

## Shelter

### SITUATION

It may be necessary to seek shelter from the effects of hazards and to shelter evacuated people. Public facilities are used as primary shelters for feeding and sleeping quarters of evacuated people in the Town. Primary sites are senior center and fire departments for small numbers of people and schools for larger numbers during evacuations. Facilities that provide protection from specific hazards are listed in sections of the plan addressing those hazards. Regional shelters in South Berwick and Saco are designated by the Red Cross for larger mass evacuations. General shelters follow this section.

It is the responsibility of municipal governments to protect their citizens by providing shelters when required in an emergency. The Town of York also may receive evacuees from another community.

### CONCEPT OF OPERATIONS

Those needing shelter must be registered and assigned to shelters, sustained in shelters, and released when the hazard has diminished.

The **Shelter Officer** works with the Red Cross in developing shelter use agreements, selecting shelter sites, and training shelter management teams. He/she coordinates the efforts of the municipal officials, school systems, other facility owners and the Red Cross. Each shelter has a **Shelter Manager**, usually the person responsible for the building. The **Shelter Manager** supervises operations in a facility **and** reports to the **Shelter Officer**. He/she assigns groups with special needs to similar facilities in a safe area according to staff and space available.

Shelter licenses and agreements, shelter management agreements, management and deactivation procedures are kept in the EOC.

### ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The **EMA Director** is responsible for ensuring shelter capabilities exist. There is an agreement with the Southern Maine Chapter of the American Red Cross to manage shelters in most emergencies. They coordinate and manage their shelter management teams. The Health/Welfare Department staff coordinates and manages teams for shelters run by the town/city. The **Shelter Manager** (the person in charge of the shelter) ensures that all shelter tasks are accomplished.

Assignments are shown on the chart following this section.

## ADMINISTRATION AND LOGISTICS

### A. Policies

Evacuees are assigned to shelter and feeding facilities depending on the hazard effects of the emergency. Space is allocated at 40 square feet per person.

### B. Reporting

**Shelter managers** keep the **Shelter Officer** informed of the status of the shelters. The **Shelter Officer** reports the status of shelters to the EOC. They keep the County EOC informed.

Complete records of expenditures and operations are given to the **Shelter Officer**. Copies are given to the Red Cross for reimbursement if the Red Cross operates the shelter.

**Shelter  
Task Assignment Chart**

AGENCY	Dev. Shltr List	Shltr Agrmnt s	Shltr Markin g	Shltr Coord	Shltr Mgmt Train	Shltr Mgmt & Oper	Registra tion	Communi cation s	Traffic Control Security	Mass Feeding
Elected Officials / Manager										
Emergency Management	P	S	S	P		S	S			
Law Enforcement				S	S	S	S	S	P	
Fire Department							S	S		
Emergency Medical / Rescue				S				S		
Health & Welfare	S		S	S	S	S	S			S
Senior Services	S	S	S	S	S	S	S	S		S
School Department	S	S	S	S	S	S	S	S		S
Red Cross	S	S	S	S	S	S	S			P
Salvation Army & Other Priv. Organizations.			S	S	S	S	S			P/S

P = Primary Responsibility

S = Support Responsibility

## **Shelter - Local Facilities**

High School Name: York High School Location: Long Sands Rd., York, ME

Enrollment: 708 Staff: 89

Contact Person: Karl Francis Telephone: 363-3621

Principal/Superintendent: Karl Francis, Principal / Lou Goscinski, Superintendent

Middle School Name: York Middle School Location: Organug Rd., York, ME

Enrollment: 701 Staff: 103

Contact Person: Barbara Maling Telephone: 363-4111

Principal/Superintendent: Barbara Maling, Principal /Lou Goscinski, Superintendent

Elementary School Name: Coastal Ridge Elementary School Location: Long Sands Rd., York, ME

Enrollment: 400 Staff: 5

Contact Person: Sean Murphy Telephone: 363-1800

Principal/Superintendent: Sean Murphy, Principal / Lou Goscinski, Superintendent

Elementary School Name: Village Elementary School Location: Long Sands Rd., York, ME

Enrollment: 364 Staff: 65

Contact Person: Beth Hutchins Telephone: 363-4870

Principal/Superintendent: Beth Hutchins Principal /Lou Goscinski, Superintendent

School Administrative Offices: Location: 468 Route 1, York ME 03909 Staff: 17

Superintendent of Schools: Lou Goscinski, Superintendent Telephone: 363-3403

Contact Person: \_\_\_\_\_ Telephone: 363-3403

Other Shelters: Center for Active Learning Location: 36 Main St., York Beach ME 03910

Contact Person: Jo-Ellen Ross Telephone: 363-1036

Contact Person: Janis Marshall-Colby Telephone: 363-1036

Other Shelters: York Village Fire Dept. Location: 1 Firehouse Drive, York ME 03909

Contact Person: Christopher Ballentine Telephone: 363-1015

Other Shelters: York Beach Fire Dept. Location: Railroad Ave., York Beach ME 03910

Contact Person: Jeff Welch Telephone: 363-1014

## **Shelter Checklist**

Choose between:

Contact American Red Cross contact David Francouer and alert them to possible need for shelter.

If American Red Cross agreement not developed: Contact and activate shelter personnel. Cost may be borne by the Town of York.

Activate necessary shelters.

- Ensure shelters are adequately stocked and staffed.
- Ensure security is provided for shelters.
- Provide communications link between shelter & EOC.
- Maintain status of shelter operations and allocations.
- Upon authorization, release sheltrees.
- Clean and return shelters to original condition.
- Submit shelter expenditure statement for reimbursement.