

Special Medical Needs Shelters

Louisville Metro Department of
Public Health and Wellness
Office of Emergency and Public Health
Preparedness

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Special Medical Needs Shelter (SpNS):

Temporary facility that is capable of providing special/supervised sheltering to individuals who need help that exceeds the level of basic first aid, but not enough to require hospitalization

Types of Shelters

- Red Cross/General Shelters

The Red Cross' goal is to safely accommodate people with functional and/or access needs – people with medications, wheelchairs, etc.

Persons who are dependant upon others for routine care can be accommodated in general shelters if their caregiver is with them.

Types of Shelters

- **Special Needs Shelters**
 - Accept people who need more than general shelters can provide, but do not have complex conditions that would require a hospital
- **Hospitals**
 - Accept people with more complex conditions – those who need more care than a SpNS can provide

***Special Medical Needs
Shelters are shelters of last
resort. They are intended to
maintain the current health,
safety and well-being of
people who are medically
dependant, not acutely ill***

Opening Shelter Events

SpNS may open...

- During long periods of excessive heat or cold
- During long periods of loss of power
- Evacuation notice issued
 - Chemical Spills
- Severe Weather
 - Katrina/Ike/Ice Storm

What are Special Medical Needs?

- Minor health/medical conditions that require observation, assessment, and maintenance
- Contagious health conditions requiring minor precautions
- People needing assistance with chronic diseases
- People needing assistance with medication or vital sign readings

SpNS Levels of Care

- Level 1
 - Persons dependant on others for routine care
- Level 2
 - Amputees
 - Minor medical conditions

SpNS Levels of Care

- Level 3
 - Stable Oxygen and Nebulizer therapy
 - Dressing changes
 - High-risk of full term pregnancy
 - Hospice cases
 - Bedridden persons if accompanied by a responsible caregiver

Persons needing more care would be referred to area hospitals

Facilities of Opportunity



- High Schools
- Churches
- Civic Centers
- Fair & Expo Centers
- Convention Centers
- Arenas

Location and Equipment

- The SpNS location must be easily accessible to persons with physical disabilities
- Different types of beds/cots/equipment must be considered to accommodate different disabilities
- Co-locating with a Red Cross Shelter helps to reduce the number of staff needed to work in the shelter

Safety and Security

- Safety for everyone must be considered
 - Plans will include law enforcement and Emergency Medical Services
 - Shelter Rules must be posted
 - Areas must be set up for personal belongings, medical records and supplies

Staffing

Staffing includes

- Shelter Unit Leader
- Medical staff
- Operations support staff
- Logistics staff

Medical Staff

- Triage clients
- Assess conditions of clients
- Maintain standard precautions
- Provide routine care
- Provide medicine management
- Provide medical care
- Assist in discharge planning
- Participate in shelter closing activities

Medical Staff Job Action Sheet

- The Medical staff are licensed medical personnel and are responsible for:
 - Reporting to Unit Manager
 - Completing duties as assigned by Unit Manager
 - Performing only those duties consistent with their level of expertise and only according to their professional licensure
 - All Team Members are responsible for:
 - Signing In/Out on the Staff Line List
 - Completing a Timesheet
 - Reviewing the Job Action Sheet for their position, if applicable
 - Maintaining safety of shelter
 - Be familiar with shelter floor plan
- Triage all individuals brought to SpNS who have health and medical problems
- Determine if individuals meet SpNS admission criteria and appropriate placement
- Send individuals who do not meet SpNS admission criteria to the Unit Manager
- Assess the physical condition of the clients on an on-going basis
- Monitor those clients who are receiving oxygen and, if problems occur, make appropriate referral
- Deliver care and assistance to shelterees as required following approved protocols
- Supervise and assist in the administration of medication to clients
- Maintain the client's medical update form, and advise the Unit Manager of any adverse change in the condition of a client
- Consult with Unit Manager for needed supplies or equipment
 - Maintain standard precautions
 - Monitor potential for infectious disease transmission
 - Locate and know how to use necessary equipment
 - Assist in discharge planning
 - Participate in shelter closing activities

Operations Staff

- Assist with equipment setup
- Post shelter rules
- Register and track shelterees
- Maintain accurate count of clients
- Assist with daily activities
- Maintain staff and volunteer list
- Assist with food distribution
- Assist with trash disposal
- Assist in the discharge process

Logistics Staff

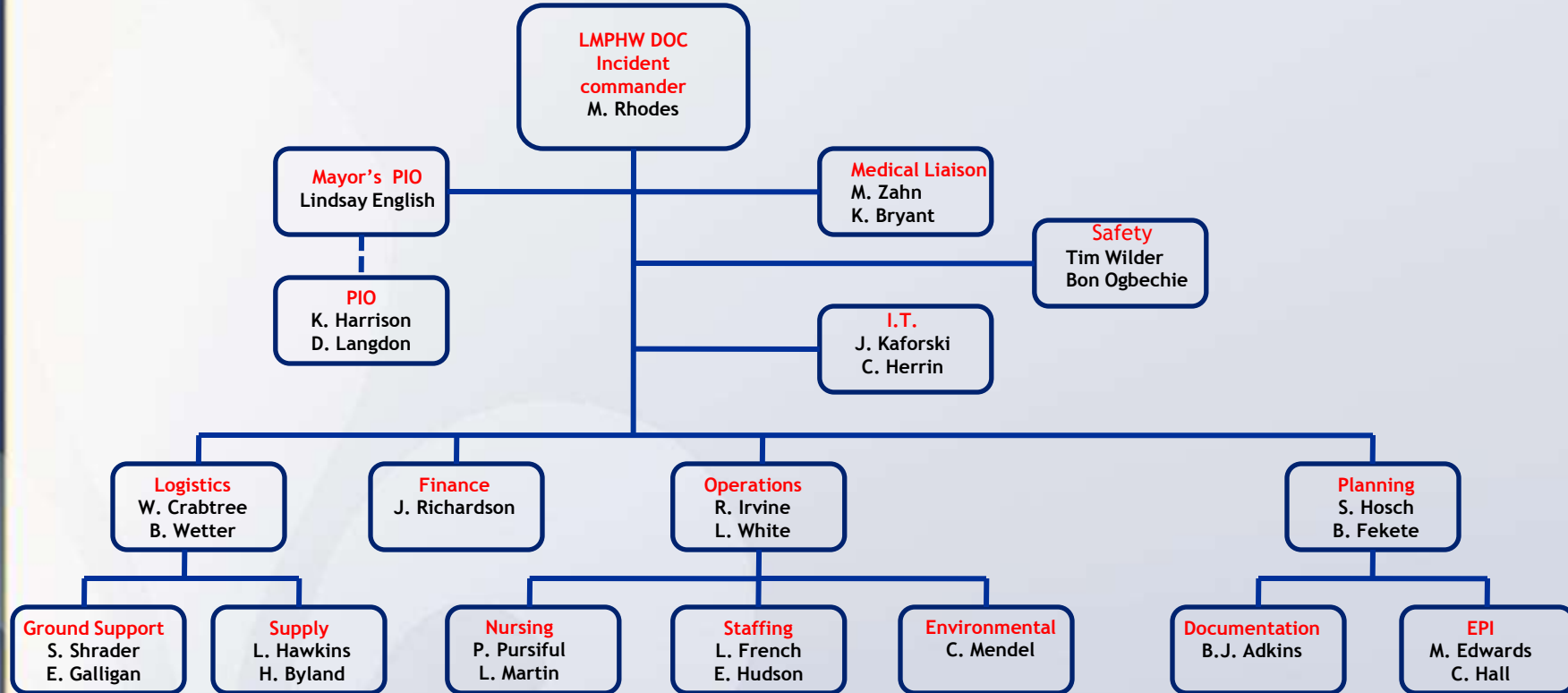
- Secure equipment and resources
- Provide setup and take down of equipment and supplies
- Order/Request needed supplies
- Make food arrangements

Operations Staff Job Action Sheet

- Operations Support Staff is responsible for:
- Reporting to Unit Manager
- Duties as assigned by Unit Manager
 - All Team Members are responsible for:
 - Signing In/Out on the Staff Line List
 - Completing a Timesheet
 - Reviewing the Job Action Sheet for their position, if applicable
 - Maintaining safety of shelter
 - Be familiar with shelter floor plan
- Set up Sign in/Sign out Area, including posting of signs and setting up of tables and chairs
- Post shelter rules in a visible location in the registration/information area
- Intake process
- Assist SpNS clients with activities of daily living
- Maintain SpNS Staff and Volunteer List
- Maintain completed timesheets
- Maintain accurate count of clients, caregivers, and staff in the SpNS
- Provides administrative and logistical support to the medical staff
- Assist SpNS clients into and out of the shelter
- Assist with food distribution
- Maintain orderly, clean area
 - Dispose of trash
 - Report any problems to the Unit Manager
 - Assist in discharge process
 - Assist in closure of SpNS

LMPHW SpNS

Incident Command



Medical Reserve Corps (MRC)

MRC volunteers can be used to supplement Medical, Operations, and Logistics staff based on individual expertise and experience.

- Provide routine care
- Provide medicine management
- Maintain staff and volunteer list
- Maintain accurate count of clients
- Assist with food distribution

Volunteers can:

- Support activities and established priorities
- Assist in the distribution of resources
- Assist in the dissemination of information
- Assist clients with activities of daily living

Special Medical Needs Shelters

Oldham County Health Department

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OLDHAM COUNTY HEALTH DEPARTMENT

