

# Gallatin County Emergency Operations Plan

Annex XX

Sheltering Plan



## Table of Contents

1. .... PURPOSE

2. .... GENERAL INFORMATION

3. .... CONCEPT OF OPERATIONS

4. .... ORGANIZATION AND RESPONSIBILITIES

5. .... ADMINISTRATION

Appendix A ..... Preselected Shelter Sites

Appendix B ..... Sample Red Cross Forms

## 1. PURPOSE

The purpose of this plan is to explain, and prescribe, the responsibilities of local government and private relief agencies in providing emergency shelter and/or temporary housing for people displaced from their residence by an emergency or disaster. This plan does not prescribe operational procedures for any entity. Concepts of Operation for the responsible entities are outlined in the included sections.

The appendixes of this plan contain constantly changing information. It is encouraged that the most current version of the appendixes are obtained from the Disaster Action Team Chairperson on a regular basis.

This plan is maintained, and updated, by:

*Gallatin County Emergency Management  
34 North Rouse  
Bozeman, MT 59715  
(406) 582-2395*

Comments, or updates, should be directed to the above agency.

## 2. GENERAL INFORMATION

### *2.1. Shelters serve two basic functions.*

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- 2.1.1) One is the shelter that protects people from an immediate or ongoing danger such as a flood or fire.
- 2.1.2) The other function is the care of disaster victims made homeless by the results of a disaster or emergency. This may be accomplished by use of shelters or other support.

### *2.2. There are two basic types of shelters.*

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- 2.2.1) One is the Emergency Shelter, often referred to as Congregate Care or Congregate Lodging. These are facilities, such as churches, lodges, schools, or National Guard armories, adequate to provide temporary shelter for disaster victims.
- 2.2.2) The other is Temporary Housing. This is longer duration shelter for disaster victims which includes unoccupied, available public or Federally owned housing, rental properties, mobile homes or other readily fabricated dwellings.

### *2.3. Shelters for care of disaster victims should meet the following requirements.*

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- 2.3.1) Be a safe and healthful facility reasonably near the victim's homes.
- 2.3.2) Consider use of appropriate size of building.
- 2.3.3) Have suitable space for sleeping quarters (40-60 sq. ft./bed).
- 2.3.4) Have secured storage areas, separate rooms for elderly and families with children, disabled (as needed), nursing, and office space.
- 2.3.5) Have adequate supply of drinking water (5 Gal/person/day for all uses); toilet and bathing facilities (one toilet/40 people).
- 2.3.6) Include provisions for cooking, serving, and storing food (each person will need 2500 calories).
- 2.3.7) Have fire and police protection.
- 2.3.8) Have adequate parking.

\*\* A building may still be considered adequate if several of the above mentioned requirements are missing.

## 3. CONCEPT OF OPERATIONS

### 3.1 Concepts

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- 3.1.1) This annex will be activated when a disaster or emergency has occurred in Gallatin County, Montana requiring evacuation of people to emergency shelters.
- 3.1.2) When the decision to evacuate people to emergency shelter is made by the Incident Commander, or County Commissioners, it will be communicated immediately to the Situation Information Center, and the American Red Cross. The Gallatin County Health Department representatives will be notified so sheltering and medical care preparations can be made.
- 3.1.3) The American Red Cross Southwest Branch will be advised to activate their shelter procedures and otherwise assist in the emergency operation.
- 3.1.4) Different shelter facilities may be selected for each type of disaster. Locations of emergency shelters should be provided to the public prior to as well as during the emergency in accordance with the Public Information Annex of the Gallatin County Emergency Operations Plan.
- 3.1.5) Disaster victims not requiring medical care should be sheltered in accordance with the procedures outlined in this annex. Victims requiring medical treatment and/or hospitalization should be directed or transported to the nearest available medical facility.
- 3.1.6) The American Red Cross conducts shelter facility surveys for potential shelter facilities. The American Red Cross maintains these surveys in their SouthWest Montana branch office. The surveys should be updated on a regular basis. While many facilities are pre-identified by a facility survey, alternate facilities may be utilized depending on the needs of the incident.
- 3.1.7) The regular maintenance force should continue to serve, and the agreements should provide for reimbursement of utilities and repair of damage when applicable.
- 3.1.8) A facilities agreement should be completed prior to occupancy of a shelter. This should be signed by the facility representative and the American Red Cross representative.
- 3.1.9) Shelters normally remain open no longer than absolutely required.
- 3.1.10) If the magnitude of the disaster is such that the services of other volunteer groups are needed to mitigate suffering and aid in sheltering, other members of the Gallatin County Volunteer Organizations Active in Disaster will be utilized.
- 3.1.11) A list of the American Red Cross contacts are contained in Section 5.
- 3.1.12) A list of preselected shelters, locations, capacities, capabilities and constraints is attached as Appendix A.

## 4. ORGANIZATION AND RESPONSIBILITIES

### 4.1 Local Government

It is the responsibility of local government to provide emergency shelter and temporary housing for disaster victims within its own capabilities, and to request and facilitate the implementation of shelter assistance provided by private relief agencies and other state and federal programs. When local resources are fully committed, and upon request, State government will assist in providing emergency shelter and/or temporary housing for disaster victims.

Elements of local government including representatives from Emergency Management, together with the American Red Cross and other private and volunteer welfare organizations acting as Gallatin County Volunteer Organizations Active in Disaster (VOAD) will:

Develop local shelter resource lists and procedures for providing emergency shelter and temporary housing for disaster victims.

4.1.1) The American Red Cross, Southwest Branch, will take the lead in developing procedures, selecting facilities, obtaining shelter facility agreements, developing sheltering procedures, and training shelter managers and staff. The Red Cross was assigned such responsibilities under Congressional Chapter (Statute 33-5990, 5 January 1905) and in the Federal Disaster Relief Acts 1970 and 1974 (Public Law 93-288 as amended by 36 U.S.C.); and they have developed the necessary organization, administrative procedures, and support structure. These services are provided at the discretion of American Red Cross without restriction from public or private authorities. Nationally, the Red Cross will provide necessary operational direction and support, including supplies, personnel and financial resources when required to augment the resources of the community and chapter.

4.1.2) The procedures and appropriate checklists will include the following shelter related emergency activities fully coordinated with local government and relief agencies.

- Sheltering
- Feeding
- Clothing
- Registration and inquiry
- Recruit, select, and train local residents as Shelter Managers.
- Conduct expedient training of Shelter Managers when situation requires.
- Select sources, establish quantitative and qualitative requirements and maintain suitable inventory of shelter supplies.

4.1.3) Local government and relief agency authorities must review, exercise and update the plan at predetermined regular intervals.

4.1.4) The American Red Cross will typically take the lead on feeding and clothing. However, this will often be in cooperation with the other members of the Gallatin County Volunteer Organizations Active in Disaster (VOAD). The Gallatin County VOAD consists of:

- American Red Cross
- Salvation Army
- The Help Center
- Family Promise of Gallatin County
- Gallatin County Food Bank
- Gallatin County Love INC
- HOPE Animal Assisted Crisis Response
- Lions Club

\* Membership in VOAD changes on a regular basis.

4.1.5) Gallatin County maintains a list of facilities known as Emergency Facilities. Emergency Facilities are buildings which can be utilized for a variety of uses during an emergency. Gallatin County maintains agreements with these facilities for their use. While Emergency Facilities may be used as shelters, they are not synonymous to the American Red Cross' Shelter Inventory.

## 5. ADMINISTRATION

### *Disaster Action Team*

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Duty Pager 1: (406) [REDACTED]

Duty Pager 2: (406) [REDACTED]

Disaster Chair Pager: (406) [REDACTED]

Red Cross Pager Group: (406) [REDACTED]

### *Southwest Branch, American Red Cross*

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300 N. Willson

Bozeman, MT 59715

Phone: (406) 587-4611

FAX: (406) 587-4410

### *American Red Cross of Montana Headquarters*

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ARC of Montana

PO Box 2406

1300 28 th ST S

Great Falls, MT 59403

Phone: (406) 727-2212

FAX: (406) 452-0965



**Southwest District Shelters**

Shelter Name	Shelter Address	Capacity (E to G)	Primary Contact	Phone: Office, Cell, Home	Lat/Long	Signed Form	Last date contacted	Notes	
Gallatin County									
Bozeman	[Redacted]	N. 11th Ave	3866-11600	Office Godfrey Saunders Arnie DeHann	[Redacted]		Yes 2/07	Jun-07	
	[Redacted]	N. Tracy Ave	105-210	Office Judy Morrill Sue Keep	[Redacted]		Yes 2/07	Jun-07	
	[Redacted]	S. Willson	150-500	Office Dave McConnell Kerri Brown Roxie Curtus	[Redacted]	45° 40.632N 111° 2.344W	Yes 2/07	Apr-06	
	[Redacted]	N. 11th Ave	3425-6850	Office Arnie DeHaan	[Redacted]		Yes 4/87	May-03	Needs update
	[Redacted]	Durston Rd.	100-200	Office Dawn Byrd John Cox	[Redacted]		Yes 2/07	Jul-07	
	[Redacted]	W. Mendenhall	100-300	Office Philip Hoover David Delgatly	[Redacted]		Yes 2/07	Jul-07	
	[Redacted]	Annie	350-700	Robbie Hamburgh	[Redacted]			Jan-02	No Agreement
	[Redacted]	W. Babcock	120	Office Rev. Dan Krebill Larry Growney Chad Brindle	[Redacted]		Yes 2/07	Sep-07	
	[Redacted]	S. 19th Ave. N. Rouse	1850-3700 175-350	Office Brian Foreman Brian Robertus Marilyn Delger	[Redacted]		No 1/02	May-07 May-03	No Agreement
	[Redacted]	S. Tracy		Office Ed Sondeno Rockie Fieg	[Redacted]	45°40'22.4"N 111°02'12.8 W	Yes 2/07	Jun-07	
Belgrade	[Redacted]		650-1300	Office Butch Damberger MSU Police	[Redacted]		Yes 1/02	Jun-05	
	[Redacted]	North Hoffman	1125-2255	Office Sharold Buerkel Herb Benz	[Redacted]		Yes 1/02	Jun-05	
	[Redacted]	Spooner Rd	800-1600	Office Jan Riebhoff Brett Lyon Gary Kenda	[Redacted]		Yes 1/02	Jun-05	
	[Redacted]	Triple Crown Rd	1250-2500	Office Kevin McNelis, Princ Herb Benz, Sup Gary Kenoda	[Redacted]		Yes 2/07	Jun-07	

Gallatin Gateway	[REDACTED]	[REDACTED] Mill St.	50-135	Office Karla Mertens-Morse Lauri Olsen	[REDACTED]		Yes 2/07	Jun-07	
	[REDACTED]	[REDACTED] Mill St	280-560	Office Kim DeBruycker Carrie Fisher	[REDACTED]		No 1/02	Apr-03	
Big Sky	[REDACTED]	[REDACTED] Aspen Dr	62-125	Office Jason Revisky Seth Barker	[REDACTED]		No 2/07	May-07	No;t Completed
	[REDACTED]	[REDACTED] Spur Rd	?	Office Jason Revisky Seth Barker	[REDACTED]		No 2/07	May-07	Not Completed
Manhattan	Ma [REDACTED]	[REDACTED] Broadway	200	Office Jerry Pease, Sup Ray Harrison	[REDACTED]		No 1/02	Apr-06	
Three Forks	[REDACTED]	[REDACTED] Neal	1000-2500	Office John Overstreet Tom Glakely	[REDACTED]		Yes 2/07	May-07	

# American Red Cross

## RELEASE OF FACILITY

This is to certify that the \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Telephone)

controlled, owned or operated by \_\_\_\_\_ and used temporarily by the American

Red Cross, DR # \_\_\_\_\_, \_\_\_\_\_ as an emergency disaster facility from  
(#) (Name)

\_\_\_\_\_ to \_\_\_\_\_, is hereby returned by the American Red Cross to \_\_\_\_\_

in a satisfactory condition, less the following deficiencies:

\_\_\_\_\_  
Signature of Owner/Operator

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of American Red Cross Representative

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Date

**AMERICAN RED CROSS  
Facility Agreement**

DR#: \_\_\_\_\_ Facility: \_\_\_\_\_

This agreement is made and entered into between \_\_\_\_\_ (Owner/Operator) and \_\_\_\_\_ [Unit or Chapter of] The American National Red Cross \_\_\_\_\_ (collectively "the Parties") in order to provide physical facilities to support American Red Cross \_\_\_\_\_ [**DISASTER RELIEF NUMBER AND NAME**].

A. As such Owner/Operator agrees to:

1. Provide facilities, approximately \_\_\_\_\_ square feet, known as \_\_\_\_\_ [**OR IF USING A PORTION OF BUILDING CLEARLY INDICATE SPACE PARAMETERS YOU WILL BE USING, ADD ATTACHMENT IF NECESSARY**]

located at \_\_\_\_\_  
(Street Address)

\_\_\_\_\_ (City)

\_\_\_\_\_ (State)

\_\_\_\_\_ (Zip)

("Facility/Property") for the sum of \$0.00 or \$ \_\_\_\_\_ per day/week/month, beginning on \_\_\_\_\_ for a period of \_\_\_\_\_ days/weeks/months ("Term"). The Parties may extend the term by mutual agreement. Owner/Operator agrees to provide the Red Cross with \_\_\_\_\_ days prior written notice should Owner/Operator need to terminate this Agreement for any reason.

2. Provide support to access appropriate telecommunications resources. The installation, maintenance and removal costs of radios, telephones and related automation equipment will be borne by the American Red Cross, unless specified otherwise:

\_\_\_\_\_

3. Provide support to access utilities and other resources. Indicate which party will be responsible for the cost of the following utilities, on a prorated basis, for utilities actually used during the Term:

Water: \_\_\_\_\_ Electricity: \_\_\_\_\_ Gas: \_\_\_\_\_

Furnishings: \_\_\_\_\_ Other: \_\_\_\_\_

These/other costs are further specified as: \_\_\_\_\_

A separate agreement must be executed between the Parties for use and or reimbursement for any other Owner/Operator services, including, but not limited to, personnel.

B. **Red Cross agrees:**

1. The Facility/Property will be returned to the Owner/Operator in the same condition as it was when occupied/acquired. Normal wear and tear is considered to be the responsibility of the Owner/Operator.

2. The \_\_\_\_\_ [Unit or Chapter of] The American National Red Cross agrees to defend, hold harmless and indemnify the Owner/Operator against any legal liability in respect to bodily injury, death and property damage to the extent arising from the sole negligence of the said Unit or Chapter during its use under this Agreement of the property belonging to the Owner/Operator.

3. **Reimbursement:** The financial obligation to the Red Cross, undertaken in this Agreement, for reimbursement of the Owner shall include reasonable reimbursement incurred for direct operational expenses, including the replacement of food, supplies, equipment and/or property consumed, damaged or stolen, and for repairs for damages caused by, or incidental to, the use of the facilities by Red Cross. Storm damage or other damage caused by the declared or undeclared event is specifically excluded.

C. Both of the above named Parties agree to the following:

1. No modifications or changes will be made to the Facility/Property by the Red Cross without the express written approval of the Owner/Operator.
2. Prior to occupancy, representatives of both Parties will inspect the Facility/Property and will note any discrepancies and/or concerns on the inspection form attached to this Agreement as [Attachment A](#).
3. Prior to vacating the Facility/Property, representatives of both Parties will again inspect the Facility/Property to note any discrepancies and/or concerns on the release form attached to this Agreement as [Attachment B](#). Normal wear and tear is considered to be the responsibility of the Owner/Operator.
4. Prior to occupancy, representatives of both Parties will document the food and supplies inventory.
5. Prior to vacating the facility, representatives of both Parties will document the food and supplies used by the Red Cross. The Red Cross agrees to replace or reimburse \_\_\_\_\_ for any foods or supplies that may be used by the Red Cross in the conduct of its relief activities in said Facility/Property.
6. Other provisions as follows: *[FOR EXAMPLE, PARKING, ADA]*  
\_\_\_\_\_

7. Contact persons/agents for both Parties are identified as follows. Additional contact information may be included on a separate page and attached to this agreement:

\_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Red Cross Representative  
 \_\_\_\_\_ Phone ( ) \_\_\_\_\_  
 Organization/ Owner/Operator

8. The American National Red Cross is a tax-exempt organization and generally is not subject to federal, state or local taxes.

**IN WITNESS WHEREOF**, the parties hereto have executed this agreement on the dates shown below. Said agreement shall be effective and operative on the date the last signature is affixed hereto.

Signature to the Agreement:

\_\_\_\_\_  
Signature Owner/Operator or Agent

\_\_\_\_\_  
Signature of Red Cross Representative

\_\_\_\_\_  
Printed/Typed Name

\_\_\_\_\_  
Printed/Typed Name and Title

\_\_\_\_\_  
Printed/Typed Owner/Operator

\_\_\_\_\_  
Printed/Typed Unit or Chapter of American Red Cross  
And DR#

Attachment A: [https://crossnet.redcross.org/forms/disaster\\_6505\\_facility\\_self\\_inspection\\_worksheet\\_off-premises\\_liability.pdf](https://crossnet.redcross.org/forms/disaster_6505_facility_self_inspection_worksheet_off-premises_liability.pdf)

Attachment B: [https://crossnet.redcross.org/forms/disaster\\_6556\\_release\\_of\\_facility.pdf](https://crossnet.redcross.org/forms/disaster_6556_release_of_facility.pdf)

Attachment C: [https://crossnet.redcross.org/every/protect\\_assets/request\\_evidence\\_coverage.asp](https://crossnet.redcross.org/every/protect_assets/request_evidence_coverage.asp)

**STATEMENT OF AGREEMENT FOR USE OF**

**\_\_\_\_\_ FACILITY AS MASS CARE SHELTER**

This Agreement is made and entered into between the governing board of \_\_\_\_\_ (school district, church, other organization) of \_\_\_\_\_ County, state of \_\_\_\_\_, and the \_\_\_\_\_ Chapter of The American National Red Cross (Red Cross), collectively "the Parties."

**Recitals**

Pursuant to the terms of federal statutes, the Red Cross provides emergency services on behalf of individuals and families who are victims of disaster.

\_\_\_\_\_ (Official) is authorized to permit the Red Cross to use \_\_\_\_\_ (school district, church, other organization)'s buildings, grounds and equipment for mass care shelters required in the conduct of Red Cross disaster services activities, and wishes to cooperate with the Red Cross for such purposes.

The Parties hereto mutually desire to reach an understanding that will result in making the aforesaid facilities of \_\_\_\_\_ (school district, church, other organization) available to the Red Cross for the aforesaid use.

Now, therefore, it is mutually agreed between the Parties as follows:

1. \_\_\_\_\_ agrees that, after meeting its responsibilities to pupils/parishioners/members/clients, it will permit, to the extent of its ability and upon request by the Red Cross, the use of its physical facilities by the Red Cross as mass shelters for the victims of disasters.
2. The Red Cross agrees that it shall use reasonable care in the conduct of its activities in such facilities.
3. The Red Cross and \_\_\_\_\_ (school district, church, other organization) agree to provide to each other, and update yearly, the point of contact information with each other by providing written notice, hand delivered or mailed by registered or certified US Mail or a recognized overnight mail courier, to the parties hereto at their respective addresses set forth below, or at such other address of which either party shall notify the other in accordance with the provisions hereof.

TO: American Red Cross  
Attn: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO: \_\_\_\_\_  
Attn: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. For each use of the facility, the parties agree to execute a Facilities Use Agreement in the form attached hereto as Attachment 1.  
The parties, acting through their duly authorized officers, have executed this Contract as of the Effective Date.

**THE \_\_\_\_\_ CHAPTER  
OF THE AMERICAN NATIONAL RED CROSS**

\_\_\_\_\_  
\_\_\_\_\_

**By:** \_\_\_\_\_  
**Print Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_

**By:** \_\_\_\_\_  
**Print Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_