SUPPORT SERVICES

Shelter Activation Procedures

I. Purpose
   A. To provide standard procedures to initiate services to support Prince William County for the short-term emergency sheltering for individuals or groups of citizens affected or threatened by a disaster as outlined in the Prince William County Emergency Operations Plan, ESF #6.

II. Roles and Responsibilities
   A. The Office of Risk Management and Security Services shall serve as the primary point of contact and responder to represent Prince William County Public Schools (PWCS) at the Prince William County Emergency Operations Center in the event of emergency activation.

   B. PWCS has the responsibility to provide emergency shelter facilities, custodial services, on-site equipment and supplies, temporary feeding, and transportation between shelters, when necessary. Support is provided to the Department of Social Services and the American Red Cross, the shelter managers.

III. Concept of Operations for Shelter Activation
   A. In the event of an activation of the Prince William County Emergency Operations Center, the Director of the Office of Risk Management and Security Services (or designee) shall provide a responder to coordinate sheltering support to the Prince William County Department of Social Services and the American Red Cross under the provisions of the Prince William County Emergency Operations Plan, ESF #6.

   B. Upon notification of the need to provide a school site as an emergency shelter, the Office of Risk Management and Security Services shall notify the building principal and appropriate department administrators to activate the shelter and related services.

   C. The building principal (or designee) shall notify an administrator and custodian to respond to the shelter site. The building principal shall maintain control and provide supervision of staff and the physical building. The principal shall assist
and support the functions of the Department of Social Services and the American Red Cross.

D. The Director of School Food and Nutrition Services (or designee) shall notify staff to respond to the shelter site to assist with food service operations upon request. The Director shall maintain control and provide supervision of staff and food service operation.

E. The Director of Facilities Services (or designee) shall notify appropriate Facilities staff to respond to the shelter site to provide support services. The Director shall maintain control and provide supervision of staff.

F. The Director of Transportation Services (or designee) shall notify the appropriate staff to respond to the shelter site or designated location if notified by the Office of Risk Management and Security Services at the request of the Emergency Operations Center. The Director shall maintain control and provide supervision of staff.

IV. Scope of Operations

A. Various levels of sheltering services and response may be required depending on the type, duration, and magnitude of the emergency or disaster.

1. Evacuation Shelter – Immediate emergency in the surrounding community requiring assistance to residents; e.g., fire, gas leak, police staging. Any school site may be opened to provide emergency evacuation sheltering.

2. Sheltering and Mass Care – Short-term sheltering due to an impending event or during a disaster. There are three primary designated emergency shelter sites for temporary housing:
   a. Battlefield High School;
   b. Freedom High School; and
   c. Stonewall Jackson Senior High School.

3. There are two secondary designated emergency shelter sites for temporary housing:
   a. Forest Park High School; and
   b. Bull Run Middle School.
4. Maximum Response Sheltering – Any school site may be designated as an emergency shelter location in the event of a major emergency, crisis, or disaster.

V. Training

A. PWCS staff may be required to participate in the appropriate training sessions, exercises, or drills provided by the American Red Cross or the Department of Social Services in preparation for emergency shelter operations.

B. Designated staff and appropriate administrators in the Office of Risk Management and Security Services shall follow the recommended National Incident Management System (NIMS) training plan to participate as Prince William County Emergency Operations Center responders.

The Associate Superintendent for Finance and Risk Management (or designee) is responsible for implementing and monitoring this regulation.

This regulation and related policy shall be reviewed at least every five years and revised as needed.