

Section 8: Sheltering and Feeding

Basic Seward Shelter Plan

This plan summarizes the major actions necessary to establish shelter(s) in Seward. Depending on the incident, multiple facilities may be opened, or a single shelter may be designated.

Contact the City of Seward Parks and Recreation Department to open shelters.

- (907) 224-4054
- After hours, contact Dispatch

Determine which shelters to open.

Each facility has different resources, and the type, location and severity of the incident will all affect the choice of shelter(s). Follow these general guidelines in selecting a shelter, recognizing that no buildings should be used as shelters if they have suffered structural damage. **Before designating a shelter facility, ensure that the structure has been inspected and designated as safe by qualified engineers or building inspectors.**

Appendix F contains resource sheets for each listed shelter identifying capacity, kitchen facilities, and other considerations.

Primary Shelter:

- AVTEC 519 4th Avenue
- Seward High School 2100 Swetman

Secondary Shelters:

- Seward Middle School 304 Sea Lion Drive
- Seward Elementary School 606 Sea Lion Drive

Other Potential Shelter Locations

- Bear Creek Volunteer Fire Dept: 224-3345
- Chugachmiut North Star Health Clinic: 224-3076
- Seward Senior Center : 224-5604
- Memorial United Methodist Church: 224-7368
- Sacred Heart Catholic Church: 224-5414
- Seaview Community Services: 224-5257
- Seward Chamber of Commerce: 224-8051
- Seward Fisheries: 224-3381

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- St. Peter's Episcopal Church: 224-3925
- United Pentecostal Church of Seward: 224-5468

Assign a shelter manager(s) for each shelter.

In the City of Seward, the Parks and Recreation Department is responsible for the local administration and management of shelters.

When school is not in session, schools may be used as shelters. Teachers and building employees may be used to staff the facility. Both the KPBSD School District and the Red Cross have staff trained in mass care and shelter operations.

Locate shelter kit

The Seward shelter kits are stored at the AVTEC gym and near the High School. Shelter kits contain the following items necessary to establish/start up one shelter:

- Red Cross signs (to designate shelter)
- Bathroom supplies (paper towels, toilet paper, tissues, etc.)
- Office Supplies (clipboards, index cards, legal pads, pencils, staples, markers, name badges, etc.)
- Flashlights
- Radio (battery powered)
- Batteries
- All-purpose cleaner
- Red cross shelter books & registration forms
- Whistle, orange tape, and other misc. items

NOTE: It is EXTREMELY IMPORTANT that potential shelter facilities be inspected for stability before they are opened as shelters. Multistory buildings are particularly at risk.

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Sheltering and Feeding

Establishing and managing shelters is primarily a local function; however, outside agencies and organizations are often able to support shelter operations. In Seward, the American Red Cross is the primary outside organization that will support shelter operations, including providing shelter resources and staff. However, because some local emergencies may cut off access to Seward from outside communities, it is important that shelter planning consider the need for self-sufficiency.

Services provided at the shelter include:

- Food
- Individual assistance and counseling
- Emergency medical services (provided by Public Health and local medical services)
- Space for sleeping
- Child care (provided by other agencies)
- Recreational services (provided by other agencies)
- Bathing and bathroom facilities
- A system for keeping track of shelter occupants

Equipment needed in a shelter includes cots and blankets, chairs, tables, drinking cups, hot plates for warming baby formula, brooms, trash cans, emergency equipment such as candles, lanterns, flashlights, and generators, and a telephone.

Necessary shelter supplies include soap, towels, toilet tissue, disposable diapers, and cleaning items such as detergent and soap.

Office supplies needed include a telephone, carbon paper, disaster forms, cards, file folders, paper, paper clips, and pencils.

Prior to the opening of a shelter, it may be necessary to provide temporary accommodations for evacuees. For information on temporary reception areas, see SECTION 5 (Alert, Warning, and Evacuation).

Every shelter should have a shelter manager on duty 24-hours a day.

Shelter residents can and should do a large proportion of the work associated with shelter management, including administrative duties, cooking, cleaning, maintenance, childcare, and other duties.

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Shelter Organization within the City of Seward Incident Management Team

The following organization shows where the Shelter Manager would be located in a fully-developed ICS organization. For the Seward IMT, due to limited numbers of personnel to staff the response, the Logistics Section may be collapsed so that the unit and/or branch functions are combined or absorbed by other positions. In some cases, the Shelter Manager may report directly to the Support Branch Director and/or to the Logistics Section Chief.

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City of Seward Shelter Operations

In the City of Seward, the Parks and Recreation Department is responsible for the local administration and management of shelters.

The Kenai Peninsula Borough, Kenai Peninsula School District and American Red Cross have assumed joint responsibility to provide mass care services for local citizens in the event of a disaster emergency. The requirements for mass care services vary depending upon the nature and phase of the disaster emergency. In Seward, local officials must be ready to provide different types of support in response to the unique nature of the situation. Shelter planning must not only provide for the need to shelter citizens in the local community, but must also plan to shelter individuals who are not from the local community. Summer tourists and those displaced by a disaster emergency will impact Seward.

Shelters will be under the direction of Shelter Managers who report to the Facilities Unit Leader under the Logistics Section in the Incident Command System. Shelter Managers are responsible to provide non-technical coordination for all Incident Command System functional units operating within the shelter. Functional Units assigned to shelters will be determined by the Incident Management Team general staff.

For shelter manager position description and responsibilities under the Incident Command System, see the Kenai Peninsula Borough Emergency Operations Plan.

American Red Cross Contracted Shelters

The Kenai Peninsula Borough School District maintains primary responsibility for operating shelters in local public schools for the children during school hours. The school district has worked cooperatively with the Alaska Chapter of the American Red Cross to coordinate sheltering and mass care resources in Seward, and the School District relies on Red Cross resources, such as cots and blankets, to operate the shelters. It is very important that the Shelters Manager coordinates all efforts with the Red Cross, the Salvation Army, and the National Guard. During an incident where sheltering needs are significant, the American Red Cross may step in to manage or operate a shelter by request as a non-governmental "sheltering organization." All American Red Cross managed facilities will report to a central American Red Cross location. As data are gathered, analyzed, and confirmed, it will be shared on a timely basis with the local community Emergency Operations Center.

The Incident Commander or other authorized IMT personnel may request that a Red Cross managed shelter be opened by calling the nearest chapter of the American Red Cross. Office-283-4556 Cell-398-9616

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It is important to note that a few suitable shelter facilities other than the public schools have been identified for use in case the school facilities cannot be used as shelters for one reason or another. Other facilities that should be considered as potential shelters include churches, community centers, senior centers, federal, state, and city buildings, etc. Several of these alternate facilities are identified in this section, with information including location, contact person and telephone numbers, kitchen facilities, emergency power and heat, and number of people that can be fed and housed. Shelter resources are also identified in the Resource Section.

Fallout Shelters

Although there are no fully equipped or maintained public fallout shelters within Seward, the facilities listed later in this section may offer limited, short-term protection against radiation. No agreements exist with the listed facilities to allow use during a radiological event. There are no city or borough personnel trained in fallout shelter management.

Pet Shelters

Household pets create substantial problems in evacuation areas and shelters during an emergency. The public must be aware that *pets will not be accepted at the shelter facilities*. Evacuated residents should be informed that their pets would not be accepted at the local shelters.

There is no formal pet shelter plan in the Seward region, although the Kenai Peninsula Borough LEPC is in the process of developing one (2007). There are a limited number of cages available to hold displaced animals the shelter, the local veterinary practices, and "foster homes." There are presently no arrangements in the city to house livestock.

Evacuated residents should be provided with information about the LOCATION and RULES of the pet shelter, including the types of household pets accepted.

Emergency Response Personnel

Arrangements for the feeding and sheltering of Incident Management Team personnel are the responsibility of the Logistics Section of the IMT staff. If practical, response personnel will be released to their homes or stations to sleep. If returning home is not practical, space may be arranged in a shelter. It is important that IMT and response personnel have separate sleeping and eating facilities within a shelter. Whenever possible, IMT personnel accommodations should be separated from the general population in a shelter, in order to preserve morale among IMT personnel and ensure that they are able to get sufficient rest during off hours.

The Incident Management Team may establish purchase agreements with local restaurants; these may be used to provide for lunches and dinners for response and IMT personnel. Relief agencies such as The American Red Cross and the Salvation Army will generally feed disaster workers in their feeding and shelter operations, as

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well as providing coffee and snacks to on-scene personnel. Efforts to feed and shelter response and IMT personnel should be coordinated with relief agencies as much as possible.

Shelter Management Assignments and Responsibilities

Role	Name/Position of Community Member Assigned	Duties and Responsibilities
Shelter Manager:	City of Seward Parks and Recreation Department	Establish shelter Manage shelter operations Coordinate with volunteer relief agencies Duties as assigned
Assistant Shelter Manager:	American Red Cross Shelter Manager Volunteer (see Appendix C for Red Cross telephone numbers)	Assist shelter manager Fill in for shelter manager if unavailable Provide alternate for 24-hr staffing Duties as assigned
Nurse/medical officer:	Contact Local Public Health and work hand in hand with local medical personnel.	Move medical supplies to shelter, if needed Triage, first aid Human health services
Administration:	Parks and Recreation staff American Red Cross Volunteer	Registration Record keeping Duties as assigned
Food Staff:	Parks and Recreation staff American Red Cross Volunteers	Prepare and serve meals Duties as assigned, such as cleaning up
Social services:	Parks and recreation staff SeaView Community Services American Red Cross Volunteers	Assist shelter residents in accessing social and family services Liaison to other social service agencies/organizations Duties as assigned
Liaison/Public Information officer:	City of Seward City Clerk	Disseminate information to the public and media Work hand in hand with Borough

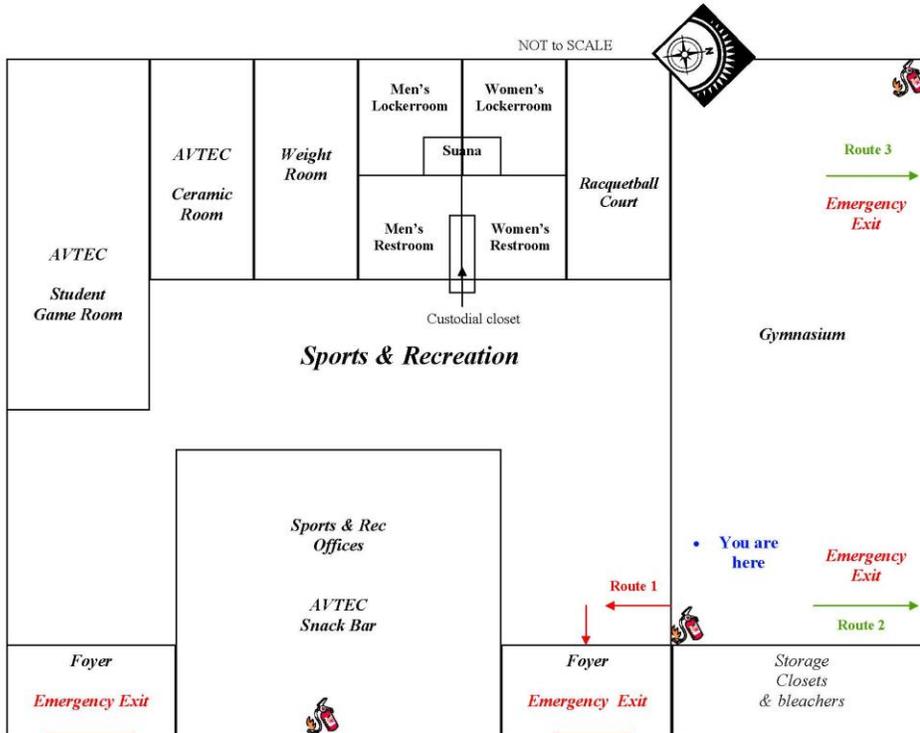
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Role	Name/Position of Community Member Assigned	Duties and Responsibilities
		PIO (907-646-5412)
Maintenance and sanitation:	Seward Parks & Rec Staff American Red Cross Volunteers (<i>See Appendix C for telephone numbers</i>)	Maintain and clean facilities Duties as assigned

Note that the Hospital facility and staff should not be considered as sheltering resources, as their primary focus is on providing medical care for injured victims at the hospital.

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Shelter Floor Plan: AVTEC Gym



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Shelter Floor Plan: Seward High School

Lower Level

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Upper Level

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