

Minutes
 Winchester Department of Social Services
 Advisory Board Meeting
 Thursday, May 26, 2016

Members Present: Ann Dillard, Eden Freeman, Kim Herbstritt, Marie Imoh, Karen Shipp, Patrick Wingfield

Members Absent: Tricia Stiles, Betty Curtis, Kathy Tagnesi, Les Taylor

Staff/Guests: Amber Dopkowski (WDSS Director), Sherry Champney (WDSS Admin Supervisor), Georjean Coco (WDSS Asst. Director), Cindy Cooper (WDSS Benefits Supervisor), Erin Ridout (WDSS Family Services Supervisor), Nancy Valentine (WDSS Finance Supervisor), Sarah Wingfield (WDSS Family Service Manager), Connie Greer (WDSS Admin Programs Asst.)

RECAP of Board Votes:

Motions:

Action:

Status:

Motion to Adopt the Minutes of the March 24, 2016 Advisory Board Meeting

1st: Marie Imoh
2nd: Kim Herbstritt

Approved
Unanimously

Motion to Adjourn

1st: Kim Herbstritt
2nd: Patrick Wingfield

Approved
Unanimously

Item	Discussion	Action
Call to Order/Approval of Minutes	<ul style="list-style-type: none"> • The meeting was called to order at 4:00 pm by Karen Shipp 	<ul style="list-style-type: none"> • <i>The Minutes from the March 24, 2016 meeting were reviewed. On motion by Ms. Imoh and seconded by Ms. Herbstritt, the Minutes were approved unanimously.</i>
Announcements	<ul style="list-style-type: none"> • No reports 	<ul style="list-style-type: none"> • <i>No action required</i>
Staff Reports	<ul style="list-style-type: none"> • Staff Report <ul style="list-style-type: none"> ○ Protective Services Team ○ Family Services 	<ul style="list-style-type: none"> • <i>Ms. Wingfield reported new referrals peaked at 42 new valid Child Protective Services referrals.</i> • <i>There have been 25 APS reports, with an increased number of reports of financial exploitation, and 10-15 adult services intakes</i> • <i>Beginning June 1, the APS worker will not be involved in child/young adult screenings.</i> • <i>The team is fully staffed, with 2 workers recently attending the Child First forensic training.</i> • <i>Ms. Ridout reported that there are currently 41 foster care cases.</i> • <i>Ms. Ridout reported Child Protective Services ongoing has</i>

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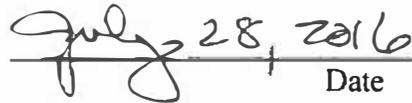
	<ul style="list-style-type: none"> ○ Benefits Team ○ Self-Sufficiency Team ○ Administrative/Finance Services 	<p><i>approximately 46 open cases, with 6 cases "on notice" and 5 voluntary family services cases.</i></p> <ul style="list-style-type: none"> ● <i>There were no finalized adoptions.</i> ● <i>Interviews are underway for a new human services assistant for the team.</i> ● <i>A recent IV-E review received positive initial results and improvement was noted.</i> ● <i>May is Foster Care appreciation month; foster families were given a folio as a token of appreciation.</i> ● <i>Ms. Cooper reported 44 applications for daycare assistance, 258 for Medicaid, and 41 for TANF had been processed.</i> ● <i>The team is fully staffed, and cross-training is underway.</i> ● <i>Ms. Coco reported that the self-sufficiency team has 46 VIEW cases, 32 current childcare assistance cases, 7 possible fraud cases. The child care waitlist is down from 67 to 38 case on the list.</i> ● <i>Ms. Champney reported that during the month of April 1241 individuals came into the office for various reasons.</i> ● <i>Ms. Valentine reported that the service file room improvement project is completed.</i> ● <i>Ms. Valentine also reported that the team hired a new part-time human services assistant.</i> ● <i>The year-end for the Commonwealth is May 31st; there will be a state audit at social services on June 8 and June 9.</i> ● <i>Ms. Dopkowski reported there is</i>
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	<ul style="list-style-type: none"> • Social Services Vacancy Report • McCrory Fund 	<p><i>one current vacancy for a human services assistant; interviews for that position will take place beginning June 3.</i></p> <ul style="list-style-type: none"> • <i>The current balance is \$198,567.59. This can only be accessed by Advisory Board approval. There are currently no requests before the Board.</i>
Board Activities	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • <i>No action</i>
Old Business	<ul style="list-style-type: none"> • 2016 Community Partner Reception 	<ul style="list-style-type: none"> • <i>Community partner award ceremony immediately follows this Advisory Board meeting.</i>
New Business	<ul style="list-style-type: none"> • Mass Care Exercise 	<ul style="list-style-type: none"> • <i>Ms. Dopkowski and Ms. Coco explained the role of the social services department in the event of a mass care sheltering situation. See attached presentation.</i>
Date and Location of Next Meeting/Adjournment	<ul style="list-style-type: none"> • The next Social Service Advisory Board meeting will be held Thursday, July 28, 2016, 4:00 pm in the DSS Board Room 	<ul style="list-style-type: none"> • <i>On Motion to adjourn the meeting by Ms. Herbstritt, seconded by, Mr. Wingfield, the motion was passed unanimously. The meeting was adjourned at 4:50 p.m. with the Community Partner Award Reception immediately following.</i>



 Signature



 Date

/cpg
 Enclosure: Advisory Board Meeting Attachments May 26, 2016

• May 26, 2016

Advisory

• Board

Meeting

Attachments



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Signature

Date

/cpg

Enclosure: Advisory Board Meeting Attachments May 26, 2016

**Winchester Social Services
Mass Care Planning**

**Emergency Support Function
(EFS) #6**

- EFS #6 is a living document that outlines the City's plan for persons who have been evacuated, either from a high-risk area in anticipation of an emergency or in response to an actual emergency.
- Promotes the delivery of services and programs to assist those impacted by an incident. Provides for:
 - Mass Care
 - Housing
 - Human Services

Mass Care

- Primary Responsibility of Social Services and Emergency Management
- Secondary/Support agencies include but not limited to:
 - America Red Cross
 - Winchester Public Schools
 - Winchester Parks and Recreation
 - Winchester Police Department
 - Winchester Fire and Rescue
 - Salvation Army

Tiered Approach to Mass Care

- Tier I—American Red Cross will be responsible for sheltering 12 to 24 people (4 to 6 hotel rooms)
- Tier II—Department of Social Services will be responsible for sheltering 12 to 24 people (4 to 6 hotel rooms)
- Tier III—Mass Care will be implemented by Emergency Management, DSS, American Red Cross and secondary agencies

Shelter Sites

- Jim Barnet Park War Memorial Building/Active Living Center (*Primary Site)
- Daniel Morgan Middle School
- Other Winchester Public Schools Sites
- Fire Halls—Shawnee and Friendship
- American Red Cross Building

Pet Sheltering

Pet sheltering areas are designated at the War Memorial Building and Daniel Morgan Middle School.

It not the responsibility of Social Services to manage pet shelter. Pet sheltering is managed by members of the Community Response Team (CRT).

WDSS Shelter Assignments

- 3 Shifts; Rotates in 12 hour shifts
- WDSS has a 48-72 hour responsibility to maintain shelter operations
- Duty Assignments:
 - Shift Manger
 - Shift Supervisor
 - Registration/Intake
 - Information/Logistics
 - Security
 - Feeding
 - Dormitory

Shelter Manager

- Oversees all shelter operations and is the point of contact between the shelter, EOC, and community
- Provides supervision and administrative support at the shelter
- Coordinates the work of the shelter team
- Ensures that shelter residents are safe and that their needs are met

Shift Supervisor

- Provides supervision and administrative support at the shelter under the guidance of shelter manger, as part of the shelter management team
- Ensures that shelter residents are safe and that their needs are met

Information/Logistics

- Provides clients access to disaster and recovery information, as well as shelter rules, routines, services
- Assesses areas of need for shelter operations
- Communicates with Shelter Manager/Shift Supervisor regarding assessed needs
- Supplies/inventory maintenance
- Transportation and donation coordination

Registration/Intake

- Registers people affected by the disaster upon arrival, maintains a system for checking occupants in and out when they leave, and manages the recordkeeping system for registration forms.
- Intake collects information from head of household to determine if any additional needs exist to provide for proactive planning (i.e. health issue).

Dormitory

- Sets up and monitors sleeping areas, assists clients with needs and coordinates with logistics, shelter manager, shelter supervisor to procure supplies necessary for shelter dormitory.

Feeding

- Provides assistance ensuring people are fed, includes serving meals and maintaining the canteen area. Works in conjunction with the Salvation Army.

Security

- Helps to ensure the security of the shelter and maintains order and discipline
- Liaison with law enforcement official
- Est. and place signage (entry, exit, rules/regulations, etc.)
- Supports shelter rules
- Secures all entries and exits to shelter
- Maintains communication with and directs any problems to law enforcement official

Shelter Kit

- Mobile kit with forms, signage, supplies and equipment
- Requested funding in FY2016 Budget to purchase needed supplies and funding was awarded by City
- Shelter kit to be maintained at DSS or shelter site
- Emergency Operations Center (EOC) In A Box

EOC In A Box

- 10 lap tops
- 3 printers
- 2 cradle points
- 2 SIMS cards

Items will be located at EOC and Shelter Location

Next Steps

- Table Top Exercises—each shift will participate as a team (completed fall 2015)
- Functional Exercises—Completed on March 25th
- Full Scale Exercise—to be planned

Questions?

Emergency Support Function #6 – Mass Care, Housing, Human Resources

Primary Agency

Department of Social Services

Secondary/Support Agencies

Winchester Public Schools

Winchester Transit

Winchester Police Department

Winchester Fire and Rescue

American Red Cross

Salvation Army

Faith Based

Virginia Voluntary Organizations Active in Disaster (VVOAD)

Health Department

Virginia Department of Mental Health, Mental Retardation and Substance Abuse Services

NOAHS Wish

City Sheriff

Parks and Recreation

Society for Prevention of Cruelty to Animals (SPCA)

Introduction

Purpose:

Emergency Support Function (ESF) #6 receives and cares for persons who have been evacuated, either from a high-risk area in anticipation of an emergency or in response to an actual emergency.

Scope:

ESF #6 promotes the delivery of services and the implementation of programs to assist individuals, households, and families impacted by an incident. This includes economic assistance and other services for individuals. ESF #6 includes three primary functions: Mass Care, Housing, and Human Services. The ESF #6, Mass Care, Housing and Human Services systems operates at two levels – the Emergency Operations Center and the field operations.

- **Mass Care** involves the coordination of non medical mass care services to include sheltering of victims, organizing feeding operations, providing emergency first aid at designated sites, collecting and providing information on victims to family members, and coordinating bulk distribution of emergency relief items.

- **Housing** involves the provision of assistance for short- and long-term housing needs of victims. Housing is a coordinated effort with other City entities or Non Governmental Agencies (NGA) such as the American Red Cross and/or the Salvation Army.
- **Human Services** include providing victim related recovery efforts such as counseling, identifying support for persons with special needs, expediting processing of new benefits claims, assisting in collecting crime victim compensation for acts of terrorism, and expediting mail services in affected areas.

Policies:

Potential hazards may require an evacuation. The actual situation will determine the scope of the evacuation and the number of evacuees who will utilize a shelter.

The Coordinator for Emergency Management will determine if a shelter is to be opened and will also select the shelter site(s) in coordination with the primary response agency and the agency that is the provider of the site.

All government/volunteer/private sector resources will be utilized as necessary.

As needed, sheltering, feeding and emergency first aid activities will begin immediately after the incident is identified. Staging of facilities may occur before the incident when the incident is anticipated.

Information about persons identified on shelter lists, casualty lists, hospital admission, etc., will be made available to family members to the extent allowable under confidentiality regulations.

Efforts will be made to coordinate among agencies providing information to minimize the number of inquiry points for families.

Concept of Operations

General:

In the event of a small-scale evacuation, shelter and care may be provided at the nearest public safety facility, which could include public schools, fire stations. Winchester motels and churches may also be used to shelter evacuees. In the event of a large-scale evacuation/displacement of residents, or when the Coordinator along with the Incident Commander decides that a larger facility is required, the Coordinator will advise the Department of Social Services, Superintendent of Schools and Parks and Recreation. The Director of Social Services and/or the designee will contact the Director of Parks and Recreation, Superintendent of Schools or other individuals responsible for designated shelter sites. The contacted individual(s) will then activate one or more of the schools or

facility they are responsible for in the city as shelter center(s) and will designate a manager to be responsible for operations at the facility. The Department of Social Services will be responsible for registration and record keeping. The American Red Cross will assist with operations and management at each facility. The City of Winchester recognizes sheltering may exist in various forms ranging from the need for short term sheltering for one individual to mass sheltering involving multiple individuals. Based on this understanding and the goal of providing needed services to a wide range of individuals in varying circumstances the Department of Emergency Management and the Department of Social Services in concert with partner departments and agencies have devised and established a Tiered policy regarding sheltering. This Tiered policy permits expeditious services to those in need and is fiscally responsible. The Tiered Program is a coordinated effort with NGOs, and City Departments. It is designed as follows:

***Tier I** – When an event occurs requiring sheltering of individuals and/or families the first course of action will be a coordinated effort with the American Red Cross. The American Red Cross (ARC) will shelter individuals in accordance with their policies and procedures. The ARC will be responsible for sheltering 12-24 individuals and/or engaging four (4-6) hotel/motel rooms to accommodate the individuals. Each incident will be addressed on a case by case basis and the number of individuals sheltered and hotel rooms will be dependent on the relationship of those needing sheltering. As an example the maximum number of hotel rooms will be 6. If there are six (6) families of four related individuals totaling twenty-four (24) individuals six (6) hotel rooms will be engaged. However if those needing sheltering are unrelated the hotel rooms engaged will be 4-6. Lodging through Tier I policy will not exceed three (3) registered days unless specifically authorized by the ARC. The ARC is responsible for all registration requirements during the Tier I phase of the plan.*

The ARC will be notified by the agency in charge of the incident through the Emergency Communications Center (ECC) of the event and upon notification will respond to the scene and institute sheltering procedures. The requesting agency will also be responsible for having the Department of Emergency Management and Department of Social Services notified of the event and providing a situation report. Situational awareness is vital to shelter operations to ensure the proper preparatory measures are deployed. The Departments of Emergency Management and Social Services will be responsible for coordinating with the ARC relating to all actions associated with sheltering. When practical, vouchers may be utilized to provide nourishments for individuals/families. The ARC will work with the City of Winchester to provide such vouchers when feasible to prevent duplication. Vouchers may be provided by the ARC or the City of Winchester during either of Tier I or Tier II phases of the plan.

***Tier II** – When the ARC has addressed the needs of 12-24 individuals and or has engaged four-six (4-6) hotel/motel rooms and determined additional accommodations are required the ARC will contact the Department of Emergency Management and Department of Social Services for assistance. It will be the responsibility of the Departments of Emergency Management and Social Services to respond to the scene of the event and assist the ARC with sheltering. The Departments of Emergency Management*

and Social Services will be responsible for coordinating with the ARC and providing sheltering for 12-24 individuals and engaging four-six (4-6) hotel/motel rooms to accommodate the individuals. Each incident will be addressed on a case by case basis and the number of individuals sheltered and hotel rooms will be dependent on the relationship of those needing sheltering. As an example the maximum number of hotel rooms will be 6. If there are six (6) families of four related individuals (or combination totaling twenty-four individuals) six (6) hotel rooms will be engaged. However if those needing sheltering are unrelated the hotel rooms engaged will be 4-6. No more individuals will be sheltered than can be accommodated in six (6) hotel/motel rooms.

The ARC and Departments of Emergency Management and Social Services will coordinate their efforts within Tiers I and II in order to provide needed sheltering in an expeditious manner considering the needs of the individuals and available resources. When practical, vouchers may be utilized to provide nourishment for the individuals being sheltered or if possible may utilize other Non-Government Organizations (NGO) resources such as the Salvation Army. Tier I & II sheltering is intended as short term sheltering for a period not to exceed three (3) nights lodging. Lodging through Tier II policy will not exceed three (3) registered days unless specifically authorized by the City Emergency Management Department.

If a shelter is open at any time during the three (3) night lodging process of Tier I or Tier II, the individuals/families will finish their current overnight's stay and be moved to the open shelter, when practical, the next day. This movement will be organized with ESF #1, Transportation, by the EOC in union with ESF #6 representatives and the shelter manager of the shelter receiving the citizens.

Tier III – *When an event results in the need to shelter more than twenty-four (24-48) individuals it will be the responsibility of the Departments of Emergency Management and Social Services in a coordinated effort with the ARC to implement Mass Care. Mass Care when instituted will cause a designated shelter to be opened and those being sheltered will be relocated to a mass care shelter which may serve as a short or long term shelter depending on the extent of the event. The opening of shelters will be dependent upon the extent of the event, the number of individuals requiring sheltering, the length of time sheltering may be required and the location of the event so as to ensure safety of those being sheltered/evacuated. Refer. It will be incumbent upon the Departments of Emergency Management, Social Services, ARC to coordinate sheltering operations and provide necessary resources in a coordinated effort through other agencies/departments to ensure the safety of those individuals being sheltered as well as those staffing the shelters.*

The Emergency Management Coordinator and the Department of Social Services will coordinate with ESF 15, External Affairs to establish a news release that identifies the location of the facility and the items evacuees should consider bringing with them if able. ESF 15 will use all available means necessary to include but not limited to the City of Winchester's home page, City of Winchester's Facebook page, Channel 6, City of

Winchester’s twitter account, and Everbridge Mass Notification System. Evacuees will be advised to bring the following items with them if time and circumstances permit:

- one change of clothing,
- special medicines
- baby food and supplies if needed
- Sleeping bags or blankets.

Upon arrival, registration forms will be completed for each individual/family and then reviewed by the Shelter Staff (DSS and/or ARC). Records will be maintained on the whereabouts of all evacuees throughout emergency operations. The American Red Cross and the Salvation Army may provide food and clothing, and assist in shelter operations in accordance with the Statement of Understanding with the City of Winchester and the Commonwealth of Virginia.

The Departments of Social Services and Emergency Management will attempt to identify those facilities and individuals within the community that may be classified as having special needs and compile a register of the facilities and individuals. The register may be utilized to contact these individuals during a major emergency or disaster and address their needs.

Should crisis-counseling services be required, trained mental health professionals will be provided by Winchester Community Services Board, in conjunction with the Department of Mental Health, Mental Retardation and Substance Abuses Services (DMHMRSAS).

Daily situation reports will be provided to the Winchester Emergency Operations Center (EOC) about the status of evacuees and of operations at the shelter center(s). The Winchester EOC will then relay information to the Virginia EOC. Adequate records must be maintained for all costs incurred in order to be eligible for post-disaster assistance.

Mass Sheltering - Alternative:

In the event of a major emergency or disaster situation impacting major portions of the City or neighborhoods the Emergency Management and Social Services Departments may execute the option of immediately establishing Mass Care Sheltering in accordance with Tier III policy procedure in lieu of utilizing progressive sheltering as outlined in Tier I & II. This will be a joint decision and partners will be immediately notified that Mass Care Sheltering will be established.

If the ARC does not have the ability to implement Tier I, the Emergency Management Coordinator and DSS will make a joint decision to implement Tier II of the plan.

Tier III may be scaled back to either Tier I or II if the EOC and the ARC does not find it economically or practically feasible in continuing to maintain the shelter which may continue to have individual/families present. If the numbers of individuals/families are in concurrence with Tier I or Tier II policies, a joint decision from the EOC and the Shelter Manager shall be made to scale back from Tier III to Tier I and/or Tier II.

Organization:

The Department of Social Services, assisted by the Superintendent of Schools and the American Red Cross, is responsible for the reception and care of evacuees. Public school employees and Parks and Recreation staff may be assigned support tasks. The Winchester Police Department or a private security company will provide security. The Virginia Department of Health, Lord Fairfax Health District along with EMS providers will provide first aid and limited medical care service at the shelter(s). The Health Department can be made available upon request through the EOC and ESF #8. The Health Department, through ESF #8 – Public Health, and Med. Services, will conduct the planning and operation of special needs and communal disease sheltering. The Health Department through ESF #8 in the EOC in coordination with the Shelter Manager will develop a process to identify, screen and handle evacuees who have been exposed to hazards such as infectious waste, polluted floodwaters, chemical hazards.

Shelter Staffing:

Mass Care Sheltering will require sufficient staffing to provide for the immediate needs of those being sheltered from a short term and long term perspective. Staffing will not only provide for the immediate needs of those being sheltered but will ensure the safety of the shelter as well as the occupants. Minimum staffing per each shelter will be as identified below.

Minimum Staffing Levels per Shift:

Social Services	2
Emergency Medical Services	2
Law Enforcement	1
Site Support Personnel	2

Optional Staffing Levels:

- American Red Cross
- Salvation Army
- Virginia Department of Health
- Additional Law Enforcement
- Mental Health Professionals
- Additional Resources as Required

During an emergency or disaster event, the EOC Logistic Section Chief will coordinate resources needed.

The EOC will coordinate transportation to the shelter site and secondary transportation, as needed, through ESF 1 - Transportation. The Transportation Department provides transportation resources to transport special needs or isolated populations to shelters as needed.

NOTE: Minimum staffing levels will be required at any time a Mass Care Shelter is established. Optional and or additional staffing will be dependent upon the number of individuals being sheltered, the duration of time the shelter will be operated and the services identified within each shelter.

Actions

- Identify shelter facilities and implement Memorandum of Agreement (MOA) and other agencies;
- Develop plans and procedures to transport, receive, and care for an indeterminate number of evacuees;
- Determine the maximum capacities for each potential shelter;
- Designate managers and other key staff personnel;
- Develop plans and procedures to receive and care for persons with disabilities evacuated from residential homes and treatment facilities that operate 24 hours a day, 7 days a week;
- Develop plans and procedures to receive and care for the animals of the evacuees in coordination with ESF #11;
- Provide mass transportation as required;
- Provide mass feeding as required; and
- Document expenses.

Responsibilities

- Activates support agencies.
- Coordinates logistical and fiscal activities for ESF #5.
- Plans and supports meetings with secondary agencies, and ensures all agencies are informed and involved.
- Coordinates and integrates overall efforts.
- Provides registration and record keeping.
- Provides crisis-counseling services as required.

- Provides emergency welfare for displaced persons.
- Coordinates release of information for notification of relatives.
- Provides assistance for special needs population.
- Assists in provisional medical supplies and services.
- Provides available resources such as cots and ready to eat meals.
- Coordinates evacuee transportation.

**Tab 1 Emergency Support Function #6
Shelter Registration Form**

American Red Cross Incident/DR Number &
 Name: _____
Shelter Registration Form Shelter
 Name: _____
Please print or type all sections Shelter City, County/Parish,
 State: _____

Family Name (Last Name):	Total Family Members Registered: Total Family Members Sheltered:
Pre-Disaster Address (city/State/Zip) Post Disaster Address (if different)	Identification verified by (Record type of ID; if none, write none):
Home Phone: Cell Phone/Other:	Primary Language: (If primary language is not English please list any family members who speak English)
Method of Transportation: (If personal vehicle plate # State: (for security purposes only)	

INFORMATION ABOUT INDIVIDUAL FAMILY MEMBERS (for additional names, use back of page)

Name (Last & First)	Age	Gender (M/F)	Room/Cot Number	Arrival Date	Departure Date	Departing? Relocation address and phone

Are you required by law to register with any state or local government agency for any reason?
 Yes No (circle one) If Yes, please ask to speak to the shelter manager immediately

I acknowledge that I have read/been read and understand the Red Cross shelter rules and agree to abide by them.

Signature: _____
 Date: _____

CONFIDENTIALITY STATEMENT
 American Red Cross generally will not share personal information that you have provided to them with others without your agreement. In some circumstances disclosure could be required by law or the Red Cross could determine that disclosure would protect the health or well being of its clients, others, or the community, regardless of your preference.

 Below, please initial if you agree to release information to other disaster relief, voluntary or non-profit organizations and/or governmental agencies providing disaster relief.

 I agree to release my information to other disaster relief, voluntary or non-profit organizations

I agree to release my information to governmental agencies providing disaster relief

By signing here, I acknowledge that I have read the confidentiality statement and understand it.

Signature: _____ Date: _____

Shelter Worker

Signature: _____

After registration, each family should go through the Shelter Initial Intake Form to determine if further assistance or accommodation is needed.

For Red Cross Use Only		
Copy distribution Form 5972 Rev. 0207		
1. Shelter registration on-site file – Mass Care	2. Information Management (Date Entry)	3. Client (if requester)

This "Disaster Shelter Registration" form (#5972) is the standard form used by all American Red Cross Shelter Centers. It is a four-part form with the back copy made of card stock. Copies are distributed within the Shelter Center for various functions such as family assistance and outside inquiry. This form should be kept on hand locally in ready-to-go Shelter Manager Kits. It is available from the American Red Cross National Office through local chapters. They recommend keeping 150 forms for every 100 expected evacuees.

Tab 2 to Emergency Support Function #6

Tab 2 has been purposely left blank while research and confirmation of information is pursued.

Tab 3 to Emergency Support Function #6

SHELTER LOCATIONS AND ADDRESSES

Name/Location	Address
Active Living Center/War Memorial Building	1001 E. Cork Street Jim Barnett Park
Virginia Avenue-Charlotte DeHart Elementary School	550 Virginia Avenue
Daniel Morgan Middle School	48 Purcell Avenue
Frederick Douglas Elementary School	100 Cedarmeade Avenue
John Handley High School	425 Handley Blvd.
Quarles Elementary School	1310 S. Loudoun Street
John Kerr Elementary School	536 Jefferson Street
Shawnee Fire Company *	2210 Valor Drive
Friendship Fire Company *	627 N. Pleasant Valley Road

*Temporary

Tab 4 to Emergency Support Function # 6

City Public Schools

Name // Location	Address
John Kerr Elementary	536 Jefferson Street, Winchester, VA 22601
Frederick Douglas Elementary	100 Cedarmeade Ave, Winchester, VA 22601
Quarles Elementary	1310 S Loudon Street, Winchester, VA 22601
Charlotte Dehart Virginia Avenue Elementary	550 Virginia Avenue, Winchester, VA 22601
Daniel Morgan Middle School	48 S Purcell Ave, Winchester, VA 22601
John Handley High School	425 Handley Boulevard Winchester, VA 22601

Mass Care Staffing Distribution List

(Confidential)