

Falmouth Fire-EMS Operating Guideline

Emergency Shelter

Objective:

To provide guidelines for opening an emergency shelter at the Falmouth High School.

General Information:

Falmouth EMA will use the Falmouth High School at 74 Woodville Road for an emergency shelter. Coordination among various Town of Falmouth Departments will be necessary to activate, set up, and staff the shelter. Needed shelter supplies such as cots and blankets are stored in a Red Cross Shelter Trailer located at the Falmouth Police Department.

Guidelines:

Opening the Shelter:

The Falmouth EMA Director will coordinate with various Town Officials, County Officials, and possibly State Officials to determine if opening a shelter in Falmouth is needed. The Falmouth High School has been named a potential Regional Shelter site for Cumberland County.

Approvals:

The Falmouth EMA Director or designee will be responsible for approving the opening of the emergency shelter at the Falmouth High School.

Before the shelter is opened, the Falmouth School Department will be notified.

Notifications:

Once it has been decided to open the emergency shelter at the Falmouth High School the following notifications should be made:

- American Red Cross – Southern Maine Chapter
- Cumberland County Emergency Management
- Falmouth Fire-EMS Department
- Falmouth Dispatch
- Falmouth Police Department
- Falmouth School Superintendent
- Falmouth Town Manager
- Falmouth Town Council Chairperson

- Falmouth Parks and Public Works
- Falmouth Wastewater
- Falmouth Community Programs
- Central Maine Power

Notification to the public of the shelter opening will be made by:

- Press release to media
- Press release to Maine 2-1-1
- Updated recording on Falmouth Emergency Management Hotline
- Banner on Falmouth public access channel 2
- Banner on Town of Falmouth Homepage
- Banner on Falmouth EMA Homepage

Transportation:

Transportation to the shelter will be made available through Falmouth EMA. The plan is for people needing a ride to call the Falmouth EMA hotline where they will speak to a representative to schedule the ride.

Buses and drivers may be obtained from the Falmouth School Department (coordinated through Falmouth School Department).

Other possible means of providing rides are use of the Falmouth Community Programs Van, Police or Fire Apparatus, or possibly via ambulance.

Falmouth Dispatch staff will coordinate the scheduling of rides to and from the shelter.

Shelter Staffing:

The shelter shall be staffed with a minimum of 2 persons. The initial staffing will likely consist of Fire-EMS members with a preference that one of the members is an Emergency Medical Technician and one of the members is an officer.

Other Falmouth staff or volunteers may serve as shelter staff.

In many instances, the Red Cross will provide staffing for the shelter. If this occurs a Liaison will be appointed to communicate with the Red Cross staff.

Shelter Trailer:

Falmouth EMA possesses a Red Cross Shelter Trailer. The trailer is stored in Falmouth at the Police Station for quick deployment to establish a local or regional shelter at the Falmouth High School.

The following vehicles are currently set up to tow the trailer:

- Fire-EMS Utility 4
- Fire-EMS Utility 6
- Fire-EMS Unit 1
- Police Department Pickup

Activating the Shelter Trailer:

The Red Cross Shelter Trailer shall be placed in service prior to, or during, an event at the discretion of the Falmouth EMA Director or designee. Once approved, single engine still box 41 will be activated for a crew to respond with an Engine company and Utility 4 to respond. Both units will respond Code 1. Utility 4 will respond to the Police Station to pick up the shelter trailer while the Engine Company responds to the High School to begin opening up the area for the shelter.

Accessing the Trailer at the Police Station:

The combination for the trailer will be kept in the key box at Dispatch at all times and opens the padlock on the back of the trailer. The code is labeled "Red Cross Trailer." The EMA Director also has the code. The trailer will be in the secured section of the police parking lot. If the gate is closed, inform Dispatch you are there to pick up the shelter trailer so they can unlock and open the gate.

The trailer uses a 2-inch ball hitch. Back up Utility 4 with a spotter assisting and hook trailer to the Utility. Attach the electrical plug, and two safety chains to the rear of the Utility. Bring the wheel chalk with you to the shelter site.

Deployment at the Shelter:

The trailer will be brought to the High School where the Engine Company will proceed to bring in shelter supplies to the shelter and set up cots, etc. The crews will coordinate with the shelter manager.

Upon arrival to the shelter site follow these steps:

- Place the "Disaster Shelter Open" sign on the street next to the shelter.
- Place the wheel chalk behind a wheel on the trailer.
- Unload the trailer from the rear.
- Remove all cots.
- Remove blankets.
- Remove only the amount of cleaning supplies that are deemed necessary.

Secure the trailer and place the trailer so the "Shelter Open" sign can be viewed from the road.

Required Equipment:

- 4 Personnel
- Utility 4
- 2-inch ball trailer hitch
- Red Cross Shelter Trailer
- 1 Portable Radio
- Trailer Key from Dispatch

Inventory of Trailer:

- 53 Folding Cots
- 165 Blankets
- 30 Cleaning Supply Boxes
- 12 5-gallon buckets
- 42 Broom/mop/brush-squeegee kits

Semi-Annual Equipment Check:

Twice each year a crew from Falmouth Fire-EMS will bring the shelter trailer to Central Station where it will be cleaned. The crew will perform an inventory of the equipment carried in the trailer.

The EMA Director reserves the right to alter, add, or delete portions of this SOG as needed.

Key Contacts (phone numbers are available at Falmouth Dispatch and can be found in the Town Emergency Operations Plan (EOP)):

EMA Director
Deputy EMA Director
School Facilities Coordinator
American Red Cross – Southern Maine Chapter
Cumberland County Emergency Management
Falmouth Fire-EMS Department
Falmouth Dispatch
Falmouth Police Department
Falmouth School Superintendent
Falmouth Town Manager
Falmouth Town Council Chairperson
Falmouth Parks and Public Works
Falmouth Wastewater
Falmouth Community Programs
Central Maine Power

These guidelines may be changed or altered by the Fire Chief at any time.