



Temporary Evacuation Point/Sheltering Overview

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When Clients are told to evacuate, and go to a TEP?

(Temporary Evacuation Point)

- The Evacuees will be directed to report to a temporary evacuation point through social media, government partners and traditional media or your County ALERT System
- Appropriate signage will be placed in the area leading to the site to ensure clients can find the location.
- Clients will be greeted by Red Cross Associates at the Entrance. They will:
 - Write the number in which they arrived on front of an index card and their car license number on the back of the index card.
 - Place numbered index card (Vehicle number up) on windshield under the wiper.
 - They will provide clients a packet (large plastic baggie) with documents explaining next steps, purpose of contents in baggie and recommended guidelines while at or in the temporary evacuation point, and PPE. (face mask, tempa-dot, sm. tissue pk, and small hand sanitizer).
 - An Associate will remind clients to read packet and fill out phone number on the index card
 - Distribute snacks/water to clients.
 - Monitor vehicles for questions or concerns (clients will be asked to turn on headlights if they need something)



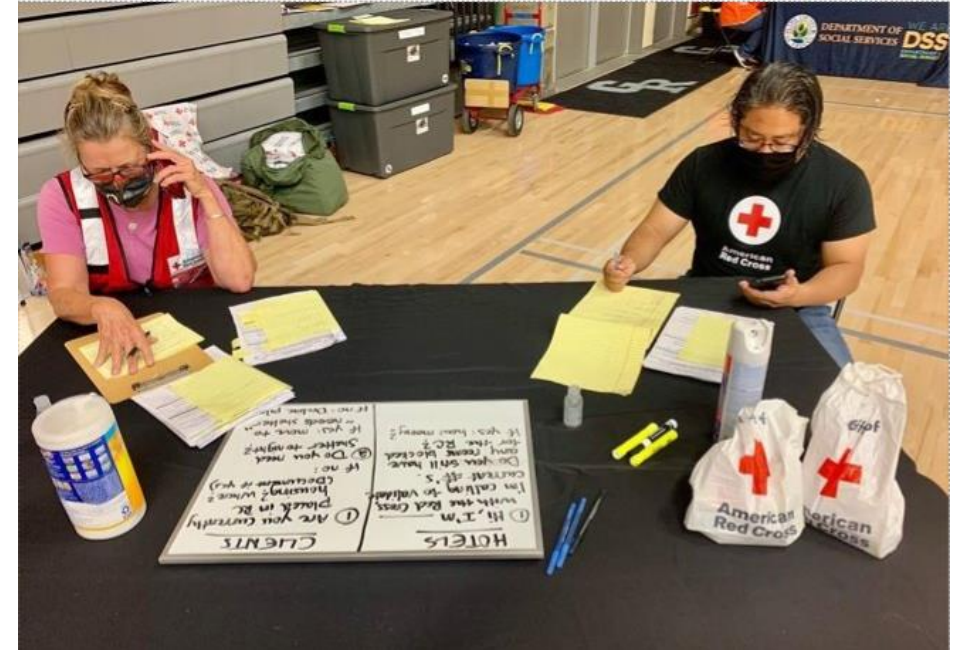
Temporary Evacuation Point Short Registration

- Registration associates will:
 - Gather phone numbers from index cards on car windshields, this is for cell phone interviews so if they become so impacted with new arrivals a VTEP can be started where virtual workers will call clients to start the registration process.
 - An Associate will fill out the Shelter Dormitory Registration Form via cell phone interview or face to face if client has no phone available, by using social distancing within 15 minutes of clients' arrival.
 - Physical distancing guidelines will be maintained
 - Masks must be worn for all in person interactions
 - If client arrives without a vehicle
 - Registration Associate will conduct the registration process as listed above
 - Registration area set up at temporary evacuation point building and primary client is requested to go to registration area.
 - Only primary client should go to registration area
 - Client chairs (if needed) are set up 6 feet apart to maintain physical distancing protocols and interview takes place.
 - Form does not need to be signed and there should be no exchange of paperwork.
 - Once client has completed registration process chairs should be disinfected for the protection of all clients, Registration Associate and Red Cross staff.
 - Explain to client disinfecting process will be conducted with all clients and intention is not to offend or single out but for the health and safety of all.
 - In both methods of face-to-face interviews both the client and Registration Associate will dawn face masks.
 - At no time should paperwork, pens or any items be exchanged between client and Registration Associate.
 - For clients that will be waiting at non-vehicle area 6 foot spacing should be maintained.



What happens after the TEP-into a Shelter

- One of two things will determine what happens next.
 - **1.** The event is under control, and evacuation orders are lifted, and people can return to their homes.
 - **2.** The event will be going a bit longer, and a shelter is requested.
- We would then direct clients to another location for a shelter, if the TEP location was NOT sustainable as a shelter. **(we are trying to make the TEP locations also be shelter locations if needed).**
- Clients would then take their index card with them to the shelter location for registration into the shelter.
- If the shelter is at the TEP, a Red Cross associate would direct you to the registration and health screening area before entering the shelter.
- The Red Cross requires all persons in Red Cross shelters to wear appropriate face covering—both clients and workforce.



Inside the Shelter-Keeping you Safe

- We understand this is a difficult and unfamiliar situation for you. Sudden changes from a disaster create worry, confusion, and sadness – feelings that may be compounded by concerns about COVID-19.
- The Red Cross is committed to the health and safety of everyone in the shelter. We have put procedures and protocols in place to support this, which includes screening everyone before they enter the shelter.
- If you leave the shelter, we may require you to go through a health and temperature screening again before coming back. In addition, everyone must sign in and out when coming and going from the shelter.
- Social distancing means creating physical space between people to avoid spreading illness. This safety measure means we all stay at least 6 feet (1.8 meters or about the height of a standard refrigerator) away from other people to lessen the chance of catching or sharing COVID-19. This space helps limit exposure to droplets from coughing, sneezing, or talking.
- Keeping this distance may feel difficult and unnatural – it helps to remember that this is a way to care for one another. For safety, please spend most of your time in your individual space in the dormitory area. Depending upon the layout of the shelter, there may be a common area that follows social distancing guidelines.

