

Don't forget

- to send registrations to the national Red Cross HQ asap
- to gather the volunteers and other stakeholders for status meetings on a regular basis
- to keep the beneficiaries constantly updated about the situation
- to plan defusing meetings for the volunteers after every shift
- to plan the shifts in the way that your volunteers don't get exhausted
- that the National Red Cross HQ can and will assist you in every possible way upon request, i.e. by providing you with additional assets, consulting and the provision of psycho-social support.
- to get allowance from the chairman or cashier of the local Red Cross Branch for every expenditures and to get receipts

More detailed information about emergency shelters can be accessed on the website www.redcross.is/neydarvarnir



Emergency Shelters

> Basic instructions



Purpose of shelters

Emergency shelters provide disaster victims with safe facilities where they can eat and rest as well as seek counselling and psycho-social support.

Shelter equipment

A shelter kit with the following items is located in every shelter:

- The contingency plan of the local Red Cross Branch
- Registration forms
- Red Cross vests or other identification items
- Adhesive signs for different facilities within the shelter, Red Cross flag and a roll of yellow tape
- Pens, glue pads, sheets of paper etc.

Other equipment and items that need to be accessible:

- Blankets and mattresses
- Access to internet computers
- Access to radio and tv
- Two-way radios (TETRA)
- Kitchen and canteen equipment/utensils and food
- First aid kits

Shelter facilities

- Reception and registration desk
- Command room
- Resting facilities for beneficiaries and aid workers
- Kitchen and canteen
- Private rooms for psycho-social support
- Private rooms for municipality representatives, priests and others who might need to deliver private counselling or other services within the shelter
- Recreation room for children
- First aid facilities

How to open a shelter—a checklist

- Get the shelter kit
- Put on a Red Cross vest
- Register every aid worker that “checks in”
- Assign doorkeepers
- Make the entrance of the shelter prominent (i.e. with a yellow tape)
- Put up a Red Cross flag
- Mark the different facilities with the appropriate adhesive signs
- Put up a reception and registration desk
- Register every beneficiary (in and out) - preferably with a computer

First tasks for the local Red Cross disaster committee

The first person from the disaster committee to arrive becomes shelter COMMANDER

The COMMANDER performs the following tasks upon arrival:

- Makes sure that volunteers open the shelter as listed in the previous checklist
- Calls the local Emergency Operations Centre and the National Red Cross on-call officer (581 1948) and informs them that the shelter is up and running
- Chairs a short status meeting
- Assigns the following officers: Planning, Logistics and Operations.
- Assigns volunteers to be in charge of the following tasks:
 - Registrations
 - Psycho-social support and first aid
 - Kitchen and canteen
 - Resting facilities
 - Special facilities for children
 - Interpreters
 - Telecom
 - Media relations

