

# School Sheltering Guidelines & Overnight Stays

## Lincoln County School District

When a disaster occurs in Lincoln County when school is in session, our schools may be used by the school district to shelter students. If school is not in session, our schools may be used by the American Red Cross (ARC) to shelter community members. In some cases, there may be a need to open a small portion of the school to the ARC to shelter community members while school is in session or while the school is sheltering students.

The following document serves as guidelines for the use of schools as shelters:

- 1) By Lincoln County School District when sheltering students;
- 2) By the American Red Cross when sheltering community members;
- 3) When schools are opened as “Dual Shelters” for both students/staff and community members.



### SHELTERING STUDENTS OVERNIGHT

When an emergency/disaster situation occurs requiring students to stay overnight at school, Lincoln County School District will attempt to house, care for and supervise students until parents/guardians or pre-designated emergency contacts are able to pick up their children.

**DESIGNATED SCHOOL SHELTERS** When an overnight stay is required, an attempt will be made to move students to the nearest designated shelter school. This may be done on foot or by bus. The following schools are designated as Emergency Shelters in each area of Lincoln County and are equipped with a generator and a disaster supply cache.

- Taft High 7-12 School in Lincoln City
- Toledo Elementary School in Toledo
- Newport Middle School in Newport
- Waldport High School in Waldport

**OCEANLAKE SCHOOL** If students at Oceanlake Elementary School are not able to relocate to the Taft High 7-12 School due to road conditions, they may decide to stay at Oceanlake Elementary if conditions are safe or relocate on foot to the Lincoln City Community Center or a neighboring church. Disaster supplies for Oceanlake are kept in the gravel parking lot at Kirtsis Park in a steel shipping container.

**FAMILY REUNIFICATION** Follow school district Family Reunification Guidelines. Family Reunification Guidelines and supplies are kept in the bottom of each school SAFE Team Go-Kit. The Family Reunification Guidelines are also stored on our staff secure website in the safety section. Parents/Guardians and Emergency Contacts should bring appropriate identification in order to pick up their children.

**STAFFING CONSIDERATIONS** School principals will work together to operate and staff each area Shelter school. School staff members are not required by contract to stay overnight during emergencies for sheltering and supervising students. However, in emergency situations, school principals may need to ask staff if they are willing to stay and volunteer in this capacity until students can be successfully reunited with their families. You may also ask parent volunteers who are already approved by the school district as volunteers if they are willing to help.

Remember that your staff members also have families they may be concerned about in an emergency. Encourage your staff to prepare their families in advance of an emergency by doing the following:

- Make a family disaster plan which also includes identifying meeting places and out-of-state contact phone numbers – parents and children should have this information in their wallet/backpacks;

- If they have children in school, identify several emergency contact people including some that live near their children’s school and keep these contacts updated with their children’s school;
- Develop disaster kits that are kept at home and in the trunk of their cars. Staff members will be more likely to stay and help during an emergency if they know their family is safe and provided for.

**STAFF CARE** Take steps to care for your staff and volunteers. They will need regular breaks, the ability to communicate with their family (if communications are available) and good nutrition. Attempt to set up a staff room and a rest/sleeping area for staff who stay for long periods of time.

**FOOD CONSIDERATIONS** Food service decisions will be affected by electricity, length of stay, number of occupants, the need to ration supplies, the availability of food from outside the school, etc. If the power is out, try to use perishable foods first. Then move to frozen foods. Most Sodexo foods are fully-cooked, so even if you are not able to heat the food, it may still be suitable for serving. If it appears that multiple nights stay is required, and you are not able to get food from outside sources, you will need to carefully ration the food. A limited number of survival food bars are located at each Shelter School. Do not eat them if the seal is broken. They have a 5-year shelf life, but if they are still **fully vacume-sealed** after the five years, they may still be fine to eat in a survival-type situation. This is survival food, so only consider eating sealed expired survival food bars if necessary for survival.

**SLEEPING CONSIDERATIONS** Attempts should be made to have students sleep in classrooms with students/staff of the same gender. An exception to this could be for the primary grades which may be served best by keeping them with their regular classroom teacher (if he/she is available) and classmates. If students of opposite genders sleep in the same classroom, boys should sleep on one side of the room and girls on the other. These decisions will be made based on the emergency circumstances, staffing, space availability, and professional judgment of the administrator. There are a limited number of wool blankets stored at each shelter school, however there are no cots. Check in the gym storage area to see if there are mats that can be distributed for supervising adults to sleep on. There are enough mylar blankets for everyone in the disaster caches.

**ROUTINES & STABILITY** Attempts should be made to develop routines for students who need to stay at the school for one or more days. Routines and predictability promote stability. As appropriate, incorporate students in meaningful, age-appropriate jobs to do in the student shelter.

## SHELTERING THE COMMUNITY



**American Red Cross:** If school is not in session during a disaster/emergency situation, our schools may be used by the American Red Cross (ARC) as Community Emergency Shelters. In some cases, there may be a need to make a small portion of the school available to the ARC to shelter community members while school is in session or while the school is sheltering students. The School District is not obligated to turn over its schools to the ARC. We will determine what is feasible, since our first priority is to our students and staff.

**Written Agreement:** A formal written agreement is in place between LCSD & ARC that states: *“LCSD agrees that, after meeting its responsibilities to provide for its students and staff and to provide education programs for them, upon request of the Red Cross, it may permit use of the facilities by the Red Cross as mass care shelters and feeding sites for victims of a disaster.”*

**Shelter Activation:** Here is the process to activate our schools as shelters: City, County, or Emergency Service officials can contact the American Red Cross regarding the need to open Community Emergency Shelters. The ARC has

agreements with churches, community centers, the school district, and others regarding the use of these facilities as shelters. If the ARC determines one or more of our schools are needed for a shelter, they will contact a school district official to obtain permission to use our school(s) as shelter(s).

School district staff members should not take it upon themselves to open our schools to community members seeking shelter – this is the job of the ARC. It can be difficult to resist opening the school to community members waiting outside in the weather for the Red Cross. However, the Red Cross has specific protocols for opening and running a shelter that we need to honor. A number of our school staff members are trained Red Cross volunteers. If the school is not being used to shelter students, a staff member is free to fulfill its volunteer assignments with the Red Cross.

**Primary Red Cross Contacts for Shelter Activation** 24-hour Point of Contact is:

Red Cross Local:	(C) xxx.xxx.xxxx	(W) xxx.xxx.xxxx
Red Cross Local:	(C) xxx.xxx.xxxx	(W) xxx.xxx.xxxx
Red Cross Regional:	(C) xxx.xxx.xxxx	(W) xxx.xxx.xxxx

**Primary School District Contacts for Red Cross Shelter Activation**

Name & Contact Info  
Name & Contact Info  
Name & Contact Info

**Facility Opening Inspection:** Before opening a school as an American Red Cross Shelter, the ARC staff and LCSD staff will perform a pre-occupancy walk through inspection for safety and liability, documenting findings using ARC forms. After the inspection form is signed by both parties, the keys are turned over to the ARC. Keys for the ARC are located in the lock box attached to each shelter school. Some School Administrators and Facilities & Maintenance staff members have keys for the lock boxes. Fire officials in Toledo and Waldport also have keys to the lockboxes.

**Food Services Support:** Sodexo Food Services has had all their kitchen managers trained as Red Cross Shelter Volunteers. If school is not in session or used to shelter students during an emergency, Sodexo kitchen staff may choose to volunteer for the ARC shelter operations.

- Name & Contact Info
- Name & Contact Info

**Custodial Services Support:** Sodexo Custodial Services have not had their custodians trained as Red Cross Shelter Volunteers. However, their expertise and knowledge of our schools facilities and operations can be a valuable resource to the ARC. If school is not in session or used to shelter students during a disaster, Sodexo custodial staff may choose to volunteer for the ARC shelter operations.

- Name & Contact Info
- Name & Contact Info

**Facility Closing Inspection:** When the ARC is ready to close the shelter, LCSD will send a designated staff member to do a post-occupancy survey of the facility with the ARC. At this time, keys are returned and an inventory is provided of supplies used, and any damage to the shelter is noted so the ARC can reimburse the school district.

If you are sheltering students at your school and the school district gives permission for part of your school to be opened by the American Red Cross as a community emergency shelter, consider the following:

**Lines of Authority:** The American Red Cross is in charge of the parts of the school the school district has allotted to them for Sheltering the Community. The School Administrator is in charge of the rest of the school and is in charge of its students.

**Separate Shelter Populations:** Take steps to keep ARC sheltering areas and your student sheltering areas completely separate. This includes sleeping areas, eating areas, recreation areas, everything. Most of the citizens that come into the ARC Shelters have not gone through our Criminal History Background Check. The safety and accountability of our students is always a priority.

**Family Reunification:** Follow normal Family Reunification procedures. After a child is appropriately reunified with their parent/guardian or pre-designated emergency contact, they are now responsible for their child. They can leave the school campus and make their own sheltering arrangements or they can register with the Red Cross to enter the portion of the school the Red Cross is responsible for as a Community Emergency Shelter. At this point, the school is no longer in charge of supervising the student, the parent/guardian/emergency contact is.

**Food, Water, & Supplies:** Our disaster supplies cache is designated for use by the school when sheltering students and staff in a disaster. Attempt to estimate the length of stay, number of students/staff shelter residents, and amount of supplies to determine if you are able to share any of these resources with the Red Cross portion of the shelter. If we are not sheltering students/staff, the Red Cross is free to use any of these supplies.