

CAMPBELL COUNTY SHELTER MANAGEMENT PLAN

I. PURPOSE

The purpose of this plan is to define the responsibilities of local government and private relief agencies in providing emergency shelter and/or temporary housing for individuals displaced from their residences due to an emergency or disaster.

II. GENERAL INFORMATION

SHELTERS PROTECT PEOPLE IN THE EVENT OF A DISASTER

A. Shelter Functions

Shelters serve two primary functions:

1. **Immediate Protection:** Predesignated shelters offer protection from an immediate or ongoing threat (e.g., tornadoes).
2. **Post-Disaster Care:** Shelters provide care for disaster victims rendered homeless by an emergency or disaster. This plan focuses on this second function.

B. Shelter Types

1. **Emergency Shelters (Congregate Care/Lodging):** Facilities such as churches, lodges, community centers, or armories capable of providing temporary housing.
2. **Temporary Housing:** Longer-term accommodations including unoccupied public or federally owned housing, rental properties, mobile homes, or modular units.

C. Shelter Requirements

Shelters should ideally meet the following requirements:

1. Be a safe, healthful, and ADA-compliant facility reasonably close to the victims' homes.
2. Use appropriately sized facilities (e.g., churches for up to 100 people; larger facilities for over 100).
3. Provide suitable space for sleeping quarters (40–60 sq. ft. per bed).
4. Include secure storage, separate rooms for families, elderly, disabled, nursing, and office functions.
5. Ensure adequate drinking water (5 gallons/person/day) and sanitation (1 toilet per 40 people).

6. Accommodate food service and storage needs (2,500 calories per person/day; meals are not cooked onsite).
7. Be protected by fire and police services.
8. Offer sufficient parking.
9. Have backup power generation.

Note: A building may still be considered adequate even if it does not meet all listed requirements.

III. CONCEPT OF OPERATIONS

A. This plan is activated when a disaster or emergency in Campbell County necessitates the evacuation of individuals to emergency shelters.

B. The decision to evacuate to shelters—made by the Incident Commander, County Fiscal Court, or a City Mayor/Administrator—will be communicated to the Emergency Operations Center (EOC). The American Red Cross, Northern Kentucky Independent Health District, and Campbell County Human Services will be notified to begin shelter and medical care preparations.

C. The American Red Cross will activate its sheltering procedures and support the emergency response as appropriate.

D. Shelter facility selection will vary by disaster type. Locations will be announced to the public both prior to and during emergencies in accordance with the Campbell County Emergency Operations Plan and the Joint Information Center (JIC) Plan.

E. Disaster victims not requiring medical care will be sheltered as outlined in this annex. Victims requiring treatment will be directed to the nearest appropriate medical facility.

F. Agreements for the use of shelter facilities must be confirmed in writing and documented in Red Cross records. Inventories and maintenance should be tracked, and agreements must include provisions for utility reimbursement and repairs.

G. A written survey of the shelter building and equipment must be completed prior to occupancy. Copies of the survey should be distributed to all relevant parties.

H. Shelters will remain open only as long as necessary.

I. If the disaster's magnitude exceeds local capabilities, additional volunteer organizations may be contacted through the EOC to assist with shelter operations.

J. A directory of American Red Cross Headquarters and key personnel is maintained.

K. A list of pre-selected shelter sites, including locations, capacities, and limitations, is provided in Appendix 1.

IV. ORGANIZATION AND RESPONSIBILITIES

A. Local government is responsible for providing emergency shelter and temporary housing to the extent possible and for coordinating assistance from private relief agencies and state or federal resources as needed. When local capabilities are exhausted, assistance may be requested from the State.

B. A county sheltering committee—comprising representatives from Campbell County Human Services, Emergency Management, the American Red Cross, and other volunteer organizations—will:

1. Develop shelter resource lists.
2. Establish procedures for shelter and temporary housing operations.

The American Red Cross will lead efforts to:

- Develop shelter procedures.
- Select appropriate facilities.
- Secure agreements for facility use.
- Identify and train Shelter Managers.

Authority for these responsibilities stems from the Red Cross Congressional Charter (Statute 33-5990, January 5, 1905), and the Federal Disaster Relief Acts of 1970 and 1974 (Public Law 93-288, amended by EOC 36 U.S.C.).

Operational responsibilities include:

- Providing shelter, food, clothing, and registration/inquiry services.
 - Recruiting and training local Shelter Managers.
 - Conducting just-in-time training as needed.
 - Maintaining a shelter supply inventory.
 - Collaborating with local government and relief agencies to review and update the plan regularly.
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V. ADMINISTRATION

All participating government agencies and private/volunteer relief organizations must maintain detailed and accurate financial records for all shelter-related operations.

Appendices:

- **Appendix 1:** Preselected Shelter Sites
- **Appendix 2:** American Red Cross Contacts

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