

Migrant Shelter Emergency Preparedness Template

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Emergency responses can be stressful and overwhelming. The template is intended to guide emergency planning so sites are able to swiftly action the various components of a response and reduce the number of decisions that need to be made during incidents. Information readily available will reduce delay in sharing vital communications and sourcing support and resources. Items pre-filled in the charts are some common examples, but as information will be site-specific, this tool is designed to be tailored to each site's unique considerations. Edit the information to build the preparation tool that works best for your site.

I. Location information

Site Details	Address	Notes
Site Name		
Closest fire station name		

II. Evacuation Routes

Evacuation Route Map Locations
Dormitory
Dining room
Administrative offices

The following information is marked on evacuation maps:

1. Emergency exits
2. Primary and secondary evacuation routes
3. Locations of fire extinguishers
4. Fire alarm pull stations' location
5. Assembly points
 - a. Site personnel should know at least two evacuation routes.

Assembly Point	Location	Notes
Primary		
Secondary		

III. Contact Numbers

Emergency Phone Numbers

Date last updated:

Entity	Contact Number	Notes
Emergency		
Local Police Department Non-Emergency Line		
Fire Department		
Paramedics		
Ambulance		
Local DHS (CBP, BP)		
Contracted security team management		
Facility management		
Hospital		

Utility Company Phone Numbers

Date last updated:

Entity	Contact Number	Company	Notes
Electric			
Water			
Gas			
Wifi			

Internal Stakeholders Phone Numbers

Date last updated:

Entity	Contact Number	Notes
Agency Senior Leadership		
Human Resources		HR may reach out to staff's emergency contacts
Volunteer Liaison		

Vendor or Partner Agencies Phone Numbers

Date last updated:

Note: This list serves as a quick reference for vendors or partners that you might need to notify in the case of an event. This includes notifications to inform any vendors who might be scheduled to come on-site, and partners who require awareness for other reasons.

Entity	Contact Number	Notes
Local government		
Food vendor management		
Medical team management		
Cleaning service		
Laundry service		
Security management		Guards on-scene may have already informed; connect so agency leadership is in touch

Emergency Vendor Phone Numbers

Date last updated:

Note: This list serves as a quick reference for services that might be required in an emergency. Vendors should be added only after their ability to provide the service has been verified.

Entity	Contact Number	Notes
Back-up generator		
Large-quantity food delivery		Can feed 200 people with 1 2 hour notice
Transportation		Can provide 56 pax buses
Back-up shelter sites		80 pax capacity; ADA compliant room and restroom

IV. Emergency Reporting Steps

Initial Immediate Reporting

Note: If required, the 911 call will be immediate. The following notifications will occur as soon as possible, but when safe to do so and after triaging more immediate needs.

Step order	Making the call	Call to	Call Purpose
1	Whoever first notices emergency, if safe to do so	911, if required	Inform of emergency; step repeated by Medical Triage Lead, Security Officer, or Initial Incident Lead as applicable for medical needs
2	Security guards	Security company management	Inform security company management for off-site security support and liaising with local law enforcement
3	Initial Incident Lead	Shelter Director	Inform of incident, share immediate support needs
4	Shelter Director	Agency Sr. Leadership	Inform of event, share immediate support needs
5	Agency Sr. Leadership	Other relevant agency leadership	Share updates to relevant parties, field queries to assist in Shelter Director staying available to support on-site Initial Incident Lead; inform DHS for arrival diversion if applicable

V. Definition of Roles

Note: The role can be a specific person or a position held, and in many cases a back-up should be identified. In some instances, multiple roles can be assigned to the same person where capacity exists. Ensure that anyone who may be asked to fulfill one of the roles below is properly trained beforehand. One option is to make laminated note cards stating each role's responsibilities so these can be handed out in an incident or passed on remotely. This assists the Initial Incident Lead in remembering roles that should occur, and clearly defines responsibilities for the person receiving the card.

Role	Primary	Secondary	Responsibility
Initial Incident Lead			<ul style="list-style-type: none"> • Direct staff and guests in next steps • Gather pertinent information to pass off to first responders upon arrival • Continue to manage next steps at evacuation point • Communicate updates with their identified off-site support as applicable • Triage needs at rally point • Assign roles to staff at rally point or remotely • Make the call the move to secondary rally point if primary rally point is unsafe
Security Officer(s)			<ul style="list-style-type: none"> • Aid in smooth carry out of emergency plan • Expert in emergency plan and location of emergency items • Serve as secondary support to Initial Incident Lead to communicating plan during event • May have site-specific duties assigned • May assist Initial Incident Lead in communicating with off-site parties
Roll Call			<ul style="list-style-type: none"> • Account for guests and staff at rally point

			<ul style="list-style-type: none"> • Pull list if available or create on phone or paper • If multiple agencies on-site, establish if each agency will be responsible for their own roll call
Volunteer Coordination			<ul style="list-style-type: none"> • Call in trusted volunteers for any support needs • Share pertinent information with volunteers including their role upon arrival and who they check in with
Staff Support			<ul style="list-style-type: none"> • Reach out to staff who may be coming in for shift • Assist with event debrief later
Medical Triage Lead			<ul style="list-style-type: none"> • If required, triage medical needs. If there is a medical team on-site, this lead will be someone on the medical team. • Administer care on-site as possible • Call ambulance, and/or notify first responders of injuries • Share shelter contact info to guests and record names of guests leaving site for medical services and hospital ambulance will take them to.
Food and Water Lead			<ul style="list-style-type: none"> • If event will be long, use vendor list to procure food and water
Media Lead			<ul style="list-style-type: none"> • Gather media contacts for statement • Attempt to ensure guests are not filmed • Remind guests and staff to not provide statements

VI. Go-bags

*Note: Go-bags should be staged in multiple locations across the site(s) for easy access. Instruct staff to grab the go-bag if they are near it during an evacuation, but **not** if it will impede a swift, safe exit. There are options to purchase pre-made go-bags, or supplies can be purchased to create your own. A separate first aid kit could be staged for emergency needs with medical team, if there is a medical team on-site. Go-bags should be relevant to each site's unique needs.*

Item	Quantity	Expiration
Roll of Plastic Sheeting, 10' x 25', 3 mil	1	
Duct tape roll	1	
4-in-1 LED Radio / Flashlight / Siren / Cell Phone Charger	1	
Roll of Toilet Paper	1	
Whistle	1	
Light sticks / battery operated flares	10	
Emergency blankets	10	
KN95 Respirator Masks	10	
Water pouches	20	
Waste bags	5	
Emergency food bar	10	
Candy pieces	10	
Small First Aid Kit	1	
Hand Sanitizer	1	
Evacuation binder with important contacts, information	1	N/A
CPR Rescue mask	5	
Safety vest	5	
Heat/Cold Compress	3	

VII. Training Plan

Action step	Date planned	Who involved
Note relevant contacts		
Determine evacuation routes		
Write emergency plan steps and roles		
Gather and implement feedback on plan; finalize plan		

Train Initial Incident Leads		
Train Security Officers		
Train staff who may take on specific response roles		
Create list of vendors for emergency needs		
Emergency-specific drills		
Training refreshers		
File planning information accessible to staff, communicate location		