

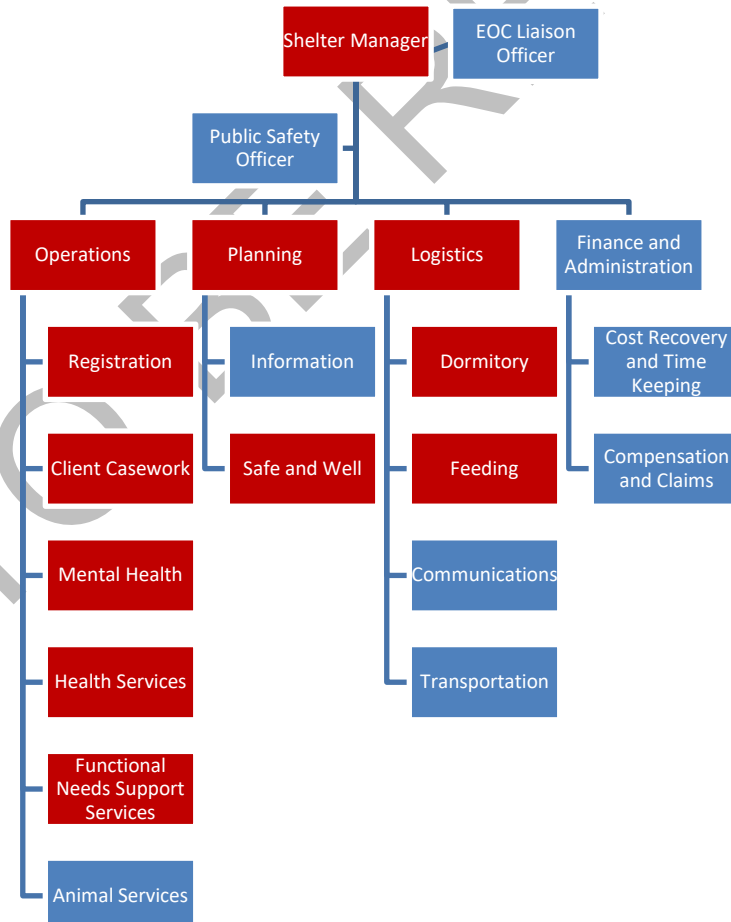
Weymouth Regional Shelter Plan

Shelter Management: Weymouth High School, located at 1 Wildcat Way, South Weymouth, MA 02190, has been designated as a regional shelter for the following communities: Weymouth, Hull, Cohasset, Hingham, Norwell, Rockland, Hanover, and Scituate (for overflow). The shelter will be managed and staffed by the American Red Cross (ARC), and will be entered into WEB EOC as such. Partners, such as Medical Reserve Corps (MRC), local Community Emergency Response Teams (CERT), and other regional partners, will be invited to staff and provide support to the operation of the shelter. The regional partners will be included in these discussions at the onset of the event.

The ARC Shelter Manager provides supervision and administrative support for Red Cross responsibilities within the shelter. The ARC Shelter Manager works with the Weymouth EOC liaison on-site to ensure that the needs of shelter occupants are being met.

At the shelter, regional and community partners will report to the ARC Shelter Manager, but will also check in with their agency supervisor per their requirements. (For example, MRC volunteers may need to check in with MRC Supervisor when arriving and departing shelter). ARC will provide shelter supplies (cots, comfort kits, etc.) and paperwork. See ARC MOU.

Reporting Structure: This structure follows the ICS model, but denotes responsibility by color. Red boxes denote ARC responsibilities, but can be filled by other partner agency volunteers. Blue denotes the hosting town's emergency management responsibilities.



Feeding: Feeding will be managed by the American Red Cross. This includes 3 meals a day, with canteening and snacks 24/7 for shelter staff and clients. Depending on the incident, there are 3 options for the main meals. (Snacks will be provided by ARC no matter the option followed below.)

1. ARC Catering Partnerships: This option works best for small shelter populations, or when anticipated shelter population is unknown. Could include food from local vendors, such as: Dunkin Donuts, Papa Ginos, Subways, and other fast food vendors that have a quick turnaround. It is the responsibility of the ARC to develop these partnerships and MOUs.
2. School Cafeteria Staff: This town resource option works well for large scale events that result in the opening of multiple regional shelters stretching Red Cross resources for mass care sheltering of large populations, and will be activated through Weymouth Emergency Management. School cafeteria staff is willing to support this, and Weymouth Emergency Management is responsible for this planning piece. Please note: This is a private company, not town staff.
3. Salvation Army Disaster Services can provide primary meals for the operation of the shelter.

Health and Medical Staff and Resources: As agreed upon, the primary agency for providing Health and Medical Staff will be the American Red Cross. Even though ARC will be the primary agency, MRC will also be activated to support in this capacity upon activation of the regional shelter plan. Depending on availability of medical staff, which is frequently a challenge, the following are operational options:

1. American Red Cross- Primary Lead Agency for providing Health staff
2. Medical Reserve Corps- MRC will be primary if ARC cannot provide Staff
3. ~~Fallon Ambulance Service- Fallon~~ will provide one EMT or paramedic to shelter. South Shore Hospital would activate this process.
4. In large operations, all 3 may be needed, and the American Red Cross will take the primary lead.
5. Manet Healthcare Facility may be another option for providing staff. MOU needs to be established between ARC and the healthcare facility (as of Jan 2019).

A partnership has been developed with Clinical One, a distributor of durable medical equipment and consumable medical supplies. Resources will be requested at the onset of an event to support shelter operations and medical needs. American Red Cross will take on the primary responsibility of paying for the equipment, with South Shore Hospital being a secondary option. This will be discussed on the Executive Committee call to establish expectations.

Staffing: See Shelter Staffing Template. CERT, MRC, and other regional partners can fill many of the positions in the template.

Pets: Weymouth Emergency Management, with support from Weymouth Animal Control, will be the primary agency for taking care of household pets. Service animals will be allowed at the general population shelter, and will be the responsibility of their owner. The regional high school will co-locate animals. There are several options within the school as to the location of pets, and Emergency Management, in conjunction with Animal Control, will determine the location. Current planning for supplies has identified local resources such as veterinary offices, VCA and future planning for pet supply vendors.

Security: It is strongly recommended to have a uniformed officer at the shelter during operating hours. ~~Rockland Auxiliary Police Force has agreed to support this function.~~ This can be activated through existing mutual aid agreements in law enforcement. If no officers are available from surrounding towns, Weymouth EM has agreed to have a patrol officer check in with shelter about every half hour. If shelter environment is deemed unsafe, shelter manager has the authority to make the request for a full-time officer through the Emergency Manager and/or Weymouth EOC.

Activation Tree and Decision Matrix: An Activation Tree and Decision Matrix have been created that defines what entities have the authority to initiate regional sheltering, and a suggested time frame for making operational decisions. The Trigger Matrix is a guideline that will still allow the regional group flexibility in making decisions.

Executive Committee: An Executive Committee has been formed to make the decision whether or not to activate the regional shelter. The committee consists of representatives from: American Red Cross, Salvation Army, MA Emergency Management Agency, Weymouth, Hull, Hanover, and Rockland. Prior to the general conference call that is open to every agency and town, the Executive Committee will participate in a conference call to discuss the incident and potential impacts to the region (See Activation Tree for discussion points). The committee will make the decision if the regional shelter will be open or not, based on the incident information they have at the time. A single town can request the shelter to be opened, but it is also the expectation that each town will have the capacity to shelter a small amount of residents at the local level. This decision will be shared with the larger audience on the general conference call. Communities and agencies will have the opportunity to provide feedback and comments on the decision during the general conference call. Any concerns or feedback about the decision will be brought to the Executive Committee for review.

If the determination is made to open the regional shelter, communities will move forward with gathering volunteer and resource availability. Communities that have shelter staff available for shifts will coordinate with Hanover Emergency Management, who will collect the information and create a staffing plan. This information will be shared with the American Red Cross to ensure adequate staffing coverage and reduce overstaffing on particular shifts. Material resources (cots, blankets, snacks, etc.) will be coordinated directly with Southeast MA Disaster Program Manager with the Red Cross.

The decision to activate a regional shelter is influenced by a variety of factors. Specific triggers will not be used in isolation, but rather as part of the larger common operating picture. Listed below are some considerations and “soft” triggers when determining if a regional shelter is needed.

- Weather Forecast: hurricane watches and warnings, moderate to major coastal flooding, blizzard watches and warnings, 8+ inches of snow, consistency of snow (light and fluffy, or heavy and wet), ice storms, high wind speeds leading to power outages, temperature
- Regional, statewide, or localized effects: evacuations, widespread power outages (versus scattered), long duration of power outages
- Number of people impacted: statewide versus regional versus local
- Likely duration
- Available shelter locations, resources, equipment, personnel

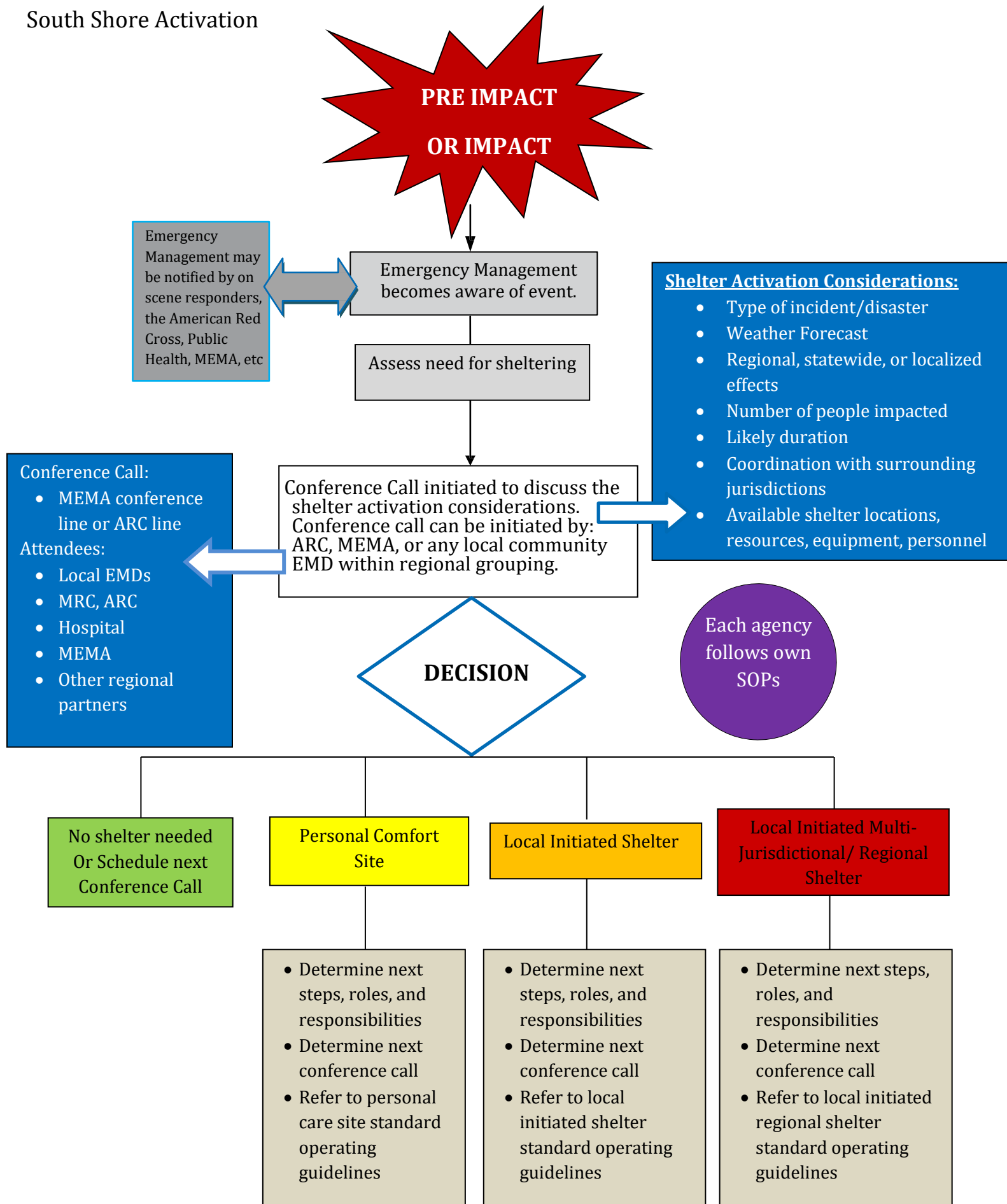
Secondary Facility: In the event the Weymouth High School cannot open as a regional shelter, Hanover Emergency Management has agreed their high school would be the backup facility. Hanover High School is located at 287 Cedar St, Hanover, MA 02339.

Resources: When possible, resource requests will be handled by the Red Cross Shelter Manager, as it is an ARC managed shelter. If the shelter manager needs assistance with resources, they will coordinate with the local Emergency Operations Center. Weymouth may put in a request to the Regional MEMA EOC, and MEMA will work with ESF partners or tap into Homeland Security assets to meet the need. Regional assets include:

- SPREDD Shelter Trailer- One located at Bridgewater, Hanover, and Foxborough
- MEMA Shelter Trailers- 4 located at HQ, including one Animal Shelter Trailer
- American Red Cross Trailers (verification needed)- One located in Wrentham, Norton, Marshfield, Fall River, Sandwich, and Hyannis

NOTE: Regional assets will be deployed to area that is most heavily affected

South Shore Activation



Shelter Trigger Matrix

Stage	PREPAREDNESS	ALERT <48-72+ Hours	PRE- OPERATIONAL 24 Hours	DECISION 12-16 Hours	OPERATIONAL <12 Hours	POST- OPERATIONAL	CLOSE/AFTER- ACTION
Current Weather & Forecast	Clear	Hurricane Watch Blizzard Watch Other pre-notice events	Hurricane Warning Blizzard Warning Event Warning	Hurricane Warning Blizzard Warning Significant power outages	Hurricane Warning or Blizzard Warning	Weather event dissipated	Clear
Potential Conditions	Clear	Rain Snow Wind Flooding Storm Surge	Conditions deteriorating, still safe for travel (winds < 45 mph sustained)	Conditions deteriorating, still safe for travel (winds < 45 mph sustained)	Damaging weather occurring; Potential for dangerous travel conditions, power outages, downed communication channels	Conditions improved, travel may still be difficult due to downed trees, power lines etc	Clear
Risk Level	Minimal	Low, potential for damage in future	Moderate, damage likely soon	Moderate, damage likely soon - Significant power outages	Moderate to High, Damage may be occurring	Moderate	Minimal
Actions	Agencies maintain state of readiness	Conference Call Conducted (see Decision Tree)	Conference Call Conducted: Agencies report out on gaps. Material resources are prepositioned ←→	Conference Call conducted. Shelter opening time confirmed.	Sheltering agencies staff shelters. Continued conference calls	Implement demobilization plan	Agencies perform internal reviews
	Weather forecast is monitored for severe weather events	Agencies involved in sheltering begin to check availability of staff, fill staffing shifts, check material resources, and identify gaps	Shelter Schedule is determined. Staffing is completed for first 24 hours of sheltering	Agency staff told to deploy at scheduled times	Agencies care for clients, people with special requirements, and pets	If needed, local shelters are opened	Agencies identify and address shortcomings
							After Action meeting is held to discuss plan execution

Note: There will be some variability with respect to the timetable based on weather conditions and the type of storm.