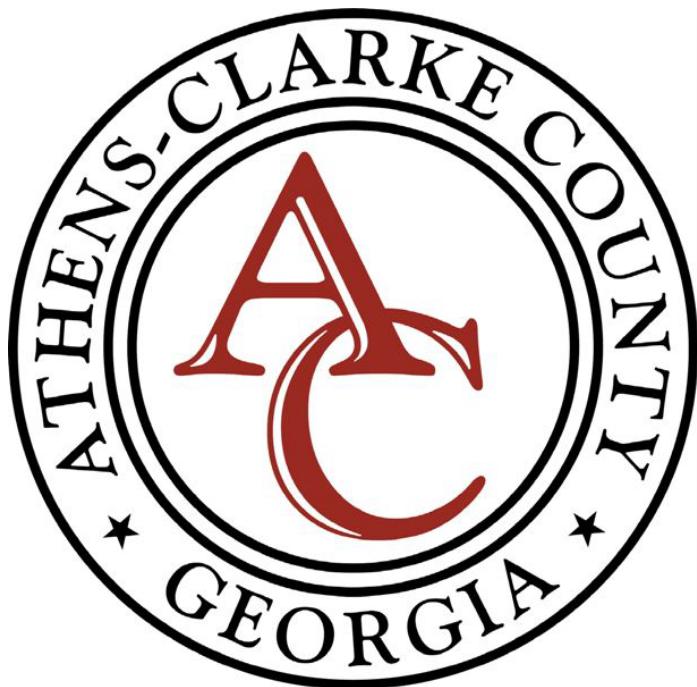


# **Athens-Clarke County**

# **Coordinated**

# **Refuge Plan**



## RECORD OF CHANGE

Change #	Date	Part Affected	Date Posted	Who Posted

## RECORD OF DISTRIBUTION

Plan #	Agency/Department	Representative	Signature

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## INTRODUCTION & BACKGROUND

Historically, Athens-Clarke County has relied on the American Red Cross (ARC) to manage and operate any shelter needed in Athens Clarke County. Until recently, there has been no operational need for a separate sheltering plan in the county. In 2022, the need to open a shelter for extreme temperatures brought to light ARC's inability to support a preventative warming or cooling shelter.

Following this incident, Athens-Clarke County Government (ACCGov), felt the need to create a working shelter plan as a contingency. This plan is to be activated in the event ARC, for whatever reason, cannot support the needs of the community. ARC is still an active partner for ACCGov and will remain the primary disaster sheltering partner for the county.

Given this historical background and current environment surrounding the conception of this plan, the goals of the Athens-Clarke Coordinated Refuge Plan are:

- Define clear responsibilities and expectations
- Coordinate and not duplicate proactive measures
- Use existing services, facilities, and programs
- Make evidence-based decisions

The ACCGov is not able to operate or manage emergency refuge facilities. The work required by ACCGov staff members is critical to sustaining the community, especially during an emergency. This plan defines a framework for partners to respond in a coordinated manner with support and guidance from ACCGov primarily through the Emergency Management Agency (EMA). This plan reacts to the needs of sensitive populations in initial stages but strives to include all members of the community. The end goal is to resolve challenges of operating emergency refuge interventions (site, center, shelter) needed due to emergency circumstances involving significant environmental and weather events (heat wave, extreme cold, flooding, tornado destruction, etc.).

This plan under the oversight of the Athens-Clarke County Government requires participatory modeling and a strong relationship with community partners including:

- Dynamic interaction
- Self-organizing within agencies/groups
- Clear, timely communications
- Innovation
- *ATHENS CLARKE COUNTY, GEORGIA*

This plan is designed to be inclusive of everyone in our community, regardless of who they are and where they live. Some of the challenges learned from publications documenting past practices and experiences around the country include:

- 5
- 
- Lack of public transportation to get to a site, center or shelter

## Planning Team and Affiliations

ACCGov Fire and Emergency Services  
ACCGov Manager's Office  
Advantage Behavioral Health  
Athens Area Council on Aging  
ACCGov Leisure Services  
ACCGov Housing & Community Development  
Service Providers  
ACCGov Police Department

Emergency Management Agency  
Leadership  
Sensitive Population Advocates  
Sensitive Population Advocates  
Shelter Locations  
Homeless Coalition and Sensitive Populations  
Various Population Advocates  
Logistical support

## Emergency Refuge Philosophy

Because of our commitments to emergency preparedness, we adopt a philosophy that guides our actions as emergency refuge workers. Individuals we serve have experienced loss and uncertainty because of disaster. It is critical that severe weather workers create and maintain facilities that welcome and help shelter users. The tenets of our philosophy are:

- Refuge locations must be places of comfort and safety.
- Refuge locations must be readily accessible to individuals affected.
- All refuge location workers must be strong advocates for refuge users.
- Refuge users must remain proactive participants in recovery.
- Refuge location interventions must provide a safe and secure environment that accommodates the broadest range of needs.

Refuge philosophy is at the heart of each decision we make and each action we take. Along with the commitments expressed above, it should always guide our work in caring for our community.

## ANNUAL MAINTENANCE AND STAKEHOLDER MEETINGS

Regular maintenance of the plan and communication is important for the success of coordinated refuge in Athens-Clarke County.

**Communication and review meetings** - Quarterly meetings of the involved agencies listed previously.

**Cold season situational awareness meeting** – First forecasted day below 40 OR night below 50 ° Fahrenheit

**Warm season situational awareness meeting** – First forecasted day above 90 ° Fahrenheit of the year.

**Special weather situational awareness meeting** – Anytime NOAA Storm Prediction Center forecasts Clarke County in level 3 (enhanced threat) or higher in the convective outlook; excessive Rainfall is predicted for Clarke County; excessive drought is predicted for Clarke County.

**Hurricane weather situational awareness meeting** – Anytime NOAA National Hurricane Center forecasts Clarke County within a hurricane storm track cone.

## EMERGENCY MANAGEMENT OPERATIONAL MODES FRAMEWORK

Based on the defined Thresholds below, the below actions are recommended.

## **Tier 1 Operations**

Environmental: Conditions are starting to become inhospitable or impactful on sensitive populations.

General Response: ACCGov supports operations at partner locations to increase capacity or extend impacts.

ACCGov Action(s): Initiates situational awareness conference call within 7-10 days to discuss logistics, plans and communications.

Partner Leadership Action(s): Participate in a situational awareness video or phone conference call to discuss logistics, plans and communications. Work to increase capacity, outreach, and awareness to clients.

## **Tier 2 Operations**

Trigger(s): Tier 1 facilities and operations reach capacity. Official Advisories, Watches, and/or Warnings created by the NWS.

General Response: ACCGov supports operations at partner locations and expansion of service for sensitive populations.

ACCGov Action(s): EMA shifts to enhanced operations (supplies & logistics), and additional communications are planned and pushed out by ACCGov Public Information to Partners.

Partner Leadership Action(s): Supports enhanced operations by identifying personnel/facilities available to help, and support additional communications pushed out by ACCGov Public Information by relaying information to Partner members through social media and emails.

## **Tier 3 Operations**

Trigger(s): Tier 2 operations are not able to meet demand. Geographic dispersion is needed for services to meet the community. More sensitive populations are impacted by the incident.

General Response: ACCGov moves to operationally support multiple sites disbursed across Clarke County.

ACCGov Action(s): EOC (virtual or in-person) activated. EMA holds coordination calls and may consider activation initiative (site, center, shelter).

Partner Leadership Action(s): Supports operations by activating staff/facility plans through identifying personnel available to help and offering facilities available, and supporting additional communications pushed out by ACCGov Public Information by relaying information to Partner members through social media and emails.

## **Tier 4 Operations**

Trigger(s): Tier 3 operations are not able to meet the needs of the community. Large, ACCGov operated respite locations are needed to accommodate the needs of the community.

General Response: ACCGov moves to operate a central or multiple respite locations such as centers and/or shelters.

ACCGOV Action(s): EOC (virtual or in-person) activated. EMA holds coordination calls and opens respite locations. Volunteer annex is activated, donation receiving annex is activated, and ACCGov staff move to support and operation mode in support of respite activities.

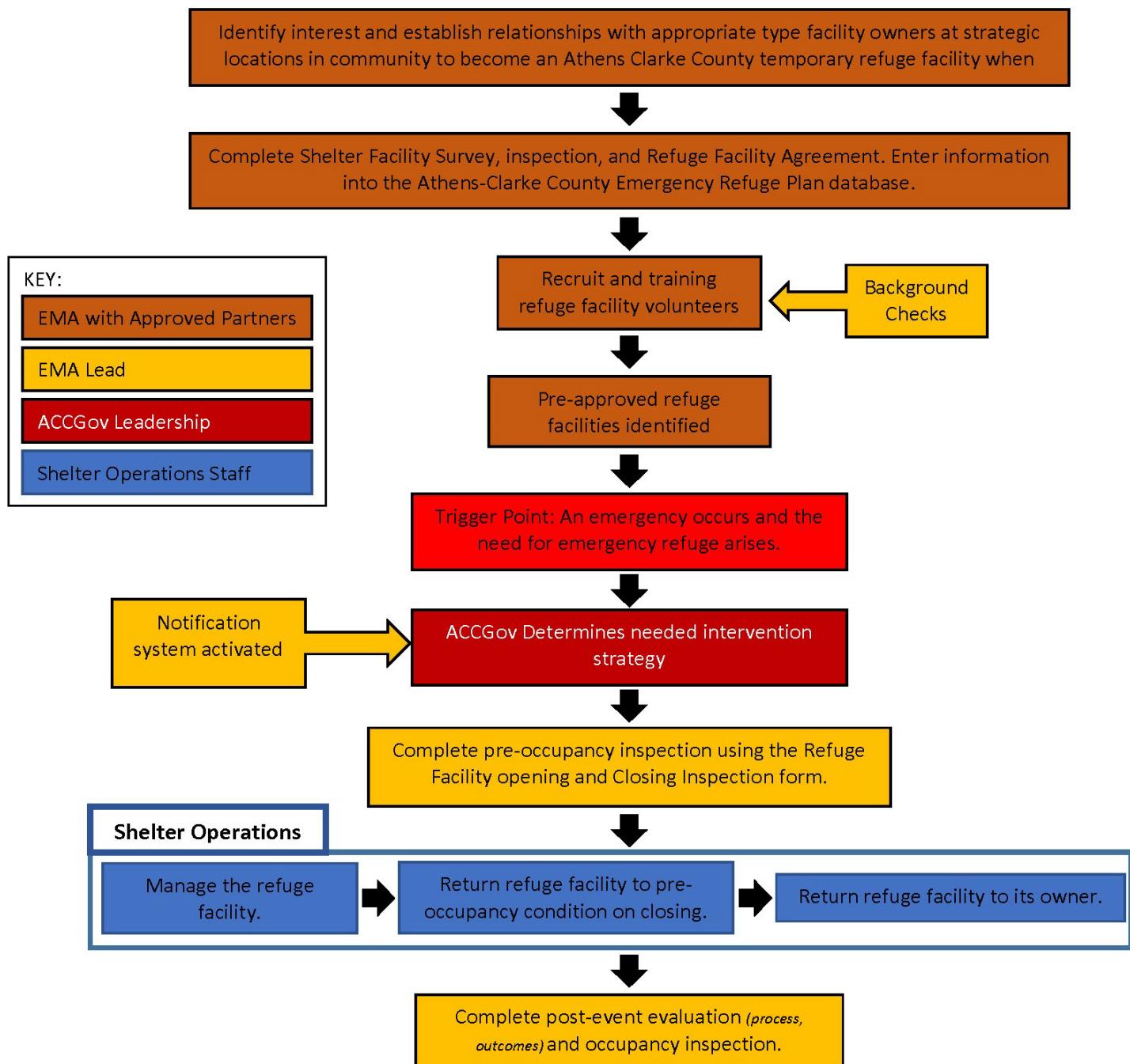
## ATHENS CLARKE COUNTY, GEORGIA

Partner Leadership Action(s): Move to a support function of the ACCGov operations for the community at large. Still operate what Tier 1-3 operations are possible to keep targeted clients in an area of most comfort.

Currently, the American Red Cross in partnership with GEMA and Athens-Clarke County maintain a shelter registry for the county. It can be viewed below for historical knowledge/understanding.

Shelter Registry						
Incident: Weather - 2024 Tropical Event Helene - Sep 23						
Name	County	GEMA Area	Type	Post Impact Capacity	Capacity	
Cedar Shoals High School	Clarke County <a href="#">Map</a>	1		320	640	
Clarke Central High School	Clarke County <a href="#">Map</a>	1		130	260	
Cornerstone Church	Clarke County <a href="#">Map</a>	1		77	154	
East Athens Educational Dance Center	Clarke County <a href="#">Map</a>	1		92	184	
Education & Visitor Center	Clarke County <a href="#">Map</a>	1		50	100	
First Presbyterian Church of Athens	Clarke County <a href="#">Map</a>	1		90	180	
Harvest Church	Clarke County <a href="#">Map</a>	1		150	300	
Heard Park & Community Center (FRMLY East Athens) /Pool Bath House	Clarke County <a href="#">Map</a>	1		150	300	
Hill Chapel Baptist Church	Clarke County <a href="#">Map</a>	1		150	300	
Holman Middle School	Clarke County <a href="#">Map</a>	1		308	616	
Lay Community Center	Clarke County <a href="#">Map</a>	1		150	300	
Lyndon House Arts Center	Clarke County <a href="#">Map</a>	1		216	433	
Memorial Park Operations Building (Rec Hall & Quinn Ha	Clarke County <a href="#">Map</a>	1		200	200	
Milledge Avenue Baptist Church	Clarke County <a href="#">Map</a>	1		85	171	
Rocksprings Community Center/Rockspring Pool Bath House	Clarke County <a href="#">Map</a>	1		47	94	
Winterville United Methodist Church	Clarke County <a href="#">Map</a>	1		48	96	

**Emergency Refuge Facility Operations**  
**EMERGENCY REFUGE INTERVENTION PLAN WORKFLOW**



## Facilities

To open refuge facilities for people displaced by disaster, ACCGov needs accessible buildings to use on a temporary basis. With a few exceptions, ACCGov does not own these buildings. Generally, ACCGov shelters are located in schools, churches, community centers and other community locations and are used as refuge facilities with prior agreement with partners. Identifying, acquiring, maintaining and returning refuge facilities are key tasks for successful refuge facility operations.

### Planning & Readiness

As part of the planning and readiness process, it is vital to pre-identify suitable shelters. This step helps avoid having to make facility choices under pressure or delaying service to clients because of lack of immediately available shelters.

To identify and arrange use of potential shelter facilities:

- Conduct surveys of potential shelter facilities using a Shelter Facility Survey form. Consider the desirable size, capacity, safety, functionality and accessibility of possible shelters on the basis of likely disaster events and sheltering needs.
- Arrange for an authorized representative from ACCGov to sign a Shelter Agreement with a facility representative.
- ACCGov - EMA will file the Shelter Agreement with the Shelter Facility Survey. This agreement should be updated on a routine basis and provided to the shelter manager upon opening.
- Locate several possible facilities so that, when a disaster occurs, a variety of buildings will be available based on need and location.

### Potential Refuge Facility Sites

Many types of buildings make suitable shelter facilities. When trying to locate one, consider the following buildings in your community:

- Schools;
- Municipal buildings;
- Available commercial or government space;
- Facilities of religious, civic or community organizations;
- Unoccupied vacant buildings.

### Facility Needs

The Shelter Facility Survey and the Shelter Facility Survey Accessibility Instructions will be utilized to assess the facilities and determine any action required to open the shelter. The survey includes assessments in several areas, such as:

- Sufficient number of toilets for projected number of residents.
- Sufficient parking for all projected activities at the facility.
- Properly working heating and ventilation systems.
- Electricity.
- Sufficient floor space and areas for administration, dormitory, storage, food preparation and/or serving, canteen and recreation.
- Accessibility and usability by clients and staff with disabilities.
  - Temporary measures such as temporary ramps or portable showers can be requested via local and state resources in order to make the facility accessible and suitable.

# APPENDICES

Appendix A: Facility Inventory

Appendix B: Shelter Identification, Set Up, and Policy

Appendix C: ACCGov Tier 3/Tier 4 Shelter Responsibilities

Appendix D: Existing Agreements/MOUs

Appendix E: Cold Weather Respite Coordination Annex

Appendix F: Hot Weather Respite Coordination Annex

Appendix G: Flooding Respite Coordination Annex

Appendix H: All-Hazards Respite Coordination Annex

Appendix I: Severe Weather Pop Up Annex

Appendix J: Volunteer Policy

Appendix K: Decision-Making Weather Products

Appendix L: Athens-Clarke County Population and Census Information

Appendix M: Definitions

Appendix N: References

**APPENDIX A: FACILITY INVENTORY****PAST AMERICAN RED CROSS SHELTER AGREEMENT INVENTORY**

SITE ID	Site Name	Mgt Type	Address	Phone	Point of Contact
7530	Hill Chapel Baptist Church	ARC	1692 W. Hancock Ave, Athens, GA 30601	7065431377	
88554	Cedar Shoals High School	ARC	1300 Cedar Shoals Dr, Athens, GA 30605	7065465375	
36931	ACCGov Lay Community Center	ARC	297 Hoyt St, Athens, GA 30601	7066133596	
39785	Clark Central High School	ARC	350 S Milledge Ave, Athens, GA 30605	7063575200	
161692	ACCGov Gov Heard Community Center	ARC	400 McKinley Drive, Athens, GA 30601	7066133593	
161700	ACCGov Gov East Athens Educational Dance Center	ARC	390 McKinley Dr, Athens, GA 30601	7066133624	
161714	ACCGov Gov Memorial Park Operations Building	ARC	293 Gran Ellen Drive, Athens, GA 30606		
161715	ACCGov Gov Rocksprings Community Center	ARC	291 Henderson Ext., Athens, GA 30606	7066133602	
163434	Cornerstone Church	ARC	4680 Lexington Road, Athens, GA 30605	7065090000	
165202	Milledge Avenue Baptist Church	ARC	1690 S. Milledge Avenue, Athens, GA 30605		
165238	First Presbyterian Church of Athens	ARC	185 E Hancock Avenue, Athens, GA 30601	7065434338	
200615	Athens Tech College	ARC	800 US Hwy 29 North, Athens, GA 30601	7067130026	

**POTENTIAL REFUGE FACILITIES**

SITE ID	Site Name	Mgt Type	Address	Phone	Point of Contact
P1	Living Hope Church	ACC	2150 Lexington Rd, Athens, GA 30605	7068508881	
P2	Tuckston UMC	ACC	4175 Lexington Rd, Athens, GA 30605	7063531311	
P3	Athens Church	ACC	10 Huntington Road, Athens, GA 30606	7063109300	
P4	YMCA	ACC	915 Hawthorne Ave, Athens, GA 30606	7065436596	
P5	YWCO	ACC	562 Research Dr, Athens, GA 30605	7063547880	
P6	UGA Stegman Coliseum	ACC	100 Smith St, Athens, GA 30605		

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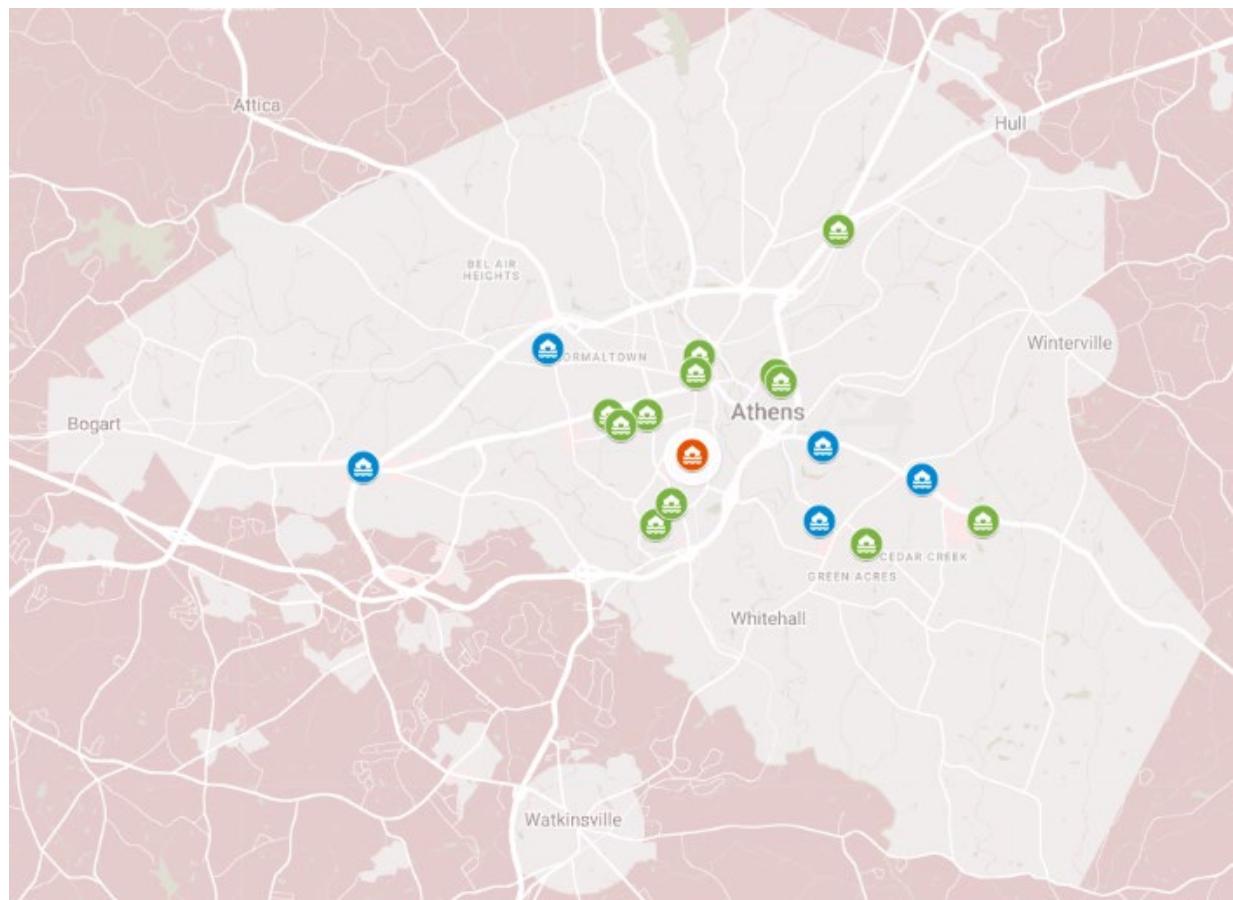


Table I: Facility Map

## APPENDIX B: SHELTER IDENTIFICATION, SET UP, AND POLICY

### Shelter Facility Survey and Shelter Agreement

The below process(es) will be utilized to complete internal shelter surveys and shelter agreements. Ideally, this process would be done in tandem with a certified American Red Cross inspection, so the facility can be entered into both the internal shelter database as well as the registered ARC shelter database. However, if a facility owner has expressed an unwillingness to become a certified ARC shelter, this process can be done to add them to the internal records.

1	Arrange to meet a facility representative at the potential shelter location.
2	Bring copies of the <i>Refuge Facility Survey</i> and <i>Facility Agreement</i> .
3	Walk through the facility with an owner representative and complete a <i>Refuge Facility Survey</i> to help determine whether the facility meets ACCGov standards for an Emergency Refuge Facility.
4	If the facility meets ACCGov standards and the facility representative is agreeable to its use as a shelter, complete a <i>Shelter Agreement</i> using the <i>Shelter Agreement Instructions</i> .
5	If a facility owner seeks confirmation of ACCGov insurance coverage, provide the <i>Memorandum of Insurance</i> .
6	Once you have completed the <i>Shelter Agreement</i> , enter the information about the shelter into the ACCGov Gov Emergency Refuge database.

### Shelter Agreement

Obtain approval from ACCGov Attorney's Office before signing an agreement if:

- Terms of reimbursement, insurance or indemnification have been altered; or
- The facility owner wishes to use another form of contract in place of the Emergency Refuge Facility Agreement.

### Select Pre-Approved Facility

Determine facility needs on the basis of information from Emergency Assessment, emergency management, this plan and other sources. Consider the following:

- Number of people who are likely to be displaced.
- Likely duration of sheltering needs.
- Locations of facilities relative to disaster-caused hazards.

Once you have estimated facility needs, follow these steps to select an appropriate emergency refuge facility:

1	Refer to the applicable disaster response plan and the National Shelter System to locate facilities that have been pre-identified.
2	Review shelter surveys or information in the National Shelter System to identify a shelter with sufficient capacity and availability to meet the needs of the situation
3	Contact the facility representative listed in the National Shelter System to determine the site's availability.

4	Notify Logistics when a shelter has been identified or, if Logistics is unavailable, arrange to meet a facility representative to complete the Opening Inspection section of the <i>Facility/Shelter Opening and Closing Inspection</i> sheet.
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### Complete an Opening Inspection

After you have selected a facility, one of the first tasks before opening the shelter is to conduct an opening inspection. The opening inspection identifies potential safety hazards and documents the condition of the facility. Follow the instructions in this section to complete the inspection.

If you are the refuge facility manager or the designated Logistics staff for a refuge facility, before opening the facility, you must:

- Verify that there is a completed Refuge Facility Survey and Refuge Facility Agreement, and if not, complete applicable survey and sign the facility agreement. Shelter operations cannot begin until the Facility Agreement has been signed by the appropriate legal representative of the agency.
- Conduct a facility inspection.
- Complete the Opening Inspection section of the Facility/Shelter Opening and Closing Inspection.

Prepare for the opening inspection by completing the following tasks.

1	Contact the facility representative to arrange to meet at the facility to walk through and conduct the opening inspection.
2	Verify that a Shelter Agreement and a Shelter Facility Survey are on file. If they are not completed, complete them with the facility representative (see Complete a Shelter Facility Survey and Shelter Agreement).
3	Bring copies of the Shelter Agreement and the Shelter Facility Survey and blank copies of the Facility/Shelter Opening and Closing Inspection.
4	Review the completed Shelter Facility Survey and the Shelter Agreement with the facility representative.
5	Pay special attention to the accessibility section of the Shelter Facility Survey and discuss any concerns and arrange resolution with the facility representative.
6	Discuss the food services, custodial services, security and reimbursement portions of the Shelter Agreement with the facility representative to make sure that all parties continue to agree with the specifics.
7	Inform the facility representative of the sheltering cycle and expectations; describe disasters and how we work with facilities (e.g., activation, maintenance issues during occupancy, daily contact with facility representative).

With the facility representative, conduct a walk-through inspection for safety and liability using the Facility/Shelter Opening and Closing Inspection. Follow each of the steps below.

I	Inspect the following and document your observations in the Opening Inspection section of the <i>Facility/Shelter Opening and Closing Inspection</i> . <ul style="list-style-type: none"> <li>• The condition of the parking lot;</li> <li>• The condition of landscaping;</li> <li>• Any exterior damage including roof, siding, windows and entrances;</li> <li>• Any interior damage, including flooring, carpeting, ceiling, walls and interior trim;</li> </ul>
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	<ul style="list-style-type: none"> <li>• The condition of appliances and bathroom fixtures;</li> <li>• The condition of the plumbing and electrical systems;</li> <li>• The condition of the heating and cooling systems.</li> </ul>
2	<p>On the Opening Inspection section of the form, briefly describe the building layout and document the following conditions:</p> <ul style="list-style-type: none"> <li>• Architectural barriers to people with disabilities and functional and/or access needs;</li> <li>• Inadequate ceiling or wall lighting;</li> <li>• Inadequate electrical service;</li> <li>• Inadequate wall or floor electrical receptacles.</li> </ul>
3	Document and address safety and security concerns. Contact Mass Care leadership to determine possible temporary measures to make the shelter accessible and safe for use. Complete and document appropriate actions or necessary repairs for the facility to be safely used as a shelter.
4	Record all furniture and accessories belonging to the facility.
5	Create an initial inventory of facility-owned supplies, using the <i>Shelter Inventory</i> form to record available supplies.
6	Relocate or secure items that are not for shelter use.
7	Present the Opening Inspection section of the <i>Facility/Shelter Opening and Closing Inspection</i> with itemized inventory attached to the authorized representative of the facility for signing. Provide a signed copy to the facility representative.
8	File the form and inventory in a “Facility” folder. It will be used again when doing the closing inspection.

Allocate & Set Up Shelter Space

The shelter manager is responsible for allocating shelter space. Directing and supervising shelter set-up can be delegated while the shelter manager completes the opening inspection. Designate and set up the following areas to provide room for shelter staff to work.

Staff Areas*	
Administrative	<p>Office space for the shelter manager, supervisors, administrative support and, in larger shelters, areas for staffing and Logistics staff should include the following:</p> <ul style="list-style-type: none"> <li>• Desks;</li> <li>• Tables and chairs;</li> <li>• Space for computers, telephone equipment, office supplies and secure storage for records;</li> <li>• Communication materials (newsprint, white board, etc.) to allow shelter staff to post important messages.</li> </ul>
Receiving	Provide an appropriate space for receiving and safely unloading shelter supplies and equipment.
Storage	This space should be in a secure area, away from shelter traffic, for storing supplies and equipment.
Staff Restroom	If possible, the facility should have separate restroom facilities for staff.
Client Areas	
Reception and Registration	Locate the reception and registration areas near the main entrance. These areas should include:

	<ul style="list-style-type: none"> <li>Tables and chairs for interviews.</li> <li>A waiting area with chairs for clients waiting to register.</li> </ul> <p>See <i>Prepare the Reception and Registration Areas</i>.</p>
Feeding	<p>These areas should include:</p> <ul style="list-style-type: none"> <li>Meal preparation and/or serving areas.</li> <li>A canteen where snacks and beverages are available 24 hours a day.</li> <li>Storage for feeding supplies.</li> </ul> <p>See <i>Set Up and Maintain Feeding Areas</i>.</p>
Individual Client Services	<p>Areas for Disaster Health Services, Disaster Mental Health and Client Casework should include:</p> <ul style="list-style-type: none"> <li>Work areas with tables and chairs for staff to complete administrative tasks.</li> <li>Client interview areas with tables and chairs.</li> <li>A separate area with cots near the Disaster Health Services area for people who are ill.</li> <li>Rooms with doors, if possible, to protect client privacy.</li> </ul>
Temporary Respite Care for Children	<p>In shelters that are expected to be open for an extended period, provide an area for temporary respite care for children.</p> <p>See <i>Temporary respite care for families with children</i>.</p>
Quiet Area	<p>Providing access to a quiet room or space will help some people function better in a shelter environment (e.g., elderly individuals, people with psychiatric disabilities, parents with very young children, and children and adults with autism).</p>
Breastfeeding Area	<p>Establish a private area for mothers to breastfeed their children in a low-noise environment.</p>
Dormitory	<p>Allow 40 to 60 square feet of sleeping space per person and 100 square feet for people with support equipment such as wheelchairs, lift equipment or service animals. During evacuations, as little as 10 square feet per person can be legally provided until the storm is over. Locate the dormitory in a quiet area that has as much privacy as possible from other areas of the shelter. Arrange separate sleeping areas for the following:</p> <ul style="list-style-type: none"> <li>Families with young children</li> <li>Elderly people</li> <li>Single men</li> <li>Single women</li> <li>Clients with other special circumstances</li> <li>Clients who work nights and need to sleep during the day</li> </ul> <p>Allow sufficient access to and movement within the building for people with disabilities. Choose areas that have easily monitored and controlled entrances and exits.</p>
Non-Service Pets Holding	<p>Establish a dedicated room with cages and/or the animal services shelter trailer to hold animals that do not serve a specific medical need to their owners.</p>
Play Area for Children	<p>Make sure the area:</p> <ul style="list-style-type: none"> <li>Is away from quiet areas.</li> <li>Is safe for small children.</li> </ul>

	<ul style="list-style-type: none"> <li>Includes toys and games.</li> <li>Has signs reminding parents that they are responsible for supervising their children at all times.</li> </ul>
Recreation	<p>A recreation area for teens and adults. Include the following if available:</p> <ul style="list-style-type: none"> <li>Television</li> <li>Games</li> <li>Cards</li> <li>Computers</li> </ul>

\*Use the *Shelter Facility Survey* to assess and allocate spaces for providing services to clients and to plan accessible routes within and between these areas.

### Signage

The below signage is recommended for use in the respite facility. The below list is a recommendation, and additional and/or less signage may be needed depending on the facility.

1	Post signs outside of the building indicating which entrance to use. Signage on the outside of the building should direct clients to the entrance where registration is set up and to the accessible entrance if separate from the main entrance.
2	Post signs identifying the shelter as an ACCGov facility inside the building—at least one per wall. Use caution so that walls and other surfaces where signs are posted are not damaged. Consult with the facility representative.
3	Make signs directing residents to the registration area, Disaster Health Services, Disaster Mental Health, the canteen, and the restrooms. Include signs for partners who are working with us at the shelter.
4	Create effective communication tools for all residents. Recruit volunteers to translate information and make signs for shelter residents who do not speak English or cannot see small print.
5	Post a bulletin board with an introductory welcome message, as well as the shelter rules and other helpful information. <i>See Providing Information for Clients.</i>
6	Check signs periodically to make sure they still look good and are legible. Replace them as needed, especially after rain and heavy winds.

### Operate & Maintain Shelter Facility

The shelter manager is responsible for overseeing the use, maintenance and safety of the shelter facility during the shelter operation. He or she may delegate some or all of these responsibilities to a Logistics Facilities worker assigned to the shelter who works under the supervision of the shelter manager.

Shelter staff should inventory and track equipment and supplies belonging to the facility that are available for use at the shelter so that equipment can be returned, and the facility owner can be reimbursed for any supplies used during the shelter operation.

See Complete an Initial Shelter Supply and Equipment Inventory and Track Shelter Supply and Equipment Inventories for information on tracking facility-owned supplies and equipment.

### Shelter Inspections

Routine inspections of the shelter facility are necessary to identify and address any conditions that pose a hazard to shelter residents and workers or to the property of the facility owner. Use the *Shelter Shift*

## ATHENS CLARKE COUNTY, GEORGIA

Inspection form to conduct inspections on each shift and report any problems to the facility representative and the Sheltering Manager at relief operation headquarters. When inspecting the shelter, check for:

- Signs of excessive wear and tear.
- Inappropriate use.
- Operational deficiencies.
- Obstructed emergency exits.
- Hazards, including fire hazards.
- Any other problems.

Use the *Shelter Facility Survey* to make sure that accessible routes throughout the shelter have not been obstructed.

During the closing phase, as shelter residents are returning home or moving on to alternate housing arrangements, shelter staff prepare the facility to return to the facility owner.

The shelter manager is responsible for returning the shelter to pre-occupancy condition and returning custody to the facility owner or representative. He or she may delegate this responsibility to a designated Logistics worker assigned to the shelter and working under the supervision of the shelter manager. The below table outlines steps necessary to close the shelter.

1	Return any items provided by supporting agencies. Be careful to avoid removing items that belong to the facility.
2	Remove all trash and debris from the shelter.
3	Have shelter staff cleaning the facility (building and grounds) or arrange for it to be done.
4	Consult with the facility owner and ACCGov EMA Contact when more than minor repairs to a facility are necessary.
5	Discontinue electrical, telephone, trash services, janitorial services and security services initiated for shelter.
6	Work closely with the ACCGov EMA contact

Once the shelter is ready to be returned to the owner, follow these steps to perform a final walkthrough and return the facility to the owner.

1	Walk through the shelter with the facility owner or representative and note the condition of the shelter on the <i>Closing Inspection</i> part of the <i>Facility/Shelter Opening and Closing Inspection</i> .	
2	Use the table below to determine your next step.	
	If there are problems or are only minor (cosmetic) problems with the facility and the facility owner/representative is satisfied with the state of the facility...	...Then complete and have both parties sign the <i>Facility/Shelter Opening and Closing Inspection</i>
	If the damage to the facility is more extensive or the owner/representative is not satisfied with the state of the facility...	...Then complete the <i>Closing Inspection</i> part of the <i>Facility/Shelter Opening and Closing Inspection</i> with the following information:

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	<ul style="list-style-type: none"><li>• Apparent damage to the premises and/or loss or theft from the premises during the time that the facility was occupied</li><li>• A proposal about what measures will be taken to repair the damage or replace the lost or stolen articles</li></ul> <p>Fax this copy of the unsigned <i>Facility/Shelter Opening and Closing Inspection</i>, any attachments and the <i>Shelter Agreement to Logistics</i> to Logistics at operation headquarters.</p>
3	Return keys to the facility owner or representative.
4	Add all forms and associated information to the facility file folder and forward to the Sheltering Manager.

**APPENDIX C: ACCGov TIER 3/TIER 4 SHELTER RESPONSIBILITIES**

<b>Agency</b>	<b>Responsibility</b>
ACCGov – Leisure Services	Supply Facility
ACCGov – Fire & EMA	Supply trained staff with acceptable liability requirements to manage shelter operations
ACCGov – Central Services, Leisure Services	Logistics support for set up of facility
Clarke County Public Health	Supply one trained nurse per 12-hour shift
Various Community Entities	Supply feeding to shelter occupants
Department of Children and Family Services – Athens-Clarke	Supply assistance with children in the shelter environment via one case worker per 12-hour shift
ACCGov - Animal Services	Assist with the temporary hold of non-service animals for shelter clients

Additional Services and agencies will be activated during “Service Hour” – a period prior to quiet hours in the evening, and in the morning when those who are staying in an overnight shelter can access resources. This time will allow pre-vetted (must be a member of the Continuum of Care program) organizations and agencies to allocate staff and resources to the existing shelter to allow for resources to reach the residents of the shelter. This is particularly important for those members of the population who are affected by the disaster, but are not well acquainted with the resources that Athens-Clarke County has available.

## APPENDIX D: EXISTING AGREEMENTS/MOUS

### ARC Shelter Agreement

#### Terms and Conditions

1. Use of Facility: Upon request and if feasible, the Owner will permit the Red Cross to use the Facility on a temporary basis as an emergency public shelter.
2. Shelter Management: The Red Cross will have primary responsibility for the operation of the shelter and will designate a Red Cross official, the Shelter Manager, to manage the sheltering activities. The Owner will designate a Facility Coordinator to coordinate with the Shelter Manager regarding the use of the Facility by the Red Cross.
3. Condition of Facility: The Facility Coordinator and Shelter Manager (or designee) will jointly conduct a pre-occupancy survey of the Facility before it is turned over to the Red Cross. They will use the first page of the Facility/Shelter Opening/Closing Form, available on CrossNet, to record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment that the Red Cross should not use while sheltering in the Facility. The Red Cross will exercise reasonable care while using the Facility as a shelter and will make no modifications to the Facility without the express written approval of the Owner.
4. Food Services: Upon request by the Red Cross, and if such resources exist and are available, the Owner will make the food service resources of the Facility, including food, supplies, equipment and food service workers, available to feed the shelter occupants. The Facility Coordinator will designate a Food Service Manager to coordinate the provision of meals at the direction of and in cooperation with the Shelter Manager. The Food Service Manager will establish a feeding schedule, determine food service inventory and needs, and supervise meal planning and preparation. The Food Service Manager and Shelter Manager will jointly conduct a pre-occupancy inventory of the food and food service supplies in the Facility before it is turned over to the Red Cross.
5. Custodial Services: Upon request by the Red Cross and if such resources exist and are available, the Owner will make its custodial resources, including supplies and custodial workers, available to provide cleaning and sanitation services at the shelter. The Facility Coordinator will designate a Facility Custodian to coordinate the provision of cleaning and sanitation services at the direction of and in cooperation with the Shelter Manager.
6. Security: In coordination with the Facility Coordinator; the Shelter Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any public safety issues at the Shelter.
7. Signage and Publicity: The Red Cross may post signs identifying the shelter as a Red Cross shelter in locations approved by the Facility Coordinator and will remove such signs when the shelter is closed. The Owner will not issue press releases or other publicity concerning the shelter without the express written consent of the Shelter Manager. The Owner will refer all media questions about the shelter to the Shelter Manager.
8. Closing the Shelter: The Red Cross will notify the Owner or Facility Coordinator of the closing date for the shelter. Before the Red Cross vacates the Facility, the Shelter Manager and Facility Coordinator will jointly conduct a post-occupancy survey, using the second page of the Shelter/Facility Opening/Closing Form to record any damage or conditions. The Shelter Manager and Facility Coordinator or Food Service Manager will conduct a post-occupancy inventory of the food and supplies used during the shelter operation.
9. Reimbursement: The Red Cross will reimburse the Owner for the following:
  - a. Damage to the Facility or other property of Owner, reasonable wear and tear excepted, resulting from the operations of the Red Cross. Reimbursement for facility damage will be based on replacement at actual cash

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value. The Red Cross will select from among bids from at least three reputable contractors. The Red Cross is not responsible for storm damage or other damage caused by the disaster.

b. Reasonable costs associated with custodial and food service personnel which would not have been incurred but for the Red Cross's use of the Facility for sheltering. The Red Cross will reimburse at per-hour, straight-time rate for wages actually incurred but will not reimburse for (i) overtime or (ii) costs of salaried staff.

c. Reasonable, actual, out-of-pocket operational costs, including the costs of the utilities indicated below, to the extent that such costs would not have been incurred but for the Red Cross's use of the Premises (both parties must initial all utilities to be reimbursed by the Red Cross):

	OWNER	ARC REP
Water	_____	_____
Gas	_____	_____
Electricity	_____	_____
Waste Disposal	_____	_____

The Owner will submit any request for reimbursement to the Red Cross within 60 days after the shelter closes. Any request for reimbursement for food, supplies or operational costs must be accompanied by supporting invoices. Any request for reimbursement for personnel costs must be accompanied by a list of the personnel with the dates and hours worked at the shelter.

10. Insurance: The Red Cross shall carry insurance coverage in the amounts of at least \$1,000,000 per occurrence for Commercial General Liability and Automobile Liability. The Red Cross shall also carry Workers' Compensation coverage with statutory limits for the jurisdiction within which the facility is located and \$1,000,000 in Employers' Liability.

11. Indemnification: The Red Cross shall defend, hold harmless, and indemnify Owner against any legal liability, including reasonable attorney fees, in respect to bodily injury, death and property damage arising from the negligence of the Red Cross during the use of the Premises.

12. Term: The term of this agreement begins on the date of the last signature below and ends 30 days after written notice by either party.

## APPENDIX E: COLD WEATHER RESPITE COORDINATION

### **Tier 1 – Surge Capacity at Existing Overnight Shelters**

**Trigger:** 40 to 35 ° at midnight (decision made by providers).

The following resources are available to our unhoused community in the event of extreme cold temperatures:

#### **Overnight Services**

- **Bigger Vision of Athens -**
  - Capacity 36
  - Surge Capacity of 15 additional people
    - i. Trigger: 35° or below “real feel” at midnight
    - ii. Emergency Overflow agreement with First United Methodist Church when temps forecasted for single digits (See Tier 2 info below)
  - 18 years or older, no capacity for children
- **Salvation Army of Athens Center of Hope**
  - Capacity 74 beds
    - i. 32 regular beds + 4 veterans' beds for men; 26 women's beds + 2 family units (6 beds each).
  - Surge Capacity of 20 additional people
    - i.

### **Tier 2 – Expansion of Day-Use Services**

**Trigger:** Predicted “Single Digits” temperature reading at any point overnight (7am – 7pm)

These organizations can potentially provide facilities for night use with supporting resources. This will be in addition to resources offered in Tier 1 and supporting surge availability.

- **Twin Angels**
  - Routine Day use facility that can be converted to night use with support.
  - Ideally capacity of 100 people (75 already signed up)
    - i. Twin Angels provides security via Cedar Shoals Security volunteers
    - ii. Twin Angels provides feeding to clients via existing food bank Agreement
  - Trigger: 40° or lower for 1 or more hours overnight
- **Sparrows Nest**
  - Routine Day use facility that can be converted to night use with support.
    - i. Day use capacity is 35 people
  - Emergency Operations/Surge Capacity
    - i. Activated during 40 ° or lower
    - ii. Allow anyone inside during normal day hours
- **First United Methodist Church**

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- Existing agreement with Bigger Vision to house overflow in the event of extreme cold event.
- Requires advance notice (48+ Hours) to activate
- Capacity will be determined by Red Cross Shelter Inspections

*Upon activation of Tier 2, the POD/ 'drop in' component of this plan will be activated. Please refer to Appendix E for additional information.*

### **Tier 3 – Decentralized shelters**

**Trigger:** Defined level of Surge or Temps

These organizations will more than likely need support in some form of management, volunteers, and resources.

- **Athens First Baptist Church**
  - Can provide Hotel Vouchers to support above services
- **Winterville Senior Center**
- **Winterville Baptist Church**

### **Tier 4 – ACCGOV Response**

**Trigger:** Governor declared State of Emergency

When Tier 4 activation is necessary, ACCGOV will step in to open additional temporary sheltering. This means ACCGOV will be responsible for location, staffing, materials, and all other facets of shelter operation and set up. If activated, this shelter will house individuals from 7pm to 7am, with registration from 6pm to 8pm. Additional information about facility information, set up, and shelter policies can be found in Appendix B.

#### **Pre-Identified ACCGOV Facilities:**

- Lay Park
- Lyndon House

#### **Pre-Identified Resource Staging Locations:**

- ACCGOV Fire Station X
- ACCGOV Fleet Services

#### **Staffing:**

- In an effort to simplify liability and legal matters, the preference of ACCGOV is to staff the shelter with pre-vetted ACCGOV staff members who can be compensated via overtime if applicable. In the event enough staff are not available to sustain shelter operations, ACCGOV will seek additional vetted volunteers from community partners. Additional information on Volunteer Processes can be found in Appendix J.
- The Department of Public Health must supply at least one (1) qualified nurse per 12-hour operational period to assist in shelter operations and for the health and safety of shelter occupants.

#### **Resources:**

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- Cots and other sleeping items will be provided preliminarily by ACCGOV, and supplemented by the Department of Health

## APPENDIX F: HOT WEATHER RESPITE COORDINATION

### **Tier 1 – Day Use Facilities and Regularly Open ACCGOV Facilities**

**Trigger:** Heat Index, as forecasted by the National Weather Service, above 100°

The following non-governmental resources are available to our unhoused community in the event of extreme heat during daytime (7am – 7pm) hours:

- **Twin Angels**
  - Routine Day use facility that can be converted to night use with support.
  - Ideally capacity of 100 people (75 already signed up)
    - i. Twin Angels provides security via Cedar Shoals Security volunteers
    - ii. Twin Angels provides feeding to clients via existing food bank Agreement
- **Sparrows Nest**
  - Routine Day use facility that can be converted to night use with support.
    - i. Day use capacity is 35 people
  - Emergency Operations/Surge Capacity
    - i. Allow anyone inside during normal day hours
- **Athens YMCA**
- **Athens Clarke County Library System**
  - Monday – Thursday 9am – 9pm, Friday – Saturday, 9am – 6pm, Sunday 2pm – 6pm
  - Effected by holiday closures
- **Heard Park and Community Center**
- **Lay Park and Community Center**
- **Howard Park and Community Center (formerly Rocksprings)**

### **Tier 2 – Need for Overnight Services**

**Trigger:** Heat Index, as forecasted by the National Weather Service, above 100°

at any point overnight (7pm – 7am)

These organizations can provide facilities for night use:

- **Bigger Vision of Athens**
  - Capacity 36
  - Surge Capacity of 15 people
    - i. Emergency Overflow agreement with First United Methodist Church when temps forecasted for single digits (See Tier 2 info below)
  - 18 years or older, no capacity for children

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- **Salvation Army of Athens Center of Hope**

- Capacity 74 beds
  - i. 32 regular beds + 4 veterans' beds for men; 26 women's beds + 2 family units (6 beds each).
- Surge capacity of 20 additional people
  - i. Additional 10 men and 10 women cots surge capacity

### **Tier 3 – Decentralized shelters**

**Trigger:** Local State of Emergency and/or defined level of surge from Tier 2.

These organizations will more than likely need support in some form of management, volunteers, and resources.

- **Athens First Baptist Church**

- Can provide Hotel Vouchers to support above services

- **Winterville Senior Center**

- **Winterville Baptist Church**

### **Tier 4 – ACCGov Response**

**Trigger:** Governor declared State of Emergency and local decision making.

When Tier 4 activation is necessary, ACCGov will step in to open additional temporary sheltering. This means ACCGov will be responsible for location, staffing, materials, and all other facets of shelter operation and set up. If activated, this shelter will house individuals 24 hours, with registration from 6am to 9am and again 6pm to 9pm. Additional information about facility information, set up, and shelter policies can be found in Appendix J.

#### **Pre-Identified ACCGov Facilities:**

- Lay Park
- Lyndon House

#### **Pre-Identified Resource Staging Locations:**

- ACCGov Fire Stations
  - Location dependent
- ACCGov Fleet Services

#### **Staffing:**

- In an effort to simplify liability and legal matters, the preference of ACCGov is to staff the shelter with pre-vetted ACCGov staff members who can be compensated via overtime if applicable. In the event enough staff are not available to sustain shelter operations, ACCGov will seek additional vetted volunteers from community partners. Additional information on Volunteer Processes can be found in Appendix F.
- The Department of Public Health must supply at least one (1) qualified nurse per 12-hour operational period to assist in shelter operations and for the health and safety of shelter occupants.

#### **Resources:**

- Cots and other sleeping items will be provided preliminarily by ACCGOV, and supplemented by the Department of Health

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- Additional strategies for vulnerable population cooling include but are not limited to:
  - Utilizing street outreach groups in the community to distribute hot weather resources
  - Disseminate cooling respite information to vulnerable populations via Meals on Wheels, interfaith community networks, and other community partners
  - Activation of Cooling Drop-In sites as referenced in Appendix E

## APPENDIX G: FLOODING RESPITE COORDINATION ANNEX

### **Tier 1 – Overnight Sheltering**

**Trigger:** Displaced individuals are unable to return home overnight.

The below resources exist in Athens-Clarke County and primarily cater to the unhoused population but can welcome temporarily displaced individuals as well. The American Red Cross will be contacted immediately after a non-temperature related event; however, the following tiers are to plan for sheltering with or without ARC assistance.

#### **Overnight Services**

- **Bigger Vision of Athens**
  - Capacity 36
  - 18 years or older, no capacity for children
- **Salvation Army of Athens Center of Hope**
  - Capacity 74 beds
    - i. 32 regular beds + 4 veterans' beds for men; 26 women's beds + 2 family units (6 beds each).

#### **Day Use Services**

- **Twin Angels**
  - Routine Day use facility that can be converted to night use with support.
  - Ideally capacity of 100 people (75 already signed up)
    - i. Twin Angels provides security via Cedar Shoals Security volunteers
    - ii. Twin Angels provides feeding to clients via existing food bank Agreement
- **Sparrows Nest**
  - Routine Day use facility that can be converted to night use with support.
    - i. Day use capacity is 35 people
  - Emergency Operations/Surge Capacity
    - i. Activated during 40 ° or lower
    - ii. Allow anyone inside during normal day hours

### **Tier 2 – Increase of Shelter Capacity**

**Trigger:** The number of displaced individuals exceeds the overnight shelter capacity for Athens-Clarke County.

These organizations can potentially provide facilities for night use with supporting resources.

- **Twin Angels**
  - Routine Day use facility that can be converted to night use with support.
  - Ideally capacity of 100 people (75 already signed up)
    - i. Twin Angels provides security via Cedar Shoals Security volunteers
    - ii. Twin Angels provides feeding to clients via existing food bank Agreement
- **Sparrows Nest**

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- Routine Day use facility that can be converted to night use with support.
  - i. Day use capacity is 35 people
- Emergency Operations/Surge Capacity
  - i. Allow anyone inside during normal day hours

▪ **First United Methodist Church**

- Existing agreement with Bigger Vision to house overflow in the event of extreme cold event.
- Requires advance notice (48+ Hours) to activate
- Capacity:

## **Tier 3 – ACCGOV Response**

**Trigger:** Local and/or Governor declared State of Emergency

When Tier 4 activation is necessary, ACCGOV will step in to open additional temporary sheltering. This means ACCGOV will be responsible for location, staffing, materials, and all other facets of shelter operation and set up. If activated, this shelter will house individuals 24 hours, with registration from 6am to 9am and again 6pm to 9pm. Additional information about facility information, set up, and shelter policies can be found in Appendix .

### **Pre-Identified Facilities:**

- Lay Park
- Lyndon House
- Athens Technical College

### **Pre-Identified Resource Staging Locations:**

- ACCGOV Fire Station X
- ACCGOV Fleet Services

### **Staffing:**

- In an effort to simplify liability and legal matters, the preference of ACCGov is to staff the shelter with pre-vetted ACCGov staff members who can be compensated via overtime if applicable. In the event enough staff are not available to sustain shelter operations, ACCGov will seek additional vetted volunteers from community partners. Additional information on Volunteer Processes can be found in Appendix J.
- The Department of Public Health must supply at least one (1) qualified nurse per 12-hour operational period to assist in shelter operations and for the health and safety of shelter occupants.

### **Resources:**

- Cots and other sleeping items will be provided preliminarily by ACCGov, and supplemented by the Department of Health

## APPENDIX H: ALL-HAZARD RESPITE COORDINATION ANNEX

### Tier 1 – Overnight Sheltering

**Trigger:** Displaced individuals are unable to return home overnight.

The below resources exist in Athens-Clarke County and primarily cater to the unhoused population but can welcome temporarily displaced individuals as well. The American Red Cross will be contacted immediately after a non temperature related event, however, the following tiers are to plan for sheltering with or without ARC assistance.

#### Overnight Services

- **Bigger Vision of Athens**
  - Capacity 36
  - 18 years or older, no capacity for children
- **Salvation Army of Athens Center of Hope**
  - Capacity 74 beds
    - i. 32 regular beds + 4 veterans' beds for men; 26 women's beds + 2 family units (6 beds each).

#### Day Use Services

- **Twin Angels**
  - Routine Day use facility that can be converted to night use with support.
  - Ideally capacity of 100 people (75 already signed up)
    - i. Twin Angels provides security via Cedar Shoals Security volunteers
    - ii. Twin Angels provides feeding to clients via existing food bank Agreement
- **Sparrows Nest**
  - Routine Day use facility that can be converted to night use with support.
    - i. Day use capacity is 35 people
  - Emergency Operations/Surge Capacity
    - i. Allow anyone inside during normal day hours

### Tier 2 – Increase of Shelter Capacity

**Trigger:** The number of displaced individuals exceeds the overnight shelter capacity for Athens-Clarke County.

These organizations can potentially provide facilities for night use with supporting resources.

- **Twin Angels**
  - Routine Day use facility that can be converted to night use with support.
  - Ideally capacity of 100 people (75 already signed up)
    - i. Twin Angels provides security via Cedar Shoals Security volunteers
    - ii. Twin Angels provides feeding to clients via existing food bank Agreement
- **Sparrows Nest**

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- Routine Day use facility that can be converted to night use with support.
  - i. Day use capacity is 35 people
- Emergency Operations/Surge Capacity
  - i. Allow anyone inside during normal day hours

▪ **First United Methodist Church**

- Existing agreement with Bigger Vision to house overflow in the event of extreme cold event.
- Requires advance notice (48+ Hours) to activate
- Capacity:
- Trigger:

## **Tier 3 – ACCGov Response**

**Trigger:** Local and/or Governor declared State of Emergency

When Tier 4 activation is necessary, ACCGov will step in to open additional temporary sheltering. This means ACCGov will be responsible for location, staffing, materials, and all other facets of shelter operation and set up. If activated, this shelter will house individuals 24 hours, with registration from 6am to 9am and again 6pm to 9pm. Additional information about facility information, set up, and shelter policies can be found in Appendix E.

### **Pre-Identified ACCGov Facilities:**

- Lay Park
- Lyndon House
- Classic Center

### **Pre-Identified Resource Staging Locations:**

- ACCGov Fire Station
  - Dependent on Location
- ACCGov Fleet Services

### **Staffing:**

- In an effort to simplify liability and legal matters, the preference of ACCGov is to staff the shelter with pre-vetted ACCGov staff members who can be compensated via overtime if applicable. In the event enough staff are not available to sustain shelter operations, ACCGov will seek additional vetted volunteers from community partners. Additional information on Volunteer Processes can be found in Appendix .
- The Department of Public Health must supply at least one (1) qualified nurse per 12-hour operational period to assist in shelter operations and for the health and safety of shelter occupants.

### **Resources:**

- Cots and other sleeping items will be provided preliminarily by ACCGov, and supplemented by the Department of Health

## APPENDIX I: SEVERE WEATHER POP UP ANNEX

As the planning committee continued to assess sheltering needs in the county, it became clear that there is a percentage of the population who would not have their needs met in a traditional shelter environment. This is due to a number of factors such as leaving their personal belongings behind in order to enter a shelter, pet limitations, rules of a shelter environment, or the requirement to fully commit to an overnight stay. For this reason, the idea of a Severe Weather pop up has been developed. This will allow individuals who need sheltering services to attain a comfortable environment on a “drop in” basis.

### Pre-Identified Facilities:

- Location will be flexible, determined by need and deemed as a safe, appropriate, and controllable site by EMA Director and Shelter Planning Staff
- Will be open/staffed for 4-8 hours during most vulnerable time of the evening and/or day
- Advantage parking lot (N Avenue)
- Potential – College Square/Downtown Location/City Hall
- First Baptist Church
- Day Use Facilities Parking Lots – Sparrows Nest
- Goodwill parking lot area (east side)
- East Side Police Precinct Parking Lot
- ACC Cooperative Extension
- Walmart Parking Lots/Tuckston
- Salvation Army N Chase Street

### Pre-Identified Resource Staging Locations:

- ACCGov Fire Station
- ACCGov Fleet Services

### Staffing:

- In an effort to simplify liability and legal matters, the preference of ACCGov is to staff with pre-vetted ACCGov staff members who can be compensated via overtime if applicable. In the event enough staff are not available to sustain operations, ACCGov will seek additional vetted volunteers from community partners. Additional information on Volunteer Processes can be found in Appendix E.
- Security will be required on a drive by basis, and requests will be made to local law enforcement to check on the sites periodically as well as give priority to any calls that come in regarding drop in sites.

### Resources:

- Resources provided by ACCGov to include tent and heaters

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- Potential supplies to be given out will be collected via donations given to local organizations and churches

## APPENDIX J: VOLUNTEER POLICY

In accordance with requirements set forth in this place by the government of Athens-Clarke County, volunteers in the shelter are required to be vetted prior to the opening of the weather response site/center/shelter. A volunteer can be successfully vetted via two methods: either as a paid employee of Athens-Clarke County government, or through a non-profit agency in the community who is able to recommend a volunteer. All volunteers are required to attend a Red Cross Shelter training in addition to the de-escalation training provided by our community partners. Per ARC Best practices, all staff will be trained in the following:

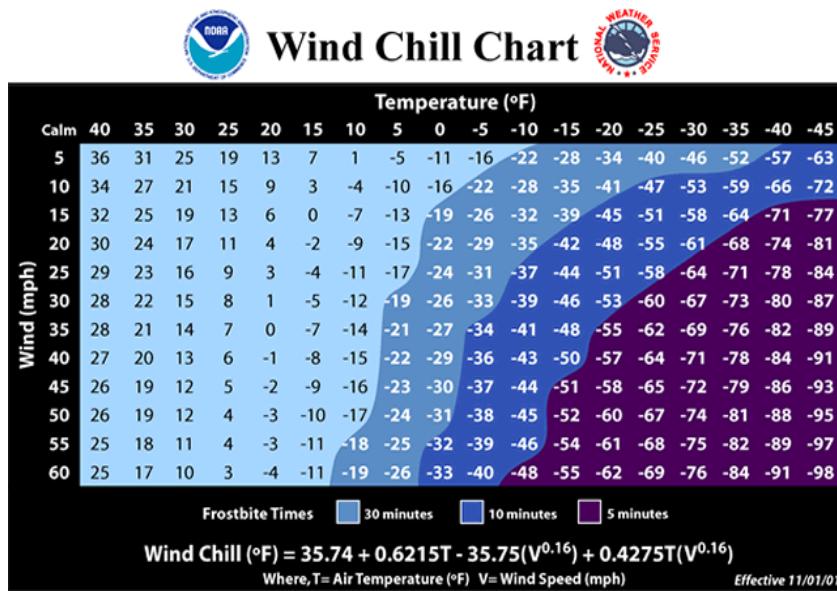
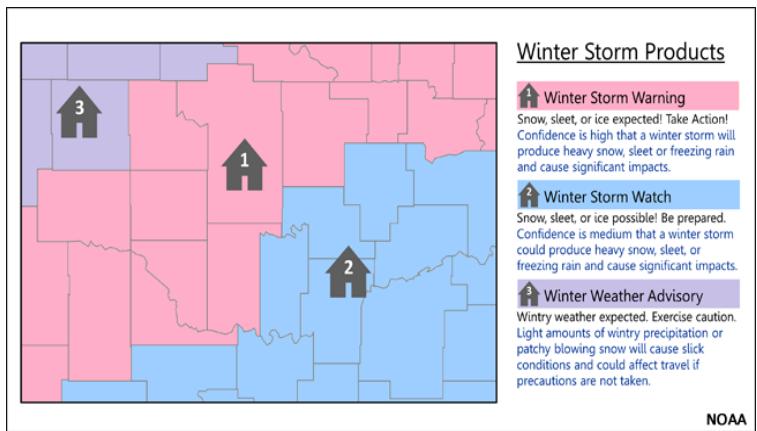
- Mandatory reporter Training
- Narcan, AED/CPR Training
- American Red Cross Sheltering
- Conflict resolution and de-escalation
- Tagging/securing belongings (coat check style) Training

Volunteers can be paid ACCGov staff members, or vetted volunteers through a community partner who utilize the appropriate liability forms as dictated by ACCGov legal counsel. Eligible ACCGov staff members can be paid additional compensation if eligible by ACCGov agency, however, any affiliated or unaffiliated volunteers will be unpaid by ACCGov.

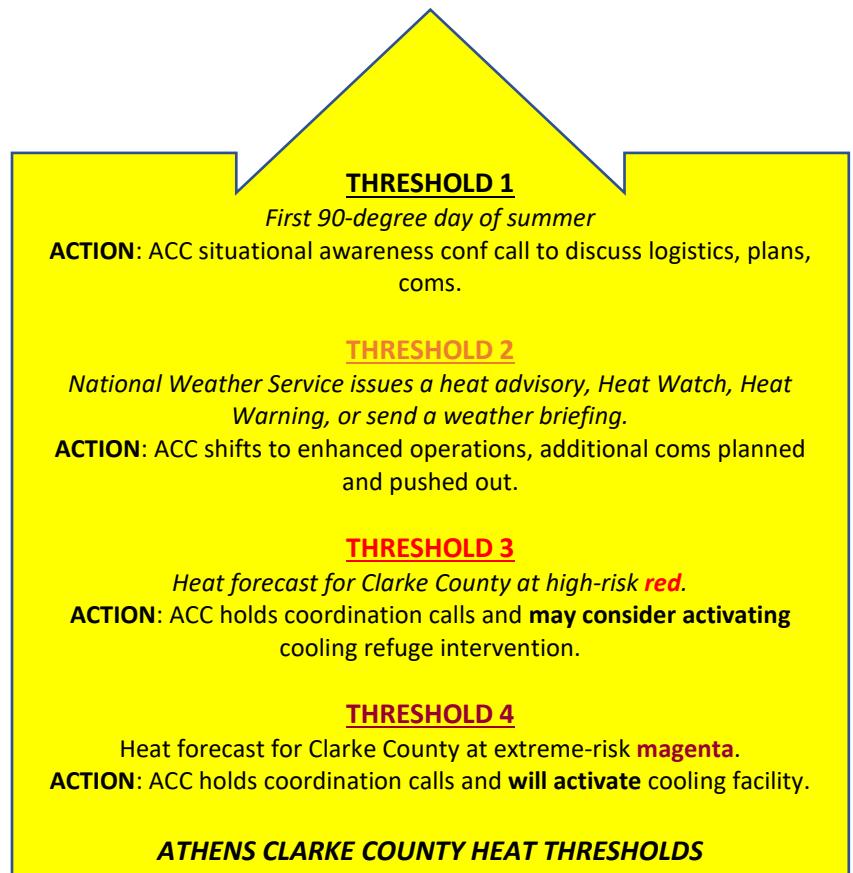
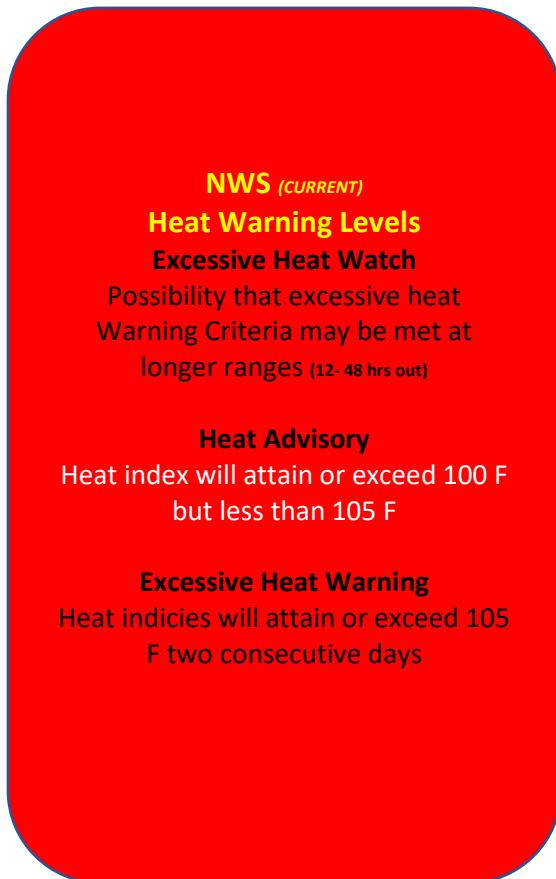
Upon activation of the shelter, volunteers will arrive prior to opening for a facility onboarding which will include review of the emergency plan for the facility, location of important items (first aid kit, AED, landline telephone, etc.), and a refresher of the check-in process for the facility.

## APPENDIX K: DECISION-MAKING WEATHER PRODUCTS

The below products are examples of weather products produced by the National Weather Service and NOAA to assist local municipalities in making appropriate decisions based on inclement weather. The decision to move from Tier 3 to Tier 4 will be made by evaluating any current state of emergencies, as well as a variety of weather products – such as what is outlined below – from the National Weather Service, Peachtree City office.



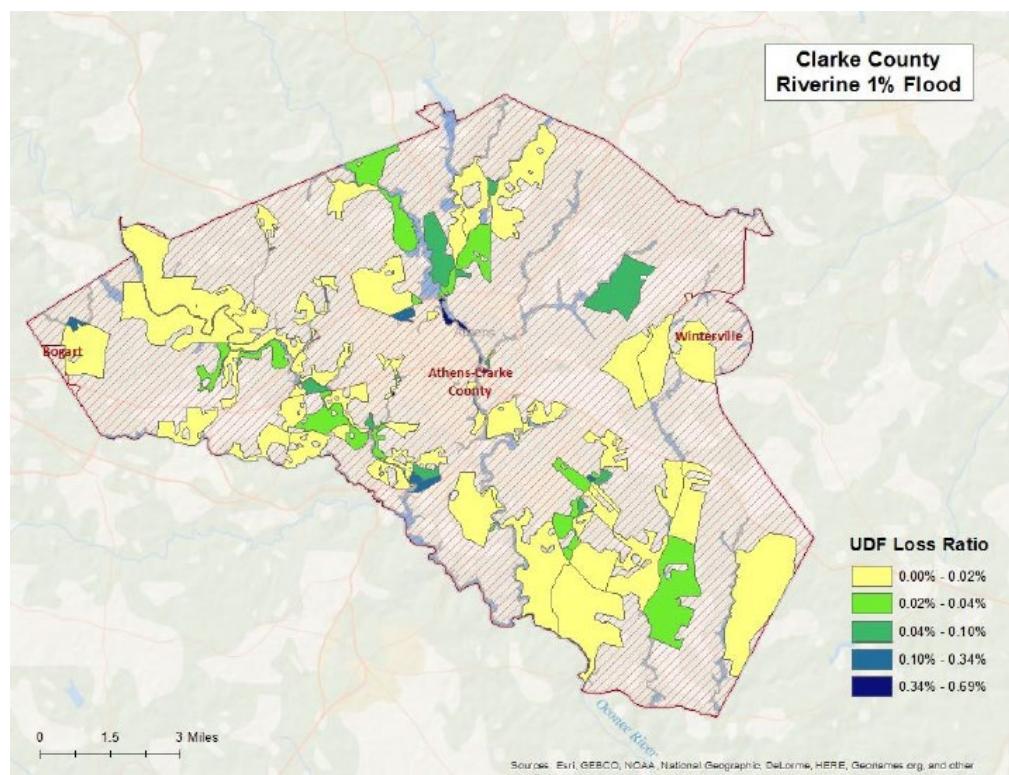
As seen below, these products also exist for extreme or excessive heat. At the time of this plan's conception and adoption, the National Weather Service has announced several "under construction" decision making products surrounding extreme heat. Once live, these products will be integrated into the decision-making process on the local level.



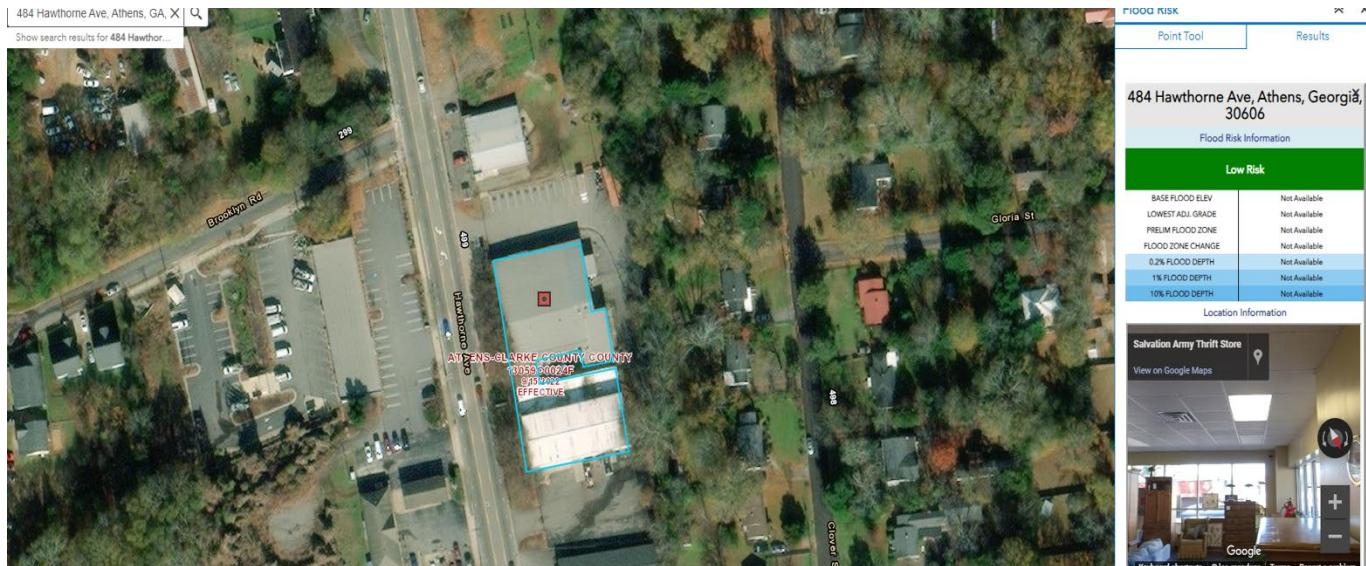
## FLOODING VULNERABILITY

Based upon the 2017 Athens-Clarke County HAZUS report, a flood equivalent to the 1% Riverine flood levels could result in losses in excess of \$37 million. However, it is possible that some areas may not experience total losses while others may be inundated with flood waters who are not designated in the 1% riverine flood areas. Additionally, there are no critical facilities located in the 1% riverine flood areas.

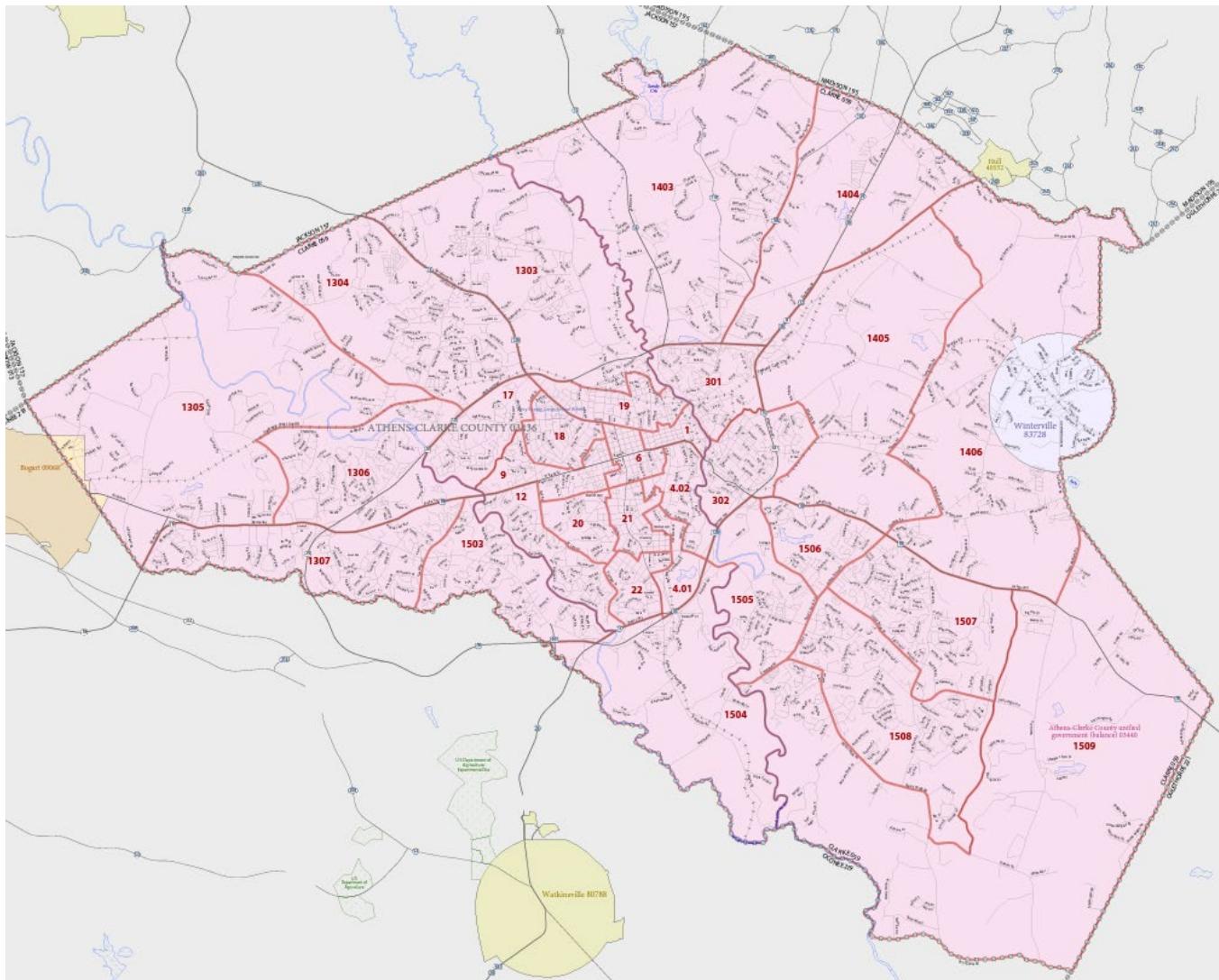
This section of the Athens-Clarke Refuge plan is particularly important to include because one of the main homeless shelters in the county, Bigger Vision, sits directly on the bank of the North Oconee River and therefore in a floodplain. While this plan covers extreme heat and extreme cold as well as all hazards, it is of particular interest to highlight the need for sheltering in the event one of the main shelters in the county becomes uninhabitable. Given ARCs propensity to avoid providing short-term sheltering to the unhoused population, this vulnerability is of great concern and must be planned for.



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## APPENDIX L: ATHENS-CLARKE COUNTY POPULATION AND CENSUS INFORMATION



US Census Map, January 1, 2010

Table 2: Athens Clarke County U.S. Census Data 2020

Census Tract #	Land Area Square Miles	Total Population	65 & Over Population	Population Density	Notes	SVI Score SOCIAL VULNERABILITY INDEX 2018 DATA
1	0.3	3,167	123	9,639.5	Most dense tract, Smallest land area	0.42
301.01	0.6	3,029	81	5,390.8		0.52
302	1.7	4,734	502	2,760.0		0.95
4.02	0.9	7,400	16	8,646.5	Most populated tract	0.48
6	0.5	2,679	185	5,137.8		0.78
9	1.0	3,661	403	3,819.1		0.93
12	1.3	3,060	732	2,283.6		0.50

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1303	6.7	5,532	678	824.7		0.83
1304	5.4	6,291	1,098	1,163.1		0.41
1305	11.9	2,832	564	237.6		0.52
1306	3.5	6,920	1,217	1,944.7	Most 65 over in tract	0.78
1307.1	1.7	4,011	810	2,359.4		0.47
1403	10.5	5,151	624	490.0		0.80
1404	5.3	3,537	442	661.6		0.84
1406	12.5	5,036	807	404.5		0.67
1503	2.5	3,861	714	1,564.1		0.53
1504	5.5	5,100	167	922.8		0.28
1505	2.3	5,285	312	2,326.0		0.27
1506	1.3	4,089	483	3,032.6		0.42
1507.1	1.6	4,928	297	3,140.2		0.56
1508	4.7	5,939	1,115	1,273.7		0.28
1509	18.6	4,285	832	230.5	Largest land area	0.28
18	0.8	2,490	235	3,093.7	Least populated tract	0.52
19	1.1	3,591	274	3,128.8		0.51
21	0.6	3,870	252	5,992.1		0.35
Totals	101.5	106,389	12,963			

Note: 34 U.S. Census tracts in Clarke County, Ga. SVI source: <https://geoxc-apps2.bd.esri.com/Climate/HeatVulnerability/index.html>

Athens Clarke County, Georgia

Land Area Square Miles	Total Population	65 & Over Population	Overall Population Density
119.2	128,671	15,497	1,079.3

## APPENDIX M: DEFINITIONS

**Refuge:** Any operation that is a response to an environmental situation. Refuge can be either a Site, Center, or Shelter.

**Site Cooling or Heating:** a feature where a service can take place. A Splashpad for cooling or a heated patio for warming.

**Center Cooling or Heating:** an air-conditioned or heated public or private building to temporarily (usually during the hottest/coldest part of the day) deal with the adverse health effects of extreme weather conditions, like the ones caused by heat waves or extreme cold. Open 4 to 8 hours/24-hour period.

**Shelter Cooling or Heating:** an air-conditioned or heated public or private building open 8 to 24 hours a day to deal with the adverse health effects of extreme weather conditions, like the ones caused by heat waves or extreme cold.

**Displaced:** Any individual who, as a direct result of a disaster or incident, is unable to return to their permanent dwelling, temporary dwelling or place of habitual residence. Individuals may be displaced due to evacuation or as a result of disaster impact creating an unsafe environment.

**Evidence based decision:** decisions made based on data and documented best practices based on experience and research.

**Incident:** Any condition that warrants a response by ACCGov

**Sensitive Population:** any group of the community that experiences hardships disproportionately to the majority of the community. Some Groups considered in this plan are:

Medically fragile

Non-Native English Speakers

Transient or Unhoused groups – HUD definition

Elderly groups

Special Populations

Children

**Underserved Populations/Communities:** Groups that have limited or no access to resources or that are otherwise disenfranchised. These groups may include people who are socioeconomically disadvantaged; people with limited English proficiency; geographically isolated or educationally disenfranchised people; people of color as well as those of ethnic and national origin minorities; women and children; individuals with disabilities and others with access and functional needs; and seniors.

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**Volunteer:** Any individual who is acting outside of their required work duties to perform or assist in performing a task.

## APPENDIX N: REFERENCES

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