

## CHECKLIST FOR OPENING SHELTERS

The following is a checklist of responsibilities and actions to be taken by the Emergency Management Director and or his or her designee during evacuation situations:

1. Arrange for opening the shelters with owners, and assign personnel.
2. Coordinate assistance from the Red Cross, Salvation Army, religious groups and other volunteers.
3. Coordinate the allocation of local congregate care space and fallout shelter space.
4. Assign personnel and volunteers to congregate care facilities.
5. Advise the Rice County Public Information Officer to release information on the occupancy of congregate care facilities / mass care centers.
6. Allocate evacuees proportionately, keeping media informed of the situation and the persons who can be contacted for information on evacuees.
7. Distribute necessary supplies and services to each facility.
8. Keep the chief elected official informed of actions taken, and any assistance needed from fire, police or health officials.
9. Issue information and instructions to evacuees regarding sheltering, lodging, feeding, health, and sanitation. Assign fallout shelter space. (See Attachment 2 to this OG.)
10. During a major evacuation, assign personnel to staging areas and determine transportation needs.

**RICE COUNTY  
 CONGREGATE CARE FACILITIES**

Facility Name	K i t c h e n Facilities	M e a l Capacity	Congregate Care Spaces	Showers
<u>FARIBAULT</u>				
* Minnesota National Guard Armory	Yes	100	96	7
U.S. Army Reserve Center	Yes	250	43	3
Eagles 1460	Yes	300	165	0
Faribault High School	Yes	350	500	30
Academy for the Blind	Yes	150	175	14
Academy for the Deaf	Yes	250	240	8
South-Central Technical College	Yes	300		4
<u>NORTHFIELD</u>				
* National Guard Armory	Yes	250	50	X
Junior High School	Yes	200	XX	X
Longfellow School	Yes	250	80	2
Eagles	Yes	200	25	X
V.F.W.	Yes	150	8	X
United Methodist Church	Yes	100	100	X
St. Dominic's School	Yes	100	100	X
St. Olaf College	Yes			X
Carleton College	Yes			X