

SHELTER FACILITY SELECTION TEAM

DESCRIPTION	The Shelter Facility Selection Team is a multi-disciplinary team that assesses, evaluates, and provides recommendations to the Authority Having Jurisdiction (AHJ) regarding the use of a particular facility, facilities, or other planned shelter locations, when traditional structure-based shelters are either inadequate or insufficient to support the affected population.
RESOURCE CATEGORY	Mass Care Services
RESOURCE KIND	Team
OVERALL FUNCTION	<p>The Shelter Facility Selection Team:</p> <ol style="list-style-type: none"> 1. Provides technical expertise to assess the suitability of potential short-term or long-term shelter sites, focusing on civil engineering, environmental health, access and functional needs, and other life safety considerations 2. Assesses fixed facilities, such as schools, dormitories, recreation or community centers, large vacant stores, convention centers, sports arenas, warehouses, and other similar permanent construction facilities 3. Assesses locations for the use of soft-sided facilities for sheltering, such as tents or similar temporary structures 4. Performs comprehensive site surveys of identified facilities, and creates detailed specifications for the material, equipment, and personnel required to establish and sustain shelter operations, to include: <ol style="list-style-type: none"> a. Shelter site design and layout b. Mass care c. Environmental d. Logistical e. Medical f. Security g. Household pet, service and assistance animal care 5. Performs an initial environmental assessment to identify secondary risks, such as flooding, or material safety concerns, such as the presence of asbestos or lead-based paint
COMPOSITION AND ORDERING SPECIFICATIONS	<ol style="list-style-type: none"> 1. Discuss logistics for deploying this team, such as working conditions, length of deployment, security, lodging, transportation, and meals, prior to deployment 2. Before ordering, the requestor should determine if the potential sites for assessment for sheltering are existing structures or a piece of undeveloped land for soft-sided sheltering, or both 3. Order an additional team to manage each project if requestor is developing multiple sites 4. Once the site is fully operational, the team may demobilize or individually incorporate into shelter operations

Each type of resource builds on the qualifications of the type below it. For example, Type 1 qualifications include the qualifications in Type 2, plus an increase in capability. Type 1 is the highest qualification level.

COMPONENT	SINGLE TYPE	NOTES
MINIMUM PERSONNEL PER TEAM	6	Not Specified
MANAGEMENT AND OVERSIGHT PERSONNEL PER TEAM	1 - National Incident Management System (NIMS) Type 1 Shelter Manager	Not Specified

Superseded

COMPONENT	SINGLE TYPE	NOTES
SUPPORT PERSONNEL PER TEAM	1 - NIMS Type 1 Civil/Field Engineer 1 - NIMS Type 1 Shelter Facilities Support Team Leader 1 - NIMS Type 1 Fixed Site Security Team Supervisor 1 - NIMS Type 1 Access and Functional Needs Coordinator 1 - NIMS Type 1 Environmental Health Team Leader	Not Specified

Superseded

NOTES

Nationally typed resources represent the minimum criteria for the associated component and capability.

REFERENCES

1. FEMA, NIMS 509: Access and Functional Needs Advisor
2. FEMA, NIMS 509: Civil/Field Engineer
3. FEMA, NIMS 508: Evacuation Shelter
4. FEMA, NIMS 509: Environmental Health Team Leader
5. FEMA, NIMS 509: Fixed Site Security Team Supervisor
6. FEMA, NIMS 508: Long-Term Shelter
7. FEMA, NIMS 508: Short-Term Shelter
8. FEMA, NIMS 509: Shelter Facilities Support Team Leader
9. FEMA, NIMS 509: Shelter Manager
10. FEMA, National Incident Management System (NIMS), October 2017
11. FEMA, Commonly Used Sheltering Items and Services Listing, August 2011
12. FEMA, Planning for Integration of Functional Needs Support Services in General Population Shelters, November 2010
13. International Association of Venue Managers (IAVM)/American Red Cross, Mega-Shelter Planning Guide, October 2010
14. National Mass Care Council, Shelter Guidance Aid and Shelter Staffing Matrix, October 2010
15. National Mass Care Council, Multi-Agency Sheltering/Sheltering Support Planning Template, October 2014
16. US Department of Justice, Americans with Disabilities Act (ADA) Checklist for Emergency Sheltering, July 2007
17. US Department of Justice, Guidance on the 2010 ADA Standards for Accessible Design, September 2010

Superseded