

CAL OES RECOVERY TRAINING PROGRAM
NON-CONGREGATE SHELTERING (NCS) QUICKSTART CHECKLIST

This document is a checklist for actions and documentation recommended if conducting emergency non-congregate sheltering. For more details regarding the information, please see the “Non-Congregate Sheltering (NCS) Best Practices for Local Government”.

Pre-Disaster

- Meet with local non-governmental organizations/volunteer organizations active in disaster (NGO/VOAD) to identify possible entities who can be asked to perform emergency sheltering at the direction of the local jurisdiction, if needed.
 - If possible, establish a pre-disaster Memoranda of Understanding/Memoranda of Agreement (MOU/MOA) delineating responsibilities.
- Establish a plan for where sheltering will take place and criteria for when/where NCS or congregate sheltering will be implemented.

During a Disaster

- Notify the Operational Area and Cal OES as soon as possible once the decision to conduct NCS is made.
- Identify a single point of contact to communicate NCS information with Cal OES.
- Document the decision making for why NCS was necessary.
- Document who is managing the NCS.
- Document all locations where the NCS is taking place.
- Document when NCS began and what the daily overnight population is.
- Document the population served, particularly with their origin location (home address, geographic area, zip code, evacuation zone, etc.)
- Identify what conditions would be required to cease NCS.

Post-Disaster

- Develop a plan for transitioning out of NCS.
- Identify any entities which conducted NCS at local jurisdiction direction who did not have a pre-event MOU/MOA in place and create a post-event agreement documenting who did what.
- Collect all cost documentation (including volunteer hours and donations) for:
 - Room cost
 - Meals
 - Security
 - Case Management
 - Shelter Management
 - Transportation
- Collect all population tracking documentation, including:
 - Total number of survivors
 - Nights stayed with intake and exit dates
 - Connection between costs incurred and sheltered survivor for direct costs (rooms and meals typically)

To obtain additional information about NCS Best Practices contact:

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