

DORMITORY SUPERVISOR

Supervisor: **Shelter Manager**

Dormitory management includes setting up sleeping areas in dormitory style, assigning sleeping areas, and coordination with the Logistics staff or Shelter Managers for cots, blankets, comfort kits -- if appropriate and if available.

Activation (Phase I & II)

- When designating space within the dormitory/sleeping area; consider allocating separate space for families with small children, the elderly and those with special needs.
- Consider any unique specifics due to the particular incident, i.e., in hurricanes, consider that shelter residents may be placed into confined areas of less than 10 square feet per person until the storm is over.
- Ensure that planning includes access to and movement within the building for persons with disabilities.
- Discuss with the Logistics worker or the Shelter Manager the procurement of cots and blankets.

Operation (Phase III)

- Give consideration to any personal items shelter occupants may bring into the shelter with them. Communicate to them that those items are their responsibility.
- Monitor the area to safeguard the area from firearms, alcohol, and non-prescription drugs, tobacco, etc.
- Ensure that Red Cross Identification is posted all around the Dormitory/Sleeping area.
- Post signs informing residents of the schedule for lights out and quiet hours.
- Arrange for very dim lighting to be on during sleeping times.
- Coordinate with fire and security teams to ensure that patrols circulate throughout the shelter during quiet hours.
- Control all equipment, using standard inventory techniques. In some situations, it might be necessary for families to sign on their "*Shelter Registration Form*" that they have been issued (number of) blankets and cots.
- Communicate that the shelter occupants are expected to volunteer to help keep the dormitory are clean.

Shift change or Deactivation (Phase IV)

- Close the dormitory only after all equipment is properly disposed of, and the area is cleaned and returned to pre-disaster condition.
- Participate in end of shift meetings to reduce secondary traumatic stress and to provide peer support

Notes: