

SHELTER MANAGEMENT TEAM

DESCRIPTION	Shelter Management Teams coordinate and manage resources in a congregate care facility (shelter) intended to provide a safe and protected environment for populations displaced by an incident or an event.		
RESOURCE CATEGORY	Mass Care	RESOURCE KIND	Team
OVERALL FUNCTION	<p>Provides a core management team for shelter operations, including client registration, dormitory, food service, resident services, and facility support in a shelter</p> <p>Shelter staff are not part of the Shelter Management Team and should be ordered separately or ordered locally</p> <p>Public health, behavioral, and medical services are not part of the Shelter Management Team and should be coordinated separately</p>	COMPOSITION AND ORDERING SPECIFICATIONS	<p>Expected performance capacity is for a 24-hour operational period consisting of two 12-hour shifts</p> <p>Specific types of shelters in need of a management team:</p> <ol style="list-style-type: none"> 1. Temporary Evacuation Point 2. Emergency Evacuation Shelter 3. Standard/Short Term Shelter 4. Long Term/Mega Shelter

RESOURCE TYPES			TYPE 1	TYPE 2	TYPE 3	NO TYPE 4
COMPONENT	METRIC/MEASURE	CAPABILITY				
Personnel	Per team	Total	10	5	2	Not Applicable
NOTES: Not Specified						
Personnel	Per team	Management	1 - NIMS Type 1 Shelter Manager 2 - NIMS Type 2 Shelter Managers 1 - Feeding Services Manager 1 - NIMS Type 1 Shelter Registration Team Leader 2 - NIMS Type 1 Shelter Dormitory Team Leader (1 per shift) 1 - Resident Services Manager 1 - Facility Support Manager	1 - NIMS Type 2 Shelter Manager 2 - NIMS Type 3 Shelter Managers 1 - Feeding Services Manager	2 - National Incident Management System (NIMS) Type 3 Shelter Managers	Not Applicable
NOTES: Additional Shelter Managers or Shelter Function Leaders may need to be ordered depending on increasing shelter population. Shelter staff should be aware of the needs of children, animals in disasters, and access and functional needs considerations.						



RESOURCE TYPES			TYPE 1	TYPE 2	TYPE 3	NO TYPE 4
COMPONENT	METRIC/ MEASURE	CAPABILITY				
Personnel	Per team	Direct Service Support	Same as Type 2	1 - Executive Administrative Assistant	Not Specified	Not Applicable
			NOTES: The Executive Administrative Assistant provides administrative and clerical support to the Shelter Manager and Assistant Manager.			

COMMENTS

1. None Specified

REFERENCES

1. Further guidance on sheltering may be found on the National Voluntary Organizations Active in Disaster website at www.nvoad.org
2. FEMA, NIMS 509-9 Shelter Manager
FEMA, NIMS 509-9 Shelter Registration Team Leader
NOTE: This job title/position qualification is under development by the National Integration Center and will be released for National Engagement/Public Comment prior to final release.
3. FEMA, NIMS 509-9 Shelter Dormitory Team Leader
NOTE: This job title/position qualification is under development by the National Integration Center and will be released for National Engagement/Public Comment prior to final release.
4. FEMA, NIMS 509-9 Shelter Function Leader
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NOTES

Nationally typed resources represent the minimum criteria for the associated component and capability.