

STATE OF NEW JERSEY  
SCHOOL EMERGENCY OPERATIONS PLAN GUIDELINES  
EVACUEE RECEPTION ANNEX

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I. SITUATION

- \_\_\_\_\_ A. Provide a statement that describes the organization and procedures in place to deal with the reception of evacuees from other schools, or from the community.
- \_\_\_\_\_ B. Identify the facility's capability to provide feeding, medical care and other necessities for evacuees during emergencies
- \_\_\_\_\_ C. Identify any supplemental personnel or resources available through other organizations during emergencies.
- \_\_\_\_\_ D. Identify the amount of evacuees your facility can accept in an emergency situation, based upon the American Red Cross standard of 40 sq. feet per person.
- \_\_\_\_\_ E. Identify any additional space that may be usable to stage incoming evacuees and resources during an emergency.
- \_\_\_\_\_ F. Identify any deficiencies regarding resources and supplies including food, beds, etc. Describe seasonal issues, summer closing, or reliance on catered/external food resources.
- \_\_\_\_\_ G. Identify the potential of evacuees: where they may come from, how may be sent, what resources they may supply and what additional resources if any may be required. Utilize information for the county or municipal EOP or from agreements with organizations tasked with shelter operations.
- \_\_\_\_\_ H. Identify the procedure to handle an overflow of evacuees including who to contact, where they can be diverted to and how to obtain additional resources.

II. OPERATIONS & CONTROL

- \_\_\_\_\_ A. Describe who will operate the reception center(s)/shelter(s).
- \_\_\_\_\_ B. Describe the decision process to be followed when requested to receive evacuees.

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- \_\_\_\_\_ C. Describe how evacuees will be processed into the facility including registration and staff notification. If this is not a school function, describe the organization responsible and their procedures.
- \_\_\_\_\_ D. Describe the process you will use to access volunteer assistance such as the American Red Cross and the Salvation Army to assist with medical, psychological and mass care services.
- \_\_\_\_\_ E. Describe who will determine when evacuees can be released from the facility.
- \_\_\_\_\_ F. Identify what precautions the school will take to limit possible security deficits and other problems of housing evacuees. If the school is utilized as a shelter by an outside organization, describe the coordination between the school, the shelter operator and municipal law enforcement.

### III. RESPONSIBILITIES

- \_\_\_\_\_ A. Identify the individual, group, or organization responsible for receiving evacuees.
- \_\_\_\_\_ B. Outline staff responsibilities, by title, for receiving evacuees, if the shelter is operated by the school.
- \_\_\_\_\_ C. Identify the individual, by title, who is responsible for coordinating the resource needs with local officials, district personnel and voluntary organizations.
- \_\_\_\_\_ D. Identify the individual, by title, who is responsible for coordinating requests for additional equipment and supplies and for providing acquisition of additional equipment when needed for evacuees.
- \_\_\_\_\_ E. Identify the roles of the coordinating personnel from the sending site. (i.e., crowd control, registration assistance, etc.)
- \_\_\_\_\_ F. Provide a copy of this section of the plan to any facilities which may evacuate to this facility.

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IV. APPENDICES/ATTACHMENTS

- \_\_\_\_\_ ERA1 Reception SOP-s
- \_\_\_\_\_ ERA2 Operational Checklists
- \_\_\_\_\_ ERA3 Facility diagram showing alternate housing space
- \_\_\_\_\_ ERA4 Reception agreements