

## **PROTECTIVE SHELTER**

### **I. PURPOSE**

The purpose of this Annex is to determine actions and establish procedures necessary for the protective sheltering of the citizens of Lyon County and relocatees as a result of a natural, technological, or national security event.

### **II. SITUATION**

An analysis of hazard situations that could occur in Lyon County which would require the use of protective sheltering indicates that:

- A. The County and communities are susceptible to the destructive effects of tornadoes.
- B. Although not specifically identified as tornado shelters, there are public buildings in the urban areas to provide protection for that segment of the public not at home when a tornado warning is received. These buildings will generally be open during daytime "working" hours.

### **III. ASSUMPTIONS AND PLANNING FACTORS**

- A. Sufficient warning time may/may not exist to enable residents to go into protective shelter.
- B. Buildings planned for use as protective shelter will be available.
- C. Protective Shelter actions in the event of severe weather will be short term, spontaneous and consist primarily of residents seeking immediate shelter. Minimal governmental action is required.
- D. Actions taken to provide shelter in the event of a national security/nuclear incident are potentially long term and will involve all county residents.

### **IV. ORGANIZATION/RESPONSIBILITIES**

- A. Organization

1. Protective sheltering programs in the local communities will be carried out under the general direction of the County Emergency Management Coordinator. For any

shelter activity, sheltering requirements can be controlled by the local coordinator using local volunteer assistance.

2. The Shelter Systems Officer is appointed by the County Emergency Management Coordinator and shall assume overall control and coordination of a shelter operation where implemented by competent authority.
3. The Shelter Systems Officer may elect to designate a shelter operations staff to meet the expanded requirements of an extended shelter operation.

#### B. Responsibilities

The Shelter Systems Officer will assist the County Emergency Management Coordinator in accomplishing the day-to-day activities of an ongoing protective shelter program. Detailed actions are contained in the Emergency Response Checklist, Attachment 1 to this Annex; however, some general activities which should be accomplished on a continuing basis are:

1. maintain current listing of shelter facilities,
2. maintain current listing of shelter resources needed (i.e., supplies, equipment, material),
3. maintain a current listing of supply sources,
4. recruit and train persons to be shelter managers,
5. develop plans to stock and staff shelters,
6. develop plans for a shelter upgrade program,
7. act as advisor to local government on shelter matters.
8. prepare and maintain map of public shelter locations.
9. Develop and maintain County (community) Shelter Plan.

#### V. CONCEPT OF OPERATIONS

In developing a protective shelter system, there are a number of actions which should be taken. These actions are detailed in the Emergency Response Checklists, Attachment 1 to this Annex. A listing of all suitable and upgradeable shelters shall be a part of this plan/maintained at county office.

1. The Red Cross and Emergency Management Coordinator shall coordinate with the Shelter Systems Officer to identify specific shelters for institutionalized or special needs groups.

2. The Emergency Management Coordinator will determine the best ways to disseminate in-place information to the media.

## **VI. ADMINISTRATION AND LOGISTICS**

### A. Administration

Basic administrative and accountability procedures will be followed as required by local government.

### B. Logistics

Records of supplies, materials, and equipment used will be maintained to assist the Resources Coordinator in making a determination of resources remaining and to support requests for outside assistance. (Reference: Annex M.)

### C. Public Education

The Shelter Systems Officer will work directly with the Public Information Officer to:

1. provide periodic spot announcements to the public on pertinent aspects of the community shelter program and in-place sheltering information.
2. insure availability in the event a community shelter situation arises.

**LIST OF ADDENDA**

<b><u>ITEM</u></b>	<b><u>TITLE</u></b>	<b><u>PAGE</u></b>
<u>ANNEX J</u>		
Attachment 1	Emergency Response Checklist	J-5
Attachment 2	Typical In-place-shelter actions	J-7

**PROTECTIVE SHELTER  
EMERGENCY RESPONSE CHECKLIST**

**Position/Organization**

**PREPAREDNESS PHASE**

**COUNTY EMERGENCY MANAGEMENT COORDINATOR**

- \_\_\_\_\_ Develop protective shelter program in accordance with local government policy
- \_\_\_\_\_ With PIO, prepare and preposition tornado shelter public information with radio and television stations
- \_\_\_\_\_ Assist administrators, superintendents, etc. of medical facilities and schools in preparing tornado plans
- \_\_\_\_\_ Identify buildings suitable for use as community shelters
- \_\_\_\_\_ Contact owners/managers for permission to designate building as community shelter
- \_\_\_\_\_ Work with mobile home park owners/managers to identify best available community shelter for park residents
- \_\_\_\_\_ Prepare specific community shelter instructions for park residents and deliver copy to each mobile home
- \_\_\_\_\_ Alert owners of designated community shelters

**PROTECTIVE SHELTER  
EMERGENCY RESPONSE CHECKLIST**

**Position/Organization**

**PREPAREDNESS PHASE (continued)**

**Emergency Management Coordinator (continued)**

\_\_\_\_\_ Implement expedient marking of community shelters

\_\_\_\_\_ Keep the EOC Staff advised as to status of shelter operations

**RESPONSE PHASE**

**COUNTY EMERGENCY MANAGEMENT COORDINATOR**

\_\_\_\_\_ Insure warning to public is sounded per established warning criteria

\_\_\_\_\_ Keep public advised during warning period

\_\_\_\_\_ Advise public when warning period terminates

\_\_\_\_\_ If tornado strike occurs, advise State EMD

\_\_\_\_\_ Coordinate with Law Enforcement

**PROTECTIVE SHELTER  
EMERGENCY RESPONSE CHECKLIST**

**Position/Organization**

**RECOVERY PHASE**

**COUNTY EMERGENCY MANAGEMENT COORDINATOR**

\_\_\_\_\_ If disaster has occurred, assess situation and advise State  
EMD

\_\_\_\_\_ Act as advisor to local government during recovery actions









