

Care and Shelter Unit Leader

Position Log

Incident Name		Date Prepared	
Name		Contact #	
Shift Start		Shift End	Op Period

Functional Checklist

Organization	Operations Section
Primary	Recreation Manager
Potential Alternate(s)	Social Services Administrator Elders Department Director
Supervisor	Operations Section Chief
Overview	<ul style="list-style-type: none"> ● Coordinates and directly provides care and shelter needs of the Tribal Community and transient populations
Description	The Care and Shelter Unit is responsible for providing care, shelter, and emergency feeding to the tribal community through use of all available resources. The unit coordinates its efforts with nonprofits (i.e. American Red Cross) and faith based organizations (i.e. Moravian Church).
Responsibilities	<ol style="list-style-type: none"> 1. Coordinate to provide food, potable water, clothing, shelter and other basic needs as required to disaster survivors. 2. Assist with inquiries and registration services to reunite families or respond to inquiries from relatives or friends. 3. Assist with the transition from mass care to separate family/individual housing.
Forms and Job Aids	<ul style="list-style-type: none"> ○ ESF-6, Care and Shelter Annex ○ ESF-17 Donations and Volunteer Management Annex
Checklist - Activation Phase	<ul style="list-style-type: none"> ○ Upon arrival at the EOC check in at the designated check in location. ○ Report to the Operations Section Chief. ○ Identify yourself as Care and Shelter Branch Coordinator. ○ Set up your workstation and review your position responsibilities. ○ Establish and maintain a position log that chronologically describes your actions taken during your shift. ○ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

Care and Shelter Unit Leader

Checklist - Operational Phase	<ul style="list-style-type: none"> ○ Establish and maintain your time card, position log, and other necessary files. ○ Coordinate with the Liaison Officer to request an Agency Representative from the American Red Cross, Salvation Army or other agencies. Work with the Agency Representative to coordinate all evacuation, shelter, and congregate care needs of the community. ○ Establish primary facilities as needed to provide care and shelter to the Tribal community. ○ Establish communications with other volunteer agencies to provide clothing and other basic life sustaining needs. ○ Coordinate the execution of ESF-6, Care and Shelter, Annex and ESF-17, Volunteer and Donations Management Annex. ○ In coordination with the American Red Cross, activate an inquiry registry service to reunite families and respond to inquiries from relatives or friends. ○ Assist the American Red Cross with the transition from operating shelters for displaced persons to separate family/individual housing. ○ Complete and maintain the Care and Shelter Status Report Forms. ○ Refer all contacts with the media to the Public Information Officer.
Checklist - Demobilization Phase	<ul style="list-style-type: none"> ○ Deactivate your assigned position and close out logs when authorized by the Operations Section Chief. ○ Complete all required forms, reports, and other documentation. Submit all forms through your supervisor to the Planning/Intelligence Section, as appropriate. ○ Be prepared to provide input to the hot-wash and after-action report. ○ If another person is relieving you, ensure you conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known. ○ Clean around your work area before you leave. ○ Leave your contact information.
Checklist - Recovery Phase	<ul style="list-style-type: none"> ○ Continue to support ESF-6, Care and Shelter and ESF-17 Donations and Volunteer Management Annexes to the EOP. ○ Work with any Morongo ESFs coordinating recovery efforts and through the Recovery Annex to the Emergency Operations Plan.