



UNITED STATES MARINE CORPS  
CAMPS FOSTER AND LESTER  
MARINE CORPS INSTALLATIONS PACIFIC-MARINE CORPS BASE CAMP BUTLER  
UNIT 35002  
FPO AP 96373-5002

CampO 3006.1  
CAM SVC

06 FEB 2018

CAMP ORDER 3006.1

From: Camp Commander, Camps Foster and Lester, Marine Corps  
Installations Pacific-Marine Corp Base Camp Butler  
To: Distribution List  
Subj: CAMP FOSTER TSUNAMI STANDARD OPERATING PROCEDURES  
Ref: (a) MCIPAC/MCB Butler Fire Department Standard  
Operating Guide for Hazardous Material Response  
(b) Camp Foster and Emergency Operations Center Standard  
Operating Procedures  
(c) MCBBO 3120.2  
(d) MCO 5580.2B  
(e) USNAVHOSP OKINAWA INSTRUCTION 3445.1J  
(f) MCIPAC/MCBBO 3000.2A  
Encl: (1) Camp Foster Personnel and Equipment Evacuation Map  
(2) Mass Notification  
(3) Camp Foster Command Notification Chart  
(4) Temporary Shelters

1. Situation

a. Okinawa, Japan is located within the Pacific Ring of Fire, an area prone to volcanoes, earthquakes and landslides. When these phenomena occur underwater, they can generate large powerful waves called tsunamis. These waves can travel up to 500 miles per hour and can cause catastrophic damage to islands, coastal areas, and low lying areas. Since eighty percent of tsunamis in the world occur within the Pacific Ring of Fire, this presents a real threat to Camp Foster and Camp Lester.

b. Camp Foster and Camp Lester are vulnerable to tsunamis due to their close proximity to the coastline. Any area within 2 miles of the coastline is considered to be vulnerable to tsunamis. Camp Foster and Camp Lester are also vulnerable to tsunamis since a large portion of the Camps are located in areas that are below 60 feet (21 meters) above sea level. The safe zone or "green" zone for tsunamis is any area above 60 feet (21

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distribution is unlimited.

meters) above sea level. The cautionary or "yellow" zone is any area between 18 and 60 feet (6 - 20 meters). The warning or "red" zone is an area that is between 1 and 15 feet (1 and 5 meters). Several key buildings on Camp Foster and Camp Lester are located in the red zone to include the Camp Lester Middle School, the Camp Foster Commissary, and the Ocean Breeze Enlisted Club and Restaurant located on Camp Foster.

2. Mission. Per ref (f), this tsunami SOP provides policy and guidance for mitigating tsunami threats to personnel, equipment, and property on Camp Foster and Camp Lester in support of Marine Corps Installations Pacific's emergency response operations. This SOP will outline the tsunami damage mitigation policies and procedures to be followed during preparedness (training) phase, during the incident (mass notification and evacuation), and post incident (reporting and casualty treatment).

3. Execution

a. Commander's Intent. To define and implement Camp Foster and Camp Lester's responsibilities in preparing for, warning personnel, evacuating personnel and equipment, and recovering from tsunamis. To also ensure that personnel and tenant commands aboard Camp Foster and Camp Lester are trained to adhere to this SOP, which will allow for the minimal disruption to the daily life of families and the mission essential tasks of tenant units.

b. Concept of Operations

(1) Tsunami mitigation requires three phases, preparedness (pre-incident), tsunami response, and post-incident.

(2) Explanation of the three phases of a crisis.

(a) Preparedness Phase. This phase integrates and includes all pre-incident responses and consequence management planning, working groups, equipment acquisition, training, education material dissemination, construction considerations, and special and routine actions taken before an incident occurs.

(b) Response Phase. This phase includes all actions to be taken once an incident occurs. Depending on the severity of the incident, these actions may include, but are not limited to, activation of the Camp Emergency Operations Center (CEOC), activation of the Base Emergency Operations Center (BEOC),

exercising the notification process through available mass notification systems, exercising the local implementation agreements with Chatan and Ginowan City, deployment of first responders, and activation of the Security Augmentation Force (SAF). It can also require the activation of memorandums of understanding, memorandums of agreements, and inter-service support agreements, as necessary. It furthermore includes actions taken to manage the incident and actions directed toward a return to normal operations. Actions taken during the incident phase are critically reviewed and improvements to the plan are made based off the feedback that is provided at later dates.

(c) Recovery Phase. Recovery operations are designed to clean up and/or remove ant debris or hazardous materials and restore the Camps back to the normal and working conditions. These operations are long-term solutions to assess damage, rebuild damaged property, and request and receive aid from external agencies and personnel.

### (3) Tsunami Notification

(a) The official notification of a Tsunami that will be affecting Okinawa and MCIPAC Installations will be generated by the MCIPAC BEOC in Building One. The BEOC will issue the tsunami alert through various means to include ATHOC Notifications, the JALERT system, a phone call over a land line to the CEOC and the Camp Duty Officer or the "red phone".

### c. Tasks

#### (1) Camp Commander, Camp Foster

(a) Retain command over all crisis incidents on Camps Foster and Lester, Plaza Housing, Taiyo Golf Course, and Fort Buckner until management responsibilities have been assumed by a higher agency having primary jurisdiction for such incidents.

(b) Provide guidance in the development and management of the tsunami order.

(c) Serve as a member of the Camp Foster Emergency Management Working Group.

(2) Camp Director

(a) In a crisis will head the CEOC.

(b) Serve as a member of the Emergency Management Working Group.

(c) Coordinate the use of internal/external resources as required by the on-scene commander via the CEOC.

(d) Ensure the Camp Commander and the BEOC are notified when the CEOC has been fully activated.

(e) Develop and maintain the capability to man and operate a primary CEOC in accordance with reference (b).

(3) CEOC Emergency Managers

(a) Conduct and supervise a tsunami exercise annually. Ensure regular drills are conducted with the local community.

(b) Develop and maintain the Camp Foster and Camp Lester tsunami order. This Order will be annually reviewed at a minimum. This Order will be digitally stored on the Marine Corps Installations Pacific Camp Foster Unclassified Sharepoint, [https://sharepoint.mcipac.usmc.mil/installation/foster/Camp\\_Ops1/SitePages/Home.aspx](https://sharepoint.mcipac.usmc.mil/installation/foster/Camp_Ops1/SitePages/Home.aspx) and the Camp Foster Camp Services disaster assistance webpage at <http://www.mcbbutler.marines.mil/Camps/Camp-Foster/Camp-Services/Disaster-Preparedness/>.

(c) Prepare the agenda and conduct a quarterly Emergency Management Working Group meeting.

(d) At a minimum, attend Incident Command System 100 through 800 level courses and ATHOC administrator training.

(e) Plan, develop, and conduct tsunami disaster exercises and training. Ensure tenants aboard Camps are familiar with the tsunami evacuation routes and safe areas.

(f) Review and become familiar with the references listed in this tsunami order.

(g) Collect, maintain and monitor all current destructive weather and natural disaster threat information relative to Camp Foster and Camp Lester.

(h) Maintain regular coordination with all Camp Foster Emergency Management Working Group personnel.

(i) Where possible, coordinate emergency management efforts with host nation authorities.

(j) Serve as a CEOC watch officer and provide the CEOC with technical advice and recommendations for disaster relief and mitigation efforts.

(k) Be prepared to create and disseminate notifications to tenant organizations and residents via mass notification systems.

(l) Ensure the Camp Duty Officer post the Camp's bilingual tsunami evacuation on the tsunami evacuation route.

(4) Camp Emergency Operations Center. CEOC will perform actions per reference (b).

(5) Fire and Emergency Services

(a) Be prepared to serve as a member of the Emergency Management Working Group as the subject matter expert on first responder operations.

(b) Be prepared to act as the on-scene commander for natural disaster emergencies. Be prepared to establish command and control and communication per reference (a).

(c) Be prepared to establish a Hazardous Material (HAZMAT) Incident Command Post inside the cold zone during an emergency and notify the CEOC of the location.

(d) Be prepared to dispatch HAZMAT vehicle/trailer to assist with decontamination efforts.

(e) Emergency medical technicians should be prepared to provide vitals and supportive first aid to decontaminated personnel.

(f) Be prepared to support Camp CBRNE exercises as required by the Camp Commander.

(6) Provost Marshal's Office (PMO)

(a) In a crisis, be prepared to perform duties in accordance with reference (d).

(b) Be prepared to provide security, traffic control, and entry and/or exit control procedures. Provide security until the SAF can be recalled. Coordination should be conducted with the CEOC.

(c) Be prepared to participate in the Emergency Management Working Group.

(d) Be prepared to support the Camp's annual exercise as required by the Camp Commander.

(7) U.S. Naval Hospital Okinawa

(a) In a destructive weather/natural disaster crisis, be prepared to inform the Camp Commander of all medical issues.

(b) Be prepared to participate in the Emergency Management Working Group as a member.

(c) Be prepared to develop emergency medical plans for all Camp Foster tsunami situations.

(d) Be prepared to receive large numbers of incoming casualties (SOFA and non-SOFA) at the U.S. Naval Hospital's Emergency Room Ambulance Bay per the mass casualty plan reference (e).

(e) Be prepared to plan, supervise, and provide the following for destructive weather/natural disaster incidents:

1. The casualty evacuation plan is internal to the hospital and is designed for handling patients who have already been brought into the hospital.

2. Mass casualty plan internal to the hospital for handling patients who have already been brought into the hospital. Be prepared to execute per reference (e).

3. Medical care of civilians within the command's area of operations.

4. Treatment and hospitalization of sick or injured personnel.

5. Patient evacuation, including the use of both Marine Corps dedicated Medical Evacuation platforms (air and ground), Air Force, Navy, and civilian evacuation aircraft.

6. Director of Public Health may assist in environmental surveys and inspections.

7. Director of Public Health will coordinate with responders to prevent the spread of biological agents.

8. Supervision and preparation of health-related incident reports.

9. Ambulance and medical personnel.

10. Psychiatric personnel, as required.

11. Review of victim(s) medical records.

(f) Be prepared to coordinate with the Installation Protection/CBRNE Officer to conduct a mass casualty drill during the annual Installation Protection/CBRNE exercise.

(8) Community Relations Specialist (COMREL)

(a) In the event of an emergency, the COMREL will act as a liaison and translator between local governments, local government agencies, and the Camp Commander under the guidance of the Camp Commander, MCIPAC Public Affairs Office, and MCIPAC G-7.

(b) COMREL will direct local media to the MCIPAC Public Affairs Office and G-7.

(c) Assist CEOC personnel in coordinating disaster preparedness drills with Chatan and Ginowan City, as well as other Host Nation agencies to include the Japanese Red Cross.

(9) Camp Environmental Office

(a) Participate in the Emergency Management Working Group meeting.

(b) Support the CEOC with assistance for chemical spills after a tsunami, as required. Conduct quarterly inventories on spill supplies and equipment. Ensure Camp environmental personnel attend training required to comply with emergency planning and response requirements.

(c) Support the Camp's annual tsunami exercise as required by the Camp Commander.

(10) Tenant Units

(a) Ensure that a tsunami emergency action plan is created. Plan must contain emergency actions that will take place for all members of the unit if the alarm calls for an immediate evacuation, an evacuation in 30 - 60 minutes, and an evacuation for anytime over 2 hours. Emergency action plan must contain all mission essential gear and vehicles that can be evacuated given the previous evacuation times.

(b) Ensure personnel in all buildings are knowledgeable of the camp tsunami safe zones and your individual unit emergency action plan. Ensure all essential vehicles, equipment, and personnel are prepared to evacuate when given a tsunami alarm in accordance with enclosure (1).

(c) Coordinate with the CEOC and ensure the CEOC is aware of all mission essential gear and vehicles that will be evacuated by the tenant unit.

(d) Ensure all personnel in the unit and their families enter and update their information in the ATHOC mass notification system application on all NIPR computers per enclosure (2).

(11) Red Cross

(a) Be prepared to send one representative to the CEOC during an emergency. Red Cross representative will manage emergency communication programs for families (Safe and Well Program).

4. Administration and Logistics

a. Functions. The Camp Foster Emergency Operations Center at Building 494 will serve as the primary POC for tenant units and family members for tsunami related issues. These issues include but are not limited to the distribution of emergency



action plans before a crisis and coordinating the distribution of food and medical supplies after an emergency.

5. Command and Signal

a. Command. This Order is applicable to all tenant units and personnel aboard Camp Foster, Camp Lester, and Plaza Housing. This Order is effective as of the date signed.

(1) During a crisis, the CEOC will provide general guidance and assistance to first responders (Fire and Emergency Services, PMO, and EOD). The CEOC is also responsible for coordinating resources in support of any request from the first responders.

(2) The Camp Commander fulfills the role of the agency executive or senior official during a crisis. In this role, the Camp Commander provides policy, mission, strategic direction, and authority to the Incident Commander (IC).

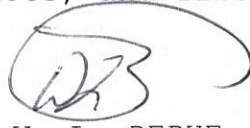
(3) The IC is responsible for the immediate scene of a crisis incident. The IC has ultimate responsibility and authority for all actions at the scene of an incident. If assistance or resources are required, the IC may coordinate with the CEOC liaison to request such support via normal emergency channels through the Fire and Emergency Services, PMO, and U.S. Naval Hospital Okinawa.

b. Signal

(1) During an emergency, the CEOC will communicate with tenant units and organizations using the Defense Collaboration Services (DCS) and land line telephones. DCS chat allows for synchronous communication and the capability to have Web Conferencing (session management, text messaging, application sharing/broadcasting, audio, presence and awareness, voting/polling, video, multiple sessions, and recording) and Instant Messaging (IM). Prior to an emergency or during, the CEOC will send out the internet link to the DCS chatroom after the CEOC is notified by the BEOC.

(2) The Ground Based Emergency Response Detection System (GBERDS) is an incident and resource management system located in the CEOC. The system allows for the CEOC to communicate with the BEOC, the MCIPAC CEOCs, and the COECs in the Marine Corps Installations West. During an emergency,

GBERDS will be utilized to coordinate and manage incident response with the BEOC, other CEOCs, and first responders.

A handwritten signature in black ink, consisting of the letters 'W' and 'L' followed by a stylized 'D' and 'J', all enclosed within a large, loopy oval shape.

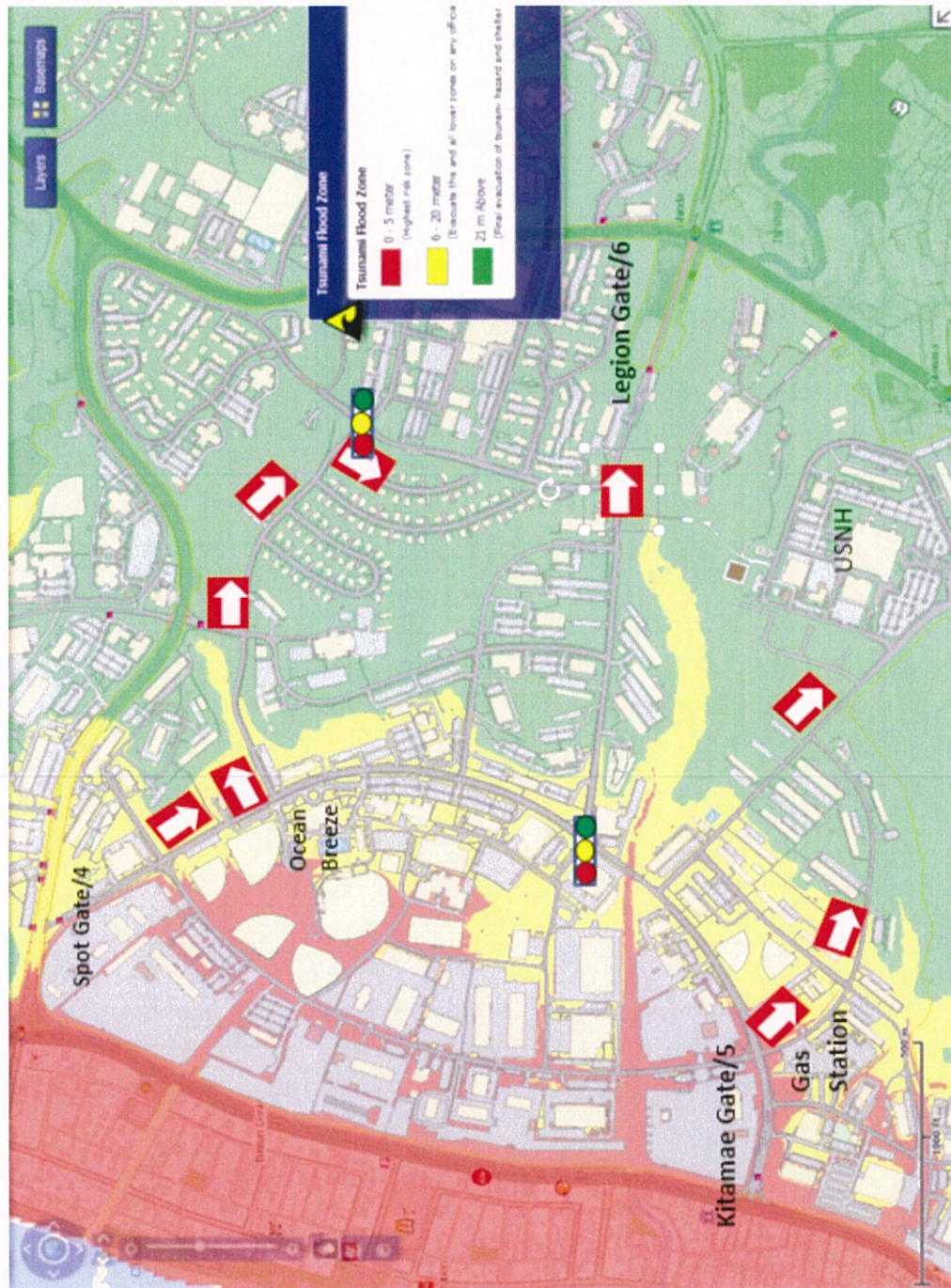
W. L. DEPUE, JR

DISTRIBUTION: List A

## Tsunami Evacuation Procedures for Personnel

1. In the event that a tsunami warning/advisory occurs, pay attention to the estimated tsunami arrival times, and be prepared to evacuate to higher ground above 65.5 feet (21 meters).
2. Proceed to high ground by taking the most expeditious route possible. During a tsunami evacuation the camp will place bilingual evacuation signs throughout the tsunami evacuation route.
3. The two main tsunami evacuation routes are from Gate 6 up Tarawa road (Hospital Road) and from gate 4.
4. Personnel should remain in the safe zone until all tsunami/warnings are lifted. In the event of an actual tsunami, it can take hours or days for the water to completely recede. There may be many additional hazards such as chemical spills and fires that are created in the areas affected by a tsunami.
5. If needed, go to the temporary shelters that will be operational in the event of a tsunami.

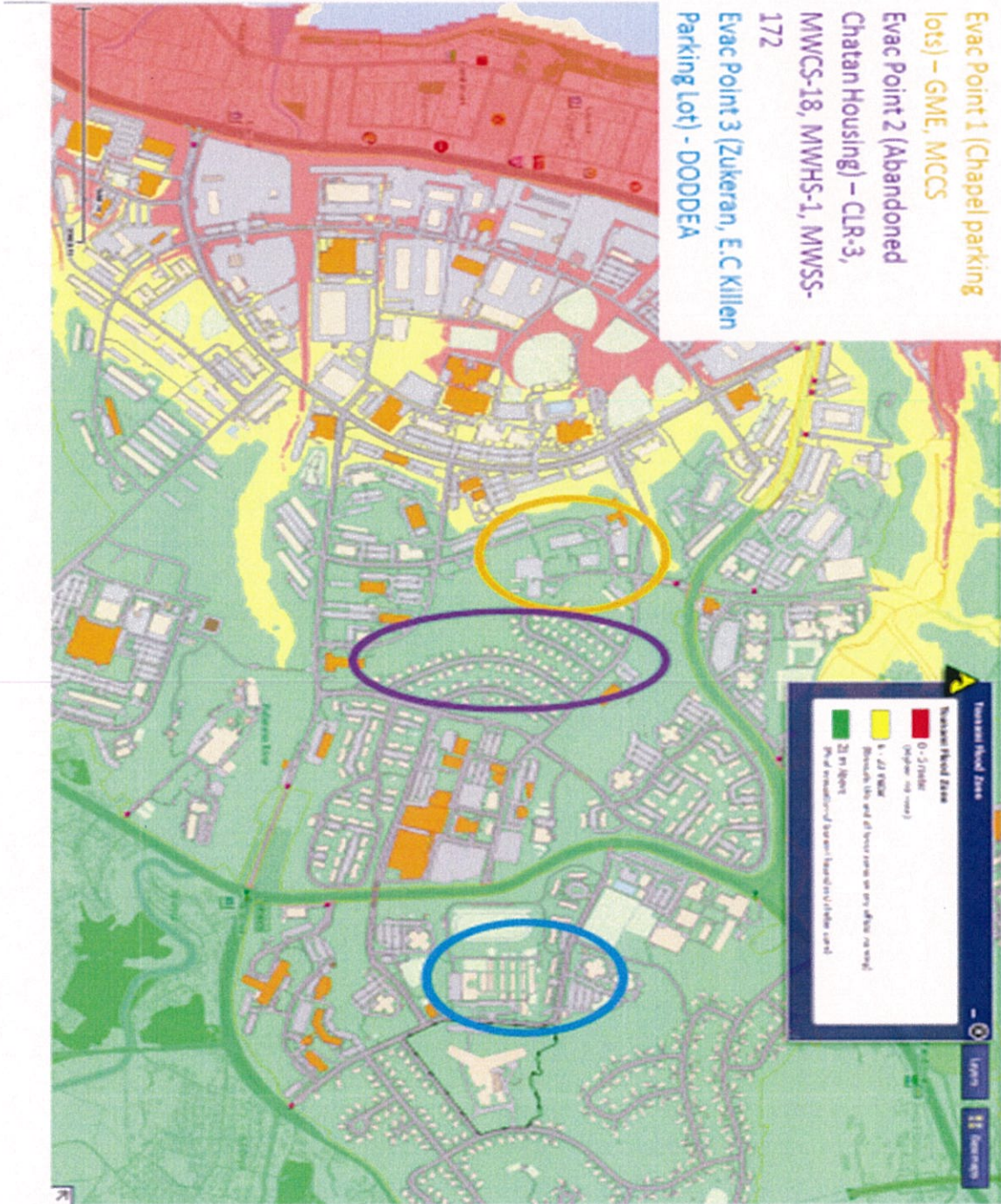
# Camp Foster Personnel Evacuation Routes



# Bilingual Tsunami Evacuation Signs




# Camp Foster Tenant Unit Equipment Evacuation Map



## ATHOC Mass Notification System

1. The ATHOC Mass Notification System is used during emergencies to broadcast information to the all military members, dependents, federal employees, and contractors.
2. Messages from the ATHOC Mass Notification System can be sent from the Base Emergency Operations Center in Building One, or from one of the Camp Emergency Operations Centers aboard a USMC Installation.
3. Depending on the amount of information submitted by the end user, messages can be sent to a work station, email, smartphone application, DSN phone number, and a cell phone.
4. Government workstations that have the ATHOC program will have a purple globe icon under the show hidden icon triangle on the bottom toolbar of the desktop. Information can be updated after clicking "update my info".



| IWSAlerts Management System                                    |
|--|
| Check for New Alerts<br>Dismiss All Popups                     |
| Access Self Service<br>Update My Info<br>Update My Device Info |
| About  |

5. End users need to ensure that the basic info section on their profiles is accurate and filled out to be as complete as possible.

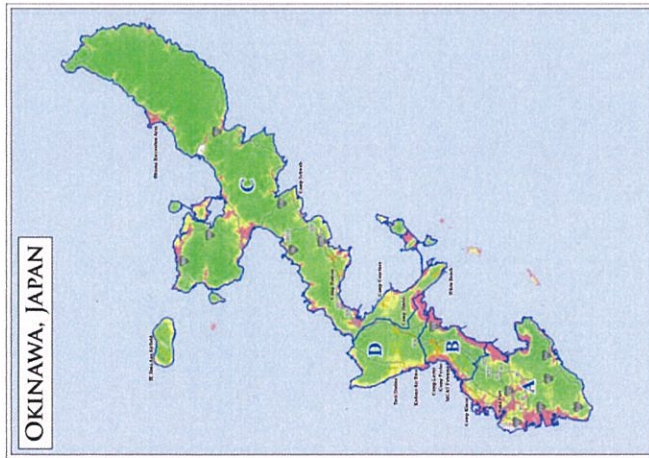
| Basic Info        |  | Mobile and Desktop |               |
|-------------------|--|--------------------|---------------|
| Username *        | 1254678364   | Desktop App        | Active        |
| First Name        | [Redacted]   | Mobile App         | Not Available |
| Last Name         | [Redacted]   |                    |               |
| Display Name      | [Redacted]   |                    |               |
| Mapping ID        | 1254678364   |                    |               |
| Created On        | 10/22/2014 07:28:05  |                    |               |
| CAMP FOSTER *     | /H&S Bn, MCB/  |                    |               |
| City of Residence | Ginowan  |                    |               |
|                   | <small>Please select your city name of where you currently reside.</small> |                    |               |
| CPR Certified     | <input type="checkbox"/>   |                    |               |
|                   | <small>Please check box if you are CPR Certified</small>                   |                    |               |
| Work Location *   | Camp Foster  |                    |               |
| Duty Status *     | Civilian   |                    |               |
| Foreign Language  | _Select One_   |                    |               |
| Primary Staff     | <input type="checkbox"/>   |                    |               |
| User ID           | [Redacted]   |                    |               |



6. The ATHOC Mass Notification is also available as a downloadable application for smartphones. To register the ATHOC application, an email and organization code is required. The organization codes for Marine Corps Bases are as follows:

|               |              |
|---------------|--------------|
| Camp Foster   | Foster.mil   |
| Camp Kinser   | Kinser.mil   |
| MCAS Futenma  | Futenma.mil  |
| Camp Courtney | Courtney.mil |
| Camp Hansen   | Hansen.mil   |
| Camp Schwab   | Schwab.mil   |
|               |              |
|               |              |

# EMERGENCY WEATHER INFORMATION AND HAZARD NOTIFICATION SYSTEM



## How to Receive Emergency Notifications in English on Your Cell Phone

### EMERGENCY NOTIFICATIONS

Cell phones across Okinawa currently receive emergency text notifications in Japanese from mobile phone service providers such as Softbank, AU, and Docomo.

Follow the steps in this pamphlet to receive emergency notifications by email in English.

### SERVICE PROVIDER EMAIL

In order to receive notifications automatically, you must first visit your mobile phone service provider to ensure you have an active email account setup through your service.

Other email accounts such as Gmail or Yahoo will not work.

**You must use the email account linked to your phone through your mobile phone service provider.**

### GETTING STARTED

**Download QR Code Reader**  
A QR code reader is needed to complete the process. You can download one for free from the application store.

This process should take only a moment.

### REGISTRATION

After downloading the QR reader, **Scan the QR code below**



After scanning, **Select URL Hyperlink**

**Click "Registration/Change/Cancellation"**

An email is automatically opened. Do not change the subject or body of the message.

**Click "Send"**

If asked, do you want to send it anyway? **Click "Send"**

You will receive an email in your inbox containing a URL Hyperlink.

**Select URL Hyperlink**

### SELECT REGIONS

- After the URL Hyperlink loads, Click "Next Registration" which is the only option at this time
- Read the information carefully then Click "I Agree"

The "Select Regions" page will pop up.

Select the Regions that you would like to receive notifications about

Click "Next"

Name of region selected (example South)

- Iruwa & Beera
- Komatiana Area
- Naga Area
- Naga & Iruwa Area
- Middle
- South
- Karama & Ajami Islands
- Comoros Region
- Mayaki Region
- Mayaki City
- Mayaki City
- Takrima Area
- Takrima Area
- Middle

### SELECT COMMUNITIES

- Select the communities you would like to receive notifications about. Click "Addition"

Please select the region(s) for which you wish to obtain the distributed evacuation information. (Multiple regions may be selected).  
New information about the selected region will also be distributed.

**You will repeat these steps for both Weather and Evacuation Notifications**

Click "Next"

Middle

- Whole Central Area
- Gwosam City
- Oklawa City
- Yomtan Village
- Kadawa Town
- Oklawa Town
- Oklawa Village
- Nakaipoda Village
- Middle

### SELECT WEATHER / HAZARDS

You can now select your weather and hazard information. Use the drop down arrow next to each option to choose which emergency notifications you would like to receive.

- Citizen Protection Information  
Wish to receive
- Eruption Warning  
Do not wish to receive
- Fire Weather Report  
Do not wish to receive
- Cancellation of All Information  
Do not wish to receive
- Next
- Return
- Click "Next"

### AFTER REGISTRATION

- Review your notification settings, then Click "Registration"

A page should appear that says "Successfully Registered." You will now receive the notifications for the types that you selected. It is possible to change the settings, cancel the notifications or view the terms of service by re-clicking the URL code in the email.

### MCIPAC Emergency Management

<https://www.facebook.com/MCIPAC.EM/>  
<https://www.mcipac.marines.mil/>

### Kadena Air Base (18 WG)

<https://www.facebook.com/KadenaAirBase/>

### Commander Fleet Activities Okinawa

<https://www.facebook.com/COMFLEACTOKI/>

### U.S. Army Garrison Okinawa

<https://www.facebook.com/USAGOkinawa/?fref=hf>

### U.S. Naval Hospital Okinawa

<https://www.facebook.com/usnho/>

### Marine Corps Installations Pacific Public Affairs Office

**Facebook:**  
<https://www.facebook.com/3mef/mcipac>

### Twitter:

<https://twitter.com/OkinawaMarines>

### Instagram:

<https://www.instagram.com/okinawamarines>

### AFN Okinawa

<https://www.facebook.com/Wave89>

## Camp Foster Command Notification Chart

### Camp Butler

MCB Butler OOD  
BEOC Watch Officer

645-3745/2644/7218  
645-0262/0282

### Camp Foster Emergency Operations Center

CEOC Watch Officer

645-9802

### Tenant Units

Headquarters and Support Battalion CDO

1<sup>st</sup> Marine Aircraft Wing

MWCS-18 (CDO)

MWCS-18 (WDC)

MWSS-172 (SDO)

MWHS-1

CLR-3/CLB-4/3<sup>rd</sup> TSB

3<sup>rd</sup> Dental Battalion

USNH Okinawa

3<sup>rd</sup> Medical Battalion

645-7315

645-3744/2564

645-2038

645-2564

645-7729

645-7436

645-3711

645-7381

646-7362/090-6861-4958

645-9564

### Tenant organizations

MCCS (emergency, non-emergency)

Red Cross

DODEA

AAFES

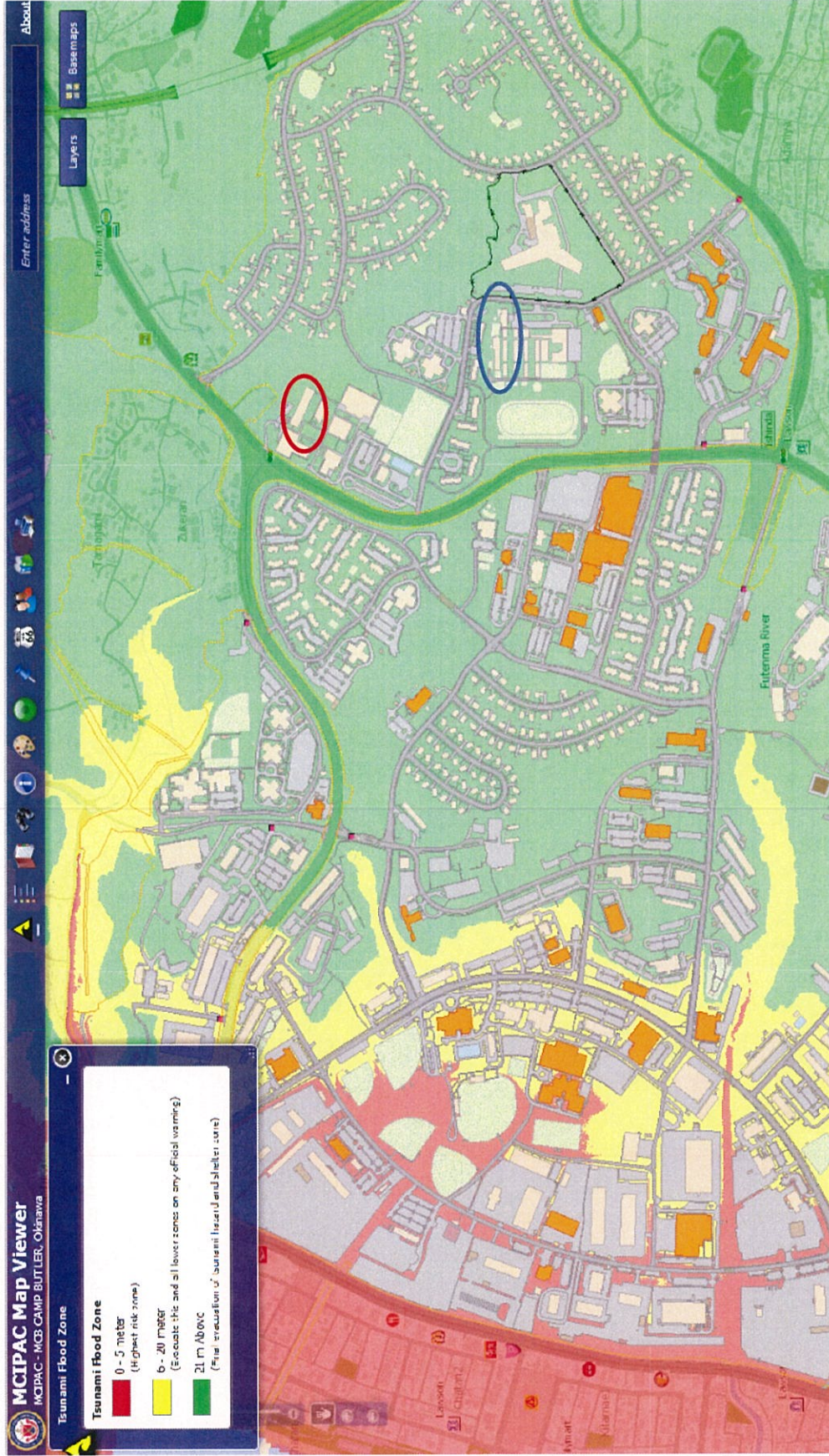
645-9131, 645-3082

645-3800

634-7383/6015

645-7709/7716

### Camp Foster Shelter Locations



Kubasaki High School Gymnasium and Cafeteria, BLDG 1410  
E.C. Killen Gymnasium and Cafeteria, BLDG 40

## **Camp Foster Temporary Shelters**

Temporary Shelters aboard Camp Foster serve as a short-term residence that families and personnel can expect reasonable safety and security from whatever crises displaced them initially. In the event of a crises, under the direction of the Camp Commander or the BEOC, Camp Foster will activate their temporary shelters. Personnel that arrive at a shelter can expect the following:

- The Camp Foster Security Augmentation Force will provide security for personnel in the temporary shelters to ensure that evacuees are maintaining a safe environment and that only registered personnel can enter the temporary shelters.
- Personnel that wish to enter shelters will be required to answer questions on standard Red Cross shelter forms. These questions will help shelter managers provide a safer more efficient shelter for all evacuees. An example of the shelter registration form is provided at the end of this enclosure.
- Arrangements will be made for all evacuees to have access to food and water, cots, and medical care.
- The Red Cross will manage the Safe and Well Program to ensure that personnel admitted to the shelter can let family members and friends know that they are safe.
- Personnel will remain in the temporary shelters until other long-term housing can be acquired, personnel are evacuated to another location, or the danger is no longer present and they can return to their homes.

## American Red Cross Safe and Well Registration Form

**“Have you contacted your loved ones yet?”**

The American Red Cross can assist you in telling your loved ones that you are safe and well. If you complete this form, your information will be entered into the American Red Cross Safe and Well website at [www.redcross.org/safeandwell](http://www.redcross.org/safeandwell) where your loved ones can search for information about you. Family members or loved ones will enter your name and address or phone number. Results will show your first and last name, the date and time of registration, and the messages you selected to tell your story. Other identifying information, such as your current location, date of birth, email address, and phone number will not be made available to those who search. The American Red Cross may use this information to provide disaster relief services such as family reunification, and may share it with other organizations involved in providing disaster relief.

|   |                        |   |     |
|---|------------------------|---|-----|
| <b>ARC Instructions for Using Form</b>  |                        |   |     |
| Use this form when there is no internet connectivity available and someone wishes to register on the Safe and Well website. Forms should be taken to the nearest location for data entry into the Safe and Well website. Treat the form as confidential information and shred it following data entry.  |                        |   |     |
| <b>CLIENT INFORMATION</b>   |                        |   |     |
| FIRST NAME (N/A IF REGISTERING AS AN ORGANIZATION)  |                        | LAST NAME (OR ORGANIZATION NAME)  |     |
| EMAIL ADDRESS (SUGGESTED)   |                        | DATE OF BIRTH (SUGGESTED)   |     |
| <b>PRE-DISASTER HOME INFORMATION</b>  |                        |   |     |
| PRIMARY PHONE   | WORK PHONE (SUGGESTED) | OTHER PHONE (SUGGESTED)   |     |
| HOME ADDRESS  | CITY                   | STATE   | ZIP |
| <b>BEST CURRENT CONTACT INFORMATION</b>   |                        |   |     |
| ADDRESS   | CITY                   | STATE   | ZIP |
| <b>SAFE AND WELL MESSAGES</b>   |                        |   |     |
| (Check boxes next to the appropriate messages to make your selections)  |                        |   |     |
| <input type="checkbox"/> I am safe and well<br><input type="checkbox"/> Family and I are safe and well<br><input type="checkbox"/> Currently at shelter<br><input type="checkbox"/> Currently at home<br><input type="checkbox"/> Currently at family member/friend's house<br><input type="checkbox"/> Currently at a hotel<br><input type="checkbox"/> I am safe and in the process of evacuating |                        | <input type="checkbox"/> I am evacuating to a shelter<br><input type="checkbox"/> I am evacuating to the house of a family member/friend<br><input type="checkbox"/> I have evacuated and I am safe<br><input type="checkbox"/> I am currently/remaining at home<br><input type="checkbox"/> Will make phone calls when able<br><input type="checkbox"/> Will email when able<br><input type="checkbox"/> Will mail letter/postcard when able |     |
| <b>CUSTOM MESSAGE</b>   |                        |   |     |
| You may also add your own short message, up to 255 characters. Please take care that your message is appropriate for the public, and do not include names or details if doing so could be harmful to you or others.   |                        |   |     |
|   |                        |   |     |
|   |                        |   |     |
|   |                        |   |     |
| <b>For ARC Use Only</b>   |                        |   |     |
| Date and Time Entered   | DRO Number /Location   | Print Name or Enter DSHR No.  |     |

Rev. 01-11

### Shelter Dormitory Registration

Date: \_\_\_\_\_ Incident/DR#: \_\_\_\_\_ Shelter Name/Location: \_\_\_\_\_

|  |  |
|--|--|
| <b>Observations:</b>   |  |
| <ol style="list-style-type: none"> <li>1. Does the client or a family member appear to be in need of immediate medical attention, appear too overwhelmed or agitated to complete registration, or a threat to themselves or others?</li> <li>2. Does the client have a service animal, use a wheelchair/walker, or demonstrate any other circumstance where it appears they may need help in the shelter?</li> </ol> |  |
| <b>Questions:</b>  |  |
| <ol style="list-style-type: none"> <li>1. Is there anything you or a member of your family needs right now to stay healthy while in the shelter? If not, is there anything you know you will need in the next 6-8 hours?</li> <li>2. Do you/family member have a health, mental health, disability, or other condition about which you are concerned?</li> </ol>   |  |

| HOUSEHOLD INFORMATION     |  |   |        |
|---------------------------|--|---|--------|
| Family Name (Last Name):  |  | # Family members registered:  |        |
|                           |  | 0-3yrs:   3-7yrs:   8-12yrs:   13-18yrs:   19-65yrs:   65+yrs:        |        |
| Pre-disaster Address:     |  | Post-disaster Address (if different):                                 |        |
| Primary Phone:            |  | Other Phone:  | Email: |
| Primary Language:         |  | If Not English, Family Member Present Who Speaks English:             |        |
| Method of Transportation: |  | If Personal Vehicle, Lic. Plate #/State (for security purposes only): |        |

| INDIVIDUAL FAMILY MEMBER INFORMATION (for additional names, use back of page) |     |              |              |         |                  |                |                  |
|---|-----|--------------|--------------|---------|------------------|----------------|------------------|
| Name (Last, First)  | Age | Gender (M/F) | Arrival Date | Rm./Cot | Volunteer? (y/n) | Departure Date | Departure Notes: |
|   |     |              |              |         |                  |                |                  |
|   |     |              |              |         |                  |                |                  |
|   |     |              |              |         |                  |                |                  |
|   |     |              |              |         |                  |                |                  |
|   |     |              |              |         |                  |                |                  |
|   |     |              |              |         |                  |                |                  |
|   |     |              |              |         |                  |                |                  |

|                          |     |                          |    |  |
|--------------------------|-----|--------------------------|----|--|
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Someone in the household is required by law to register with a state or local government agency. |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | Someone in the household is a veteran or active military.  |
| <input type="checkbox"/> | Yes | <input type="checkbox"/> | No | I agree to have my information shared with other agencies providing disaster relief services.    |

By signing here, I acknowledge that the information on this form is accurate, I have initialed the three statements above, and I have read/been read and understand the *Shelter Client Welcome Handout*:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Shelter Worker Name/Signature: \_\_\_\_\_