



American Red Cross Shelter Information for Shelter Facility Participants

The American Red Cross Bay Area Chapter in Marin, in cooperation with local city and county government, maintains a database of approximately 150 emergency disaster shelter facilities. While many of these are government buildings and public schools, private facilities are also an important part of the community shelter resource, especially in the event of a local emergency.

Public and private facilities, such as yours, have been contacted by the Red Cross in the past and have agreed to become a shelter facility in the event of a disaster.

Survey

As a part of the Red Cross disaster preparedness program, trained disaster volunteers from the Red Cross in Marin periodically conduct on-site shelter facility surveys and update contact information. Survey information is needed to determine the size and capability of each shelter facility, while the contact information is necessary for Red Cross to reach a facility representative to authorize use and opening of the facility.

Agreement Opportunity

In order for a facility to become a Red Cross emergency shelter, a standard agreement between the shelter facility and the American Red Cross is signed by both parties.

The request to open and use a facility as a shelter can come from the Red Cross, the local government, fire or police departments. When the Red Cross makes such a request, it is almost always in response to a local disaster or emergency and the Red Cross works closely with the local authorities.

Activation Procedure

The Red Cross emergency shelter procedure is as follows:

1. The Red Cross always requests permission from the facility owner to open and use the facility as a shelter. By agreeing to become a local shelter, it is imperative that Red Cross obtain and maintain day, night, and weekend contact information of those authorized to grant permission to open and use the facility.
2. The facility owner will always have the right to refuse to open the shelter. When the Red Cross requests the use of a facility as a shelter, the owner will be informed on the amount of time the shelter is expected to be open.
3. After authorization to open the shelter has been granted by the owner, trained Red Cross disaster relief workers inspect the facility along with a representative from your facility to determine the building's safety and current condition. When the facility has been approved for use, trained Red Cross personnel will be assigned to manage the shelter and, if required, cots, blankets, food, and other emergency supplies will be provided by Red Cross. No facility supplies are required or expected, although it is often helpful to have a facility person accessible to help with the operation of the facility.
4. While open, Red Cross staff will keep the facility owner informed on the status of the operation.
5. Upon the closing of a shelter, the Red Cross will conduct a post-inspection of the facility with a representative from your facility. Red Cross responsibilities for operating expenses and damage to the facility are specified in the written agreement.