**Environmental Health Shelter Assessment Form Instruction Sheet**

### I. ASSESSING AGENCY DATA

2. Assessor Name/Title: self-explanatory.
3. Assessor Phone contact: self-explanatory.
4. Email or Other Contact: Note email or describe any other means of communication for assessor (e.g., radio, pager).

### II. FACILITY TYPE, NAME and DATA

5. Shelter Type. "Community/Recovery": general public. "Special Needs": population with specific medical requirements. "Other": relief workers base camp, etc.
6. ARC Facility: Is the shelter managed by the American Red Cross?
7. If #6 is yes, indicate ARC Facility code.
8. Date Shelter Opened: self-explanatory.
11. Reason for Assessment. "Preoperational": before opening. "Initial": first assessment after opening. "Routine": assessments occurring on a regular basis (e.g., daily, weekly). "Other": occurrence such as an outbreak or a complaint.
12. Location Name and Description. Example: "Rockville Elementary School - brown building next to the police station."
17. Latitude/Longitude of facility location: self-explanatory.
18. Facility Contact/Title: name of responsible contact person, such as a facility manager or designated person in charge, and his or her title.
20. Phone: self-explanatory.
22. Email or Other Contact: note email or describe any other contact means for shelter manager, director, or supervisor (e.g., radio, pager).

### III. FACILITY

23. Current Census: estimated number of persons, including workers, in shelter at the time of inspection.
24. Estimated Capacity: maximum number of persons allowed in facility, for use as a shelter, if known.
25. Number of Residents: number of permanent or registered residents at the time of assessment.
26. Number of Staff/Volunteers: number of persons working in the facility at the time of assessment.

### IV. FOOD

27. Adequate food supply: source of the food from a licensed contractor or caterer.
28. Appropriate storage: food stored according to safe storage practices to prevent contamination or spoilage – refer to local code or US Food Code.
29. Appropriate temperatures: hot food kept above 135°F; cold food kept below 40°F. Or refer to local code or US Food Code.
30. Hand-washing facilities available: for adults and portable, as long as they are operational.
31. Safe food handling: food preparers are using gloves, avoiding cross contamination, using appropriate utensils, etc. – refer to local code.
33. Dishwashing facilities available: place to wash, rinse and sanitize kitchen utensils and cooking equipment.
34. Clean kitchen area: self-explanatory.

### V. DRINKING WATER AND ICE

35. Adequate water supply: drinking water in the range of 1–2 gallons/per person/per day, for all uses 3-5 gallons/per person/per day.
36. Ice supply: ice supply sufficient to maintain cold food temperatures.
37. Water safe from an approved source.
38. Ice safe from an approved source.

### VI. HEALTH/MEDICAL

39. Medical care services available: If yes, list type of care available in comments section.
41. Counseling services available: If yes, list type of mental/social services available in comments.
42. Safe food source: source of the food from a licensed contractor or caterer.
43. Adequate cots/beds/mats for each resident/staff.
44. Adequate space per person in sleeping area:
   - evacuation shelters, 20 ft² per person;
   - general shelters, 40 ft² per person;
   - special needs shelters, 60–100 ft² per person.
45. Adequate number of operational cots/beds/mats.
46. Hand-washing supplies available: water, soap, and paper towels; if water is unavailable, hand sanitizers (at least 60% alcohol).
47. Toilet supplies available: toilet paper, feminine hygiene supplies, and diapers/pads for children and adults.
49. Sewage system type: self-explanatory.

### VIII. SOLID WASTE GENERATED

50. Adequate collection receptacles: minimum 1 (30-gal) container for every 10 persons.
51. Appropriate separation between medical/infectious waste and general refuse.
52. Appropriate disposal and labeling in approved containers.
53. Appropriate storage and separation from common areas.
55. Check all types of waste generated at facility (e.g., solid, hazardous, medical).

### X. SLEEPING AREA

56. Adequate space per person in sleeping area:
   - evacuation shelters, 20 ft² per person;
   - general shelters, 40 ft² per person;
   - special needs shelters, 60–100 ft² per person.
57. Adequate number of operational cots/beds/mats.
58. Hand-washing supplies available: water, soap, and paper towels; if water is unavailable, hand sanitizers (at least 60% alcohol).
59. Toilet supplies available: toilet paper, feminine hygiene supplies, and diapers/pads for children and adults.
60. Adequate level of cleanliness: self-explanatory.

### XI. COMPANION ANIMALS

63. Companion animals present: animals in facility.
64. Animal care available: animals have clean, fresh water and food.
65. Designated animal area: animals have been removed from the facility.
69. Designated smoking areas: space is marked, maintained, and away from general shelter population.
70. Check box at top of form regarding immediate needs identified.

### XIII. GENERAL COMMENTS

71. Add any general comments or additional notes about any sections.

### XIV. IMMEDIATE NEEDS SHEET

72. List any identified critical needs or items, including the respective item numbers.