



CAYMAN ISLANDS

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# EMERGENCY SHELTER MANUAL

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Preparing for tomorrow's disasters

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information

## PREPARED BY:



Department of Children and  
Family Services



Hazard Management  
Cayman Islands



## **RECORD OF REVIEWS AND AMENDMENTS**

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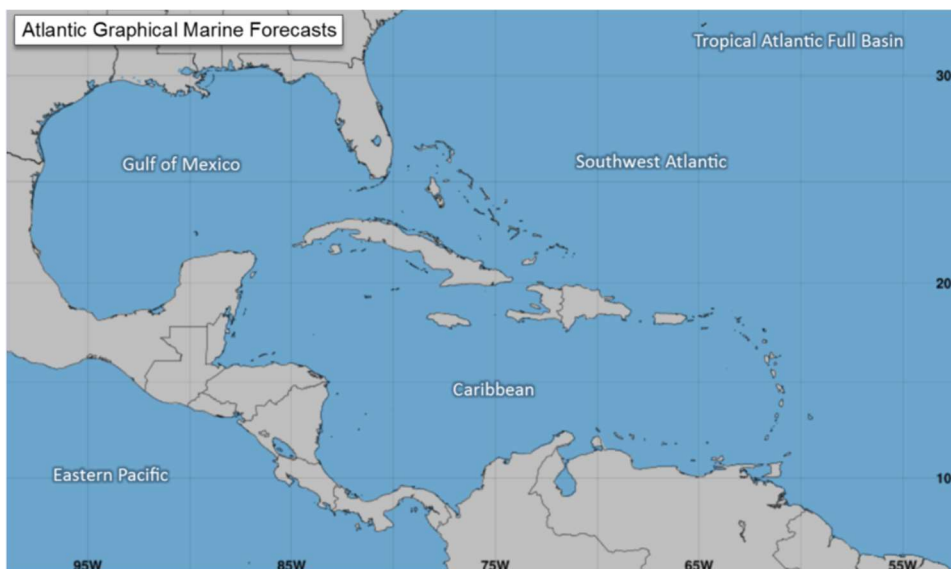
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# EMERGENCY SHELTER MANAGEMENT MANUAL

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## **INTRODUCTION**

Shelter Operations is a sub-committee of the National Hazard Management Council (NHMC). It maintains overall responsibility for preparing and managing the individual shelters in Grand Cayman, from the declaration of ALERT to that time following the ALL CLEAR when all those sheltered have been relocated to temporary alternative housing. The purpose of this manual and training is to provide individuals with the responsibility for the operational management of emergency shelters with the necessary knowledge and skills to perform the required duties as Shelter Managers.



# Section 1

## **PERSONAL PREPAREDNESS**

The Hurricane Season for the Cayman Islands is 1 June to 30 November, before the season and not during is the time to prepare

In preparing for the Hurricane season, our primary focus is to ensure our family's safety. As such, the following are a few basic tips to assist you in being prepared.

- Get informed.
- Plan.
- Assemble a kit.
- Maintain your plan and kit.

### **GET INFORMED: FIND OUT WHAT COULD HAPPEN TO YOU.**

- Learn steps involved in hurricane preparations. Contact Hazard Management Cayman Islands to gather the information you will need to create your plan.
- Understand warning signals - e.g. signal flags on government buildings, what they mean, stay tuned to radio and television news reports.
- For those with animals; two shelters are now available with limited capacity. John Gray High School gymnasium and Clifton Hunter High School gymnasium.
- Learn what arrangements are in place at your child's school for disasters; what is expected from you on your job.

NB: Because hurricane season does coincide at times with the school year, a school evacuation plan has been written to cover how and when students are to be evacuated and what measures are to be taken at each school to secure records, equipment etc. This plan is a requirement for the Government schools; private schools receive a copy that they may use as a basis for their own plans. Each Government school has its own committee to implement the school evacuation plan.

### **CREATE A DISASTER PLAN**

- Meet with your family and discuss why you need to prepare for a disaster.
- Explain the dangers of fire, earthquakes and severe weather such as hurricanes and tropical storms to children. Discuss the types of disasters that are most likely to happen. Explain what to do in each case.
- Pick two places to meet: everyone must know the address and how to get there as well as the phone number.

- Arrange for someone, preferably, overseas to be your family contact. Family members should all call that person to say where they are. Everyone must know your family contact number.
- Discuss what to do in the event of an evacuation, also ensure you are all aware of the most direct route of evacuation to the shelter nearest to you.
- Plan for your pets take your pets with you if you evacuate. However, be aware that pets are not permitted in emergency shelters. Prepare a list of friends & boarding facilities that will shelter your pets.



### **Complete this checklist**

- Post emergency telephone numbers by the phones (fire, police, and ambulance)
- Teach children how and when to call 911 for emergency medical or other help.
- Show each family member how and when to turn off water, electricity and propane cooking gas cylinder.
- Check if you have adequate insurance coverage.
- Teach each family member how to use the fire extinguisher and show them where it's kept.
- Install smoke detectors on each level of your home, especially near bedrooms.
- Conduct a home hazard hunt. \*\*
- Stock emergency supplies and assemble disaster supplies kit.
- Take a Red Cross first aid and CPR course.
- Determine best escape routes from your home. Find two ways out of each room.
- Find the safe spots in your home for each type of disaster.
- Scan and store important family documents (passports, birth certificates, immunization records, insurance policies and documents etc.) in a safe space

**\*\*NB:** During a disaster, ordinary objects in your home can cause injury or damage. Anything that can move, break or cause a fire is a home hazard, for example, a hot water heater or a bookshelf can fall. Inspect your home at least once a year and fix potential hazards.



- ◆ **Structure Protection:** As part of your preparation process beforehand, you can purchase plywood for securing windows and doors or invest in storm shutters. This will ensure you have all materials on hand to secure your home as best as you can, in the event a hurricane heads our way.
- ◆ **Utilities:** Locate the main electric fuse box, learn how to turn the electricity off and on, and teach other responsible family members how to do this as well. Ensure that gas cylinders are securely positioned.
- ◆ **Water supply:** Locate the water supply mainline and learn how to turn this on and off. For those with cisterns learn how to disconnect waterspouts from roof to cistern and secure.

## ASSEMBLE A KIT: EMERGENCY SUPPLIES:

Put together a disaster supplies kit. This should include all items you may need in the event you have to relocate to a shelter or evacuate the island. Supplies should be stored in sturdy, easy to carry containers such as duffel bags, backpacks or covered garbage containers.

Items should include:

- 3-day supply of drinking water (1 gallon per person per day)
- 3 day supply non-perishable food items (such as corned beef, tuna, biscuits, crackers, long life milk, etc.)
- 1 change of clothing & shoes per person
- 1 blanket or sleeping bag/mat per person
- First aid kit (including prescription drugs)
- Flashlight and extra batteries
- Portable radio and extra batteries
- Cash (banks may not be open post disaster/money Machines may not be working)
- Sanitary supplies (pads/deodorant/mouthwash etc.)
- Special items for babies/elderly or disabled family members
- Extra pair of eye-glasses
- Water-tight containers in which to place all important family documents/records
- Can opener (manual)
- Games, books or toys for children
- Disposal utensils



## PRACTICE AND MAINTAIN YOUR PLAN

- Quiz your kids every six months so they remember what to do
- Conduct fire and emergency evacuation drills.
- Replace stored water every 3 months and stored food every 6 months.
- Test and recharge your fire extinguisher(s) according to manufacturer's instructions.
- Test your smoke detectors monthly and change the batteries at least Once a year.

## EVACUATION

- Evacuate immediately if told to do so.
- Listen to your battery-powered radio and follow instructions of local emergency officials.
- Wear protective clothing and sturdy shoes.
- Take your disaster supplies kit.
- Lock your home.
- Follow the most direct route to the shelter nearest to you.



When you are leaving:

- Shut off water, electricity and gas before leaving.
- Post a note telling others when you left and where you were going.

**REMEMBER IF DISASTER STRIKES, STAY CALM AND BE PATIENT. PUT YOUR DISASTER PLAN INTO ACTION.**

**Being over prepared may cost money;  
Being under prepared can cost lives.**



## Section 2

# **NATIONAL DISASTER RISK MANAGEMENT STRATEGY**

The Cayman Islands National Strategic Framework for Disaster Risk Reduction is closely aligned to the United Nations *Hyogo Framework*.

The Cayman Islands National Strategic Framework for Disaster Risk Reduction

- Articulates the national vision for risk reduction
- Guides government policies
- Takes a pro-active all-hazards, multi-agency approach to risk management
- Places the country's approach in alignment with regional and international norms
- Plans for the adaptation of best practice models to the local context
- Integrates risk reduction into national development at all levels and across all sectors
- Seeks to engage all residents of Grand Cayman, Cayman Brac and Little Cayman in the disaster risk management process
- Establishes the Government's policy, roles and responsibilities on the national risk management programme
- Outlines Mitigation, Prevention and Preparedness goals
- Provides for local and overseas training courses for disaster response personnel
- Provides for dissemination of information at all levels before, during and after a disaster, using the best available technology
- Ensures accountability among Government Officers with disaster responsibilities
- Provides for annual exercises of the NHMC
- Early warning of slow onset disasters, and
- Provides for pre-positioning of human and material resources where sufficient notice is given.

A hazard exists as long as there is a vulnerability; that is. Anything that is susceptible to damage.

## HURRICANE RISK

The Cayman Islands disaster history indicates that meteorological events have been most frequent occurrence of natural hazards, other natural events that have affected the Islands are earthquakes. The Islands geographical location makes it susceptible to hurricanes, tropical storms.

## DEFINITION

### **National Disaster:**

A natural or man-made event which causes great impacts on people, infrastructure and the environment that causes catastrophic damage or loss of life exceeding the community's capacity to normally respond.

### **"EYE" of the Hurricane:**

The distinctive feature of a tropical cyclone of a roughly circular area, with comparatively light winds that encompasses the center of a severe tropical cyclone. The eye is either completely or partially surrounded by the eye wall cloud.

### **Hurricane:**

A tropical cyclone in which the sustained surface wind is at least 74 mph (64 kt or 119 km/hr) or more.

### **Tropical Cyclone:**

A warm-core non-frontal synoptic-scale cyclone, originating over tropical or subtropical waters, with organized deep convection and a closed surface wind circulation about a well-defined center. Once formed, a tropical cyclone is maintained by the extraction of heat energy from the ocean at high temperature and heat export at the low temperatures of the upper troposphere. In this, they differ from extra tropical cyclones, which derive their energy from horizontal temperature contrasts in the atmosphere (baroclinic effects).

### **Tropical Depression:**

A tropical cyclone with sustained winds of 38 mph (33 kt or 62 km/hr) or less.

### **Tropical Storm:**

A tropical cyclone in which the sustained surface wind speed ranges from 39 mph (34 kt or 63 km/hr) to 73 mph (63 kt or 118 km/hr).

## HURRICANE STAGES

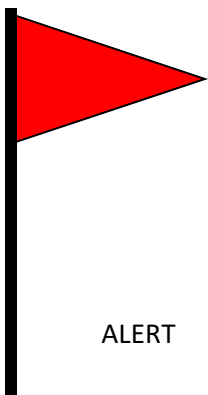
When a hurricane or tropical storm is likely to affect the Cayman Islands, warnings will be issued as follows:

- **ALERT:**

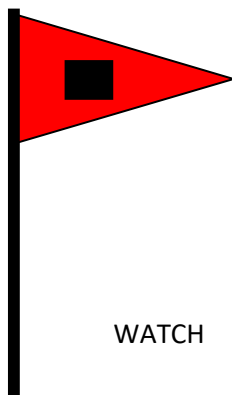
An announcement that hurricane conditions (sustained winds of 74 mph or higher) are expected within the Cayman Islands area, the hurricane warning is issued 72 hours in advance of the anticipated onset of tropical-storm-force winds.

- **WATCH:**  
An announcement that hurricane conditions (sustained winds of 74 mph or higher) are expected within the Cayman Islands area, the hurricane warning is issued 48 hours in advance of the anticipated onset of tropical-storm-force winds.
- **WARNING:**  
An announcement that hurricane conditions (sustained winds of 74 mph or higher) are expected within the Cayman Islands area, the hurricane warning is issued 36 hours in advance of the anticipated onset of tropical-storm-force winds.
- **ALL CLEAR:**  
An announcement that the tropical cyclone has passed and/or no longer poses a threat to the Cayman Islands.

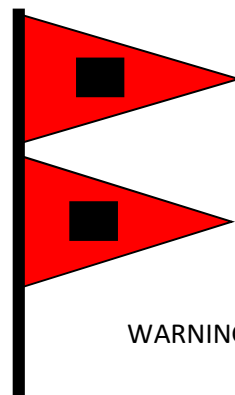
### **TROPICAL STORM**



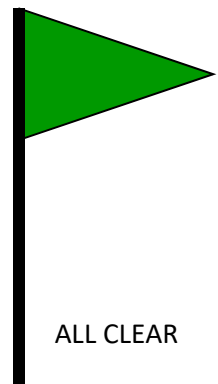
ALERT



WATCH



WARNING



ALL CLEAR

## HURRICANES CATEGORIES

There are the five categories of hurricanes, the categories and their effects are as follows:



Grand Cayman Airport Runway 2022 – Post Hurricane Ivan

### **Category 1:**

Sustained winds 74-95 mph (64-82 kt. or 119-153 km/hr.).

Damaging winds are expected. Some damage to building structures could occur. Some damage is likely to poorly constructed signs. Loose outdoor items may become projectiles, causing additional damage. Persons struck by windborne debris risk injury and possible death. Damage to branches of healthy trees may occur. Some trees may be uprooted, especially where the ground is saturated. Some areas will experience power outages because of damage to the power Supply Grid.

Damage from coastal inundation possible along coastal areas, impacts associated with the hurricane will vary depending on local conditions.

### **Category 2:**

Sustained winds 96-110 mph (83-95 kt or 154-177 km/hr). Very strong winds will produce widespread damage. Some roofing material, door, and window damage of buildings will occur. Considerable damage to poorly constructed signs is likely. Damage to glass windows in high rise buildings are likely to occur and become windborne debris. Loose outdoor items will become projectiles, causing additional damage. Persons struck by windborne debris risk injury and possible death. Widespread damage to branches of healthy trees. Many trees will be uprooted or snapped. Extensive damage to power supply grid will likely result in widespread power outages that could last a few to several days. Considerable damage from coastal inundation possible along coastal areas, impacts associated with the hurricane will vary depending on local conditions.

**Category 3:**

Sustained winds 111-129 mph (96-112 kt or 178-208 km/h). Dangerous winds will cause extensive damage. Some structural damage to houses and buildings will occur with a minor amount of wall failures possible. Poorly constructed signs are destroyed. Major damage to glass windows in high rise buildings is likely to occur and become windborne debris. Persons struck by windborne debris risk injury and possible death. Many trees will be snapped or uprooted creating significant debris. Near total power loss is expected with outages that could last for extended periods. Significant damage from coastal inundation possible along coastal areas, impacts associated with the hurricane will vary depending on local conditions.

**Category 4:**

Sustained winds 130-156 mph (113-136 kt or 209-251 km/hr). Extremely dangerous winds causing devastating damage are expected. Extensive damage to doors and windows is likely. Some wall failures with some complete roof structure failures on houses will occur. All signs are blown down. Widespread damage to windows in high-rise buildings will occur and become windborne debris. Windborne debris will cause extensive damage. Severe injury or death is likely for persons struck by windborne debris. Most trees will be snapped or uprooted and create a significant amount of debris. Electricity may be unavailable for an extensive period after the hurricane passes. Extensive damage from coastal inundation possible along coastal areas, impacts associated with the hurricane will vary depending on local conditions.

**Category 5:**

Sustained winds greater than 157 mph (137 kt or 252 km/hr). Catastrophic damage is expected. Severe and extensive window and door damage will occur. Complete roof failure on many residences and industrial buildings will occur. Some complete building failures with small buildings blown over or away are likely. All signs blown down. Catastrophic damage to windows in high rise buildings and become windborne debris. Severe injury or death is likely for persons struck by windborne debris. Nearly all trees will be subject to complete destruction or uprooted. Widespread damage to power supply grids will result in Power outages for extensive periods. Extensive damage from coastal inundation possible along coastal areas, impacts associated with the hurricane will vary depending on local conditions.

Category	Wind Speed (mph)	Damage at Landfall
1	74-95	Minimal
2	96-110	Moderate
3	111-129	Extensive
4	130-156	Extreme
5	157 or higher	Catastrophic

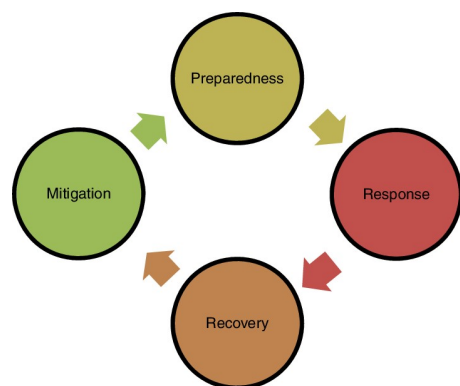
## Section 3

### **THE NATIONAL DISASTER PROGRAM**

Hazard Management Cayman Island is the agency mandated to carry out the national disaster programme. The programme consists of the main tenets of the risk management cycle. As such, it advocates prevention and mitigation strategies to the national approach of Hazard Risk Management.

In so doing HMCI will

- Provide and contribute to National Policy, Regulations, Development Programmes and other national initiatives
- Ensure and provide oversight to the development of Multi – Hazard Plans for all sectors, schools & communities
- Develop Programmes, Plans for Preventing, Reducing Identified Hazard Risk including Policy, Regulatory, & Structural Approaches
- Develop & carry out an ongoing Public Education & Awareness Programme
- Coordinate training for National Response Team & Volunteers
- Ensure the Highest level of National Preparedness through ensuring adequate Systems and Resources are in place for managing disasters including Warning & Alerting
- Ensuring efficient Management of National Crises, Emergencies and Disasters through the National Emergency Operations Centre (NEOC)
- Establish & maintain an Equipped & Functioning National Emergency Operations Centre (NEOC)
- Ensure National Emergency Telecommunications Systems is Functional & Adequate.



The National Disaster Programme also consists of the National Hazard Management Council and the National Hazard Management Executive. These two groups are integral components to the programme and were established to facilitate the implementation, further development and sustainability of comprehensive risk management in the Cayman Islands.

The National Hazard Management Council mandate is to:

- Develop hazard and emergency management policies
- Discuss economic, political, legal and social implications of both the threat and the response to determine the best strategies for action

- Provide guidance for the NHMC Executive
- Review policy documents
- Review and approve operational plans
- Responsible for ministry/portfolio Emergency Operations Centres
- Responsible for Continuity of Operations for portfolios/ministries
- Provide support for NEOC

The members are

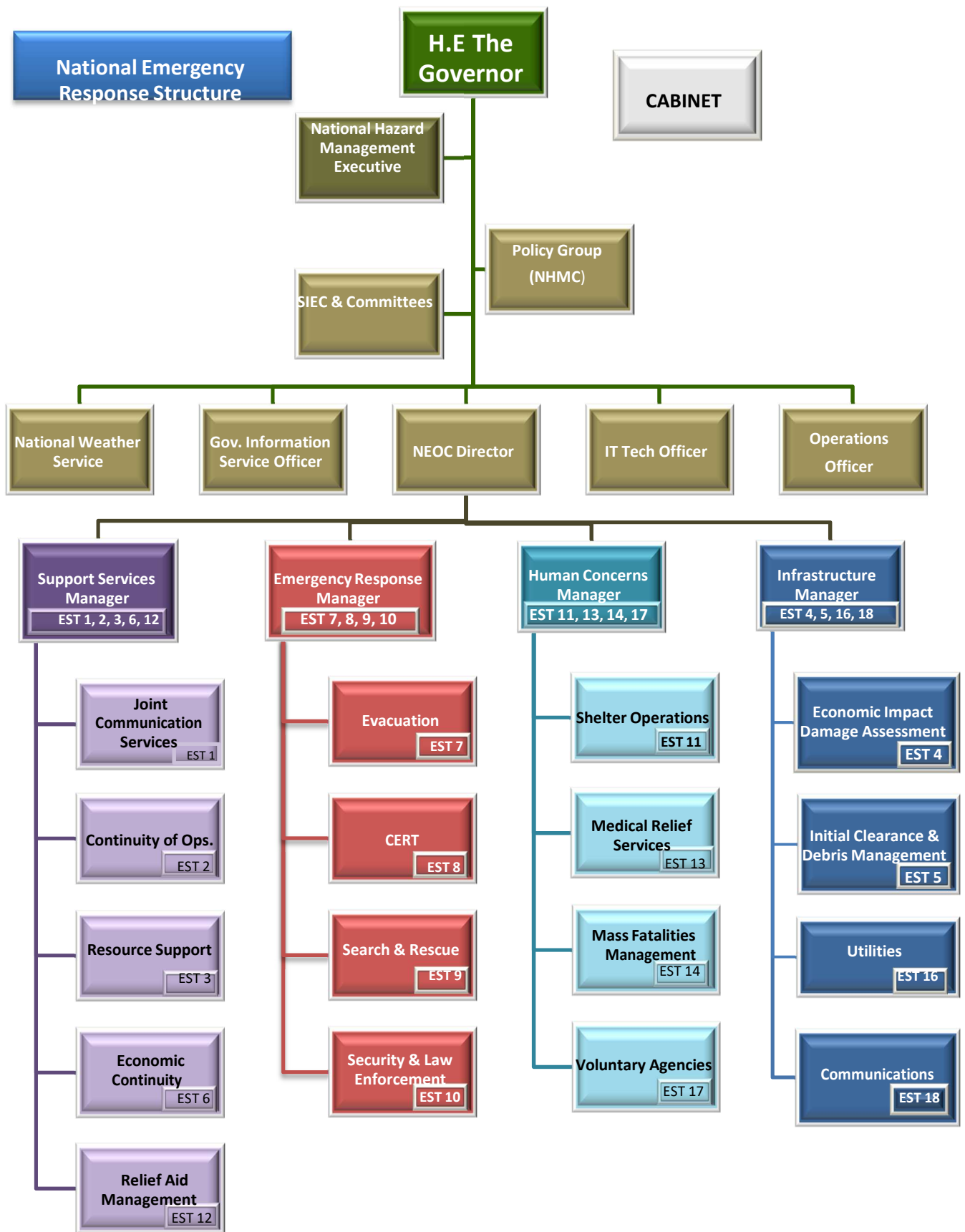
- Deputy Governor
- Chief Officer Ministry of Financial Services & Home Affairs
- Cabinet Secretary
- Deputy Financial Secretary
- All Permanent Secretary's
- All Chief Officers
- Commissioner of Police
- Chief Fire Officer
- Red Cross
- ADRA
- Chamber of Commerce
- National weather Service Office
- Director Hazard Management Agency

The National Hazard Management Executive mandate is

- review progress of national disaster risk management programme and provide policy guidance
- Make decisions related to national policy, provide strategic and policy guidance for regulatory, financial, economic and foreign affairs

The members are

- Governor (Chairman)
- Deputy Governor
- Premier
- Leader of the Opposition
- Attorney General
- Financial Secretary
- Chief Officer Ministry of Financial Services & Affairs
- Director HMCI
- Other members appointed by the Governor





## **NATIONAL EMERGENCY OPERATIONS CENTRE (NEOC)**

The NEOC is managed by HMCI and provides centralized coordination and control of National emergency/disaster response and relief operations.

The NEOC will be activated by the Director HMCI, or in his/her absence the Deputy Director Operations HMCI, acting in Consultation with the Chair, National Hazard Management Council.

The NEOC is normally inactive (stand-by status), but may be activated on short notice – less than 2 hours. NEOC members use Webbook application to record, track and manage information flow during any activation.

### **NEOC Levels of Activation**

The Cayman Islands NEOC operates at one of three levels of activation:

- Level I – Full Scale Activation
- Level II – Partial Activation
- Level III - Monitoring and Assessment

#### **Level I - Full-Scale Activation**

In a full-scale activation, the NEOC is fully activated and may be on a 24-hour schedule due to an imminent threat or occurrence of a disaster. All Clusters, EST and supporting agencies are activated. An Incident Action Plan (IAP) is established that identifies the operational objectives and priorities of the incident.

#### **Level II - Partial Activation**

Level II is typically a transitional, limited agency activation to initiate preparations due to a significant threat of a disaster or to coordinate response due to the occurrence of a minor disaster. Typically, during Level II activation, the NEOC is operational for a period of the day – usually during business hours – as based upon the needs to a particular incident's requirements.

Most, if not all, Emergency Support Teams (EST) are alerted of the event, but only the HMCI staff and select EST that are essential for an appropriate incident response, are activated and required to report to the NEOC.

#### **Level III - Monitoring and Assessment**

During this Phase, the NEOC is likely inactive. An HMCI Duty Officer is on-call 24 hours/day, 7-days/week, and is advised of any significant events by the Department of Public Safety Communications (9-1-1) Warning Point, concerned citizens, or other agencies.

The Duty Officer also has the responsibility to monitor and follow-up on any threat, unusual event, or situation that has the potential to affect the Cayman Islands (e.g., media reports, weather advisories, etc.).

A Level III is typically an internal issue for HMCI and involves little, if any, inter-agency direction and coordination. The threat, unusual event, or situation simply warrants observation, verification of appropriate action, and follow-up by HMCI staff.

## **DEACTIVATION**

The Manager of the NEOC will deactivate the NEOC, in consultation with the Director of HMCI, or the Deputy Governor or chair of the NHMC, when coordination of response at the national level is no longer required, and the recovery phase of operations is sufficiently advanced.

Normal governmental procedures would resume when the NEOC is deactivated.

## Section 4

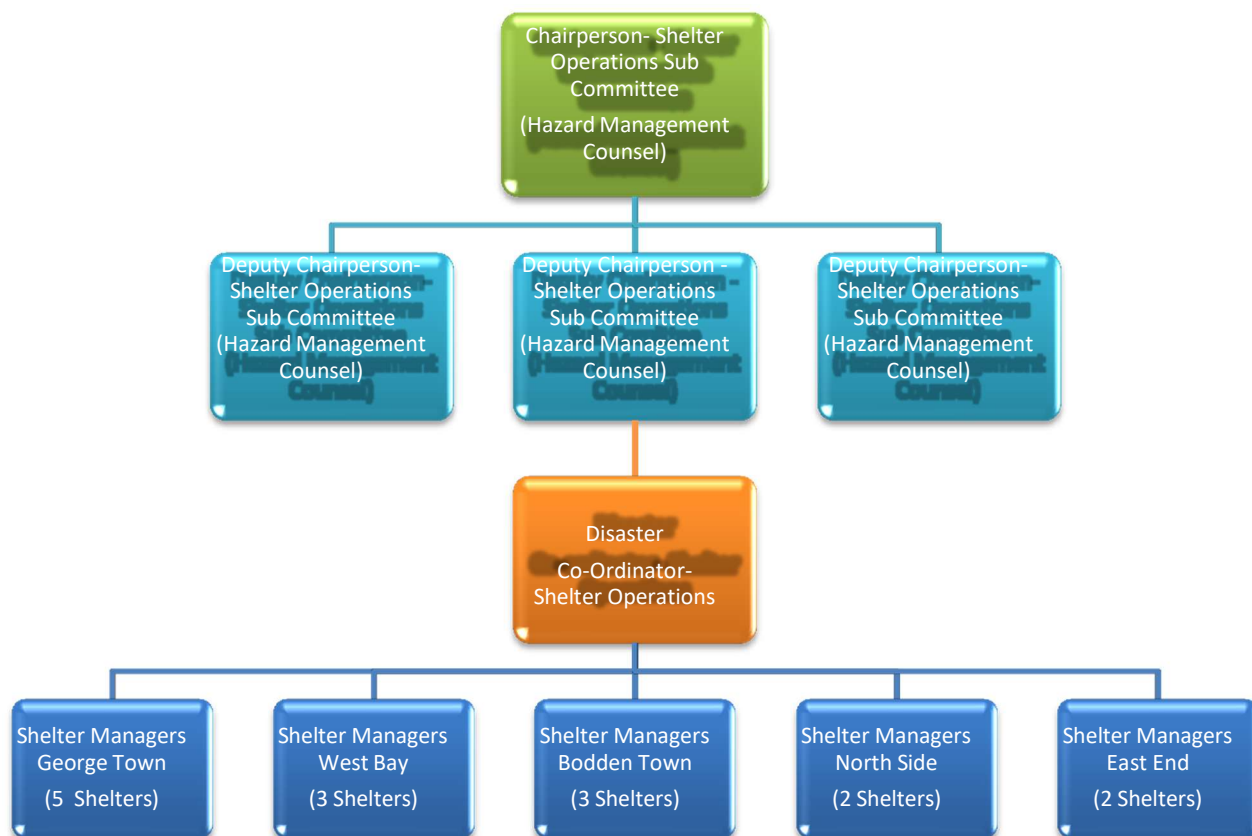
### **THE SHELTER**

It is the government's role to provide shelter for the protection of any citizen, who is in need, from tropical cyclones or other disasters. Following an event, the government will provide shelter facilities , as needed, for those displaced by an event for a limited period. SHELTER OPERATIONS is a sub-committee of the National Hazard Management Council whose responsibility it is to:

- a. Make the necessary physical assessments and preparations ensuring all designated shelters are ready for use.
- b. Establish and maintain communications with Community Emergency Response Teams throughout all stages of a hurricane.
- c. Serve as the point of contact between the Community Emergency Response Teams and the Shelter Operations Sub Committee Chairpersons in the HMCI for purposes of coordination and execution of resource requests and deployment.
- d. Provide shelter management operations, as well as, resources and support to the shelters, and
- e. Determine when to close and/or consolidate shelters.
- f. Pre-determine public schools and/or community centres and other designated structures in the community which will serve as shelters – see attached chart.

The national shelter management programme is based on volunteer effort. Shelter Managers are usually selected by the Shelter Operations committee.

## SHELTER OPERATIONS ORGANIZATIONAL CHART



## KEY TERMS AND CONCEPTS

**District Representative:** Person appointed in the district to assess the community needs for food, clothing and other vital supplies post-disaster; mobilise community members post-disaster to help in the bagging and distribution of food and clothing to those in need; and to receive the food supplies transported to the shelters pre-disaster and ensure they are properly secured for use post-disaster.

**Long Term Shelter:** A shelter which will be operational for a longer period of time as temporary housing.

**Shelter:** A facility/s designated for refuge prior to, during or after a disaster... including an event such as a storm/hurricane.

Shelters are for persons who are unsure that their existing home can withstand a tropical cyclone and who cannot find a suitable safe alternative location (with friends, family or their employer).

Shelters may also be used as temporary housing (post-disaster) for persons whose homes have been severely impacted, destroyed or otherwise rendered uninhabitable by a storm/hurricane or other type of disaster.

**Shelter Manager:** Person appointed to manage all aspects of the operation of a shelter and overseeing the needs of the population temporarily housed in the shelter.

**Shelter Management Team:** A team that works together under the supervision of the Shelter Manager to maintain the shelter as a safe, dry, clean environment and provide effective management of the shelter during its operation. This would include Deputy Managers, Police , Nurse, Doctor or Red Cross Volunteer, Child Protection Officers, and/or any other person the Shelter Manager assigns specific duties from amongst the persons sheltering within the shelter to help with the management of the facility. Persons admitted to a shelter facility do so on the understanding that they accept the authority and directives of the Shelter Manager.

**Shelteree:** A person duly registered at an emergency shelter and who has permission to remain in the shelter while it is open.

**Short Term Shelter:** A shelter that will be operated and occupied for no longer than 72 hours.

## **EMERGENCY SHELTERS**

Shelters are structurally sound buildings that are suitable premises available for use as emergency shelters in the event or the aftermath of a disaster. They are established and maintained through Hazard Management Cayman Islands.

The period of occupation at these facilities is usually a very brief one extending not more than a few days, but may be longer depending on the severity of impact on the community. Facilities provided at these Centre's should meet the minimum requirements to provide food, drink, sleeping and sanitation facilities. The most suitable sites are schools' halls, church halls or other public or private buildings with adequate space, good internal facilities and not located in vulnerable areas.

## **SHELTER CONTENTS**

### **Essential Store:**

The Shelter Operations Sub-Committee will ensure that the necessary supplies are available for each designated shelter

- HSA - will provide a refrigerator in each Emergency Medical Centre for medication.

### **Shutter Store:**

- All shutters, clips etc. to shutter buildings.
- During the storm/hurricane the Shelter Manager can use this room for securing confiscated items, valuables etc.

### **Standby Generator Room:**

This room contains:

- Generator
- Day fuel tank
- Wall mounted transfer switch.

The generator is equipped to supply power to all electrical circuits and equipment installed in the shelter. The generators are pretty much "hands free". They are equipped

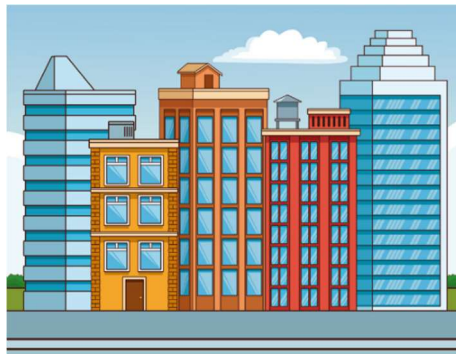
with automatic transfer switches, computerized controls, and are significantly more reliable.

Posters are placed at each site to instruct Shelter Managers on the system. These are intended to give guidance in certain settings and/or options in case of malfunction

## **INSPECTIONS**

The Public Works Department has the responsibility to ensure that all shelters are inspected annually to ensure that buildings remain suitable for that purpose and ensuring that any necessary maintenance or reported defects is repaired as soon as possible. All shelters shall be maintained in a state of readiness.

Directional signs have been erected to guide residents to the public shelters.



## **CATEGORIES OF EMERGENCY SHELTERS**

There are two classifications of emergency shelter:

- Category 'A' buildings that is structurally strong and suitable for shelter during or after an event (hurricane, earthquake, and flood). Short-term shelter is a shelter that will be operated and occupied for no longer than 3 to 4 days and;
- Category 'B' buildings that are not considered suitable for shelter during a storm but can be activated to increase the number of shelter spaces or relieve category 'A' shelters following the All Clear and as a Long-term shelter that will be operational for a longer period as temporary housing.

## LIST OF 2022 CLASS “A” SHELTERS

PWD HURR.DOC.#H112A		
APPROVED LIST OF CLASS 'A' EMERGENCY SHELTERS - GRAND CAYMAN (CLASS 'A' BUILDINGS SUITABLE FOR SHELTER DURING AN EMERGENCY)		
BUILDING LOCATION / NAME		RECOMMENDED CAPACITY
1	G.T.- John Gray High School – Gymnasium (formerly George Hicks High School)	1150
2	G.T.- George Town Primary School Assembly Hall	240
3	G.T.- University College of the Cayman Islands Hall	500
4	G.T.- Red Cross Building	95
5	G.T.- Prospect Primary School (EMC)	1135
<b>TOTAL GEORGE TOWN</b>		<b>3,120</b>
6	W.B.- Sir John A Cumber Primary School (Part Classrooms)	135
7	W.B.- Sir John A Cumber Primary School Assembly Hall (EMC)	335
8	W.B.-John Gray Memorial Church	155
<b>TOTAL WEST BAY</b>		<b>625</b>
9	E.E.- William Allen McLaughlin Civic Center (EMC)	240
10	E.E.- Gun Bay Community Hall	65
<b>TOTAL EAST END</b>		<b>305</b>
11	N.S.- Craddock Ebanks Civic Centre (EMC)	185
12	N.S.- Clifton Hunter High School Gymnasium – Frank Sound (EMC)	630
<b>TOTAL NORTH SIDE</b>		<b>815</b>
13	B.T.- Primary School multipurpose hall (EMC)	80
14	Breakers. - Community Hall	40
15	Savannah. - Primary School Assembly Hall (EMC)	135
<b>TOTAL BODDEN TOWN</b>		<b>255</b>

PWD HURR.DOC.#H112A	
APPROVED LIST OF CLASS 'A' EMERGENCY SHELTERS - GRAND CAYMAN (CLASS 'A' BUILDINGS SUITABLE FOR SHELTER DURING AN EMERGENCY)	
BUILDING LOCATION / NAME	RECOMMENDED CAPACITY
<p style="text-align: right;"><b>TOTAL ALL SHELTERS: 5120</b></p> <p>(EMC) = Emergency Medical Centre</p> <p>Recommended capacity based on approx. 15sq.ft.per person. This is a guideline to provide "reasonable" space but may be increased at the Shelter Managers discretion.</p>	



## Section 5

### **ADMINISTRATION**

#### **ROLES AND RESPONSIBILITIES**

The shelter management team consists of the Shelter Manager, Deputy Managers, Police or Special Constable, Nurse, Doctor or Red Cross Volunteer, and/or any other person the shelter Manager assigns specific duties from amongst the persons sheltering within the shelter to help with the management of the facility.

#### **SHELTER MANAGER**

A staff member assigned overall responsibility for managing a shelter utilizing available resources

#### **SHELTER MANAGERS RESPONSIBILITIES**

- To be familiar with the shelter they are assigned to and the location of all facilities; storage areas; generator.
- To manage, co-ordinate and supervise the operation of the shelter and shelter management team, including all persons who seek refuge in the shelter.

This includes but is not limited to:

- ❖ Pre and post checks of the shelters to ensure all items are in place; generator is operational; bathrooms are in order.
- ❖ During the pre-check stage to ensure that, any problems are reported to the Chairman of Shelter Operations Sub-Committee or the Disaster Services Coordinator.
- ❖ Ensuring all documentation is completed during the course of shelter operation. This includes ensuring that each person seeking refuge in the shelter is registered, signs in on arrival and signs out on departure, and that the shelter diary, which is the record of activities within the shelter, is regularly updated.
- ❖ To be aware of the activities within the shelter, and deal with any potential or existing problems with the assistance of other members of the shelter management team where needed.
- ❖ Ensure that shelter rules are complied with requesting the assistance of the police /special constable assigned to the shelter when needed.
- ❖ Ensure the comfort of the sheltered within the limitation of available resources. Provide reassurance where needed and advocate for whatever other services the persons sheltering may need.



- ❖ Assume full responsibility for all communications from the shelters to the Chairman of Essential Relief Services Sub-Committee (ERS) or his/her designate.

### **DISTRICT REPRESENTATIVES RESPONSIBILITIES**

- Receive all food supplies delivered to the shelter for post-disaster use and ensure that supplies are checked and appropriately stored within the designated shelter storage area.
- Assess their community's need for food, clothing and other vital supplies post-disaster and communicate this to the Chairman of Shelter Operations Sub-Committee or his/her designate; and provide the needed supplies to persons in need.
- Mobilise the community to help him/her in carrying out the need's assessment for food, clothing and vital supplies; as well as in the storing of food supplies delivered to the shelter's pre-disaster and the distribution of items needed post-disaster.
- Ensure accurate documentation on the appropriate forms (requisition and allocation forms provided), for food items distributed from stored supplies, whether to the shelter Manager or persons in the community.

#### **PRE-Activation – Watch Phase**

- Prepare storage area for receipt of items
- Receive & inventory food items
- Secure storage area
- Contact shelter operations, to confirm tasks completed & remain on standby.

#### **Activation – Warning Phase**

- Check with shelter managers to ascertain whether any supplies are needed from those stored.
- Ensure that requisition and allocation forms are completed, if items are requested.
- Secure storage area, and then remain on standby for post hurricane.

#### **POST – Activation – All-Clear Phase**

- District representative makes contact with team members and assign areas for assessment.
- Meet at shelter / distribution site to sort and distribute items to community.
- Ensure documentation is completed.

### **RED CROSS FIRST AID VOLUNTEERS**

- Provision of basic first aid and CPR to persons who need such treatment during the sheltering process.
- To work as a part of the shelter management team to ensure the efficient overall management of all aspects of the services being provided and in particular the basic first aid.
- To assist where necessary in calming and reassuring the sheltered who may experience any emotional upset during the sheltering process.

### **THE ENVIRONMENTAL HEALTH OFFICER (DEH)**

- To ensure general sanitation is maintained as far as humanly possible during the sheltering process.
- Advise on storage of food and various public health issues.
- To manage the proper disposal of garbage in the shelter during the occupation and the proper disposal of all garbage post-disaster.
- To work as a part of the shelter management team to ensure the efficient overall management of all aspects of the services being provided and in particular environmental health issues.

### **MEDICAL PERSONNEL IN EMERGENCY MEDICAL CENTRE**

- To provide basic emergency medical care as the need arises to persons occupying the hurricane shelter during the sheltering process
- To provide medical supervision of sheltered with chronic medical conditions who may be sheltering for the duration of the operation of the shelter
- To maintain security of all medical supplies at the shelter, maintaining accurate records monitor the proper dispensing of such medication.
- To work as a part of the shelter management team to ensure the efficient overall management of all aspects of the services being provided and in particular the medical care.
- To assist where necessary in calming and reassuring the shelteree who may experience any emotional upset during the sheltering process.
- Emergency medical shelters are used to provide shelter and treatment to persons who are sick or who require medical supervision. Members of the public who seek shelter there but who may not have a chronic illness requiring medical supervision may also be housed in this shelter.

### **POLICE OFFICER (RCIPS)**

- Provide security management in the shelter to maintain normal peace keeping and to ensure the safety of all shelterees.
- Ensure shelterees comply with rules of the shelter which will be clearly posted around the shelter.
- An Officer may need to assert his authority but in so doing should to employ extra tact and diplomacy in what may be a difficult situation for all persons in the shelter.
- In shelters designated as emergency medical shelters, the officer is required to pay special attention to the security of medications and equipment kept there.
- Maintain contact with police control room to keep them updated on situation in the shelter
- To work as a part of the shelter management team to ensure the efficient overall management of all aspects of the services being provided and in particular general peacekeeping and security matters.

## **SHELTER OPERATIONS SUB-COMMITTEE**

- Establish and maintain communication with Community Emergency Response Teams, where available, to assist with shelter needs.
- Maintains overall responsibility for preparing and managing the individual shelters, from the declaration of an ALERT to that time following an ALL CLEAR when all those sheltered can be relocated to temporary alternate housing.
- Coordinates response to requests received for assistance, materials and supplies made by the Shelter Managers with the NEOC and the District Representative.

## **PUBLIC WORKS DEPARTMENT [PWD]**

- Serves as the lead agency to ensure the necessary preparations of all designated shelters have been completed.
- Initiate and conduct assessments of damage and structural integrity of all public shelters following the ALL CLEAR.

## **EDUCATION DEPARTMENT [ED]**

- Serve as a resource for administrative personnel from the school being used as a public shelter, to assist the Shelter Manager in shelter/facility management and oversight, when possible.
- Return Schools to their pre-disaster function for the resumption of classes

## **CHILD PROTECTION OFFICERS**

The Child Protection Officer assigned to the shelter has responsibility for the following interventions:

- To assess and mitigate risks by identifying “hot spots” areas where a child may be potential vulnerability in the shelter
- To provide a response to reports, allegations or concerns of child abuse occurring in the shelter
- To coordinate activities and appropriate services for children – including exercises, games, reading, safety talks, etc.

## **AVAILABILITY**

It is critically important that all Shelter Managers and members of the shelter management team to advise the Chairperson of Essential Relief Services Sub-Committee (ERS) or one of the Deputy Chairpersons of any expected absences from the Islands during the hurricane season from 1<sup>st</sup> June - 30<sup>th</sup> November. Information should be submitted to [dcfs.smt@gov.ky](mailto:dcfs.smt@gov.ky).

## **STANDBY**

Depending on the nature of the hazard, the entire Shelter Team could be put on “Standby”. A decision would be made subsequently, whether the team needs to go into

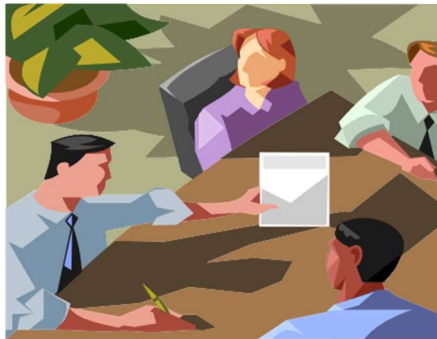
the “Mobilized” and “Activation” Phases or “Stand-down”.

## **MOBILIZATION**

Hazard Management Cayman Islands will contact the Department of Children and Family Services (DCFS) if the decision is taken to mobilize a shelter team to activate shelters, Department of Children and Family Services (DCFS) will contact the Shelter Manager and team. (See Shelter Activation Chart)

## **LEGISLATION**

section 9 of the “Disaster Preparedness and Hazard Management Law” makes provision for the identification of premises as emergency shelters and for the assignment of a Shelter Manager to each shelter. It also prescribes the duties and functions of the Shelter Manager in relations to the management of the shelter. See Appendix – XV.



## Section 6

### **SHELTER OPERATIONS**

#### **SHELTER MANAGEMENT**

When a shelter is activated there are certain principles, procedures and good practices which must be adhered to during the operation of the shelter.

An emergency shelter experience, should not compound the suffering which affected persons to go through in emergencies and disasters. All basic human rights must be observed in shelters

No distinctions shall be made on the basis of any characteristic such as race, ethnicity or perceived social class of shelterees. All services must be provided based on equity and fairness to all shelterees.

#### **RULES AND REGULATIONS**

The Disaster Preparedness and Hazard Management Law Clause 9 of make provision for the identification of premises as emergency shelters and for the assignment of a Shelter Manager to each shelter. It requires that rules and guidelines are developed and published at each shelter such as may be necessary for the proper management of the listed premises that are being used for the purposes of this Law and gives authority to the Shelter Manager to enforce those rules. See Appendix – XV.

The following guidelines and operational procedures are all intended to ensure the observance of law and the safety and comfort of shelterees.

To ensure good order and to assist the Shelter Manager, shelter rules must be developed and clearly printed and posted throughout the shelter for clarity and general information. An example of shelter rules is provided in Appendix VIII.

In addition to the rules in Appendix VIII these general rules and guidelines must be observed:

#### **General Rules**

- The Shelter Manager is the supreme authority in the shelter and his/her decision is final on all matters.
- The Deputy Shelter Manager or other person designated by the Shelter Manager will be responsible for the shelter in the absence of the Shelter Manager.
- All persons seeking admission to an Emergency Shelter must be registered with that Shelter.
- The Manager is entitled to call upon any occupant of the shelter to assist in its operation and every occupant is expected to cooperate to the best of his/her ability.

- If a curfew is issued at any time under the Emergency Powers Act, all persons within the shelter will be subject to the conditions of the curfew and will be subject to such penalties as may be imposed for failure to comply.
- No liability shall attach to the Government, shelter managers, shelter officers, Government employees or agents or the owner or occupier of listed premises in respect of-
- Accidental or negligent loss or damage to property brought into the shelter by a person seeking protection; or
- Persons who leave the shelter prior to the issuance of an All Clear
- Any person, that cause damages deliberately to the shelter by defacing the building or any item of furniture or equipment in or attached to the building, whether an occupant of the shelter or not, is liable and shall be prosecuted.
- Pets or domestic animals, except service animals, will not be allowed in the Emergency Shelter unless it is designated as a pet shelter.

### **Law and Order**

- Generally, all existing laws of the Cayman Islands shall be enforced in a shelter.
- Minor violations, shall be handled by the Shelter Manager
- Any necessary restraint and/or serious disciplinary action will be determined by the Shelter Manager in consultation with the RCIPS.

### **Life Safety**

- No offensive weapons such as knives, firearms, flammable liquids and other potential safety hazards are allowed in the shelters.
- Smoking will not be permitted inside the shelter. Smokers may smoke outside of the shelters in designated areas only.
- No cooking apparatus such as stoves or BBQ grills are allowed in the shelters.
- The use of illegal drugs or alcoholic beverages is not allowed in the shelters.
- The fire extinguisher located in each shelter should be used to extinguish minor fires.
- In the event of a major fire, 911 and the Cayman Island Fire Service should be notified immediately.

### **MEDIA INSIDE THE SHELTER**

Media crews may ask to take pictures inside the shelter. Our first obligation is to the privacy of the shelter residents; however, it is usually possible to assist with the story. Explain this to the media crew and offer possible alternatives such as:

- Ask shelter residents if they might be willing to talk to the media. If so, select an area for the interview that will not impose on others and allow those who wish to participate to do so.
- If the shelter residence population is small, a general announcement may be made and those wishing to not participate should be given the opportunity to step away.
- Avoid sleeping areas – particularly if they are occupied!
- The media are guests! And guests need to follow the rules like any other person.

## **SPACE ALLOCATION**

In a shelter environment it is not possible to provide the privacy which exists at home, however, in the allocation of space the shelter management team must work together and with shelterees to create the highest levels of privacy possible.

Effort must be made to ensure that women in particular, are not exposed to indignities because of a lack of privacy.

Shelterees shall occupy the shelter area assigned to them by the shelter management team.

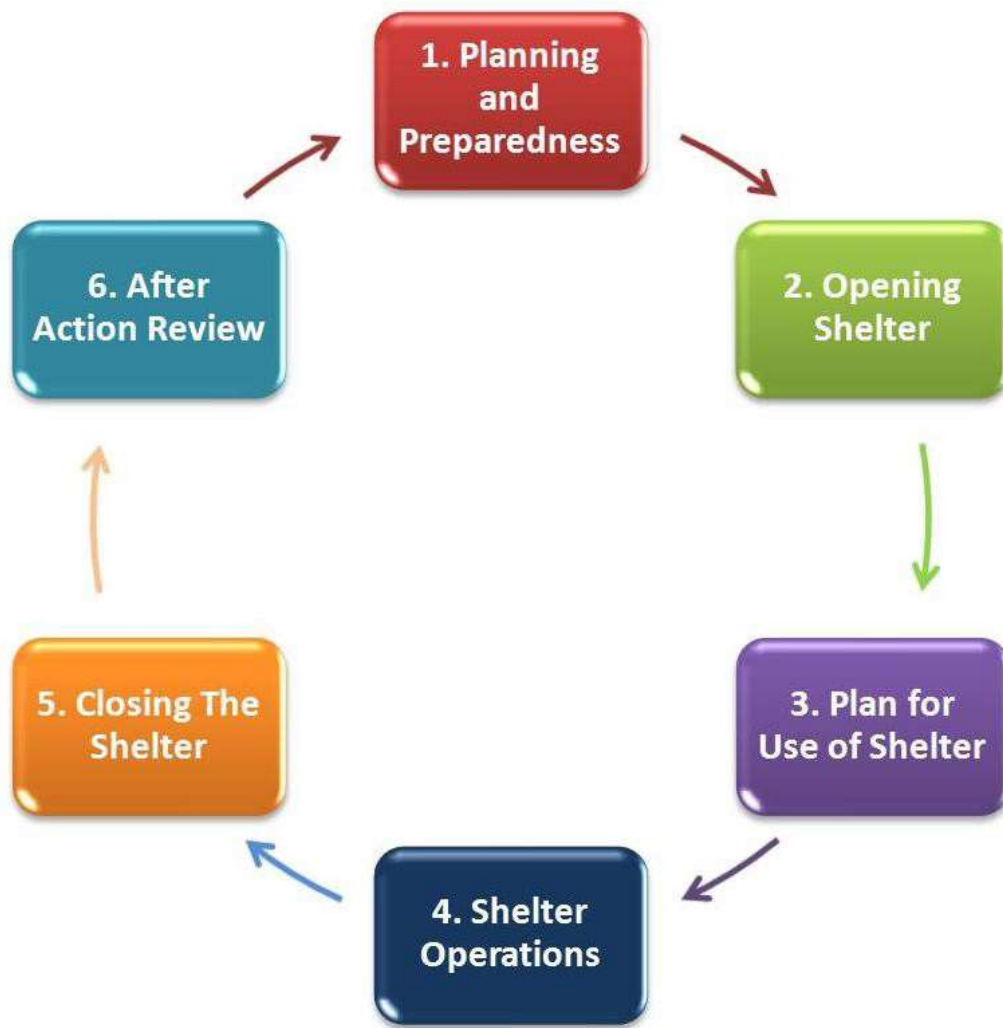
Personal conflicts that may arise as a result shall be resolved by Shelter Manager.

The following principles shall apply in the allocation of space.

- Keep family groups together.
- Separate non-family males and females.
- Assign sleep areas as far as possible from activity areas.
- Assign eating areas close to cooking area. (Post Disaster)



## SHELTER OPERATION PHASES



### 1. Planning and Preparedness

- ✓ Plans and agreements are established revised and updated
- ✓ Shelter management training for shelter managers
- ✓ Pre inspection of shelters and repairs where necessary

### 2. Opening The Shelter

- ✓ The disaster occurs and the shelters are opened and made ready to accept occupants
- ✓ Inspection of the facility to ensure everything in place
- ✓ Meet and prepare staff – conduct briefing with shelter management team

- ✓ Receiving and storing of food and other supplies. Proper inventory and careful checking for expiration dates and defects in canned food items are very necessary.
- ✓ Conducting meetings with the shelter management staff at regular intervals is crucial to the success of shelter operation. Duties and specific tasks could be assigned to members. They can help to prepare lists of potentially vulnerable families for the shelter, prepare forms such as registrations, inventory, requisitions, and food menus. The staff can also help to prepare a list of activities and equipment for the shelter and delegate tasks to shelterees.
- ✓ The staff should be deployed to their planned assignment. A quick review of their tasks will facilitate a smooth flow of shelter operation and elimination of some future problems.

### **3. Plan for the use of the Shelter**

- ✓ Determine and allocate space for shelterees according to square foot per person. Adequate room space should be provided for sleeping, dining, recreation, storage, special needs, cooking and other necessary activities.
- ✓ Keep family groups together.
- ✓ Set Up registration desk, communication desk, storage of confiscated items, waste disposal, security area, rest area.
- ✓ Ensure that telephones, hailers, radios and any other communication equipment are operating and establish contact with appropriate EOC and appropriate officials.

### **4. Shelter Operations**

- ✓ Every shelteree must be registered to ensure that everyone is accounted for within the shelter. If possible, elicit from them additional information regarding health, diet, interests and capabilities or skills.
- ✓ Regular verbal and written reports must be made to appropriate authorities to update them on how things are progressing in the shelter and to inform them of any needs and problems.
- ✓ When shelterees are registered, they should be briefed on the shelter operation and rules. Regular meetings should be held to inform and update the shelterees on the ground rules, regulations and any new information that is available. Shelteree input should be encouraged to facilitate smooth operation of the shelter.
- ✓ Shelter Managers must ensure that all shelterees are provided with information which will promote smooth operations in the shelter. Emphasis should be placed on shelter rules and the need for cooperation.

## 5. Closing the Shelter

- ✓ When the all clear is given and the decision to close the shelter is made, the shelter manager will start the closing down process.
- ✓ Establish a check-out point for the shelterees so they are “signed out” of the shelter. Make sure they take all of their belongings with them.
- ✓ The staff and a few shelterees should be retained to carry out a general cleaning both inside and outside. Replace the furniture and other building contents that may have been stored. Arrange for the collection and disposal of waste. Have the building owner check to see if the cleaning is satisfactory
- ✓ The process of evacuation and recovery of shelterees should be gradual and orderly. Relevant authorities and services should be contacted and informed of any situations needing their attention.
- ✓ It is important for shelterees to have arrangements made for accommodations when they leave the shelter. It will be difficult to force shelterees to leave when they have no place to go. The Shelter Manager should work with the Department of Children and Family Services representatives to solve this issue.
- ✓ Assist the shelterees to make transportation arrangements so they can leave the shelter and travel to their new accommodation. This is especially important for the elderly.
- ✓ Turn out the lights, lock the doors and return the keys to the proper place.

## 6. After Action Review

- ✓ A detailed final report to the Shelter Operations Subcommittee and the NEOC should be prepared. A list of any outstanding obligations, a list of the staff and volunteers with any evaluations or recommendations and a report on the building with inspections should also be a part of the report.

## RECORDS

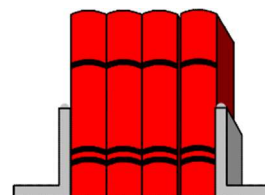
Both Shelter Managers and District Representatives are responsible for ensuring proper records are maintained during and after the disaster.

In the Shelter Manager's case it is ensuring that:

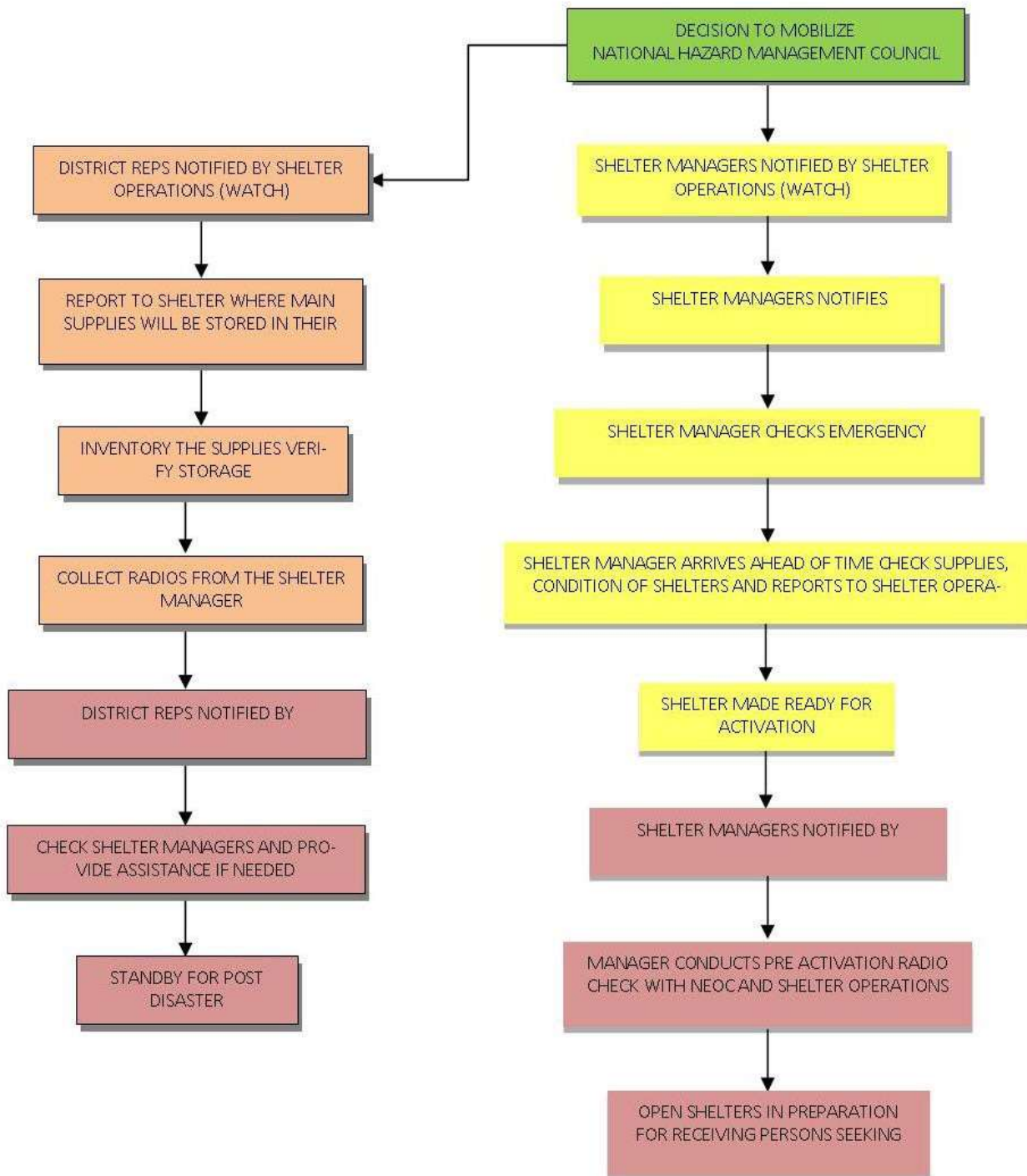
Each person entering the shelter is registered; that the shelter diary is kept updated with what occurs within the shelter and communications with Shelter Operations; that requisition forms are completed should they require any items from the post-disaster stores from the District Representative.

District Representatives:

The proper completion of allocation and requisition forms for provisions taken from stored supplies.



## SHELTER ACTIVATION



## **SETTING UP A SHELTER**

### **SHELTER DIARY OR LOG:**

This is used to keep a written record of occurrences within the shelter during operation.

### **SHELTER REGISTER:**

Each person entering the shelter is to be registered and must sign out whenever they leave. This register helps to keep track of persons accommodated during the shelter's operation.

### **SHELTER REGISTRATION FORM:**

This is a simple form that each person must complete on entering the shelter – it includes basic identifying information such as name, address, next of kin locally and/or overseas; medical problems; etc.

### **SHELTER RECORDS**

The Shelter Managers are responsible for ensuring proper records are maintained during and after the activation of the shelter. These records include:

- Each person entering the shelter must be registered;
- The shelter diary should be updated with what occurs within the shelter and communications with Shelter Operations are to be logged;
- Requisition forms must be completed for any items requested from the post-disaster stores from the Shelter Operations Subcommittee.

### **SUPPLIES ALLOCATION & REQUISITION FORMS:**

These are used to record any supplies requested, distributed and received by or from the Shelter Managers or Shelter Operations Subcommittee.

## **COMMUNICATIONS**

Communication between The NEOC, Shelter Operations and all shelters are essential when shelters are activated. Radio base stations and hand held radios are included in the communication kit issued to the Shelter Managers for each shelter.

Shelter Managers are expected to be familiar with radio operations and etiquette .

## **INVOLVEMENT OF SHELTEREES**

The primarily responsibility of shelterees is their own personal care and that of their families. Shelter management teams should strive to include the involvement of shelterees in the management and operations of the shelter.

## **SHELTER ACTIVITIES**

There are several operational activities which will need to take place during occupation of the shelter.

1. **Registration** – This is the documentation of who is in the shelter and specific information about them (e.g. next of kin,)
2. **Maintenance of the shelter** – Making any necessary repairs that may be needed as a result of the disaster or from the shelterees.
3. **Activities** – Organizing various recreational, social, spiritual activities to keep shelterees from becoming bored.
4. **Problem-solving** – Dealing with issues arising within the shelter from an operational perspective and/or issues amongst shelterees.
5. **Emergencies** – Medical, physical issues arising as a result of the disaster or not that need to be dealt with.

## **CLOSING THE SHELTER**

Once the all clear is given, the shelter manager will start the closing down process.

This will include:

- Checking the shelter for damage
- Organizing repairs where necessary
- Cleaning up the shelter
- Signing out the shelterees
- Physically closing the shelter
- Preparing reports on the operation of the shelter during and post the disaster.

## Section 7

### **MANAGING EXPECTATIONS**

The needs of shelterees in relation to a disaster will vary depending on their personal state of affairs at the time. There are, however, some general statements which can be made that have been learned from past experiences.

Studies in Florida estimate that 1 in 4 persons seek public shelter during hurricane emergencies.

We can estimate that a large percentage of those displaced persons will seek alternative arrangements to public disaster shelters. This may include lodging with friends or relatives, staying in hotels, camping in their backyard, or even sleeping in the family car.

However, while many persons will sleep elsewhere, they may still use local shelter services for meals and for obtaining information. So what about the remaining percentage of the population (possibly as low as 25%) that will show up at public disaster shelters?<sup>1</sup>

#### **Variables or Predictors of the Shelter Population**

The Association of Bay Area Governments (ABAG) produced a report, *Shaken Awake* in April 1996, According to ABAG; two factors strongly influence the likelihood of persons seeking public shelter in a disaster.

**1. Income** -- Lower income persons are much more likely to seek shelter following a disaster.

**2. Household Type** -- Residents from multifamily homes are more likely to seek shelter. Moreover, people with limited resources (persons such as the very poor, the very old and the very young), occupy many of these multifamily units.<sup>2</sup>

Persons who are in a shelter situation may have the following needs. While it may be difficult to meet all these needs, it is important to be aware of them:

1. **Physical** – privacy, families will not want to be separated.
2. **Social** – families will want to maintain their relationships and other social interactions with other shelterees.
3. **Security** – Security of personal property and effects are important to shelterees.
4. **Information** – Shelterees want to know what is happening. A regular briefing on the situation as known to the Shelter Manager is important to share with them.

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<sup>1</sup> A Guide for Local Jurisdictions In Care and Shelter Planning  
Alameda County Operational Area, Emergency Management Organization, September 2003

<sup>2</sup> A Guide for Local Jurisdictions In Care and Shelter Planning  
Alameda County Operational Area, Emergency Management Organization, September 2003

5. **Self-esteem** – Many of the occupants will want to help in some way. They can assist in activities within the shelter. It is important to ensure that individuals who are helping are asked to do what they know or are competent to handle.
6. **Emotional** – Shelterees may experience feelings of fear, anger, and depression. Identify persons ahead of time who may be able to provide support to persons who may experience those feelings.
7. Young children in particular may have a very difficult time dealing with the disaster. That is why it is critical for parents to take along a favorite toy and/or other items such as coloring books and crayons so the child can be kept occupied, and reassured by their parent(s).

## **ACCOMMODATION OF TOURISTS IN SHELTERS**

The general policy regarding tourists in the event of a Hurricane threat is to evacuate. Realizing that there may be occasions that this is not possible the following is a guideline to assist Shelter Managers regarding accommodation of tourists in Shelters.

In the threat of a disaster, it is expected for most people to exhibit signs of emotional stress. Coupled with the unfamiliarity of the environment, it is helpful to keep into consideration the following factors when dealing with tourists in the shelter:

- Lack of familiarity with local customs, food and culture
- Possible language barriers
- No personal emergency supplies
- Very high expectations regarding welfare and support and services
- Desire to make overseas calls
- Different attitudes with regard to issues such as alcohol in shelters, smoking in shelters and sleeping arrangements
- Disinclination to accept the authority of the shelter manager

Shelter Managers can assist individuals by:

- Identifying and introducing the shelter management staff. Explain their responsibilities and functions.
- Informing occupants of shelter rules and regulations.
- Stressing the need for occupants to assist each other and the need for cooperation for their common health and welfare.
- Trying to keep families together.
- Avoiding special treatment of tourists; however being sympathetic to the situation.
- Being available to answer questions that visitors may have and reassuring occupants that any issues will be addressed.



- Assuring visitors that steps are being taken to ensure that they are comfortable within the limitation of resources.

## **Children in Shelters**

When emergency sheltering or relocating is required, children will need protection from hazards, direct supervision, and assistance with feeding and personal hygiene tasks.

### **Organize recreation for children**

- Provide age appropriate activities
- Identify available resources within the shelter
- Video, music and other age appropriate recreational item can be provided.
- A parent, guardian, or caregiver is expected to be the primary resource for his or her children, ages 18 and younger.
- Children are sheltered together with their families or caregivers.
- Parents, guardians, and caregivers are notified that they are expected to accompany their children when they use the bathrooms.
- Every effort is made to set aside space for family interaction:
  - This space is free from outside news sources, thereby reducing a child's repeated exposure to coverage of the disaster.
  - If age-appropriate toys are available, they will be in this space, with play supervised by parents, guardians, or caregivers.
- When children exhibit signs of illness, staff will refer children to on-site or local health services personnel for evaluation and will obtain consent from a parent, guardian, or caretaker whenever possible.
- When children exhibit signs of emotional stress, staff will refer children to on-site or local disaster mental health personnel and will obtain consent from a parent, guardian, or caretaker whenever possible.
- Children in the shelters come in all ages and with unique needs. Age-appropriate and nutritious food (including baby formula and baby food) and snacks are available as soon as possible after needs are identified.

## **Temporary Respite Care for Families and Children**

Temporary respite care for children provides temporary relief for children, parents, guardians, or caregivers. It is a secure, supervised, and supportive play experience for children in a shelter. When placing their child or children in this area, parents, guardians, or caregivers are required to stay on-site in the shelter or designate a person to be responsible for their child or children, who shall also be required to stay on-site. The shelter management team is not responsible for daycare services.

In cases where temporary respite care for children is provided in a shelter, the following standards and indicators shall apply:

- Notify Shelter Operations prior to setting up a Temporary respite care for children.

- Temporary respite care for children is provided in a safe, secure environment.
- Toys and materials in the temporary respite area are safe and age-appropriate.
- When children are present, at least two adults are to be present at all times. No child should be left alone with one adult who is not the parent, guardian, or caregiver.
- All staff members must be 18 years of age or older. Supervision of the temporary respite care for children area is provided by a staff person at least 21 years of age.

### **Children's reaction to disasters**

Children usually show remarkable resilience in the face of disasters. Those affected, however, show temporary emotional upsets manifested in a variety of ways such as insomnia, clinging to parents, unusually quiet and withdrawn, dependency and fear.

After disasters, children usually fear:

- Recurrence, injury or death.
- Being separated from parents.
- Being left alone.

### **How to cope**

These steps can help:

- Keep the family together. Avoid leaving the child alone.
- Give assurance by word and deed.
- Listen to what a child says about his/her fears.
- Encourage the child to talk about his/her reactions to the disaster.
- Include children in cleaning up and other activities.

Parents must control their own fears and seek professional help if a child's

- Sleeping problem is prolonged.
- Clinging behavior does not diminish.
- Fears become worse.

### **ASSISTING THOSE WITH SPECIAL NEEDS**

Persons with special needs may arrive at the shelter with a variety of issues such as:

- Physical Disabilities
  - Mental Health Issues
  - Medical Issues
  - No food
  - No Medication
  - No family or care giver
1. Persons who are mobility impaired:
    - a. People, who use wheelchairs, walkers, crutches, etc., may have differing abilities to access and move about in the shelter. Note any shelter resident with such

- impairment and attempt, where possible and practical, to make reasonable accommodations
- b. For a person who is blind or has a visual impairment, a shelter can pose several challenges. Cots, tables, chairs, bedding, etc., may easily become a hazard to such persons. Additionally, normal signage and bulletin boards may work well for those without such impairment – but the need for information is just as great for those who cannot take advantage of such devices. Note any persons with such impairment and take reasonable steps to accommodate:
2. Persons with hearing disabilities:
    - a. Hearing impairments may also vary widely, from hard of hearing to profoundly deaf. However, as with the sight impaired, the same need for information exists. Note such individuals and make reasonable accommodations to assist:
  3. Persons with no food, medication or support
    - a. The shelter manager will have to access supplies from the district representatives to assist the individual during the sheltering period.
    - b. If the person have no family or care giver at the shelter the shelter management team need to be aware and assign someone to assist the person when necessary during the shelter period.

## **IMPACT OF DISASTERS ON MENTAL HEALTH**

### **How do people react?**

Most people show signs of emotional stress as an immediate reaction to a disaster. Different people react differently and most recover spontaneously or with the help of others. Information on disasters and mental health can assist relief workers to identify and communicate better with affected persons and also make them more alert for signs of abnormal behavior. It can also assist in early treatment, thereby increasing chances of recovery.

People who survive a disaster are strongly motivated not only to repair the damage done, but also to bring something positive out of the ruins.

Disasters can leave children feeling frightened, confused, and insecure

Children may respond to disaster by demonstrating fears, sadness, or behavioral problems. Younger children may return to earlier behavior patterns, such as bedwetting, sleep problems, and separation anxiety. Older children may also display anger, aggression, school problems, or withdrawal.

During or immediately following a disaster, efforts should be focused on helping children by providing psychological first aid and identifying children who will benefit from counseling or mental health services.

## Phases of reactions

**Pre-impact** – The period when a disaster is known to be impending. Behavior patterns vary but may include:

- Under activity.
- Refusal to prepare for disaster impact.
- Tendency to adopt an attitude that a disaster will not occur.
- Anxiety.

**Warning** – That period when a disaster is imminent and warnings are posted and announced. Some behavior patterns may include:

- Frantic search for information on what to do to evade the impact.
- Over acting, sometimes described as panic.
- Restlessness.
- Calmness.

**Impact** – The period during which the disaster event occurs. Some behavior patterns are:

- A large portion of the population may be stunned, but most recover quickly.
- A small portion shows confusion, paralysis and anxiety.
- There is a hard core of survivors who retain their awareness, appraise the situation and decide on actions. This last group provides the leadership, helps relieve distress and organizes rescue services and communications.

**Recovery** - Immediately after impact, when individuals have had time to reflect of the situation, some reactions are:

- Gradual return to awareness, recall and emotional expression.
- Emotions of fear, anger, loss of trust, dependency, and anxiety.
- Alternative periods of crying and laughing.
- Child-like dependency.
- Positive and immediate actions.

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# **Appendix I**

## **SHELTER MANAGER CHECKLIST**

The following checklists are for use by the Shelter Manager in preparing for the various stages of shelter operations. Refer to the Shelter Manager's Guidelines for details of each task.

### **Shelter Preparation (Pre-activation)**

Prepare a management plan

- ✓ Building inspected ----- ☐
- ✓ Rooms allocated for special activities ----- ☐
- ✓ Receipt and storage of supplies ----- ☐
- ✓ Support team mobilized ----- ☐
- ✓ Relevant authority and interest groups contacted----- ☐
- ✓ Staff meetings held ----- ☐
- ✓ Meetings arranged with prospective shelterees ----- ☐
- ✓ All necessary forms obtained ----- ☐
- ✓ List of shelterees needs and priorities prepared ----- ☐
- ✓ Shelter prepared ----- ☐

### **Shelter Opening (Activation)**

Prepare for occupancy of shelter.

- ✓ Staff alerted ----- ☐
- ✓ Shelter opened and checked ----- ☐
- ✓ Staff registered ----- ☐
- ✓ Staff assigned and deployed ----- ☐
- ✓ Communications established ----- ☐
- ✓ Necessary supplies ordered ----- ☐

Shelter occupied.

- ✓ Shelteree registration established ----- ☐
- ✓ Shelter work plan implemented ----- ☐
- ✓ Shelterees briefed ----- ☐
- ✓ Relevant authorities contacted ----- ☐

- ✓ Additional staff recruited ----- ☐
- ✓ Supplies distributed ----- ☐
- ✓ Duty rosters posted ----- ☐
- ✓ Staff meetings held ----- ☐
- ✓ Necessary records prepared ----- ☐
- ✓ Shelter rules enforced ----- ☐
- ✓ Food prepared and distributed ----- ☐
- ✓ Emergency clinic established ----- ☐
- ✓ Shelter activities reviewed ----- ☐
- ✓ Shelter safety checks performed ----- ☐
- ✓ Problems identified and resolved ----- ☐

### **Shelter Closing (De-activation/Post-activation)**

#### **Evacuation of Shelter Completed**

- ✓ Rehabilitation arrangements completed for shelterees ----- ☐
- ✓ Necessary transportation arranged ----- ☐
- ✓ Shelterees signed out ----- ☐

#### **Administrative details completed**

- ✓ Staff meeting held ----- ☐
- ✓ All forms completed (Registrations, requisitions, inventories) ----- ☐
- ✓ Activity log completed ----- ☐
- ✓ Final reports written ----- ☐

#### **Shelter building cleaned and restored**

- ✓ Remaining supplies and equipment returned ----- ☐
- ✓ Shelter inspected ----- ☐
- ✓ Damage to structure repaired ----- ☐
- ✓ Shelter cleaned ----- ☐
- ✓ Keys returned ----- ☐

## **Appendix II**

### **SHELTER REGISTRATION**

Name of shelter: \_\_\_\_\_ Date/Time of Arrival \_\_\_\_\_

#### **INITIAL INFORMATION** *Head of Household*

Surname: \_\_\_\_\_ Given Name: \_\_\_\_\_

Name commonly used: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ M F

Address: \_\_\_\_\_

Next of Kin: \_\_\_\_\_

Address: \_\_\_\_\_

#### **FOLLOW-UP INFORMATION**

Family Group:

Names	D.O.B.	Gender	Nationality	Health Status	Referred to EMC

Date of leaving shelter: \_\_\_\_\_

Destination: \_\_\_\_\_

I DO authorize Emergency Medical Treatment to be given to me.		Yes
I DO NOT authorize Emergency Medical Treatment to be given to me.		Yes
Signature		
Pre-disaster Address (Local/Overseas)		Telephone No.

**Section 9(5)-** No liability shall attach to the Government, shelter managers, assistant shelter managers, Government employees or agents or the owner or occupier of listed premises.





## Appendix III

## SHELTER OCCUPANTS REGISTER

[illegible]

## Appendix IV

# SHELTER DIARY FORM

[illegible]

## Appendix V

# SUPPLIES REQUISITION FORM

To:	From:
Location:	Location:
Phone #:	Phone #:

[illegible]

Signature of person issuing:	Signature of person receiving:	
Date & Time:	Date & Time:	
Location:	Location:	
Order completed by:	Date:	Time:
Copy verified by: 80S Chair/designate	Date:	Time:

# Appendix VI

## SUPPLIES ALLOCATION FORM

Point of Origin:	Destination:
Issued By:	Issued To:
Phone #:	Phone #:
Delivered By:	Received By:
Mode of delivery:	

Quantity			Item	Brand Name	Verification of items received
# Cases	# Units/Case	Weight or Size			Amount Received

Signature of person issuing:	Signature of person receiving:	
Date & Time:	Date & Time:	
Location:	Location:	
Copy verified by: SOS Chair / designate	Date:	Time:

## **Appendix VII**

### **Shelter Cell Phone Numbers**

<b>Phone No.</b>	<b>SHELTER CELL PHONE ASSIGNED TO</b>	<b>CARRIER</b>
<b>GEORGE TOWN</b>		
344 525-7490	GT – JOHN GRAY HIGH SCH. HALL (FORMALLY GHHS)	Digicel
345 925-7490	GT - JOHN GRAY HIGH SCH. HALL (FORMALLY GHHS)	C & W
345 525-7491	GT - PRIMARY SCHOOL ASSEMBLY HALL	Digicel
345 925-7491	GT - PRIMARY SCHOOL ASSEMBLY HALL	C & W
345 525-7492	GT - UNIVERSITY COLLEGE (COMM. COLLEGE) HALL	Digicel
345 925-7492	GT - UNIVERSITY COLLEGE (COMM. COLLEGE) HALL	C & W
345 525-7493	GT - RED CROSS BUILDING	Digicel
345 925-7493	GT - RED CROSS BUILDING	C & W
345 525-7494	PROSPECT PRIMARY SCHOOL (EMC)	Digicel
345 925-7494	PROSPECT PRIMARY SCHOOL (EMC)	C & W
<b>WEST BAY</b>		
345 525-7511	WB - PRIMARY SCHOOL (PART CLASSROOMS)	Digicel
345 925-7511	WB - PRIMARY SCHOOL (PART CLASSROOMS)	C & W
345 526-7512	WB - PRIMARY SCHOOL ASSEMBLY HALL	Digicel
345 925-7512	WB - PRIMARY SCHOOL ASSEMBLY HALL	C & W
345 525-7519	JOHN GRAY MEMORIAL CHURCH HALL	Digicel
345 925-7519	JOHN GRAY MEMORIAL CHURCH HALL	C & W
<b>EAST END</b>		
345 525-7523	EE - CIVIC CENTRE (EMC)	Digicel
345 925-7523	EE - CIVIC CENTRE (EMC)	C & W
345 525-7524	EE - GUN BAY COMMUNITY HALL	Digicel
345 925-7524	EE - GUN BAY COMMUNITY HALL	C & W
<b>NORTH SIDE</b>		
345 525-7531	NS - CIVIC CENTRE (EMC)	Digicel
345 925-7531	NS CIVIC CENTRE (EMC)	C & W

345 525-7522	NS – CLIFTON HUNTER HIGH SCHOOL GYM	Digicel
345 925-7522	NS - CLIFTON HUNTER HIGH SCHOOL GYM	C & W
<b>BODDEN TOWN</b>		
345 525-7533	BREAKERS - COMMUNITY HALL	Digicel
345 925-7533	BREAKERS - COMMUNITY HALL	C & W
345 525-7540	BT - PRIMARY SCHOOL MULTIPURPOSE HALL (EMC)	Digicel
345 925-7540	BT - PRIMARY SCHOOL MULTIPURPOSE HALL (EMC)	C & W
345 525-7541	SAVANNAH - PRIMARY SCHOOL ASSEMBLY HALL (EMC)	Digicel
345 925-7541	SAVANNAH - PRIMARY SCHOOL ASSEMBLY HALL (EMC)	C & W
345 525-7543	SHELTER MANAGEMENT	Digicel
345 925-7543	SHELTER MANAGEMENT	C & W
<b>CAYMAN BRAC:</b>		
345 525-7508	Aston Rutty Centre (EMC)	Digicel
345 925-7508		C & W
345 525-7509	Day Care Centre	Digicel
345 925-7509		C & W
345 525-7504	West End Primary School	Digicel
345 925-7504		C & W
<b>LITTLE CAYMAN:</b>		
345 525-7506	Public Works Department Building (EMC)	Digicel
345 925-7506		C & W
IF THE PHONE IS LOST OR STOLEN: PLEASE REPORT THE LOSS TO NEOC AND THEY WILL BE ABLE TO CANCEL THE PHONE AND SIM CARD, THEREBY PREVENTING THE USE OF THE PHONE BY ANYONE ELSE.		

## USEFUL NUMBERS

### Grand Cayman

Police	911
Fire	911
Hospital	911
Divers Recompression Chamber	911
Hazard Management Cayman Islands	945-4624
GIS Information Hotline	945-8092 (Activated during 'Alert' phase)
Electricity	945-1CUC (1282); 949-5200; 949-5300; 911
Water Authority	916-1000 or 949-6352
Cayman Water Company	945-4347
Department of Agriculture Veterinary Service	916-2218 or 947-3090



## Appendix VIII

### **SHELTER RULES**

# **HURRICANE SHELTER RULES**

- 1) NO PETS
- 2) NO SMOKING
- 3) NO ALCOHOLIC BEVERAGES
- 4) NO ILLEGAL DRUGS
- 5) NO OFFENSIVE WEAPONS
- 6) NO COOKING (STOVE, BBQ)
- 7) NO SEXUAL ACTIVITIES
- 8) ONLY BATTERY OPERATED LIGHTING  
ALLOWED IN SHELTER
- 9) SHELTEREES ARE RESPONSIBLE  
FOR SUPERVISING THEIR CHILDREN  
IN THE SHELTER
- 10) SHELTEREES WILL ASSIST WITH  
HOUSEKEEPING DUTIES IN THE SHELTER

---

YOUR SHELTER MANAGER IS RESPONSIBLE FOR AND IS IN CHARGE  
OF THIS SHELTER. HIS/HER WORD IS FINAL ON ALL MATTERS.

## **Appendix IX**

### **Radio Usage**

#### **NATIONAL EMERGENCY CHANNEL ASSIGNMENT**

- NEC-1 Coordination Primary - NEOC Primary **(Initial channel for all callers logging into the NEOC Net and to receive follow-on instructions from the NEOC)**
- NEC-2 Communication between Sister Islands Cluster
- NEC-3 Communication between Support Services Cluster
- NEC-4 Communication between Emergency Response Cluster
- NEC-5 Communication between Human Concerns Cluster
- NEC-6 Communication between Infrastructure Clusters
- NEC-7 All Grand Cayman Hurricane Shelters
- NEC-8 Medical Centers
- NEC-9 NEC-10 Public Works Department Grand Cayman
- NEC-11 Assigned by NEOC Net Control
- NEC-12 Assigned by NEOC Net Control
- SIMPLEX Backup Only
- DUPLEX For use if instructed by NEOC

**NOTE: The Sister Islands only have access to channels NEC 1 – 5 and Simplex**

## Appendix X

### **RADIO OPERATION - ETTIQUETTE**

1. To ensure that your radio is operating properly, make a radio check with another station.
2. Listen to your radio and ensure that no one is talking before you transmit a message. The system will prohibit you from talking over another message
3. To transmit a message, hold the microphone approximately one inch from your lips and depress the push-to-talk button.
4. With the push-to-talk button depressed, speak clearly and say the "CALLSIGN" of the station you are trying to contact. This should be followed by your "CALLSIGN" and the word "OVER".
5. **NOTE:** The word "OVER" indicates to the receiving station that you are finished talking. Immediately after saying "OVER" release the push-to-talk button and the receiving station can now reply.
6. **EXAMPLE:** (CALLSIGN) NEOC this is George Hicks Shelter, Over.
7. If the station you are calling hears you, then he would reply, (CALLSIGN) George Hicks Shelter this is NEOC, Go Ahead.
8. Speaking clearly, you will then say your message. Remember to indicate the word "OVER" after each message.
9. It is important for record purposes that messages for transmission be written on a pad and signed by the issuing officer.
10. Messages should be brief yet giving full details as required.
11. Messages are easily misunderstood and should "NEVER" be acknowledged unless correctly received.
12. The receiving station should note the time and signature of the person who received the message.

If the Government radio system becomes unusable, it will not be possible to notify the users by radio of a system failure. Therefore, if the users find that their radios do not function. Some radios will say "Out of Range" and beep or there may be no response then they should attempt to communicate via channel Simplex (13) moving to Duplex (14) if instructed by the NEOC.

Users should be aware that in the event of Simplex or Duplex being activated, communications must be limited to transmissions of a very urgent nature as these channels have a limited capacity and limited range therefore become readily overloaded. Be prepared to act as a relay

to distant users if required.

## **Appendix XI**

### **POST HURRICANE PUBLIC SHELTER ASSESSMENT**

AGE	0 - 14	15 - 24	25 - 34	35 - 49	50 - 64	65+
PERSONS ACCOMMODATED:						

	Acceptable	NOT Acceptable	COMMENTS	PRIOR
General Condition				
Water Supply				
Sewage Disposal				
Solid Waste Disposal				
Hand Washing				
Bathing				
Clothes Washing				
Dish Washing				
Food Storage				
Food Preparation				
Food Supply				

TO BE COMPLETED AND FORWARDED TO THE CHAIRMAN OF SHELTER OPERATIONS  
SUB COMMITTEE OR HER DESIGNATE.

## **Appendix XII**

### **INVENTORY OF TOOLS AND EQUIPMENT FOR EMERGENCY SHELTERS**

ITEM	# OF	CHECKED ON ARRIVAL	SIGNED OUT TO
CLAWHAMMER			
NAILBAR			
HANDSAW			
TOILET PLUNGER			
MOP			
WASH BUCKET			
ADJUSTABLE WRENCH			
PLIERS			
SCREWDRIVERS (#1 PHILLIPS 1# FLAT)			
HACKSAW + BLADES			
SHEET 5/8" PLYWOOD			
PIECES 1 X 6 X 8			
PIECES 2 X 4 X 8 p.t			
PIECES 2 X 6 X 8			
BOX MIXED NAILS (Mas. & carp.)			
ROPE			
DUCT TAPE			

## **Appendix XIII**

### **SHELTER FOOD STOCK WORKSHEET**

ITEM	INITIAL AMOUNT	# OUT	# OUT	# OUT	# OUT	# OUT	# OUT	AMOUNT REMAINING AT END OF OPERATIONS

## **Appendix XIV**

### **HURRICANE PREPAREDNESS SUPPLIES**

DISTRICT: **East End/Bodden Town** SUPPLIERS: **Progressive Distributors Ltd.**

<b>ITEM (QUANTITY in CASES)</b>	<b>East End</b>	<b>Bodden Town</b>
1.5 VOLT BATTERIES	6	6
6 VOLT BATTERIES	6	6
ADULT DIAPERS	6	6
BABY FORMULA (POWDER) NURSOY (Enfamil)	2	2
BABY FORMULA (POWDER) SMA (Isomil)	2	2
BISCUITS (SALTED AND UNSALTED)	22	22
BOX JUICES (8 oz.)	10	10
CANNED FRUIT (SNACK SIZE)	15	15
CANNED MEAT TUNA/MACKEREL/SARDINES (9 oz.)	25	25
CEREALS (e.g. OATS)	3	3
COFFEE (instant)	3	3
CONDENSED MILK (14 oz.)	4	4
CORNED BEEF/SPAM (12oz.)	25	25
DIAPERS (Small/Medium/Large)	6 each	6 each
ENSURE	10	10
FLASHLIGHT BULBS	12	12
GLUCERNA	10	10
LARGE EVAPORATED MILK	4	4
LOW SODIUM CANNED SOUPS	10	10
MILK POWDER	3	3
MILO (large)	3	3
PEANUT BUTTER/JAMS/JELLIES	2 each	2 each
PORK AND BEANS (16 oz.)	8	8
TEA	3	3
UNSWEETENED FRUIT JUICES (64 oz.)	10	10
WATER (Large Gallon bottles)	20	20

WET WIPES	2	2
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## HURRICANE PREPAREDNESS SUPPLIES

DISTRICT: **George Town/West Bay** SUPPLIERS: **Foster's Food Fair-IGA**

ITEM (QUANTITY in CASES)	George Town	West Bay
1.5 VOLT BATTERIES	6	6
6 VOLT BATTERIES	6	6
ADULT DIAPERS	6	6
BABY FORMULA (POWDER) NURSOY	4	4
FRUITS (BOX)	20	20
BISCUITS (SALTED AND UNSALTED)	31	25
BOX JUICES (8 oz.)	10	9
CANNED FRUIT (SNACK SIZE)	20	
CANNED MEAT TUNA/MACKEREL/SARDINES (9 oz.)	142	128
CEREALS (e.g. OATS)	6	6
COFFEE (instant)	6	6
CONDENSED MILK (14 oz.)	19	
CORNED BEEF/SPAM (12oz.)	147	128
DIAPERS (Small/Medium/Large)	2 each	2 each
ENSURE	10	10
FLASHLIGHT BULBS	12	
GLUCERNA	10	10
LARGE EVAPORATED MILK	19	16
LOW SODIUM CANNED SOUPS	20	20
MILK POWDER	3	2
MILO (large)	6	6
PEANUT BUTTER/JAMS/JELLIES	5 each	5 each
PORK AND BEANS (16 oz.)	37	32
TEA	6	6
UNSWEETENED FRUIT JUICES (64 oz.)	20	20
WATER (Large Gallon bottles)	30	30
WET WIPES	2	2

## HURRICANE PREPAREDNESS SUPPLIES

SHELTER: **North Side**     SUPPLIERS: **Progressive Distributors Ltd.**

ITEM	QUANTITY (CASES)
1.5 VOLT BATTERIES	6
6 VOLT BATTERIES	6
ADULT DIAPERS	6
BABY FORMULA (POWDER) NURSOY (Enfamil)	1
BABY FORMULA (POWDER) SMA (Isomil)	1
BISCUITS (SALTED AND UNSALTED)	10
BOX JUICES (8 oz.)	10
CANNED FRUIT (SNACK SIZE)	15
CANNED MEAT - TUNA/MACKEREL/SARDINES (9 oz.)	6
CEREALS (e.g. OATS)	3
COFFEE (instant)	3
CONDENSED MILK (14 oz.)	4
CORNED BEEF/SPAM (12oz.)	15
DIAPERS (Small/Medium/Large)	6 each
ENSURE	10
FLASHLIGHT BULBS	12
GLUCERNA	10
LARGE EVAPORATED MILK	8
LOW SODIUM CANNED SOUPS	10
MILK POWDER	3
MILO (large)	3
PEANUT BUTTER/JAMS/JELLIES	5 each
PORK AND BEANS (16 oz.)	8
TEA	3
UNSWEETENED FRUIT JUICES (64 oz.)	10
WATER (Large Gallon bottles)	20
WET WIPES	2

## **Appendix XV**

### **DISASTER PREPAREDNESS AND HAZARD MANAGEMENT LAW**

#### **Emergency Shelter**

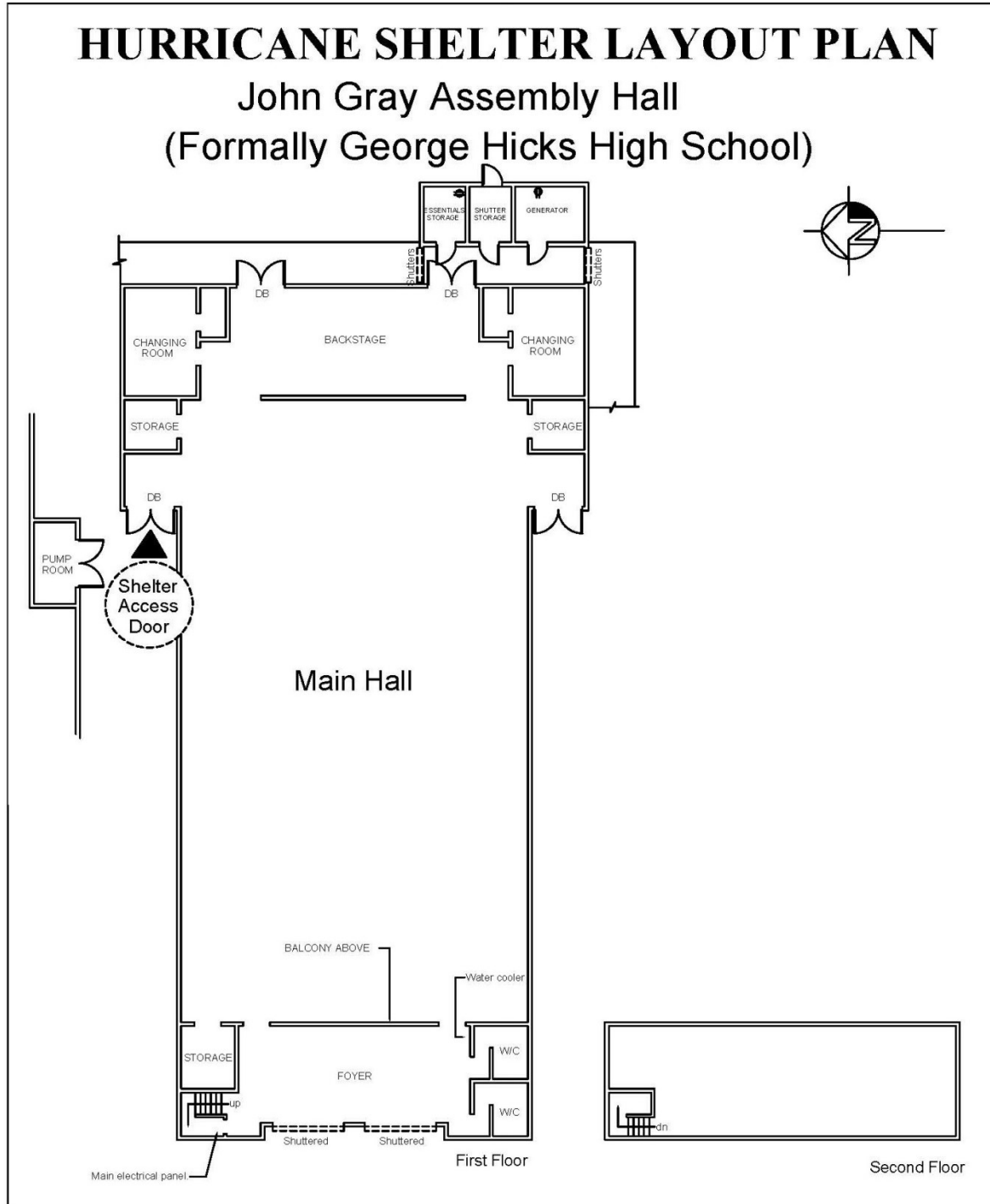
9. (1) The Director shall establish and maintain a list of suitable premises available for use as emergency shelters in the event or the aftermath of a disaster.
- (2) In the list referred to in subsection (1) the Director shall-
- (a) distinguish between Government property and other premises;
  - (b) list the facilities available at such premises; and
  - (c) indicate the suitability of each of the listed premises for use during a disaster or in the event or aftermath of a disaster.
- (3) The Director shall-
- (a) assign to each of the listed premises, a shelter manager charged with the responsibility of managing the shelter to which he is assigned during any period where the shelter is being used for the purposes of this Law, and may assign shelter officers to assist any shelter manager; and
  - (b) develop and publish at each shelter such rules and guidelines as may be necessary for the proper management of the listed premises that are being used for the purposes of this Law.
- (4) A person seeking admission to a shelter shall provide information in such form as the Director may require for registration, to assist in the tracking of persons accommodated during the shelter operation.
- (5) No liability shall attach to the Government, shelter manager, shelter officers, Government employees or agents or the owner or occupier of listed premises in respect of-
- (a) accidental or negligent loss or damage to property brought into the shelter by a person seeking protection; or
  - (b) persons who leave the shelter prior to the issuance of an All Clear.
- (6) A shelter manager may suspend or expel from the shelter any person who commits a serious breach or persistently breaches any of the guidelines, and may enforce the suspension or expulsion by the use of reasonable force.
- (7) Any person who assaults or obstructs a shelter manager or any other authorized person acting in the execution of his duty under this Law commits an offence.

## **Appendix XVI**

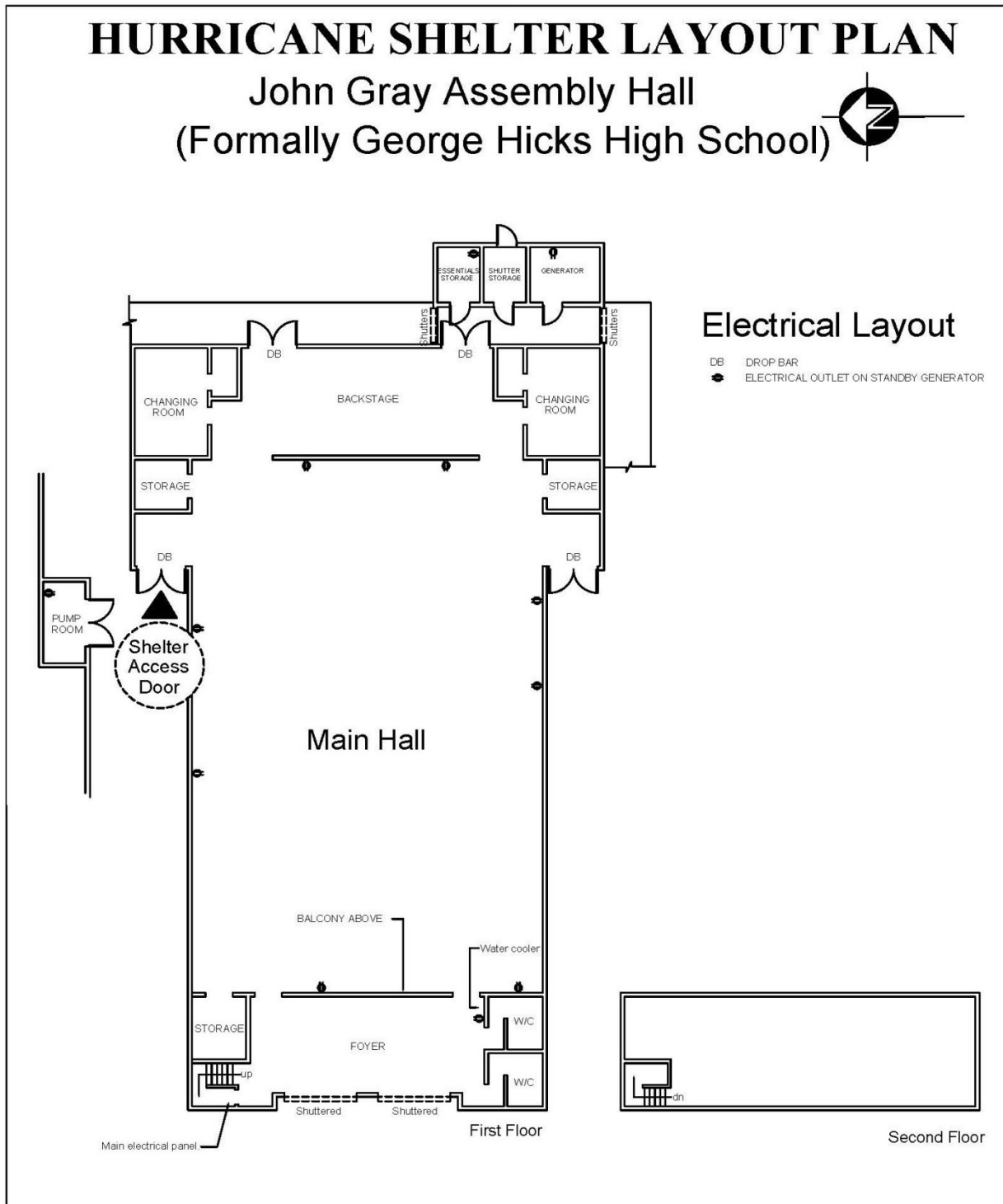
### **HURRICANE SHELTER LAYOUT PLAN**

1. New JOHN GRAY HIGH SCHOOL GYMNASIUM (FORMALLY GHHS).....	66
2. GEORGE TOWN PRIMARY SCHOOL HALL.....	68
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## #1 JOHN GRAY ASSEMBLY HALL (OLD GHHS)



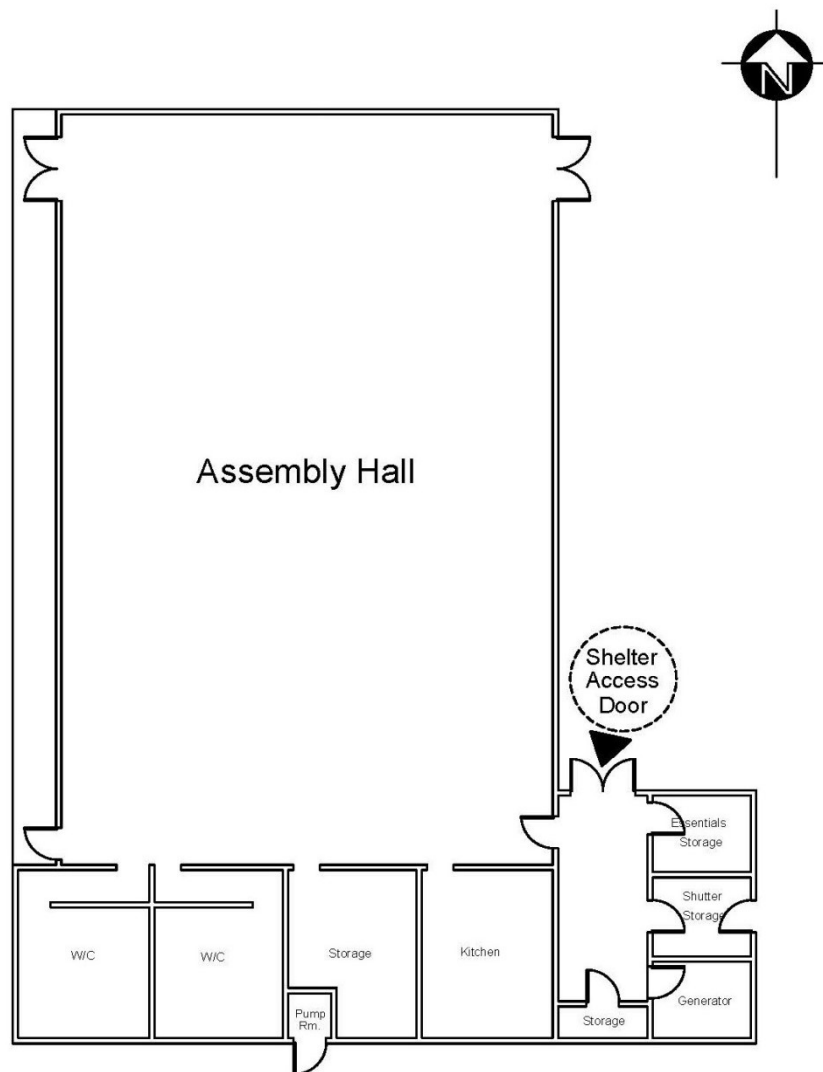
## #1 JOHN GRAY ASSEMBLY HALL – ELECTRICAL (OLD GHHS)



## #2 GEORGE TOWN PRIMARY SCHOOL ASSEMBLY HALL

# HURRICANE SHELTER LAYOUT PLAN

George Town Primary School - Assembly Hall



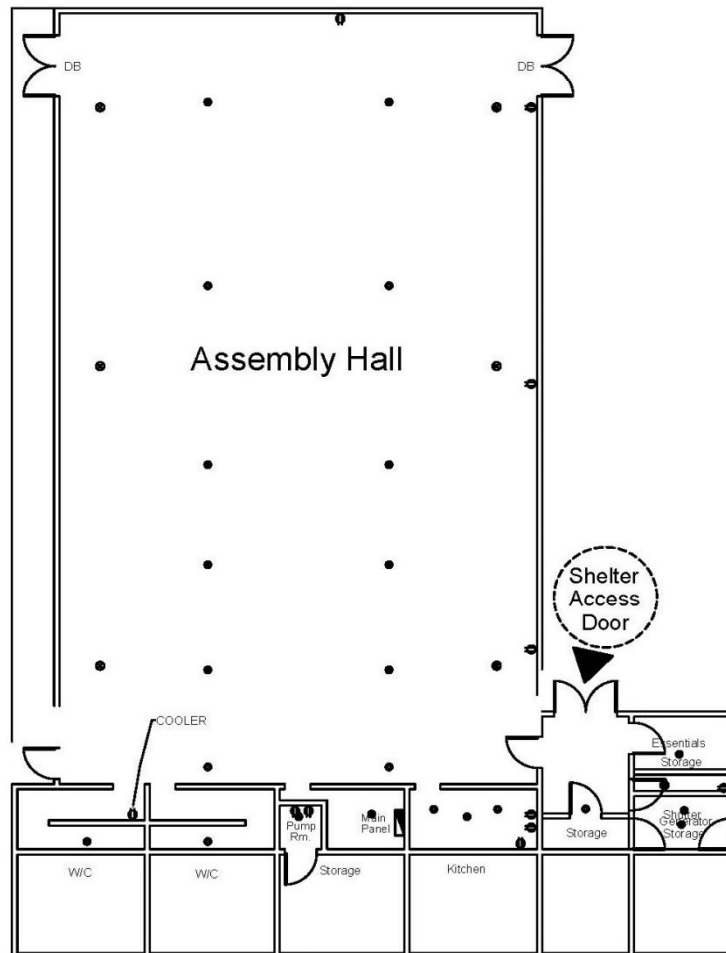
## #2 GEORGE TOWN PRIMARY SCHOOL ASSEMBLY HALL – ELECTRICAL

# HURRICANE SHELTER LAYOUT PLAN

## George Town Primary School - Assembly Hall

### Electrical Layout

- DB DROP BAR
- LIGHTS ON STANDBY GENERATOR
- FANS ON STANDBY GENERATOR
- ELECTRICAL OUTLET ON STANDBY GENERATOR

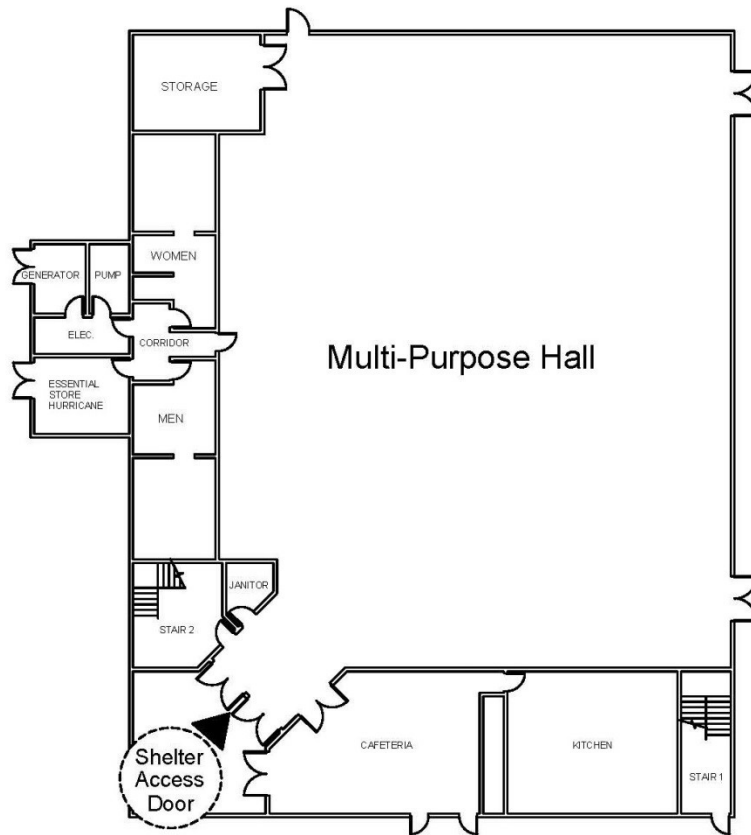




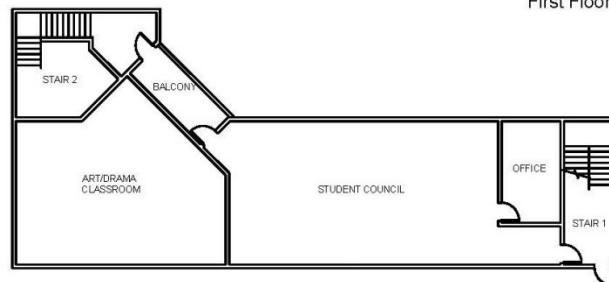
### #3 UNIVERSITY COLLEGE OF THE CAYMAN ISLANDS (UCCI)

## HURRICANE SHELTER LAYOUT PLAN

University College of the Cayman Islands

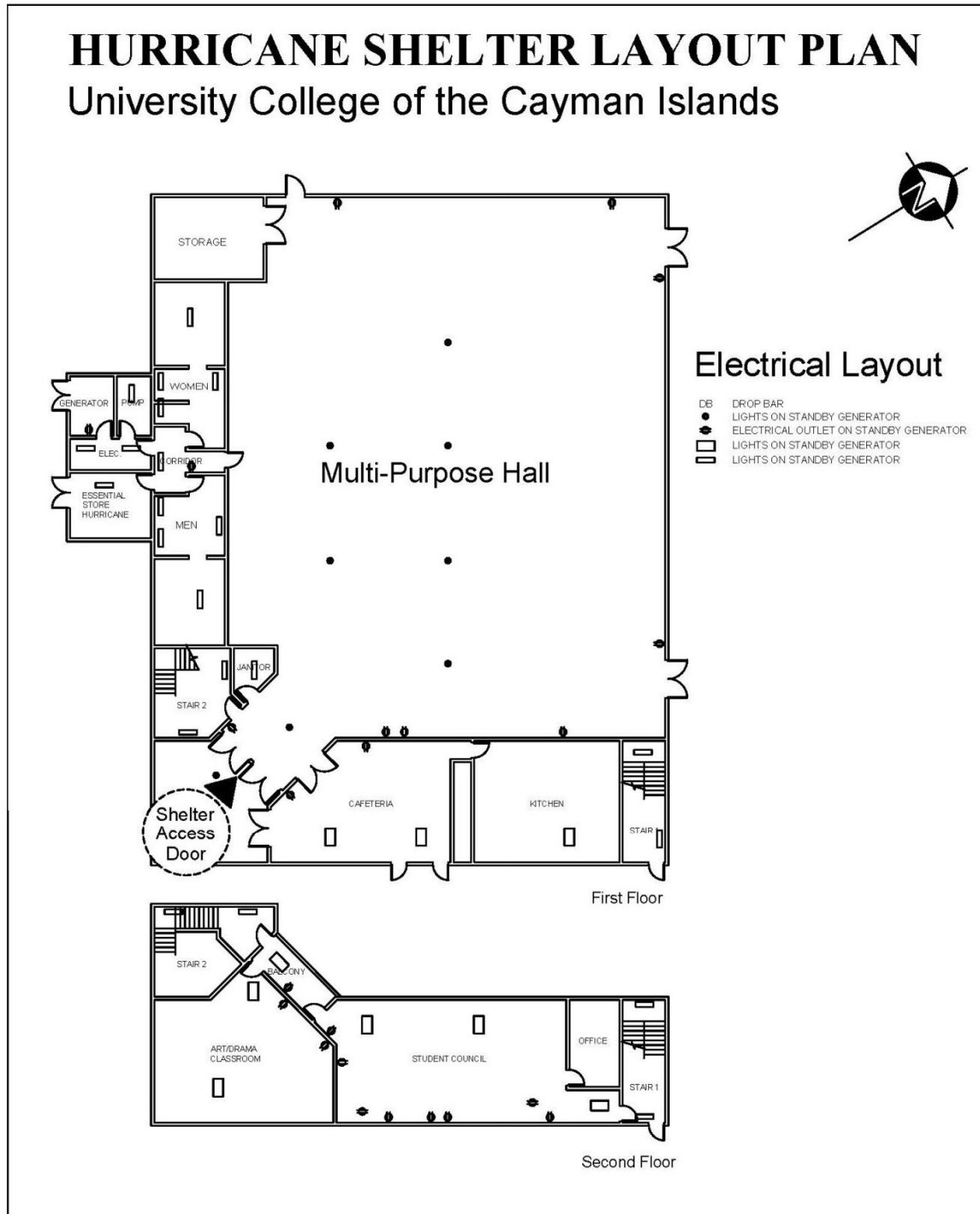


First Floor



Second Floor

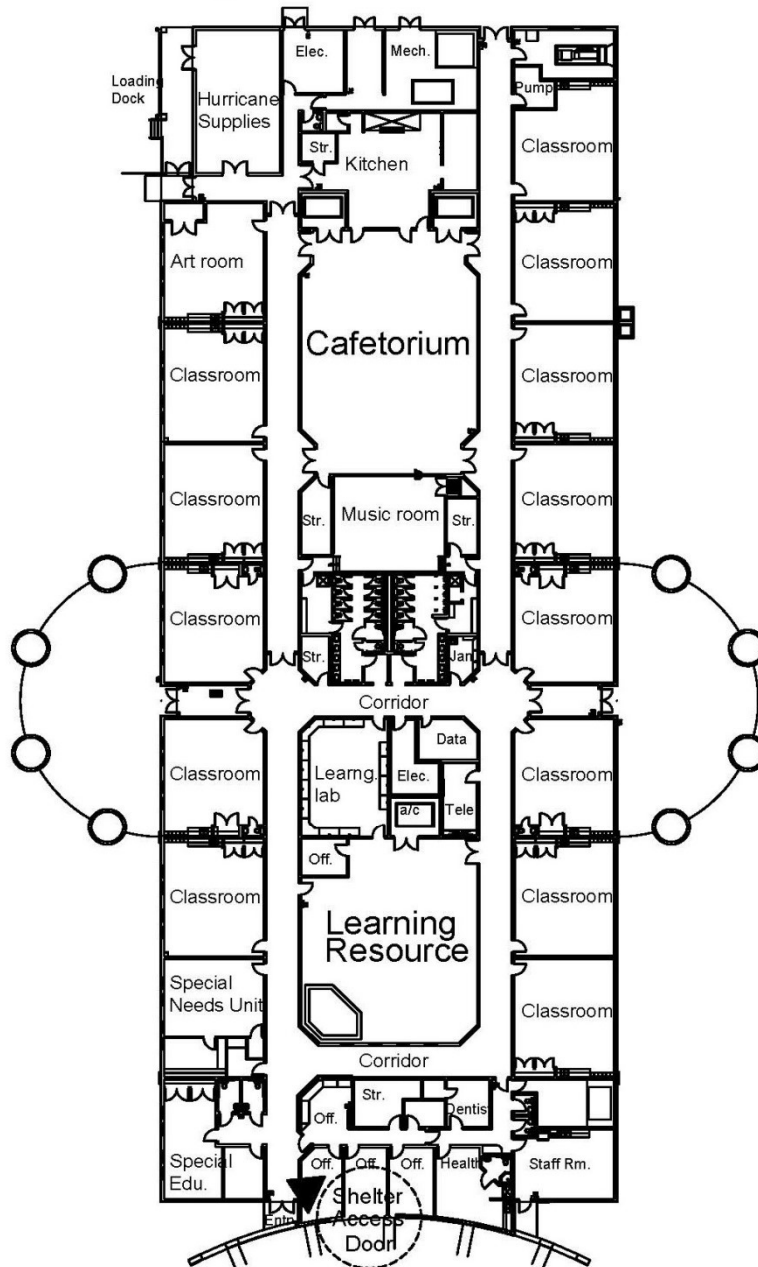
### #3 UNIVERSITY COLLEGE OF THE CAYMAN ISLANDS - ELECTRICAL



#### #4 PROSPECT PRIMARY SCHOOL - CAFETORIUM HALL

# HURRICANE SHELTER LAYOUT PLAN

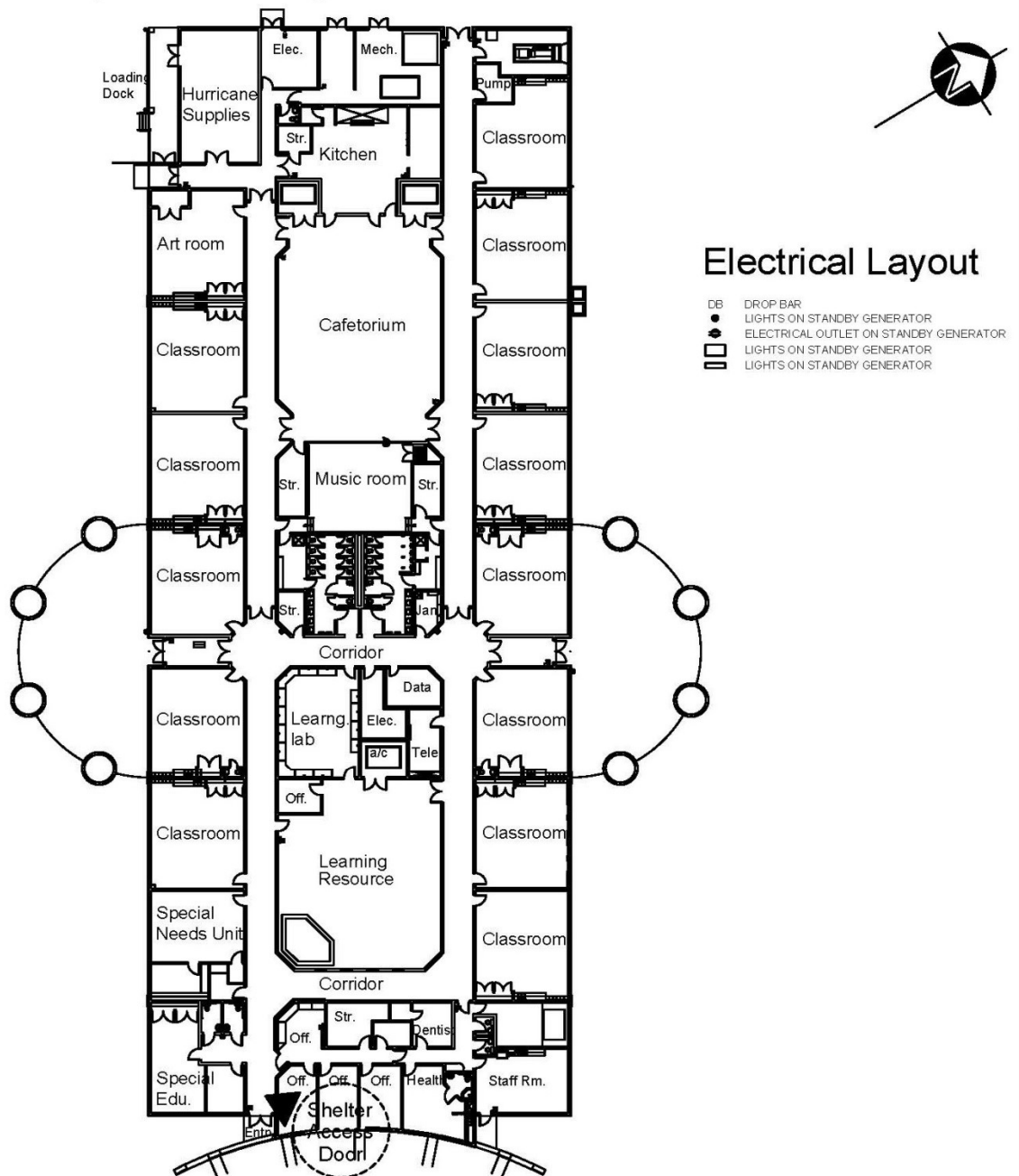
## Prospect Primary Shcool



#### #4 PROSPECT PRIMARY SCHOOL - CAFETORIUM HALL (ELECTRICAL)

# HURRICANE SHELTER LAYOUT PLAN

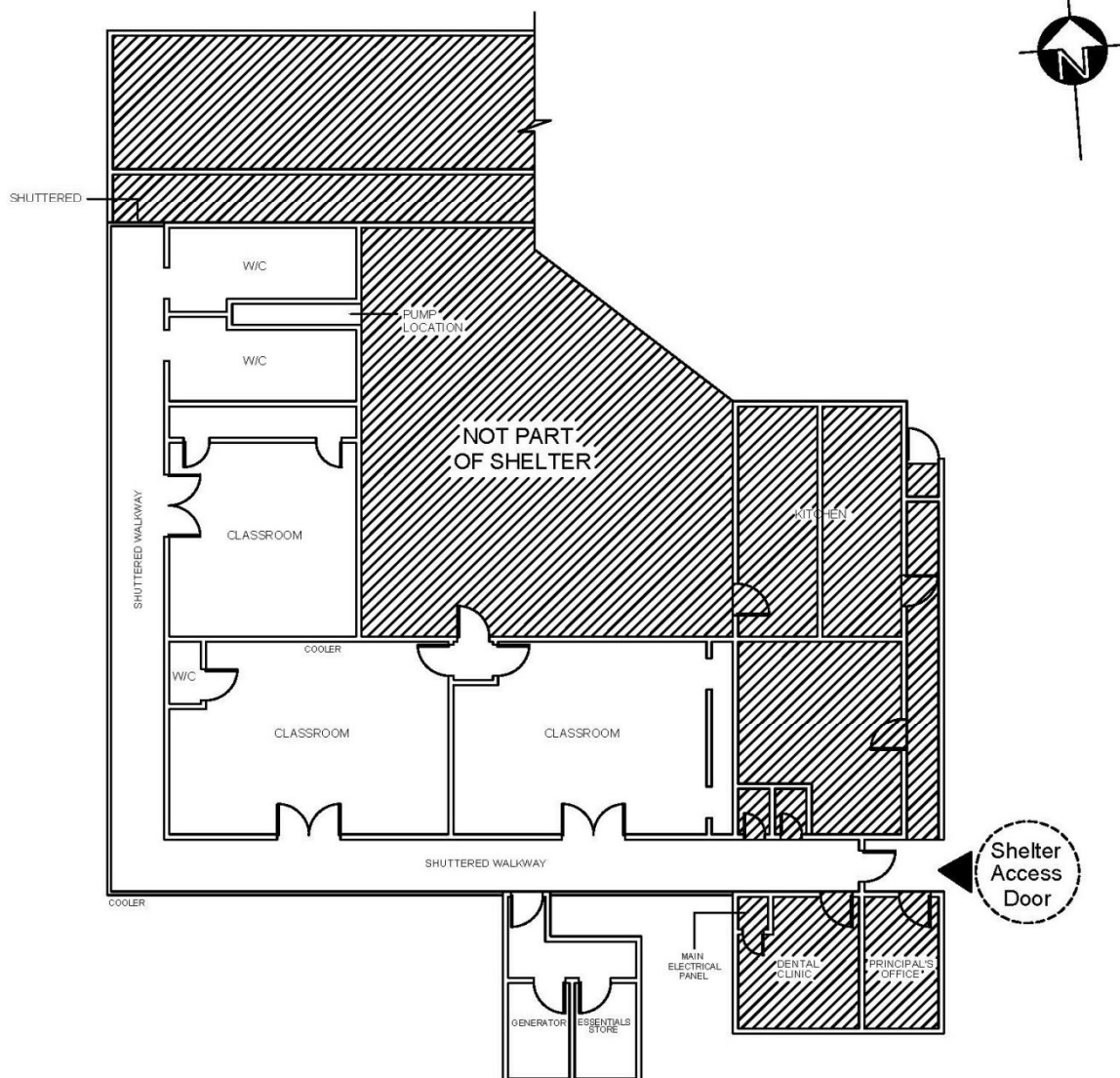
## Prospect Primary Shcool



**#5 WEST BAY PRIMARY SCHOOL (PART CLASS ROOM)**

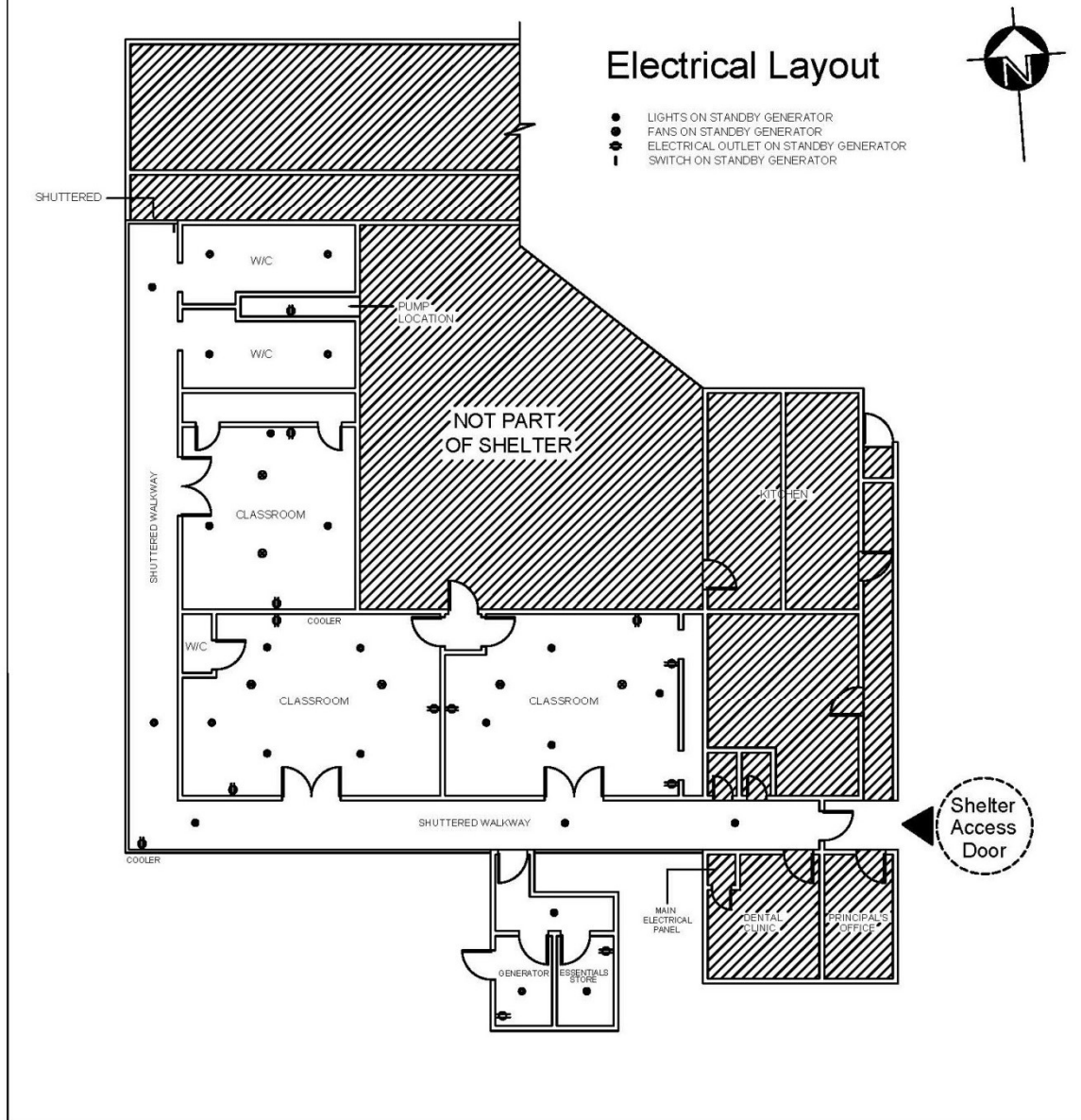
# **HURRICANE SHELTER LAYOUT PLAN**

**John A Cumber Primary School (Part Classrooms)**

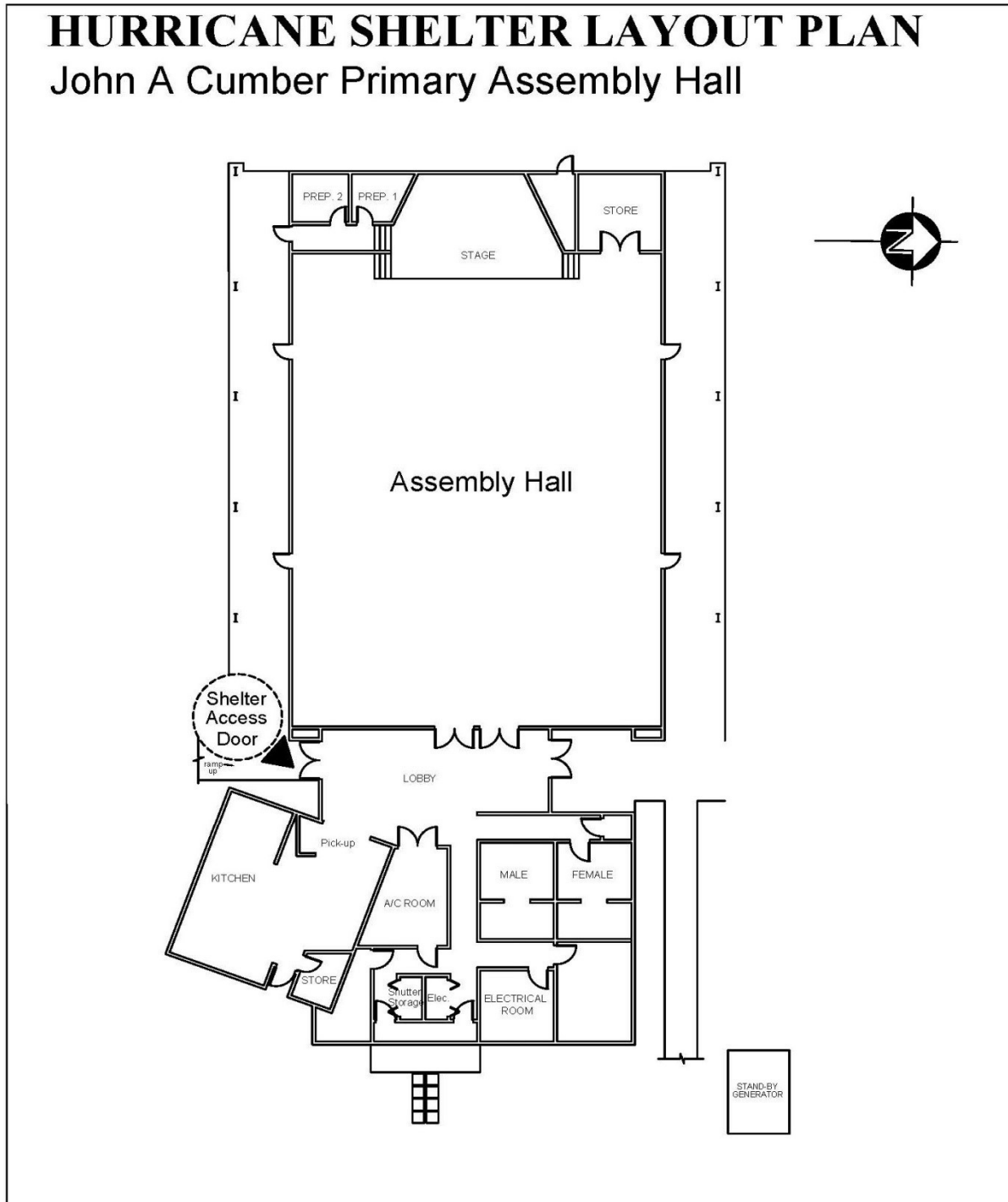


## #5 WEST BAY PRIMARY SCHOOL (PART CLASS ROOM-ELECTRICAL)

### HURRICANE SHELTER LAYOUT PLAN West Bay Primary School (Part Classrooms)



**#6 WEST BAY PRIMARY SCHOOL- ASSEMBLY HALL**



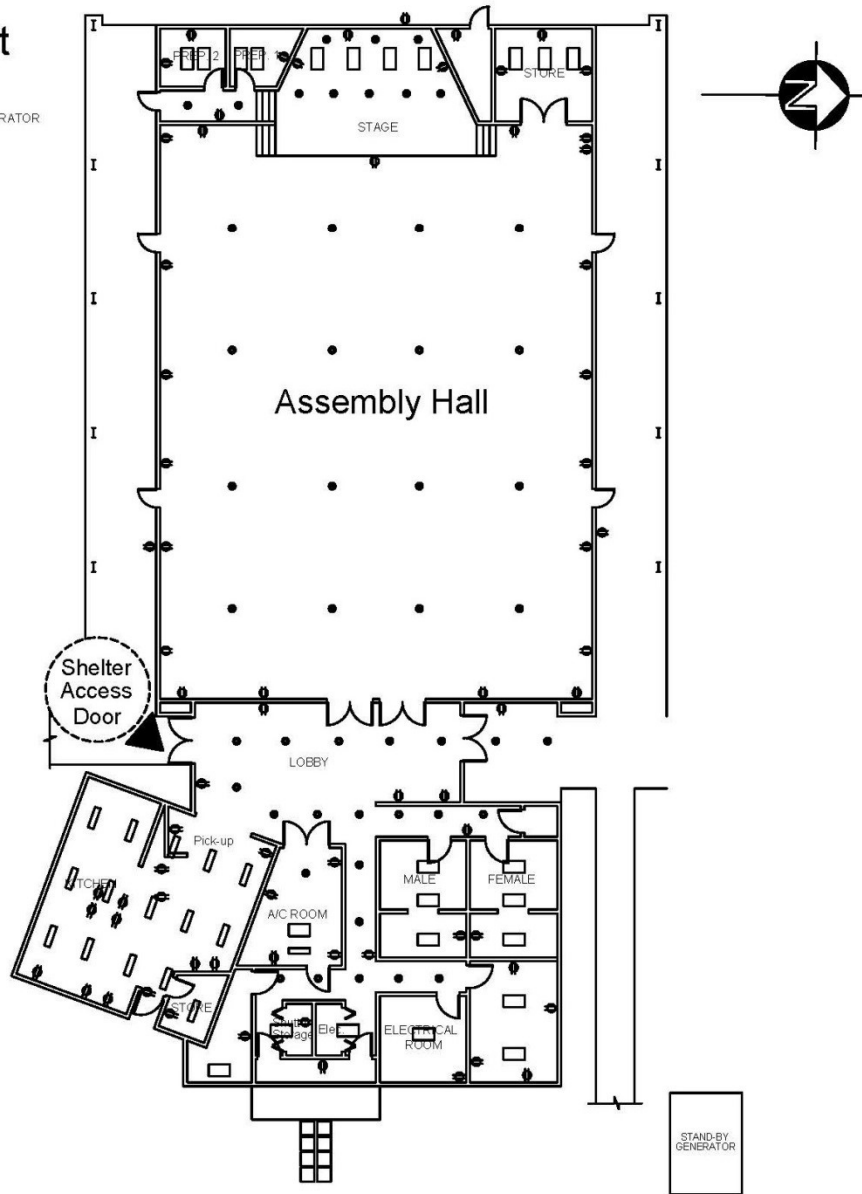
## #6 WEST BAY PRIMARY SCHOOL - ASSEMBLY HALL (ELECTRICAL)

# HURRICANE SHELTER LAYOUT PLAN

## John A Cumber Bay Assembly Hall

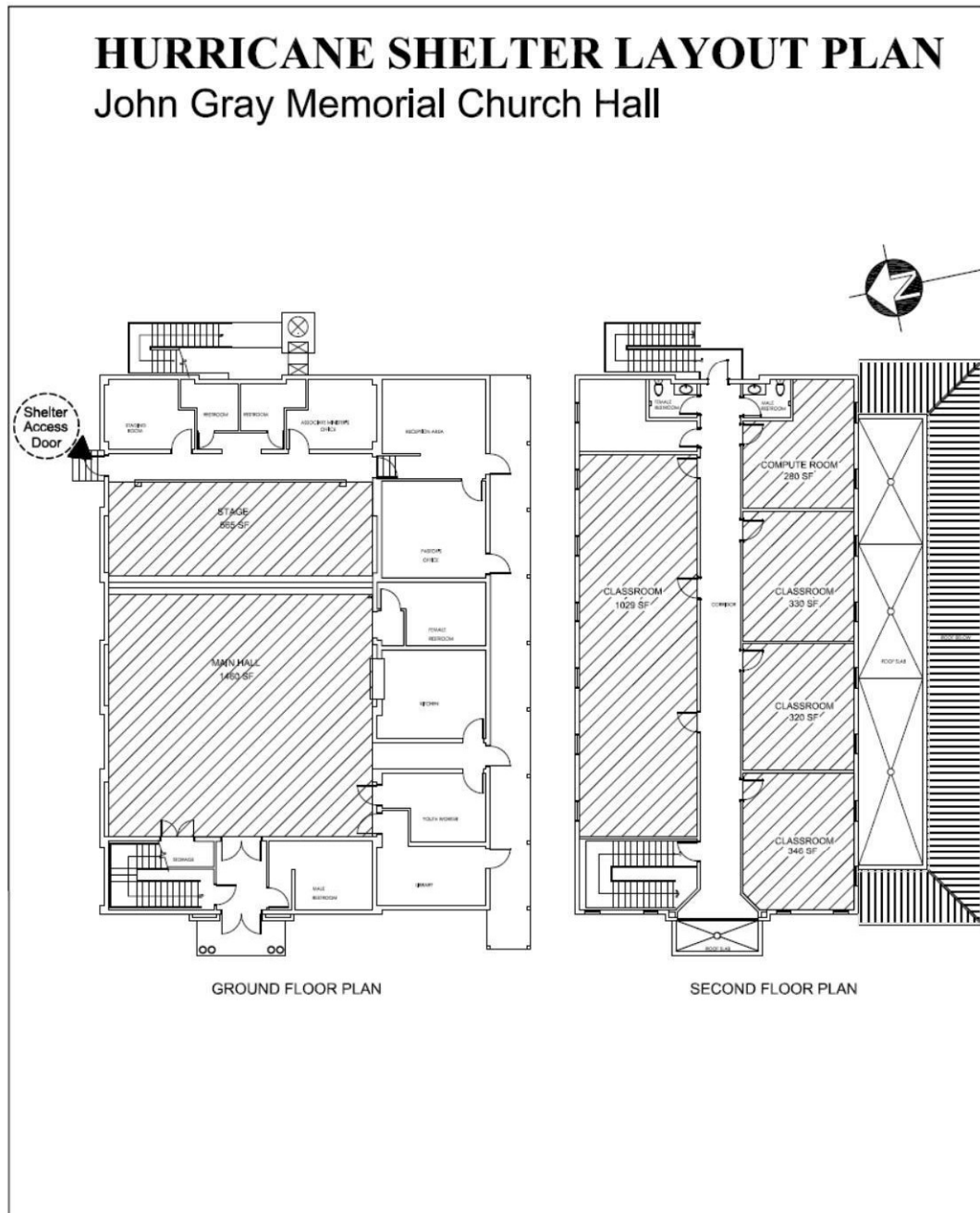
### Electrical Layout

- DB DROP BAR
- LIGHTS ON STANDBY GENERATOR
- ELECTRICAL OUTLET ON STANDBY GENERATOR
- LIGHTS ON STANDBY GENERATOR
- LIGHTS ON STANDBY GENERATOR





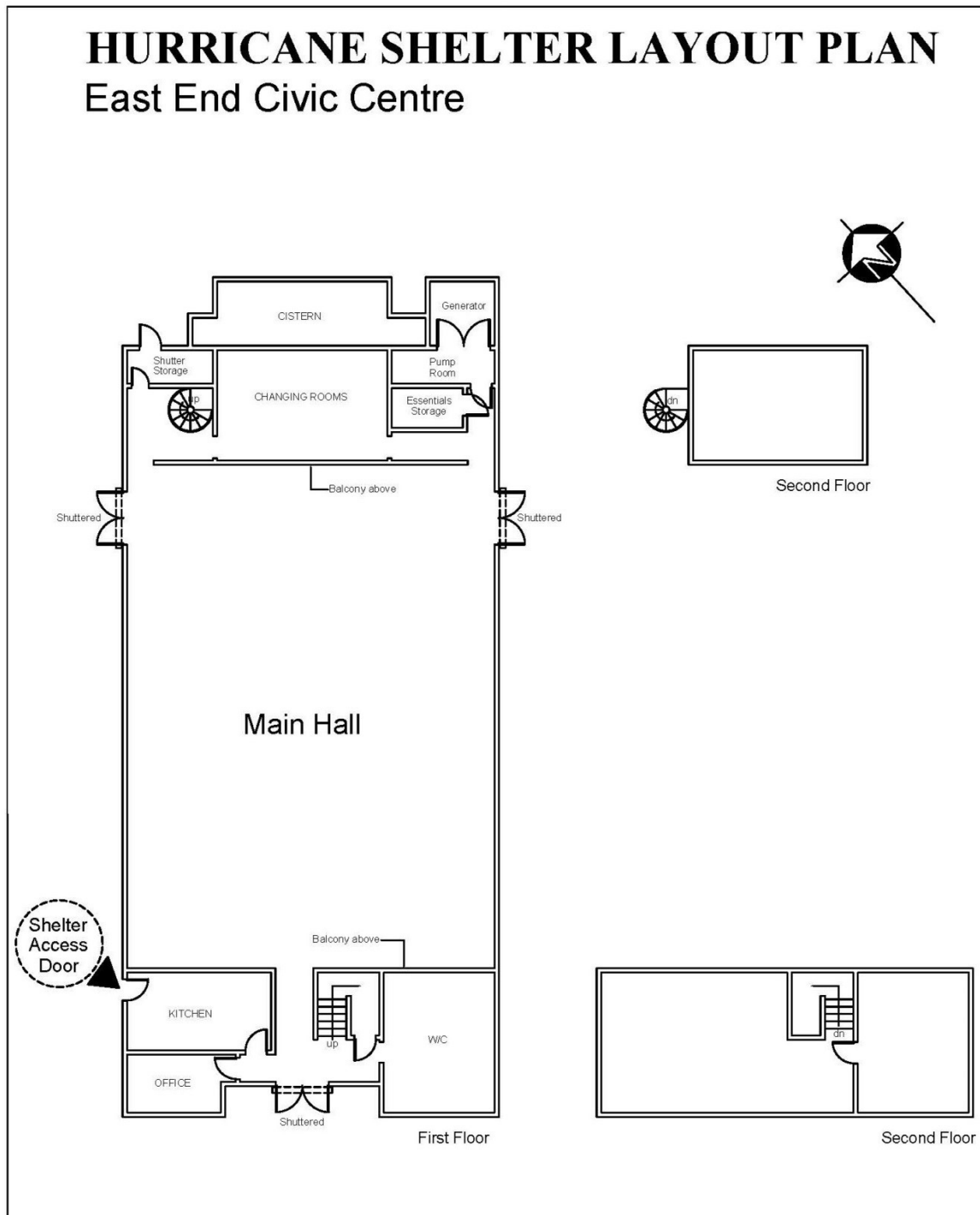
## #7 WEST BAY JOHN GRAY MEMORIAL CHURCH - PART SECOND FLOOR)



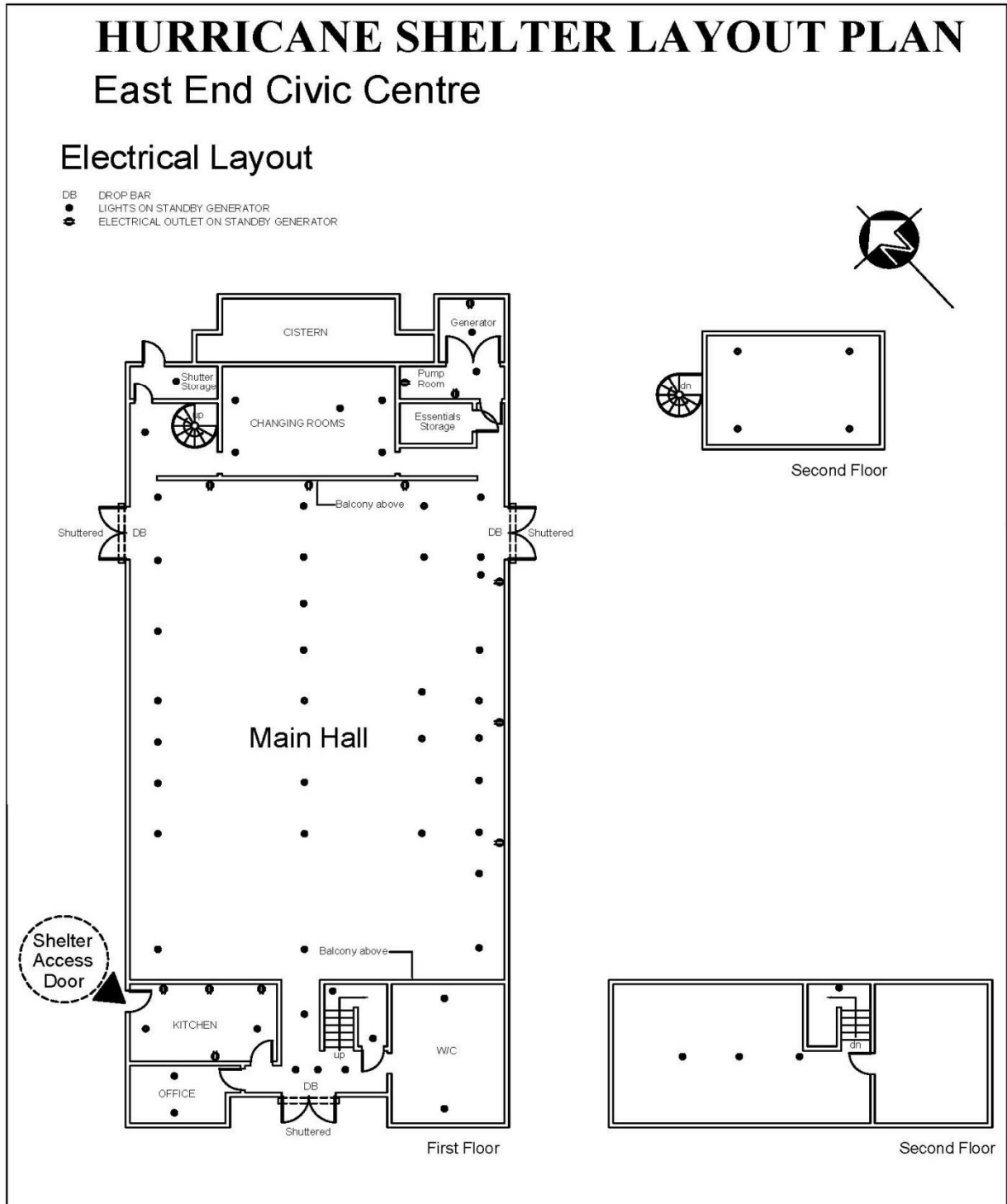
**#7 WEST BAY JOHN GRAY MEMORIAL CHURCH - PART SECOND FLOOR  
(ELECTRICAL)**

PLAN TO INSERT AT A LATER DATE

## #8 EAST END CIVIC CENTRE



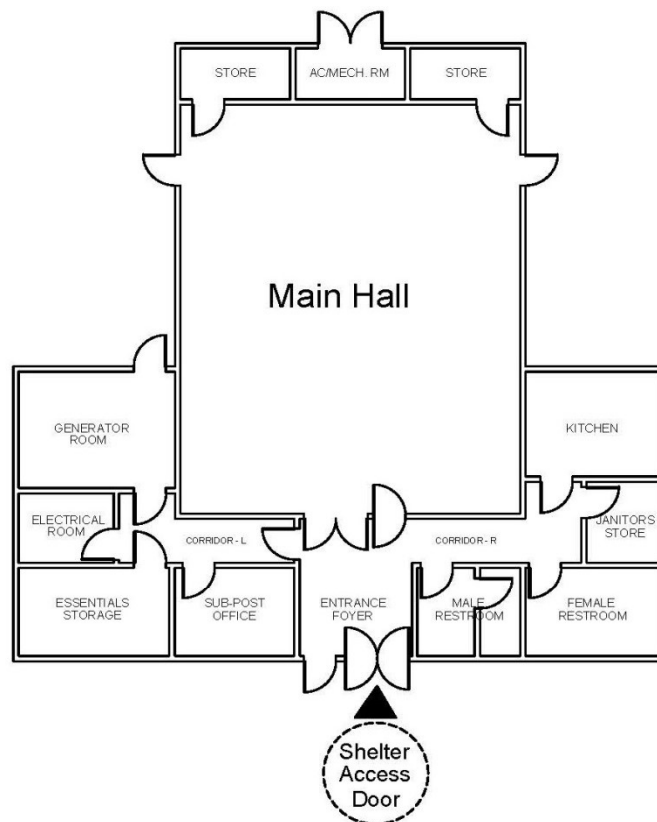
## #8 EAST END CIVIC CENTRE - ELECTRICAL



## #9 GUN BAY COMMUNITY CENTRE

# HURRICANE SHELTER LAYOUT PLAN

## Gun Bay Community Centre



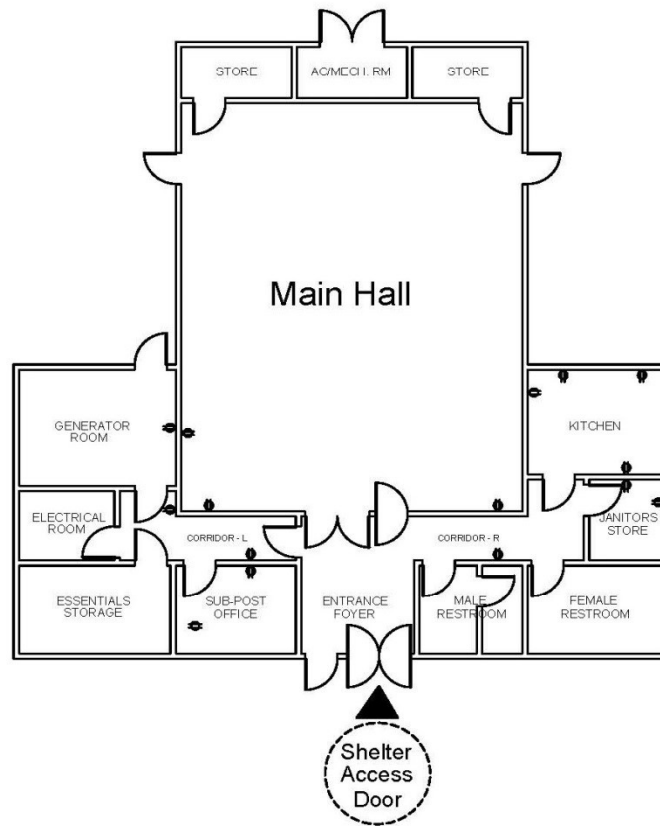
## #9 GUN BAY COMMUNITY CENTRE (ELECTRICAL)

# HURRICANE SHELTER LAYOUT PLAN

## Gun Bay Community Centre

### Electrical Layout

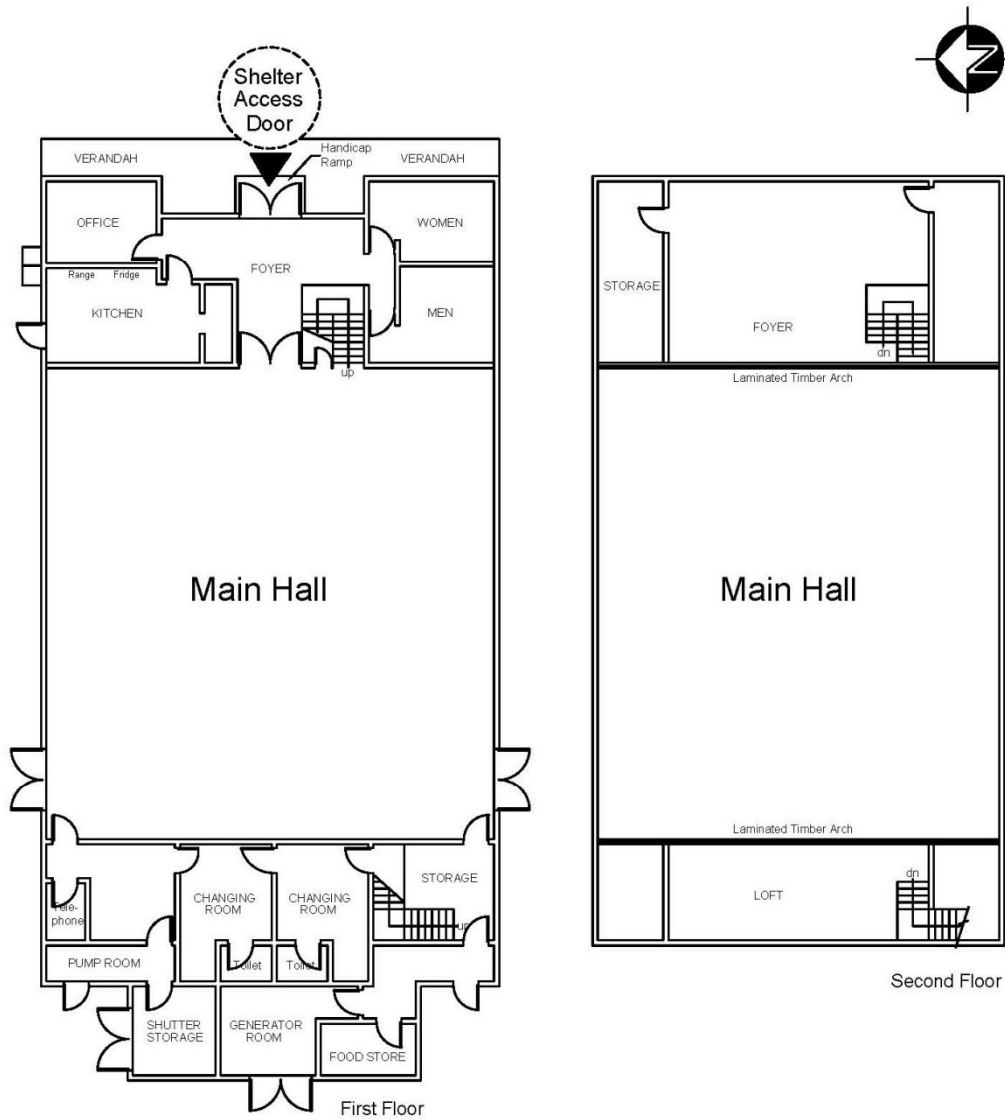
• ELECTRICAL OUTLET ON STANDBY GENERATOR



## #10 NORTH SIDE CIVIC CENTRE

# HURRICANE SHELTER LAYOUT PLAN

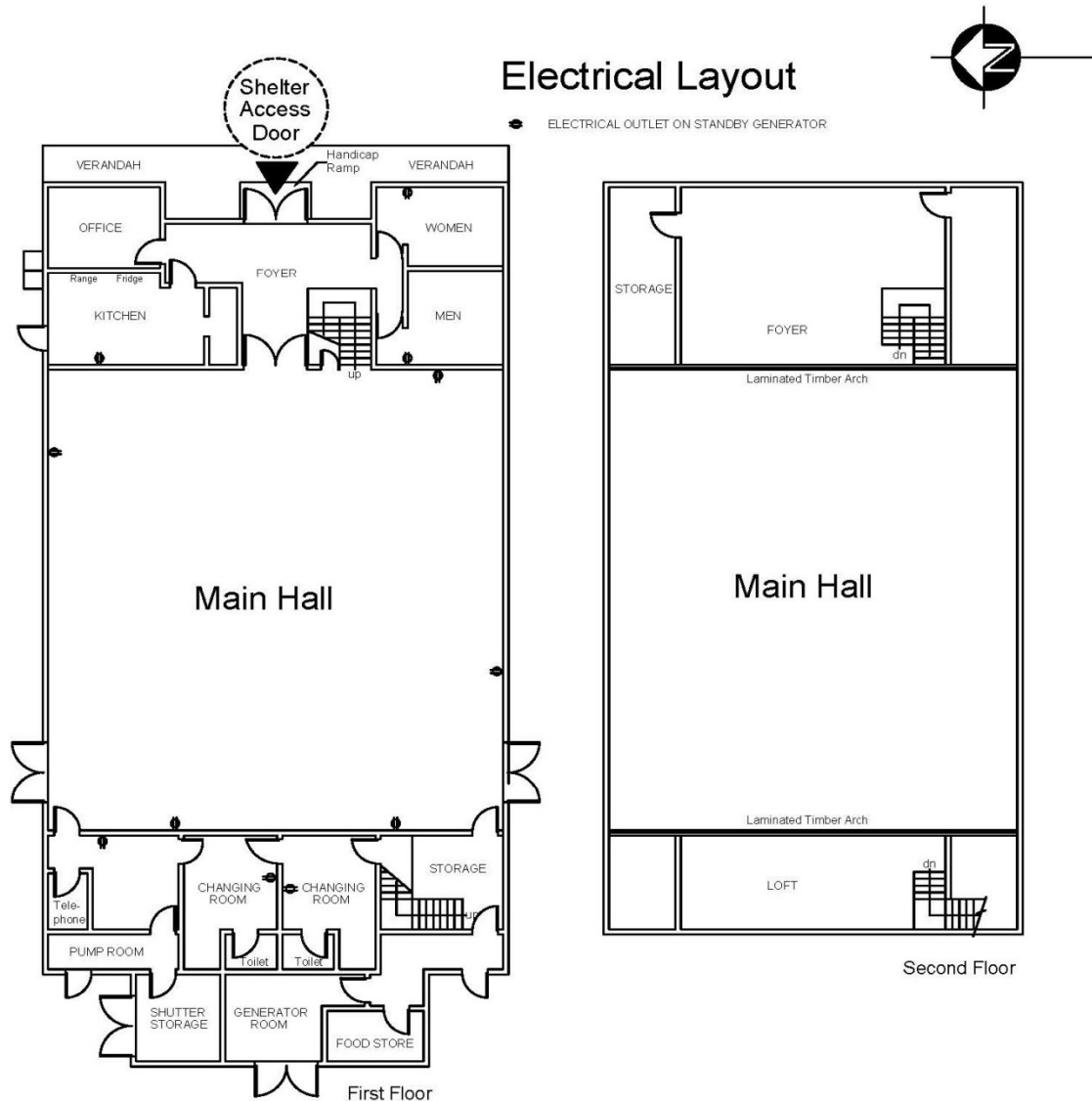
## North Side Civic Centre



## #10 NORTH SIDE CIVIC CENTRE (ELECTRICAL)

# HURRICANE SHELTER LAYOUT PLAN

## North Side Civic Centre

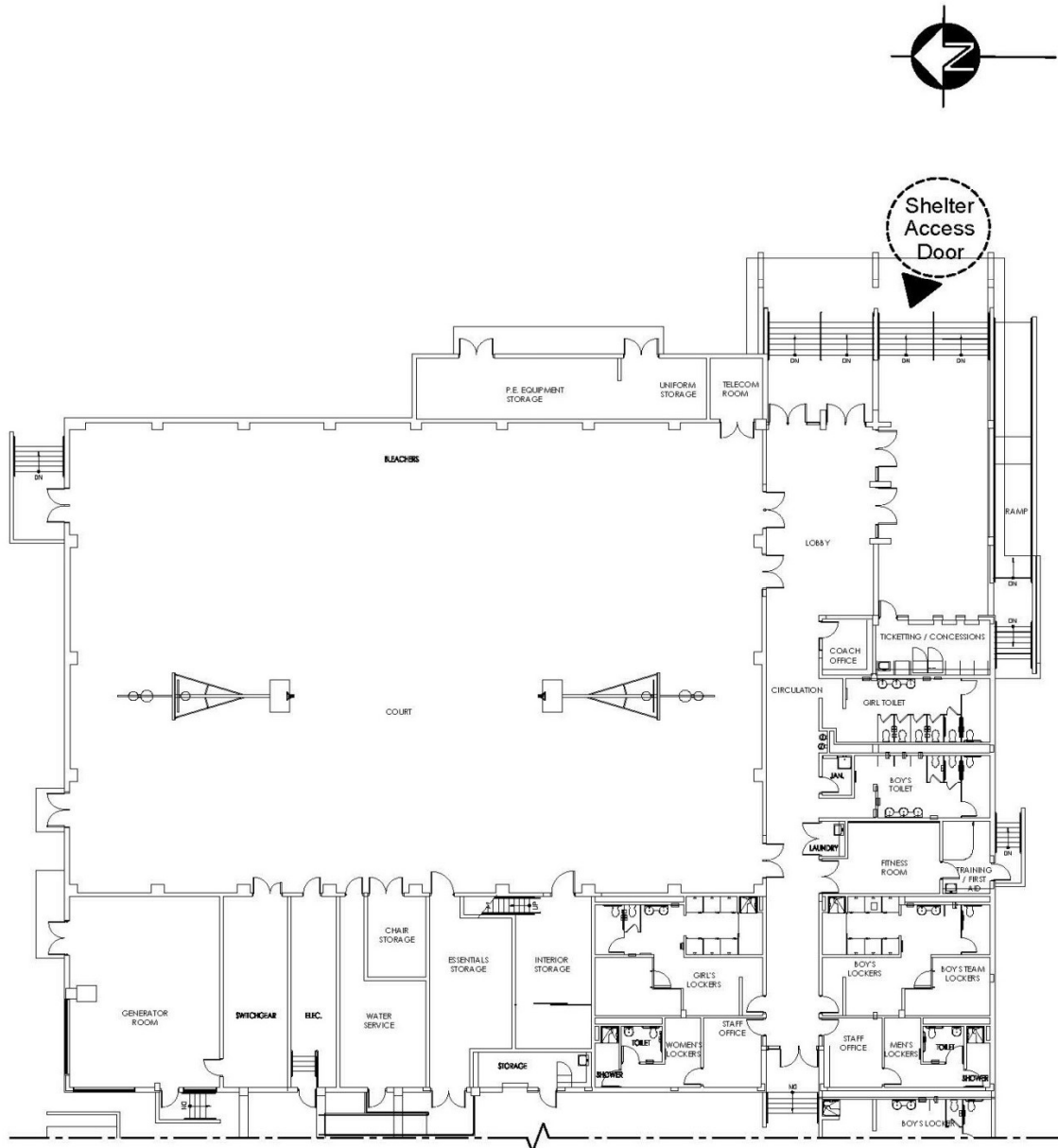




## #11 CLIFTON HUNTER HIGH SCHOOL

# HURRICANE SHELTER LAYOUT PLAN

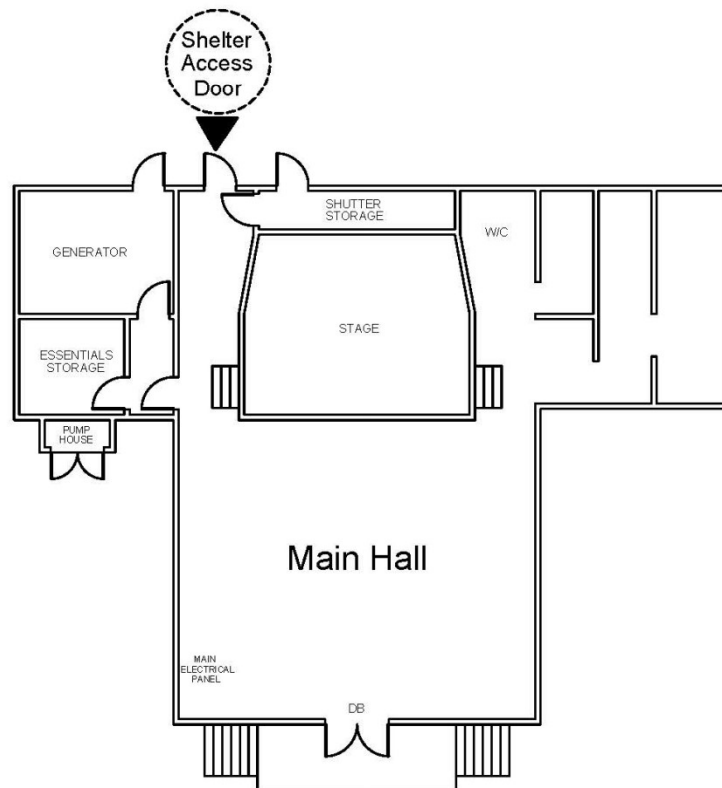
## Clifton Hunter High School



## #12 BREAKERS COMMUNITY HALL

# HURRICANE SHELTER LAYOUT PLAN

## Breakers Community Hall



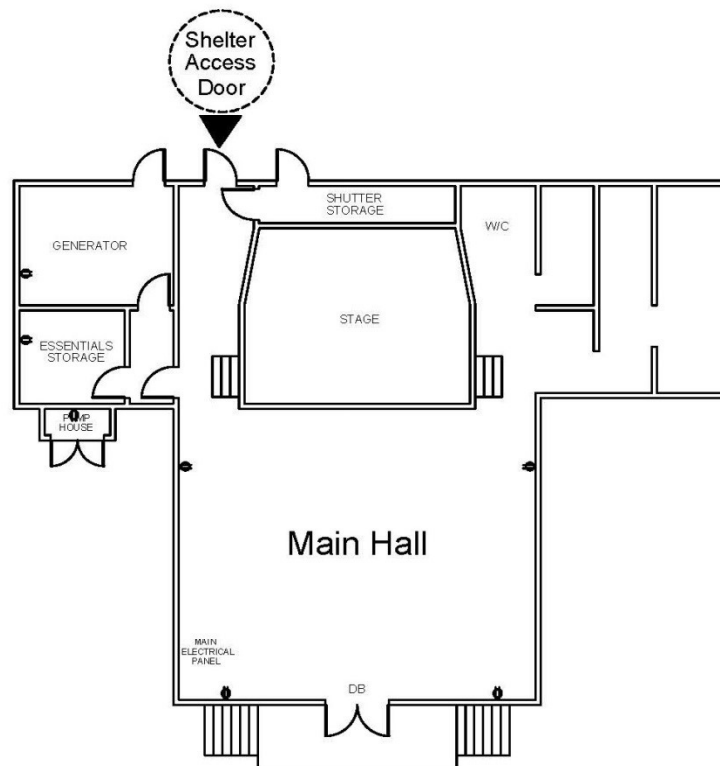
## #12 BREAKERS COMMUNITY HALL (ELECTRICAL)

# HURRICANE SHELTER LAYOUT PLAN

## Breakers Community Hall

### Electrical Layout

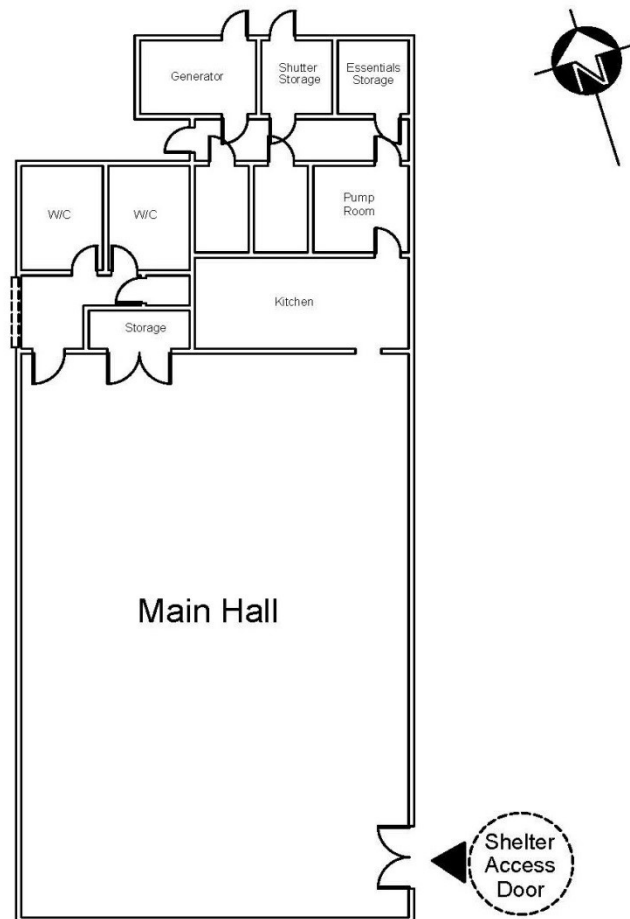
DB DROP BAR  
ELECTRICAL OUTLET ON STANDBY GENERATOR



**#13 BODDEN TOWN PRIMARY SCHOOL- MULITI PURPOSE HALL**

# **HURRICANE SHELTER LAYOUT PLAN**

**Bodden Town Primary School - Multi Purpose Hall**



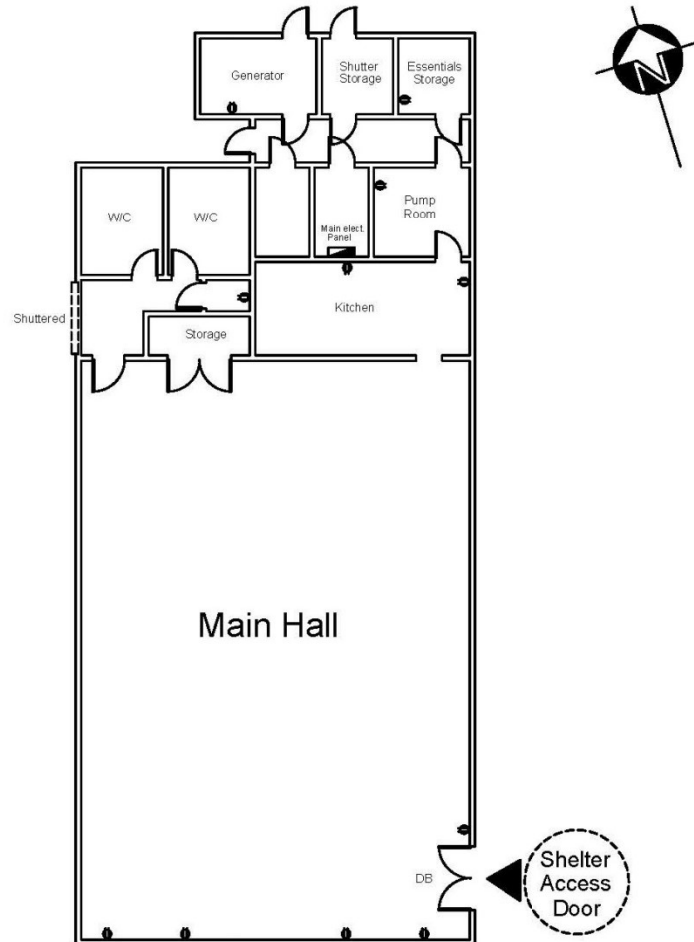
## #13 BODDEN TOWN PRIMARY SCHOOL- MULITI PURPOSE HALL (ELECTRICAL)

# HURRICANE SHELTER LAYOUT PLAN

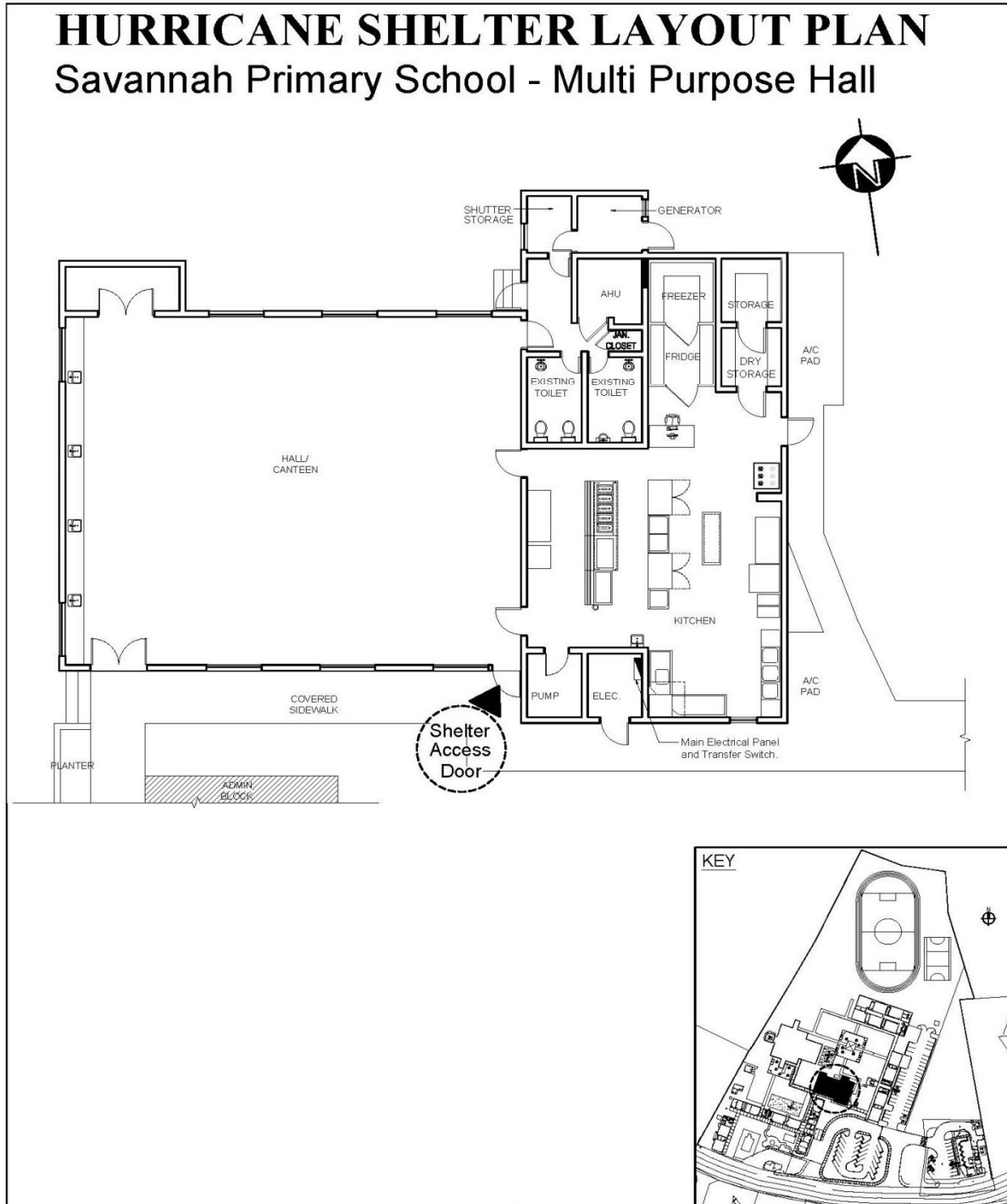
## Bodden Town Primary School - Multi Purpose Hall

### Electrical Layout

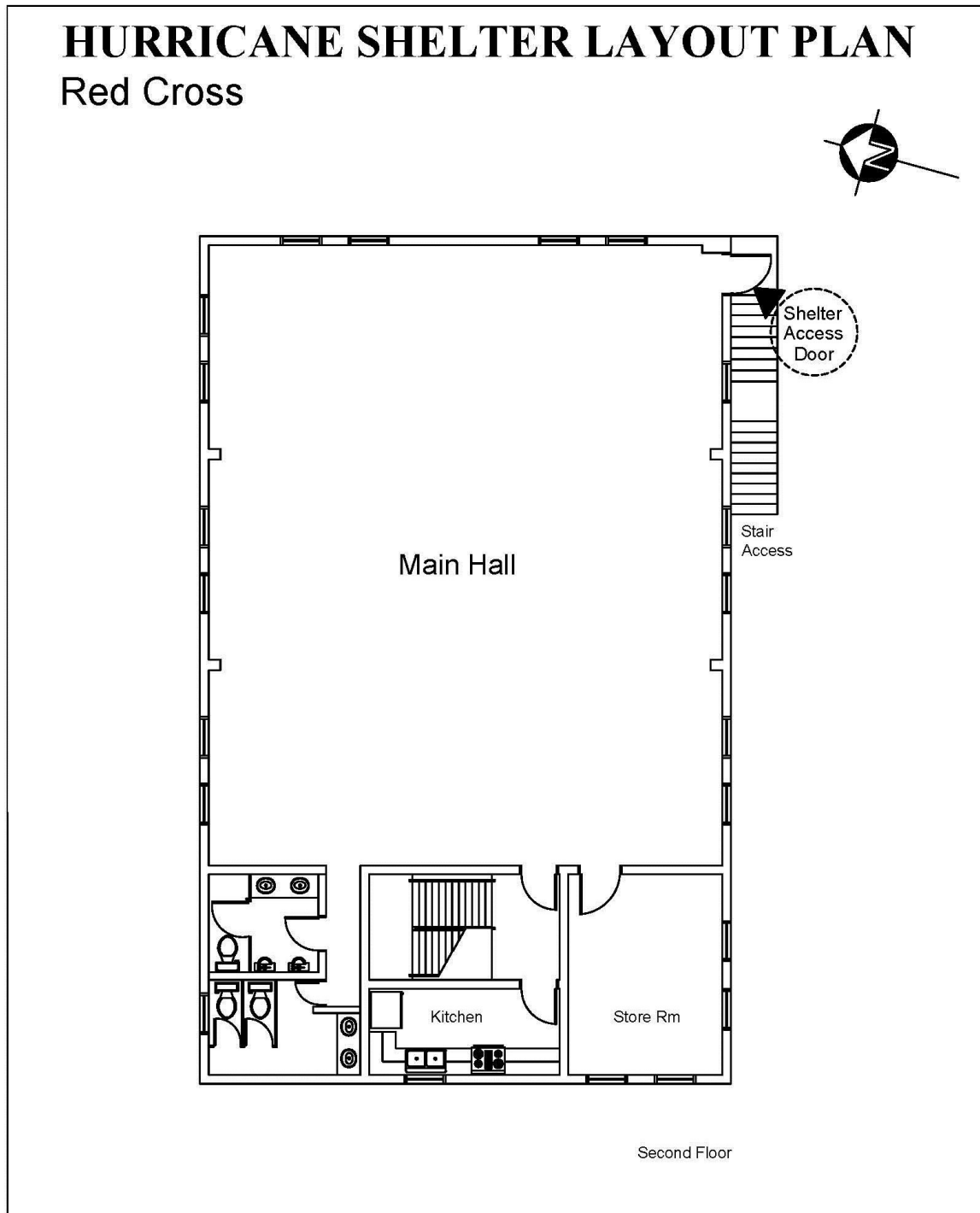
DB DROP BAR  
⚡ ELECTRICAL OUTLET ON STANDBY GENERATOR



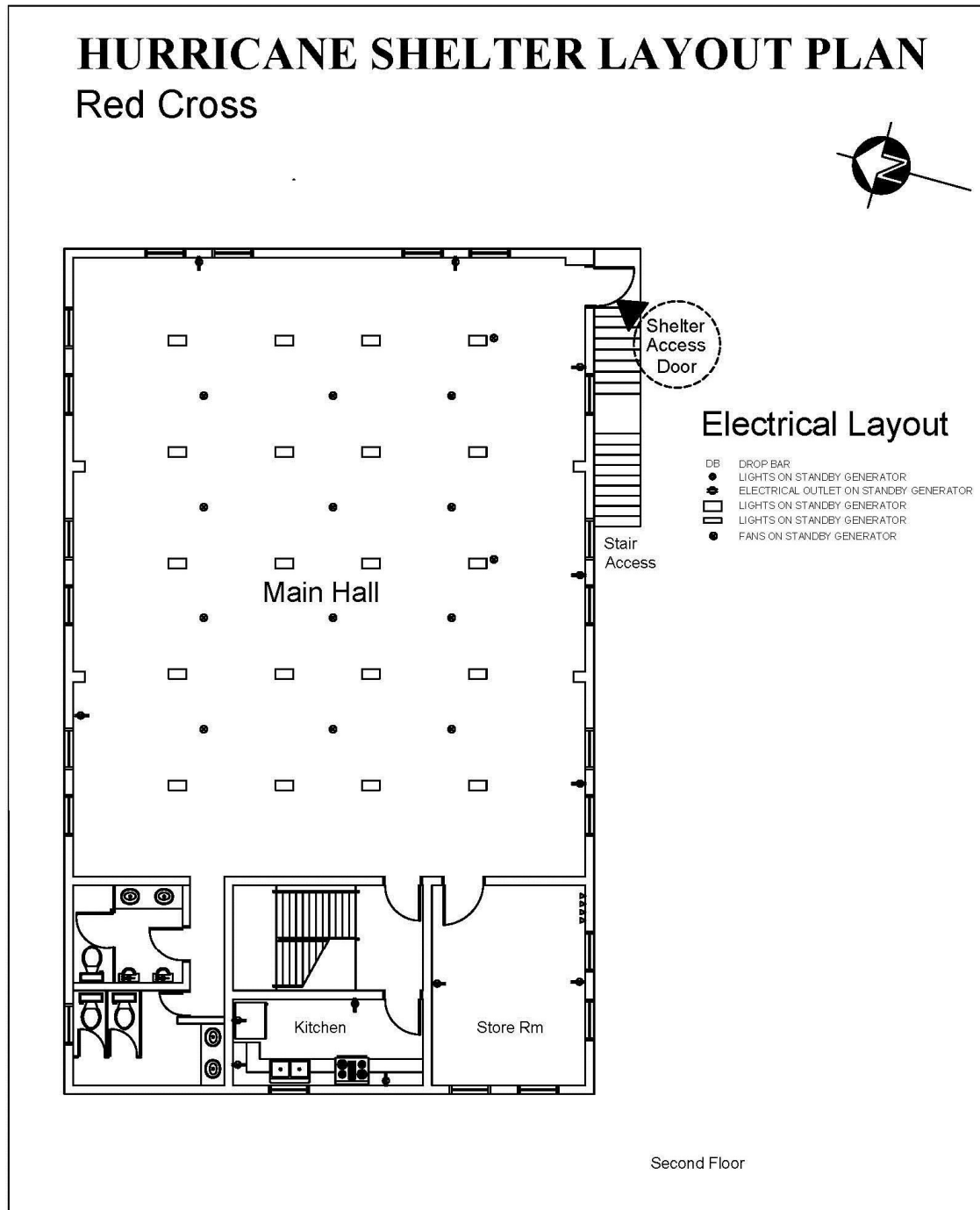
## #14 SAVANNAH PRIMARY SCHOOL – MULITI PURPOSE HALL



#15 CAYMAN ISLANDS RED CROSS



## #15 CAYMAN ISLANDS RED CROSS (ELECTRICAL)





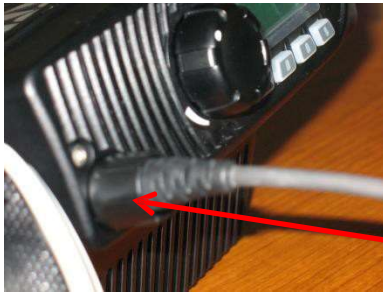
## Appendix XVII

### SHELTER RADIO SETUP

- 1) Locate Power Supply, Radio Module, Antenna and microphone



- 2)



Insert the microphone plug into the front of the radio and turn the locking collar clockwise to secure.

Locking collar



Screw in antenna plug finger tight. (Antenna may be different from picture)  
Plug power supply into rear of radio. Extra red and black wires are not used.

- 3)

Antenna Connector

Power supply



Completed Radio

- 4) Plug power cord into power supply and connect to outlet.

## Shelter Radio Operation



- 1) Rotate On/Off Volume clockwise to switch on radio.
- 2) Adjust Channel selector for appropriate Channel (CYB & LC Channel 2, GCM Channel 7)
- 3) Look at signal level. Should have 1- 4 bars. If no signal check antenna connection and move antenna if possible.
- 4) Hold microphone 1 – 2 inches from mouth and press talk button. Transmit light should illuminate.
- 5) Begin talking. Release button for response.

## Portable Radio Operation



- 1) Turn On/Off Volume switch clockwise to switch on and adjust volume
- 2) Adjust Zone switch to Zone B if needed
- 3) Adjust channel selector to required channel (See over)
- 4) Hold radio 1 inch from mouth and press talk switch.
- 5) Begin talking. Release button for response.

To charge radio

Place radio in supplied charger. Red charge light should come on. Light will turn green when fully charged.

Date

## Notes

Date

## Notes

[illegible]

Date

## Notes

Date

## Notes

Date

## Notes

[illegible]



Date

## Notes