

APPENDIX 1

FACILITY AGREEMENT

FACILITY AGREEMENTS

| <u>TOWNS</u> | <u>FACILITY</u> | <u>RED CROSS</u> | <u>DELAWARE CO.</u> | <u>HEADSTART</u> |
|---------------------|-----------------------------|-------------------------|----------------------------|-------------------------|
| Andes | Andes Central School | X | X | |
| Andes | Andes Fire Hall | X | | |
| Andes | United Methodist Church | X | | |
| Bovina | Bovina Fire Department | X | | |
| Bovina | U.P. Church | X | | |
| Colchester | Christian Missionary | X | | |
| Colchester | Cook Falls Fire Dept. | X | | |
| Colchester | Downsville Fire Dept. | X | | |
| Colchester | Downsville Fire Dept. | X | X | |
| Colchester | James Moore AL | X | | |
| Davenport | Charlotte Valley CS | X | X | |
| Davenport | Methodist Church | X | | X |
| Delhi | Alliance Fellow Church | X | | X |
| Delhi | Assembly of God | X | | |
| Delhi | Clark Co. | X | | |
| Delhi | Delaware Academy | X | | |
| Delhi | Donald Gleason | X | | |
| Delhi | First Presbyterian Church | X | | |
| Delhi | SUNY-total school | | X | |
| Delhi | United Ministry Church | X | | |
| Deposit | Deposit Central School | | X | |
| Deposit | Head Start-Columbia Lake | | | X |
| Franklin | Franklin Central School | X | X | |
| Franklin | Head Start-Main Street | | | X |
| Hamden | Del. Co. Resource Center | | X | |
| Hamden | Hamden Inn | | X | |
| Hancock | Baptist Church | X | | |
| Hancock | E. Branch Fire Dept. | X | | |
| Hancock | Fish's Eddy Head Start | | | X |
| Hancock | Emory Methodist Church | X | | |
| Hancock | Hancock Central School | X | X | |
| Hancock | Office building | X | | |
| Hancock | Presbyterian Church | X | | |
| Hancock | White Birtch Airport | X | | |
| Harpersfield | Col. Harper Grange | X | | |
| Kortright | N. Kortright Presbyterian | X | | |
| Kortright | S. Kortright Central School | X | X | |
| Kortright | United Methodist Church | X | | |
| Kortright | W. Kortright Centre | X | | |
| Masonville | Masonville Federated Church | | X | |
| Meredith | E. Meredith Church | | X | |
| Middletown | Arena Fire Department | X | | |

| | | | | |
|------------|------------------------------|---|---|---|
| Middletown | Arkville Fire Department | X | | |
| Middletown | Fairview House | | X | |
| Middletown | Fleischmanns Fire Dept. | X | | |
| Middletown | Head Start-Frank Street | | | X |
| Middletown | M. Post 216 A. Leg | X | | |
| Middletown | Margaretville Central School | X | X | |
| Middletown | U. Methodist Church | X | | |
| Roxbury | Grand G. Fire Dept. | X | | |
| Roxbury | Grand G. Fire Dept. | X | | |
| Roxbury | J. Gould Reform Church | X | | |
| Roxbury | NOCO-Grand Gorge | X | | |
| Roxbury | Roxbury Central School | X | X | |
| Roxbury | Roxbury Central School | X | | |
| Sidney | Sidney Central School | | X | |
| Sidney | Sidney Civic Center | | X | |
| Stamford | BOCES=Cyr. Center | X | X | |
| Stamford | Hobart Activity Center | | X | X |
| Stamford | Hobart Methodist Church | X | | |
| Stamford | Robinson Terrace | X | | |
| Stamford | Stamford Baptist Church | X | | |
| Stamford | Stamford Central School | X | | |
| Stamford | Stamford Veterans Club | X | | |
| Tompkins | Harrold BOCES | X | X | |
| Tompkins | Trout Center Fire Dept. | X | | |
| Walton | Christ Episcopal Church | X | | |
| Walton | United Presbyterian Church | X | | |
| Walton | Walton Central School | X | X | |
| Walton | Walton Grange | | X | |

Shelters

| TOWN | FACILITY | 1 ST CONTACT | PHONE1 | PHONE2 | AGREE DATE | FC#PHONE | 2 ND CONTACT |
|--------------|------------------------|-------------------------|--------------|----------------|------------|--------------|-------------------------|
| Andes | Andes Cent School | John Buckhart | 607-746-2412 | 914-676-3739 | 01/22/1998 | | Jennifer Leaver |
| | United Methodist | George Wright | 607-363-7418 | 914-676-4713 | 04/04/1995 | | Walter Sprague |
| | Andes Fire Hall | Richard Winner | | | 04/23/1997 | | |
| Bovina | U.P. Church | Marge Russell | 607-832-4242 | 607-832-4253 | 03/17/1999 | | Karen Patricia |
| | Bovina Fire Dept. | Robert Burgen | 607-832-4857 | 607-832-4287 | 04/28/1997 | | Tom Hilson |
| Colchester | Downsville CS | Roger Hutchinson | 607-363-2806 | 607-363-7795 | 08/26/1996 | 607-363-2100 | Robert Mackey |
| | James Moore AL | Micheal Hume | 607-363-7931 | 607-363-2808 | 03/19/1997 | 607-363-7876 | Eugene Mills |
| | Downsville FD | Tim Barnes | 607-363-7887 | 607-363-7527 | 05/19/1997 | 607-363-2235 | Dennis Bennett |
| | Cooks Falls FD | Pete Fuller | 607-498-5137 | 607-498-4662 | 03/18/1998 | 607-498-4309 | James Lacey |
| | Christian Missionary | | | | | | |
| Davenport | Charlotte Valley CS | David Whipple | 607-278-5525 | 607-278-5489 | 02/17/1999 | 607-278-5511 | Ed Waid |
| Delhi | Alliance Fellow Ch. | Norman Worden | | | 02/09/1999 | | |
| | First Presbyterian Ch. | Rev. A. Whitman | 607-746-2155 | 607-746-3171 | 07/09/1998 | | Joyce & Gary Mann |
| | United Ministry Ch. | Mark Chatterton | 607-746-2077 | | 02/15/1997 | 607-746-2191 | |
| | Clark Co. | B. Scott Clark | 607-746-2077 | 607-746-2830 | 02/02/1999 | 607-746-2727 | Paul Roach |
| | Assembly of God | Paul Keehr | 607-746-7219 | 607-746-7164 | 02/18/1999 | | Matt Dreyfus |
| | Delaware Academy | Gary Worden | 607-746-2553 | 607-746-3972 | 04/24/1995 | 607-746-2105 | Al Donato |
| | Donald Gleason P. | William Moyse | 607-746-6295 | 607-746-2961 | 02/03/1999 | 607-746-3035 | Robert Johnson |
| Franklin | Franklin CS | Douglas Ido | 607-746-6515 | 607-829-8820 | 01/14/1998 | 607-829-3551 | Michael Hyzer |
| Hancock | E. Branch Fire Dt. | Rodney Keesler | 607-865-7994 | 607-363-7397 | 01/06/1998 | 607-637-2206 | Allen Hadden |
| | Hancock CS | Bob Possemato | 607-637-2259 | 607-637-2640 | 04/20/1998 | 607-637-3584 | Glen Day |
| | Baptist Church | Robert Florence | 607-637-3343 | 1-717-635-5826 | 08/07/1996 | 607-637-3584 | Herm Wood |
| | Presbyterian Church | Edythe Benson | 607-637-2266 | 607-637-2507 | 02/02/1997 | | Etsyl Davis |
| | White Birtch Airport | Max Fransico | 607-637-3677 | 607-637-5407 | 02/02/1999 | 607-637-3677 | Everett Rhinebeck |
| | Office Building | E. Gerald Mackin | 607-637-4707 | | 02/03/1999 | 607-637-3651 | |
| | Emory Methodist C. | Rev Francis Wait | 607-637-2206 | 607-637-3689 | 09/05/1996 | 607-637-2206 | Philip Terwilliger |
| Harpersfield | Co. Harper Grange | Barbara Hill | 607-652-6792 | 607-652-7829 | 04/07/1997 | 607-652-2600 | Dwayne Hill |
| Kortright | United Methodist C. | Richard Kenyon | 607-538-9256 | 607-538-9440 | 02/26/1997 | 607-538-9440 | Rev. W Carpenter |
| | W. Kortright Centre | Martha Vanburek | 607-278-5113 | 607-278-5360 | 08/23/1996 | 607-278-5454 | Kathleen Howarth |
| | N. Kortright P. Ch. | Donald Kerr | 607-652-4445 | 607-652-5152 | 04/10/1999 | 607-278-5677 | Evang. Maclaury |
| | South Kortright | Ricahrd Cook | 607-538-9060 | 607-538-9637 | 01/26/1998 | 607-652-2600 | Robert Doroski |

| | | | | | | | |
|------------|----------------------|-------------------|--------------|--------------|------------|--------------|--------------------|
| Middletown | Margaretville C.S. | John Reidel | 845-586-2647 | 914-586-4757 | 01/21/1998 | 914-586-2647 | Mike Boice |
| | M. Post 216 A. Leg | Donald Kearney | 914-586-2219 | 914-586-4590 | 03/28/1997 | 914-586-3466 | George Vinning |
| | U. Methodist Ch. | Rev. Skidmore | 914-254-5261 | 914-254-5589 | 09/25/1996 | 914-254-5261 | Herbert Blish |
| | Fleischmanns F.D. | Richard Osterhou | 914-254-5912 | 914-254-5600 | 01/01/1998 | 914-254-5221 | Todd Wickham |
| | Arkville Fire Dept. | Robert Sweeney | 914-586-4649 | 914-586-4958 | 03/07/1997 | 914-586-3003 | John Sanford |
| | Arena Fire Dept. | Eugene Wickam | 914-586-4785 | 914-586-4982 | 04/03/1997 | 914-586-2333 | Larry Wickham |
| Roxbury | NCOC-Grand Gorge | | | | 02/26/1999 | | |
| | Grand G. Fire Dept. | Thomas Murray | 607-588-6128 | 607-588-6005 | 03/23/1997 | 607-588-6666 | Henry Gockel |
| | GrandGorge Civic | Thomas Hynes | 607-326-7921 | 607-588-7351 | 03/04/1999 | 607-588-6166 | Charles Oakley |
| | Roxbury Fire Dept. | Jim Bouton | 607-326-4033 | 607-326-7351 | 12/27/1997 | 607-326-7575 | Steve Green |
| | Roxbury Cent School | Thomas Kirkwood | 607-326-5751 | 607-326-4151 | 04/07/1997 | 607-326-4151 | Ben Gruosso |
| | J. Gould Reform Ch. | Rev. R. Dykstra | 607-326-7101 | 607-588-4242 | 02/04/1999 | | Don Brainard |
| Stamford | Robison Terrace | Pamela Harmen | 607-652-2566 | 607-652-7901 | 03/24/1997 | 607-652-7521 | James Vanhoesen |
| | Stamford Cent, Sch | William Lister | 607-652-7855 | 607-652-7715 | 05/13/1999 | 607-652-7301 | Joseph Beck |
| | BOCES-Cyr Ctr. | Dr. William Miles | 607-652-1327 | 607-538-9824 | 02/04/1999 | 607-652-7531 | Paul Marold |
| | Hobart Methodist Ch. | Richard Elder | 607-538-9365 | 607-538-9332 | 02/05/1999 | 607-538-9691 | Herb Hait |
| | Stamford Vets Club | Frank Kerzner | 607-652-4292 | 607-652-7200 | 08/25/1999 | 607-652-7467 | Fred Dugan |
| | Stamford Baptist Ch. | Waylen Bray | 607-652-7978 | 607-652-3609 | 02-06/1999 | 607-652-3713 | Frank Hornbeck |
| Tompkins | Harrold BOCES | Timothy Thomas | | | 09/26/1996 | 607-865-2500 | |
| | Trout Cr. Fire Dept. | Chris Kinney | 607-865-7039 | 607-865-9341 | 04/05/1997 | 607-865-4810 | Pat Backus |
| Walton | Walton Cent. School | George Mack | 607-865-5326 | 607-865-6643 | 09/05/1996 | 607-865-4116 | Andrew Jackson |
| | Christ Episcopal Ch. | Theodore Mead | 607-865-6669 | 607-865-4698 | 01/12/1997 | 607-865-4698 | Rev. Nick Servalas |
| | United Presby. Ch. | Rev. M. Hathaway | 607-865-5024 | 607-865-5070 | 01/12/1997 | 607-865-4390 | Mary Hafele |

ATTACHMENT 1

SHELTER MANAGEMENT RESPONSIBILITIES

SHELTER MANAGER Responsibilities

INITIATING THE SHELTER

Establish contact with the Red Cross Shelter Coordinator

- ❖ Provide information about the type and scope of the disaster in your community
- ❖ Provide an estimate of shelter population and duration of the disaster

Determine the Shelter layout

- ❖ Provide room for registration, Sleeping, feeding, food preparation, private area for health issues, management team area, recreation, information sharing, storage for supplies and personal items.

Put up Shelter Identification

Recruit, assign. And Brief Staff

Distribute shelter rules

Assess feeding options

- ❖ Discuss with Red Cross Shelter Coordinator, if possible, before implementing.

Established and maintain a shelter log. Maintain the following information:

- ❖ contacts
- ❖ phone numbers
- ❖ activities
- ❖ problems
- ❖ reports

ON-GOING ACTIVITY

Maintain regular communication with Red Cross Shelter Coordinator.

- ❖ Use the Daily Shelter Report form
- ❖ Report current and anticipated status, needs, problems, and plans

Ensure that shelter residents are receiving up to date information about the

- ❖ Disaster
- ❖ Recovery
- ❖ Resources available

Conduct shelter meetings

Ensure that a system is in place to monitor purchases and requisitions

Routinely inspects the safety and sanitation of the shelter

CLOSING THE SHELTER

Coordinate plans to close the shelter with the Red Cross Shelter Coordinator

Ensure that the building is returned to pre-disaster condition

- ❖ Return borrowed items
- ❖ Arrange for the disposition of left-overs
- ❖ Arrange for cleaning of the facility

Send the following to the Red Cross Shelter Coordinator

- ❖ List of financial commitments
- ❖ List of volunteer workers
- ❖ List of organizations or helper that should be recognized. Including name, address and description of contribution.

FEEDING

Establish a snack and beverage services as soon as possible. Determine if fast-food is available for the first 24 hours.

Identify and organize areas for

- ❖ Food preparation
- ❖ Serving preparation
- ❖ Food storage
- ❖ Garbage disposal

Take inventory of food supplies on hand.

Check local food pantries, school cafeterias and other local food resources to determine if they have food that can be used.

Determine the availability and supply of utilities. (Propane gas, electricity, etc.)

Plan simple menus that will meet the dietary and cultural needs of residents.

Be aware that efforts will be made to send food to you.

Secure, maintain, and submit receipts for all purchases.

Keep an inventory.

Ensure that food preparation, serving, dining and storage area are kept clean.

Provide daily statistics on the number of meals served.

OTHER SERVICES

Post signs on the outside of the building to identify your shelter.

Establish a “message board” for resident messages and for information.

Post a copy of the “Shelter rule”.

Conduct a shelter meeting to ensure that all residents understand procedures and that all residents can express their shelter related concerns.

Work to provide information about the disaster relief operation to the shelter residents.

Set up a television or radio.

Provide a newspaper if possible. Otherwise post verified information or hold periodic meetings to share information

Work to dispel rumors

Set up a recreation area and arrange recreational activities.

Determine the availability and if possible arrange for laundry facilities, shower facilities, pay phones and kennels for pets.

Determine the need for additional security.

Arrange for garbage disposal

Establish protocols for traffic and parking.

DISASTER HEALTH

Check to see what kind of EMS support will be available to the shelter. Is it possible to transport?

Assess the medical needs of the shelter residents. Refer seriously ill and injured to EMS.

Treat minor injuries according to the chapters signed Health Protocols

Assist with arrangements for lost prescriptions.

Be aware of any persons who have communicable diseases, isolate them and report any noticeable trends to the shelter coordinator.

Arrange for the special diets (including infant formula).

Prevent pre-existing health problems from getting worse.

Determine the need for alternate housing for residents with special needs.

In cooperation with the shelter manager, develop a system to ensure that the sanitation of health care area, feeding area, food preparation and storage areas also maintenance of bathrooms.

Ensure that bathroom facilities are adequate. Check into the availability of port toilets if necessary.

Secure all medical supplies.

Ensure that there is 24 hour medical coverage.

Maintain records of all medically related activity.

Be aware of special mental health needs.

SAMPLE MENU FOR COOPERATIVE SHELTERS

DAY ONE:

BREAKFAST

Cereal (Cheerios, Corn Flakes or Oatmeal)
Milk
Coffee, Tea or Hot Chocolate
Dounuts

LUNCH

Hot dogs
Baked beans
Peanut butter and jelly sandwiches
Punch or milk
Coffee, Tea or Hot Chocolate

DINNER

Hamburgers
Macaroni and Cheese
Tossed salad

DAY TWO:

BREAKFAST

Cereal
Milk
Tang
Coffee, Tea or Hot Chocolate

LUNCH

Chili
Toss salad without dressing
Punch and Milk

DINNER

Stew
Tossed salad without dressing
Coffee, tea and milk

**It is important to remember to keep the meals you serve basic and healthy. The above menu is only an example. Provide in between meal snacks, i.e. fresh fruit and cookies.

HELPFUL HINTS

Quantities:

| Food | Amount per person | Amount for 25 people | Amount for 50 People | Amount for 100 people |
|----------------------|--------------------------|---------------------------------|---------------------------------|---------------------------------|
| Hamburger | 1/4lb* | 6 lbs. | 12 lbs. | 18 lbs. |
| Ham for baking | | 10 lbs. | 18-20 lbs. | 36-40 lbs. |
| Meat for meatloaf | | 5 lbs. | 9-10 lbs. | 18 lbs. |
| Poultry for roasting | | 15 lbs. | 30 lbs. | 60 lbs. |
| Canned vegetables | | 6 3oz cans | 2 #10cans | 4 #10cans |
| Frozen vegetables | | 5 12oz pkgs | 3 40oz pkgs | 6 4oz pkgs |
| Scrambled Eggs | | Eggs 48-54 Milk 2 cups | Eggs 96-108 Milk 4 cups | Eggs 16doz Milk 8 cups |
| Juice Lemonade | 6 oz. cup | 1 ¼ gal. | 2 ½ gal. | 4 gal. |
| Coffee | 6 oz. cup | Water 1.5 gal Coffee 25TB | Water 3 gal. Coffee 5oTB | Water 6 gal. Coffee 100TB |
| Sandwich filling | 3oz/ sandwich | 5 lbs. | 9.5 lbs | 19 lbs. |
| Peanut butter | | 1/2 lbs. | 1 lbs. | 2 lbs. |
| Jelly | | 1.5 lbs. | 2.5 lbs. | 5 lbs. |
| Jell-O | | Water 12 cups Gelatin 18 oz. | Water 24 cups Gelatin 36 oz. | Water 48 cups Gelatin 72 oz. |
| Soup | | 1.5 gal. | 3 gals. | 6 gals. |

***before cooking TB=Tablespoon**

Catsup- 1 QT. Bottle=40 to 50 servings Mustard-1 12 oz. Jar=60 servings

Bread-1 20 Slice loaf of white bread=10 sandwiches

Hot Dogs are usually sold 10 per pound

SHELTER RESIDENT INFORMATION

| | |
|----------------------------------|---|
| Welcome | We hope that your stay here will be as pleasant as possible under the circumstances. Please take a few minutes to read this sheet, as it contains important information that you will need about living in this shelter. |
| Registration | Please sign in at the registration area if you have not already done so. Registration is required so we have records necessary to help you. All registration information is kept confidential. Please leave a forwarding address when relocating out of the shelter. This will allow our Family Service and Disaster Welfare inquiry personnel to continue to assist you. |
| Smoking | You are not allowed to smoke, use matches, or use lighter in the shelter. |
| Personal Belongings | We cannot assume responsibility for your belongings. We recommend that valuables be locked in your car, out of sight, if possible. If that is impossible, keep valuable items with you. |
| Pets | We understand that your pets are very important to you. For health and safety reasons, the Red Cross does not allow pets in Red Cross shelters; it is your responsibility to make provisions for your pet(s) before entering the shelter. If you need help in locating a kennel for your pet, please see the shelter staff. The only exceptions to this rule are service animals. |
| Children | Parents are responsible for keeping track of and controlling the actions of their children. Please do not leave them unattended. |
| Medical Problems | Notify our staff of any medications that you are taking. If you have a medical condition or are not feeling well, please contact our shelter staff immediately. |
| Alcohol Drugs And Weapons | You are not allowed to possess or use alcohol or illegal drugs in any part of this shelter. No weapons are allowed in the shelter except those of designated police and security staff. |
| Volunteering to Help | Shelter residents are encouraged to help in the shelter. There are many jobs that do not require special training. Please see the staff if you would like to help. |
| Telephones | Shelter residents are asked to use the public payphones. The other shelter phones are reserved for communications with emergency authorities and the American Red Cross disaster headquarters. |
| Housekeeping | Please help us keep our temporary home clean. Please pick up after yourself and help us with cleanup when possible. Food and drinks, other than water, are not allowed in the sleeping area. |

Quiet Hours

Quiet hours are enforced in the sleeping area between the posted hours (normally 11:00 PM and 7:00 AM). However, sleeping areas should be kept as quiet as at all times of the day. Some shelter residents may work night shifts or may not feel well and want to sleep during the day.

News Media

News media representatives often visit shelters during disaster operations. They are allowed to enter the shelter and request interviews or photographs. They will first ask your permission first, and it is your right to refuse. Please report any problem with the media to the shelter manager.

Special Requirements

If you have any special requirements, such as a special diet, please contact the staff.

Problems and Complaints

Please direct all comments about the shelter operation to the shelter manager.

AMERICAN RED CROSS DISASTER ASSISTANCE IS FREE

To: County Emergency Managers

December 15, 1998

From: Werner Gibelius, Mass Care ARC NENY

Subject: Suggested Guide for Shelter Selection

At the December 8 meeting of emergency managers within the American Red Cross Of North Eastern New York (ARC NENY). Mr. Posson from Schenectady County proposed that a suggested guideline for selecting shelters be distributed.

The following is a shelter selection guide.

- The facility should be available for sheltering after a disaster. Do not select a facility which another agency is also relying upon.
- It should have separate rooms that can be used for the elderly, for families with small children, and for nursing and office space.
- It should have space that can be used as a reception area.
- It should have a parking lot and permit emergency parking on a non-paved area.
- The facility should be large enough to facilitate over 100 people, which include staff and rescue personnel.
- The combined areas for sleeping should accommodate at least 50 people. 40 to 60 square feet per bed.
- A food preparation area is not required. However a food serving area will be required. The use of 5 gallons of water per person per day (all uses) should be anticipated.
- One toilet per 40 people.
- Access to phones inside the building.
- No smoking by anyone will be permitted inside the building.