICT EOC THAT THE SITE HAS BEEN DESIGNATED AS A RED CROSS SHELTER, A CARE AND SHELTER LEADER SHOULD BE APPOINTED.

RESPONSIBILITIES:

▶ Provide for safety of staff and students.
▶ Coordinate directly with the American Red Cross and other volunteer agencies to provide food, potable water, clothing, shelter and other basic needs as required to disaster victims within the District.
▶ Assist the American Red Cross with inquiries and registration services to reunite families or respond to inquiries from relatives or friends.
▶ Assist the American Red Cross with mass care.
▶ Assist Red Cross in the Supervision of the Care & Shelter Unit.

ACTIVATION STAGE:

▶ Follow the Activation/Demobilization Generic checklist.

OPERATIONAL PHASE:

▶ Establish and maintain your position log and other necessary files.
▶ Coordinate with the Liaison Officer to request an Agency Representative from the American Red Cross. Work with the Agency Representative to coordinate all shelter and congregate care activity.
▶ Assist Red Cross representatives with establishing communications with other volunteer agencies to provide clothing and other basic life sustaining needs.
▶ Assist the American Red Cross in staffing and managing the shelters to the extent possible.
▶ In coordination with the American Red Cross, activate an inquiry registry service to reunite families and respond to inquiries from relatives or friends.
▶ Assist the American Red Cross with the transition from operating shelters for displaced persons to separate family/individual housing.
▶ Complete and maintain the Care and Shelter Status Report Form.
▶ Refer all contacts with the media to the Public Information Officer.

DEMOBILIZATION STAGE:

▶ Follow the Activation/Demobilization Generic checklist.

EQUIPMENT/SUPPLIES:

▶ As provided by the American Red Cross.