

## SECTION SIXTEEN

# ACTIONS TO INCREASE OPERATIONAL READINESS OF PUBLIC SHELTER

This section outlines crisis actions which local governments can take to increase the operational readiness of public shelters.

These actions thus include such steps as inspection of shelters by Shelter Managers, actions to ready shelter areas for occupancy, and activation of shelter management functions.

The Increased Readiness actions described in this section would normally be the responsibility of the civil defense director, acting under directions from the head of local government. Some or all of these responsibilities may be delegated to the Shelter Officer.

### **Actions to Increase Operational Readiness of Public Shelter**

#### *1. Review Plans for Operation of Public Shelters*

Review plans for making public shelters ready for occupancy and for operation of shelter during a CD emergency.

#### *2. Review Plans for Activating Shelter Management Staffs*

Review rosters, assignments, and alerting procedures for Shelter Managers (SM's) and supporting staffs, and update if necessary. Determine availability of SM's for duty if required, and determine deficit of SM's. (This deficit will establish part of the requirement for accelerated CD training; see Section Four of this guide.)

#### *3. Assemble Shelter Management Staffs for Briefing and Commence Refresher and Accelerated Training*

Assemble SM personnel to review assignments and procedures. Brief them on their emergency assignments, shelter management plans, and special instructions (including instructions for selected SM's or inspection teams to inspect public shelter areas and supplies and prepare shelters for occupancy should inspection be required later).

Commence refresher training, including stress on the following:

- a. The critical need, in *all risk areas* (any area

which could suffer blast and heat effects of nuclear weapons), for Shelter Managers to take the following actions, which have great lifesaving potential:

- Take fire *prevention actions*, such as covering windows with whitewash or aluminum foil to reduce ignitions from the thermal pulse and closing all window blinds or curtains in buildings designated as public shelters. These actions should be taken if possible *before* Attack Warning and the arrival of shelter occupants—otherwise, promptly upon shelter occupancy.
- Assume control of shelter occupants as they arrive. (SM's should thus, if possible, be on duty at shelters before Attack Warning.)
- Place shelter occupants in *maximum blast-protection posture* promptly upon arrival: Sitting back-to-back about two feet from outer walls of basement, or near columns, and *not* beneath unsupported parts of basement ceilings. Where it is necessary to occupy upper floors, shelterees should lie down in the central part of the building, out of line of flying glass and debris, and hold onto each other.
- Brief shelter occupants on the urgency, should a nuclear detonation occur, of (1) rapidly *checking all parts of the building for smouldering furniture or other weapon-caused ignitions*, and (2) throwing smouldering furniture out windows, or otherwise preventing fires which could force occupants to leave.

b. The urgent need in *all areas* for Shelter Managers to take the following actions, which have great potential for lifesaving and for reducing shelterees' total exposure to radiation.

- Place shelter occupants in *maximum fallout-protection posture* promptly upon arrival: In risk areas, this will result to a large degree from placing shelterees in the blast-protection posture outlined above. In low-risk areas, SM's should place as many people as possible in basements, where it is necessary to occupy upper floors, shelterees should

be placed in central parts of buildings.

- Should an attack occur and fallout be deposited in the locality, Shelter Managers should take action to *identify locations within shelters providing the best fallout protection, by use of available radiological monitoring instruments.* If a Shelter Radiological Monitor is present, he should identify the best protected parts of the shelter; otherwise the SM is responsible for use of instruments, if available, for this purpose.
- Shelter Managers should assure maximum use of best-protected space. This may involve *significant crowding of shelterees in best-protected areas* and depending upon the weather, may result in high heat and humidity developing, which can in turn result in dangerous heat exhaustion. If heat and humidity problems develop, Shelter Managers must move some shelterees to less well protected parts of the shelter, if possible rotating shelter occupants to and from such areas. To the maximum extent possible, however, children and women of child-bearing age should be kept in the best-protected areas, to reduce adverse effects of radiation exposure.

Commence recruitment and accelerated training of additional SM's determined to be needed in step 2 above.

#### 4. *Inspect Public Shelter Areas and Prepare for Occupancy*

Shelter management staffs, with consent of building owners, check location and condition of food and other shelter stocks, including availability of water and location and (in

cooperation with assigned radiological monitor) condition of Radeff instruments. They should also check communications to EOC or Shelter Complex Headquarters.

Report on status of shelter and take corrective action (providing water; replacing inoperative dry cells in Radeff instruments; etc.). When communications do not already exist, arrange for Citizens' Band (CB) radios. If a CB base station is to be taken to the shelter, arrange for a 12 volt auto battery to be provided. (See Section Nine of this guide.)

Seek assistance of building owner or others to take fire prevention actions noted in step 3 above (close window blinds, cover windows).

Review status of individual facility shelter-management plans or SOP's and develop or update as necessary, including provision of staffs needed to assist SM's.

#### 5. *Alert Shelter Management Staffs for Duty*

Alert SM's and supporting staffs (if any) to be ready for duty if notified, using alerting procedures or SOP's.

Advise SM personnel to review shelter and survival plans for their families.

#### 6. *Staff Public Shelters on 24-hour Basis*

Notify shelter staffs to report to assigned public shelter areas and ensure 24-hour staffing by some or all of the assigned personnel. (This would normally occur only at a very high level of readiness.)

Continue work, as required, to prepare shelters for occupancy, including any work needed on shelter management plans or SOP's for individual shelter facilities.