

SHELTER ANNEX

Responsibilities:

Primary: Dept. of Recreation, Library

Secondary: EM and TM

PURPOSE:

This Annex outlines the mission of the Town to establish and run an Emergency Shelter (s) during a major emergency or disaster.

RESOURCES:

Shelters

The Jaffrey Bible Church, Turnpike Road

Rt. 124, Jaffrey; Contact: Rachael Straight, 532-6931, (h) 532-5960

Capacity: 30, ADA compliant, kitchen, no pets. Will require cots, bedding and privacy screens

Jaffrey-Rindge Middle School, 1 Conant Way, Jaffrey

Rob Clark, Asst. Principal, 371-7117, SAU 47, 532-8122

Gym could handle 50-60, ADA compliant, showers and locker rooms, kitchen

Would require cots and bedding and privacy screens

The Bible Conference, 257 Dublin Rd. Jaffrey

Director Tim Goodwin, 532-8321

Potentially can house 260 in various rooms, some with 6-8 beds, and some with private baths

Only the main dining room is ADA compliant; lots of stairs. Full Kitchen

Other Resources

The Good Sheppard Nursing Home, 20 Plantation Drive, Jaffrey

Director Ann Nunn, 532-8762

The Town has a Memorandum of Understanding with Good Sheppard to provide medical assistance which could include taking a patient with their care giver. This will depend on the availability of space and staff at Good Sheppard.

Jaffrey-Rindge Veterinary Clinic, 109 River St., Jaffrey 532-7114

SITUATION:

In the event of a major disaster or emergency which results in the displacement of some of our citizens from their homes, the Town will be expected to establish a short term shelter (s) to house and feed them. The decision to open such a facility will be made by the Selectmen after consultation with the Emergency Manager and the Town Manager. The Town and the shelter facility would expect such a shelter to be short term, no more than a week to ten days. The time limitation is based on the fact that shelter staff will be volunteers

If the disaster is of such impact that we will have to maintain a shelter for more than seven days, the Town will expect assistance from State Department of Emergency Mgt and or the Red Cross. We learned from the 2008 ice storm that the Town cannot maintain a 24 hr shelter for more than a week to ten days. The Town will regularly update both the State and the Red Cross on its status. Such assistance could be support for our shelter, taking over our shelter or establishing a Regional Shelter. The Town would close our shelter if the Red Cross established a Regional Shelter.

PROCEDURE:

In the event of a pending major disaster such as a hurricane, The Emergency Manager may request that the Director of the Recreation Department (DR) to make initial contact with our potential shelters. The DR would determine:

- Availability to provide shelter and capacity
- Do they have enough volunteers/staff
- Food on hand
- Fuel on hand
- Bedding capability
- Any medical capability

This assessment should be made on all three possible shelter locations. Based on this information, the potential impact of the pending disaster on our community or the actual impact if the event has occurred, The Select Board, in consultation with the TM, the EMD and the senior staff of the EOC, will decide whether or not to open a shelter(s) and which facility(s) to use.

SHELTER PROVISIONING AND OPERATION

After a shelter has been selected, the DR with support from the EOC will work with the shelter site staff to equip and setup the facility. The following primary requirements must be addressed:

- Beds and bedding (except at The Bible Conference)
- Food supplies
- Cooks and kitchen staff
- Energy supplies and sources
- Medical support
- ADA compliance
- Security
- Pets

BEDS AND BEDDING

Beds/cots will come from the State trailer, the State Division of Emergency Mgt., The Bible Conference or the private summer youth camps in our area.

The DR with the assistance of DPW will arrange for transport and setup.

FOOD SUPPLIES

We anticipate that all three of the possible sites will have some food on hand in their kitchens to meet initial needs but the Town will purchase such supplemental food as is needed for the short term. We also anticipate that there will be substantial food contributions from around the community and local stores.

COOKS AND KITCHEN STAFF

At the Jaffrey Bible Church, we expect that volunteers will provide initial support. This support will not last more than a week and we may have to find additional help from citizens and businesses until the Red Cross opens a shelter or support our shelter.

ENERGY SUPPLIES AND SOURCES

All three of our potential shelters have generators. The Town will ensure that they are kept supplied as long as the shelter is open.

MEDICAL SUPPORT

Medical support will be limited to what can be provided by the Jaffrey-Rindge Ambulance Service and the Jaffrey Fire Dept. The Town has an MOU with The Good Sheppard Nursing Home for their assistance where practical and if they have space. The Red Cross. Shelter patients with special needs will be

expected to come with a care giver. Cases beyond our limited ability will be transported to the Hospital (MCH).

ADA COMPLIANCE

Sections of all three possible facilities are ADA compliant however shelter population could exceed this capability. We will do all we are able to meet this need.

SECURITY

There will be staff at the shelter around the clock. There will be intermittent Police presence and as called. The security of residents' property will be as can be arraigned at the time but will be primarily their responsibility.

PETS

None of our potential shelters can handle pets. The shelter resident will have to arrange for care of their pets on their own with a friend or family member or a local vet.

DEACTIVATION

The Town, under the management of the EOC and the Director of the Recreation Dept., shall take the following general actions to deactivate the shelter after the Select Board has so requested:

- Ensure all residents are relocated
- Account for all expenses that were incurred by the disaster, such as food, energy, the cost to clean the facility, and submit this accounting to the Emergency Manager.
- Account for all Town staff personnel and hours spent in supporting the shelter.
- Return all borrowed equipment such as beds and cots.
- Prepare an after-action report on functioning of the shelter and any issues and areas for improvement.