



## **ANNEX H**

### **EMERGENCY SHELTER AND FOOD FACILITIES**

#### **I. PURPOSE**

During disasters, the shelter and facilities director and the food facilities director coordinate actions necessary to provide for temporary lodging and mass feeding of persons displaced by this disaster. A crisis management team, consisting of the Director of Housing and Residential Education, the Director of Dining Services, and the Director of University Center and Conference Services, will collaboratively under the direction of the Logistics Unit, manage the disaster situation(s).

#### **II. SITUATION**

UNC and the Greeley area are vulnerable to a variety of threats that could result in the displacement of campus and other populations and place them in threatening situations.

#### **III. ASSUMPTIONS**

- A. Up to 3,000 people may be dislocated and require shelter, food, and minor health care as the result of the emergency.
- B. No more than two (2) persons per room (or capacity of room), up to the capacity of each building, will be sheltered in any on-campus housing facility at any given time without the approval of official representatives of UNC. Students and conference residents will not normally be moved so that shelter can be provided to those displaced due to the disaster.
- C. The length of stay in the facilities will depend upon the magnitude and severity of the disaster. However, every effort will be made to expediently vacate UNC facilities after the emergency phase of the disaster is complete.

- D. Use of UNC facilities will usually be limited to residence halls, gymnasiums, shower and toilet facilities, part-time use of dining rooms, and two (2) or three (3) offices for administrative purposes. Laundry facilities may be available for short durations.
- E. University facilities will be used to provide hot breakfasts, evening meals and cold lunches for the evacuees, University staff handling the emergency, and other emergency response team members.
- F. Normal University functions will be carried out during the emergency, and disaster operations will attempt to minimize impact on those normal functions.

#### **IV. CONCEPT OF OPERATION**

- A. UNC will be prepared to use untenanted areas to house people who are evacuated from unsafe areas of the campus or those evacuated from off-campus.
- B. Facilities will be prepared to assign temporary living space to evacuees, especially when there has been a warning of potential or actual disasters. In the event of the need to shelter and feed evacuees, shelter and food managers will need to be assigned. Managers are responsible for the condition of University facilities and the distribution of consumable goods during the stay of the evacuees.
- C. UNC will ensure that its personnel are trained to help ease the suffering of evacuees.
- D. Volunteers wanting to help ease the suffering of evacuees being housed on campus should be coordinated by the Logistics Unit.
- E. Food will be provided through the combined efforts of UNC's dining facilities and other agencies (if needed), supplemented by temporary help, if necessary. UNC Dining Services will coordinate all such efforts on campus.

**V. RESPONSIBILITIES OF THE SHELTER AND FOOD CRISIS MANAGEMENT TEAM**

- A. Coordinate with county and city officials concerning their requirements.
- B. Be aware of available facilities should on-campus relocation be required.
- C. Coordinate and develop plans to transport and provide basic food services.
- D. Coordinate closely all efforts with the Emergency Operations Center.
- E. Identify shelter manager(s) and food manager(s) for each facility and provide them with relevant training.
- F. Develop a list of names and telephone numbers for individuals authorized to use or have access to each facility.
- G. Identify and encourage UNC staff and students to act as disaster volunteers.
- H. Donate the labor of UNC employees involved in providing short-term (under 24-hours) shelter and food as part of UNC's contribution to the community.
- I. Develop a comprehensive list of evacuees and assigned campus housing locations and provide this information to city and county agencies.
- J. Provide facility security, sanitation, lighting, as may be necessary.
- K. Update the aforementioned every year.