

**Shelter Exercise Scenario Summary
September 27, 2008**

Scenario	Action	Shelter Mgr	Registration	Dorm	Feed	Health	Mental Health	Shelter Opns	Logistics	Information	Communications	Vol Coord
Red Cross Alert to open shelter by 9 AM 9/27/08; evacuees to arrive from Norfolk ahead of hurricane expected on 9/28/08.	Activate phone tree	Start phone tree	X	X	X	X	X	X	X	X	X	X
Set up shelter	All area leads set up	X-LEAD	X	X	Feed 75 at noon meal	X	X	X	X	X	X	X
15 evacuees arrive at shelter	Accommodate evacuee early arrivals	X	X-LEAD	X								
Shelter Leads Report Status	Shelter Leads Report Area Status	X	X	X	X	X	X	X-LEAD	X	X	X	X
Open Shelter	Open Shelter	X-LEAD:Notify EOC that shelter is open	X	X	X	X	X	Notify EOC that shelter is open	X	X	X	X
Welcome/greet team members & volunteers (Commons/Hall)	Make sure all have signed-in and have name tags. Vol coord and registration coordinate vol sign-in.	Introduce team; assign volunteers to shelter areas.	Assist with vol sign-in		X							X-LEAD: Organize sign-in
Review exercise objectives and training plan; communication procedures, and use of forms	Shelter mgr leads exercise overview; area leads conduct review of their forms and procedures with team	X	X	X	X	X	X	X	X	X	Review phone and radio procedures with team	X
Initial Actions												
20 evacuees arrive; 2 have special diet needs		X	X-LEAD	X	X	X	X	X	X	X		
1 resident needs a wheel chair		X	X-LEAD	X						X		
Residents want information on the status of the evacuation		X	X	X			X	X		X-LEAD		
Red Cross to deliver 40 cots, blankets and comfort kits and 2 hand held radios at 10:30 AM		X	X	X				X	X-LEAD	X		
2 residents have cuts and bruises from a falling tree.		X	X	X		X-LEAD		X		X		
One resident is experiencing an anxiety attack.		X	X	X		X	X-LEAD			X		
2 County police officers arrive for shelter security		X	X	X			X	X	X-LEAD	X		X
Shelter Leads Report Status		X	X	X	X	X	X	X-LEAD	X	X	X	X
Shelter Opns Report Status to Red Cross EOC								X-LEAD				
Scenario	Action	Shelter Mgr	Registration	Dorm	Feed	Health	Mental Health	Shelter Opns	Logistics	Information	Communications	Vol Coord
On-going Actions												
Red Cross sending bus with 30 evacuees to our shelter (4 seniors, 10 adults, 16 children); arrive at 11:30		X	X	X	X	X	X	X-LEAD	X	X		
Red Cross to deliver 20 cots, blankets and comfort kits at 2:30 PM		X	X	X				X	X-LEAD	X		
Ham radio operator arrives to set up operations		X						X	X	X	X-LEAD	
Severe weather warning from Red Cross EOC: damaging winds, heavy rain, tornado watch 10:45-12:00PM.	All areas prepare to move to safe rooms/areas in case of tornado. Brief residents & staff on plan.	X	X	X	X	X	X	X	X-LEAD	X	X	X
Two families 4 adults 5 children want to leave shelter to stay with local relatives.		X	X	X-LEAD	X			X	X	X		
2 rescue teams (8 people) need be fed at 12:00.		X			XX			X-LEAD	X	X		

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4 people need refills on prescription medicine		X	X	X		X-LEAD		X	XX			
3 children are suffering from poison ivy.		X				X-LEAD			X	X		
Residents want information on the status of the evacuation; when will they be able to return home		X	X	X				X		X-LEAD		
Need shelter staff for 2nd and 3rd shifts		X						XX				X-LEAD
1 resident is experiencing chest pains		X	X	X		X-LEAD	X	XX		X		
TV crew from Channel 12 wants to take video of the shelter and interview staff and residents		X	X	X				XX		X-LEAD		
Shelter Leads Report Status		X	X	X	X	X	X	X-LEAD	X	X	X	X
Shelter Opns Report Status to Red Cross EOC		X						X-LEAD				
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Closing Actions												
Red Cross EOC reports that the disaster is over and people can return to their homes. The shelter will close at 4:00 PM.		X	X	X	X	X	X	X-LEAD	X	XX	X	X
25 people are ready to leave immediately (by 11:15 AM)		X	X	X-LEAD	X			X	X	X		
10 people will be ready to leave after the noon meal.		X	X	X-LEAD	X				X	X		
Residents want traffic information on routes to Norfolk		X		X				XX		X-LEAD		
Residents want information on hurricane damage done in Norfolk		X		X				XX		X-LEAD		
The bus transporting 30 people has been delayed and will not arrive until 4:30 PM.		X	X	X	X	X	X	X-LEAD	X	XX		X
Shelter Leads Report Status		X	X	X	X	X	X	X-LEAD	X	X	X	X
Shelter Opns Report Status to Red Cross EOC		X						X-LEAD				
After Exercise Review	Shelter mgr leads exercise review and lessons learned; area leads conduct review of their areas with team	X-LEAD	X	X	X	X	X	X	X	X	X	X
Close shelter/Cleanup	Return tables, chairs; pack shelter kit; clean kitchen	X	X	X	X	X	X	X	X	X	X	X