

Shelter Complex Headquarters Procedure

During High-Level Radiation Events, people who were not able to evacuate the area must shelter for a period of time (a few days up to two-weeks to save their lives. During this shelter period, no help from the outside is possible until radiation levels fall to low levels. People in Fallout Shelters must depend solely on their Shelter Manager and themselves.

_____ County has ___ square miles and _____ Fallout Shelters. Many of these shelters are miles (and many minutes) away from another shelter but many shelters are closely grouped together.

If all shelters contacted the Emergency Operations Center (EOC) simultaneously, it would overload the EOC and most shelters would not get through. Fallout Shelters in _____ County are organized into 9 groups called **Shelter Complexes** to allow efficient operations. The first shelter in each group is called the **Shelter Complex Headquarters** (SCH.) The SCH will accomplish several tasks.

1. Most important: allows shelters grouped together to assist one another to:
 - Balance shelter occupancy if one shelter is crowded and another below capacity.
 - Share resources
 - Assist in communications, skilled tasks, etc.
 - Serve as a refuge if another shelter is damaged or has a fire, etc.
2. Provide a Chain of Command to administer a large number of shelters. The shelters designated as Shelter Complex Headquarters (SCH) serve as links in the communication chain between the EOC and each shelter in the SCH.
3. *The Shelter Manager of a SCH takes on the additional duty as a SCH Chief* and is in charge of all the shelters assigned to a SCH. Communications to and from shelters in the SCH go through the SCH Chief.
4. The SCH structure preserves the management function so that if the EOC is lost, each SCH Chief can continue operations independently. As listed in the Shelter Guide, the additional duties of a SCH Chief are
 - Relay communications from your assigned shelters to and from the EOC; accomplish this by expanding the shelter Communications Team. Maintain communications on a 24/7 basis. Messages may be passed to the EOC by:
 - Telephone, (number)
 - Two-way radio, if available
 - Messenger, if safe; consult the Communications Team Chief and the Radiological Monitor before sending a messenger.
 - Coordinate and consolidate reports between the EOC and these shelters. Keep a Communications Log for these messages
 - Ordinarily, the SCH Chief's job is not to supervise the other shelters, just to relay information. However, if contact with the EOC is lost or danger threatens, the other Shelter Managers will undoubtedly look to the SCH Chief for guidance and assistance. In this event, the SCH Chiefs will provide aid, within their capability, to shelter(s) which need help.
4. A list of Shelter Complex Headquarters, their assigned shelters and their telephone numbers follows.

County Shelter Complex Headquarters List

Updated Jan 2007

Shelter Complex, SCH, Number	Group	Fallout Shelter Name <i>Note: No. 1 in each series is the SCH, 101; 201, etc.</i>	Address	Total Capacity	Communications	
					Shelter Area telephone number	5 Watt Radio Reaches EOC from Shelter Area
		Direction & Control - EOC				
-						Y
		Public Fallout Shelters				
101						Y
102						Y
103						Y
104						Y
105						Y
106						Y
107						Y
108						N
109						Y
110						
111						N
112						N
113						N
114						
115						Y
116						
117						
118						
119						
120						
121						
201						Y
202						Y
203						Y
204						Y
205						N
206						N
207						Y
208						Y
209						N
210						N
211						
212						N
213						N
214						N
215						
301						Y
302						
303						

Shelter Complex, SCH, Number	Group	Fallout Shelter Name	Address	Total Capacity	Communications
		<i>Note:</i>			
		<i>No. 1 in each series is the SCH, 101; 201, etc.</i>			
304					N
305					N
306					
307					
308					N
309					
310					Y
311					N
312					N
313					N
314					N
315					N
316					Y
317					N
318					
319					Y
320					N
321					
322					
323					
324					
325					
401					Y
402					
403					
404					
405					Y
406					Y
407					
408					Y
409					
410					N
411					
412					
413					Y
414					N
415					
416					
417					Y
418					Y
419					
420					Y
421					
422					N
501					
502					Y
503					
504					
505					Y
506					
507					
508					Y
509					Y
510					Y

Shelter Complex, SCH, Number	Group	Fallout Shelter Name	Address	Total Capacity	Communications
		<i>Note: No. 1 in each series is the SCH, 101; 201, etc.</i>			
601					Y
602					Y
603					Y
604					Y
605					Y
606					
607					Y
608					Y
609					
610					
611					Y
612					Y
613					Y
614					
615					N
616					
617					N
618					
619					
620					N
701					Y
702					
703					N
704					Y
705					
706					
707					
708					
709					
710					
711					
712					
713					
714					
715					
801					
802					
803					
804					Y
805					
806					
807					Y
808					
809					N
810					N
811					N
812					
813					
814					Y
815					
816					N
817					N
818					

Shelter Complex, SCH, Number	Group	Fallout Shelter Name <i>Note: No. 1 in each series is the SCH, 101; 201, etc.</i>	Address	Total Capacity	Communications
819					N
901					Y
902					Y
903					
904					Y
905					
906					
907					
908					
909					Y
910					Y
911					Y
912					Y
913					
914					N
915					Y
916					Y
				0	