

How do I protect myself while working?

- Use personal protective equipment such as gloves when touching patients.
- Wash your hands **and** use hand sanitizer FREQUENTLY!
- Ask for assistance if you are not sure about something.
- Take breaks when possible to reduce your stress.

If I witness illegal activity, what should I do?

Report any suspicious activity immediately to the supervisor to whom you are assigned to at the Special Needs Shelter. Alcohol and drugs are NOT permitted within the shelter.

Miscellaneous

- Check the DHH web site for current information regarding the disaster.
www.dhh.louisiana.gov
- Please remember to sign in and out when your shift starts and ends!
- When your shift is over, report to your immediate supervisor for further instructions.

CENTER FOR COMMUNITY PREPAREDNESS

8919 World Ministry Ave., Suite B
Baton Rouge, Louisiana, 70810
www.oph.dhh.louisiana.gov



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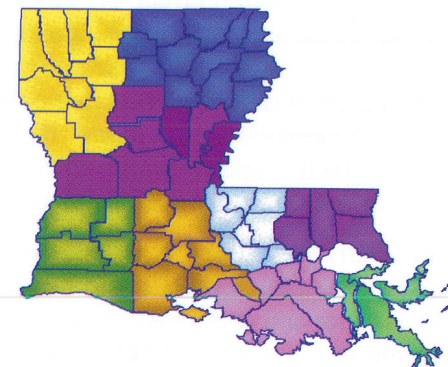
DEPARTMENT OF HEALTH AND HOSPITALS

OFFICE OF PUBLIC HEALTH

CENTER FOR COMMUNITY PREPAREDNESS

WHAT TO EXPECT IN A SPECIAL NEEDS SHELTER

*A guide for **non-medical** DHH employees assigned to work in a Special Needs Shelter*



What is a Special Needs Shelter?

Special Needs Shelters are shelters medically managed by the Department of Health and Hospitals to shelter persons with the following conditions:

- Home-bound
- Chronically ill
- Physically or mentally disabled
- Persons with limited mobility or ability to function on their own
- Persons that require assistance and special equipment or medication in order to sustain life.

DHH Emergency Preparedness Policy Policy # 0011-83

All DHH employees are responsible for maintaining their current office and personal phone numbers, pager numbers, and e-mail addresses with their supervisors. Should employees be unavailable through these communication modes, they must notify their supervisor of their whereabouts and how they can be contacted.

All DHH employees regardless of domiciles, job titles or skills are to be available to assist in and coordinate state emergency operations. Responsibilities include, but are not limited to, providing assistance and coordination of Special Needs Shelter operations.

What tasks will I be expected to do?

Depending on the nature of the emergency, these duties could include but are not limited to:

- Assisting with intake of the evacuees
- Providing administrative support activities
- Serving food
- Assisting someone who has problems with self feeding
- Assisting someone to the restroom or shower
- Distributing shelter resources such as blankets, cots, etc.
- Assisting nursing staff
- Arranging and conducting leisure activities for children
- Assisting with maintaining the functions of the shelter.

Remember: You may be asked to perform a task that you may not enjoy or like. You will not be asked to perform a task that may jeopardize your safety or health and/or the safety or health of the individual you are assisting.

Stay in touch with your supervisor!

What can I do to prepare myself?

Family/Pets/Personal Property

Take necessary steps to provide for your family and yourself ahead of time so that you can be free to accomplish your duties when called upon. You should have a personal emergency plan prepared for your family, pets, and personal property and communicate that plan to your family ahead of time.

Have an emergency supply kit for your home and car.

Employee

Be sure that your supervisor has a working contact number for you (i.e. telephone, cell, pager, etc.).

Establish a disaster kit. Weather conditions may prevent travel home so in some situations, you may want to be prepared for an extended stay (minimum of 72 hours). Your disaster kit should include:

- Telephone numbers of key personnel and agencies
- Your state ID tag
- Personal medication
- Food
- Water
- Clothes
- Bedding

Do what you can to think ahead of a disaster. Plan for supplies, equipment, transportation requirements, documentation, etc.