



North Carolina Shelter Assessment Form

For Environmental Health Assessment in Shelters and Evacuation Centers

Complete one form for each facility

Assessing Agency:	Assessing Agency <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	Emergency contact # <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
Shelter Information: Shelter resident # <div style="border: 1px solid black; height: 20px; width: 50px; margin-top: 10px;"></div> Staff # <div style="border: 1px solid black; height: 20px; width: 50px; margin-top: 10px;"></div>	Shelter Type: <input type="checkbox"/> General Population/Congregate <input type="checkbox"/> Medical <input type="checkbox"/> Other: <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div>		
	American Red Cross Facility? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unk/NA ARC Code: <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div>		
	Location Name and Description OR Designated Name of Facility <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
	Street Address City/County Zip Code GPS <div style="border: 1px solid black; height: 20px; width: 100%;"></div>		
	Date Shelter Opened: MM / DD / YYYY Date Assessed: MM / DD / YYYY Time: <div style="border: 1px solid black; width: 50px; height: 20px; display: inline-block;"></div> <input type="checkbox"/> am <input type="checkbox"/> pm		
Reason for Assessment: <input type="checkbox"/> Preoperational <input type="checkbox"/> Initial <input type="checkbox"/> Routine <input type="checkbox"/> Other <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> Yes No Unknown/NA			
I. FACILITY			
1 Structural damage	Y	N	U
2 Security/law enforcement present	Y	N	U
3 Water system operational	Y	N	U
4 Hot water available	Y	N	U
5 HVAC system operational	Y	N	U
6 Adequate ventilation	Y	N	U
7 Adequate space per person	Y	N	U
8 Free of injury/ occupational hazards	Y	N	U
9 Free of pest or vector issues	Y	N	U
10 Acceptable level of cleanliness	Y	N	U
11 Electrical grid system operational	Y	N	U
12 Generator in use (type: <div style="border: 1px solid black; width: 100px; height: 15px; display: inline-block;"></div>)	Y	N	U
13 Indoor air temperature adequate	Y	N	U
V. FOOD and WATER			
28 Preparation on site	Y	N	U
29 Served on site	Y	N	U
30 Safe food source	Y	N	U
31 Adequate supply	Y	N	U
32 Proper storage	Y	N	U
33 Appropriate food temperatures	Y	N	U
34 Hand-washing facilities available	Y	N	U
35 Safe food handling	Y	N	U
36 Dish washing facilities available	Y	N	U
37 Clean kitchen area	Y	N	U
38 Adequate water supply	Y	N	U
39 Adequate ice supply	Y	N	U
40 Safe water source	Y	N	U
41 Safe ice source	Y	N	U
II. SANITATION			
14 Adequate laundry services	Y	N	U
15 Adequate number of toilets	Y	N	U
16 Adequate number of showers	Y	N	U
17 Adequate number of hand-washing stations	Y	N	U
18 Hand-washing supplies available	Y	N	U
19 Toilet supplies available	Y	N	U
20 Acceptable level of cleanliness	Y	N	U
21 Sewage system type:			
VI. SOLID WASTE			
42 Adequate number of collection receptacles	Y	N	U
43 Appropriate separation	Y	N	U
44 Appropriate disposal	Y	N	U
45 Appropriate storage	Y	N	U
46 Timely removal	Y	N	U
47 Hazardous waste generated	Y	N	U
48 Medical waste generated	Y	N	U
III. HEALTH and MEDICAL			
22 Medical care services on site	Y	N	U
23 Mental health care services on site	Y	N	U
IV. COMPANION ANIMALS			
24 Companion animals present	Y	N	U
25 Animal care available	Y	N	U
26 Designated animal area	Y	N	U
27 Acceptable level of cleanliness	Y	N	U
VII. SLEEPING and CHILDCARE			
49 Adequate number of beds/cots/mats	Y	N	U
50 Adequate supply of bedding	Y	N	U
51 Bedding changed regularly	Y	N	U
52 Adequate spacing	Y	N	U
53 Clean diaper-changing facilities	Y	N	U
54 Adequate toy hygiene	Y	N	U
55 Safe toys	Y	N	U
56 Clean food and bottle preparation area	Y	N	U
57 Adequate child care supervision	Y	N	U
VIII. CRITICAL NEEDS or COMMENTS (write on back if necessary)			

North Carolina Shelter Assessment Form Instructions

Shelter type: "General population/congregate": evacuation or general.
"Medical": population with specific medical requirements. "Other": relief workers base camp, etc.

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.

Number of Shelter Residents: Estimated number of shelter residents present in shelter at the time of inspection.

Number of Staff/Volunteers: Number of persons working in the facility at the time of assessment.

I. Facility

- 1 Structural damage: note damage to physical structure (e.g., roof, windows, walls, etc).
- 2 Security/law enforcement present: security guards or police officers present at facility site.
- 3 Water system operational: self-explanatory.
- 4 Hot water available: self-explanatory.
- 5 HVAC system operational: self-explanatory.
- 6 Adequate ventilation: facility well-ventilated and free of air hazards such as smoke, fumes, etc.
- 7 Adequate space per person in sleeping area:
 - a. evacuation shelters, 20 ft² per person;
 - b. general shelters, 40 ft² per person;
 - c. medical shelters, 60–100 ft² per person.
- 8 Free of injury/occupational hazards: With regard to general safety, some examples include:
 - a. Is the facility free of frayed or exposed electrical wires, carbon monoxide hazards, hazardous materials, etc.?
 - b. Are on-duty staff and members wearing PPE as necessary?
- 9 Free of pest/vector issues: note presence of mosquitoes, fleas, flies, roaches, rodents, etc.
- 10 Acceptable level of cleanliness: self-explanatory.
- 11 Electrical grid system operational: self-explanatory.
- 12 If generator in use: check for appropriate location, capacity, adequate fuel and ventilation.
 - a. If yes, indicate fuel type: gas, diesel, solar, etc.
- 13 Indoor temperature (° F): temperature measurement from random inside location (ASCE standard for temperatures in buildings).

II. Sanitation

- 14 Adequate laundry services: provided with separate areas for soiled and clean laundry. **If not provided because shelter is set up as an emergency evacuation shelter, mark U**
- 15 Adequate # operational toilets: minimum 1 per 20 persons or as specified by sex.
- 16 Adequate # operational showers/bathing facilities: 1 per 15 persons. **If not provided because shelter is set up as an emergency evacuation shelter, mark U**
- 17 Adequate # operational hand-washing stations: 1 per 15 persons.
- 18 Hand-washing supplies available: water, soap, and paper towels; if water is unavailable, hand sanitizers (at least 60% alcohol).
- 19 Toilet supplies available: toilet paper, feminine hygiene supplies, and diapers/pads for children and adults.
- 20 Acceptable level of cleanliness: self-explanatory.
- 21 Sewage system type: self-explanatory.

III. Health and Medical

- 22 Medical care services available: If yes, list type of care available in comments section.
- 23 Counseling services available: If yes, list type of mental/social services available in comments section. **If not provided because shelter is set up as an emergency evacuation shelter, mark U**

IV. Companion Animals

- 24 Companion animals present on-site at shelter facility
- 25 Animal care available: animals have clean, fresh water and food.
- 26 Designated animal area: animals located away from people and separately housed.
- 27 Acceptable level of cleanliness: self-explanatory.

V. Food and Water

- 28 Preparation on site: self-explanatory.
- 29 Served on site: self-explanatory.
- 30 Safe food source: food source from licensed contractor or caterer.
- 31 Adequate supply: self-explanatory.
- 32 Appropriate storage: food stored according to safe storage practices to prevent contamination or spoilage – refer to local code or US Food Code.
- 33 Appropriate temperatures: hot food kept above 135° F; cold food kept below 41° F. Or refer to local code or FDA Food Code.
- 34 Hand-washing facilities available and accessible for food preparation: fixed or portable, as long as they are operational.
- 35 Safe food handling: food preparers are using gloves, avoiding cross contamination, using appropriate utensils, etc. – refer to local code.
- 36 Dishwashing facilities available: place to wash, rinse and sanitize kitchen utensils and cooking equipment.
- 37 Clean kitchen area: self-explanatory.
- 38 Adequate water supply: drinking water in range of 1–2 gallons/per person/per day, for all uses 3-5 gallons/per person/per day.
- 39 Adequate ice supply for coolers/etc. when required: sufficient to maintain cold food temperatures.
- 40 Safe water from an approved source.
- 41 Safe ice from an approved source when provided.

VI. Solid Waste

- 42 Adequate collection receptacles: minimum 1 (30-gal) container for every 10 persons.
- 43 Appropriate separation between medical/infectious waste and general refuse.
- 44 Appropriate disposal and labeling in approved containers.
- 45 Appropriate storage and separation from common areas.
- 46 Timely removal of waste – collected regularly.
- 47 Check all types of waste generated at facility (e.g., solid, hazardous, medical).
- 48 Check all types of waste generated at facility (e.g., solid, hazardous, medical).

VII. Sleeping and Child Care

- 49 Adequate cots/beds/mats for each resident/staff.
- 50 Adequate bedding for each cot, bed, or mat.
- 51 Clean bedding available: self-explanatory.
- 52 Adequate spacing: at least 3 ft between cots/beds/mats.
- 53 Clean diaper-changing facilities: self-explanatory.
- 54 Adequate toy hygiene: toys cleaned with a nontoxic, approved disinfectant. Refer to local code. **If not provided because shelter is set up as an emergency evacuation shelter, mark U**
- 55 Safe toys: should adhere to applicable age group standards. **If not provided because shelter is set up as an emergency evacuation shelter, mark U**
- 56 Clean food/bottle preparation area: self-explanatory.
- 57 Adequate child/caregiver supervision ratio: a. birth-12 mos (3:1); b. 13-30 mos (4:1); c. 31-35 mos (5:1); d. 3 years (7:1); e. 4-5 years (8:1); 6-8 years (10:1); 9-12 years (12:1). **If not provided because shelter is set up as an emergency evacuation shelter, mark U**

VIII. Critical Needs or Comments

List any critical needs requiring public health follow-up or comments.