

Environmental Health Shelter Assessment Form Instruction Sheet

- ***Immediate Needs Box: check yes if immediate needs are present**

I. ASSESSING AGENCY DATA

- Date Assessed: self-explanatory.
- Assessor Name/Title: self-explanatory
- Assessor ID: self-explanatory.
- Assessor Phone contact: self-explanatory.

II. FACILITY TYPE, NAME and DATA

- Location Name and Description. Example: "Rockville Elementary School - brown building next to the police station."
- Street Address: self-explanatory.
- City/County: self-explanatory.
- Shelter Manager: name and phone of responsible contact person, such as a facility manager or designated person in charge, and his or her title.
- Environmental Manager: name and phone of responsible contact for environmental issues.
- Medical Station: name and phone of responsible contact person for medical station
- Shelter Sponsoring Agency: Red Cross, etc.
- Type of Host Facility: School, Church, Arena, Convention Center, or Other
- Water Source, Sewage type and Refuse Disposal (municipal or private)

III. CENSUS

- Current Census: estimated number of persons, including workers, in shelter at the time of inspection.

IV. FACILITY

- Structural damage: note damage to physical structure (e.g., roof, windows, walls, etc).
- Security/law enforcement adequate: security guards or police officers available at facility site.
- Identification required for entry: self-explanatory
- Adequate ventilation: facility well-ventilated and free of air hazards such as smoke, fumes, etc.
- HVAC system operational: self-explanatory.
- Hot water available: self-explanatory.
- Electrical grid system operational: self-explanatory.
- 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.
- Free of pest/vector issues: note presence of mosquitoes, fleas, flies, roaches, rodents, etc.
- Acceptable level of cleanliness: self-explanatory.
- Designated smoking area: self explanatory.
- Handicap accessibility: ADA Compliant.

V. FOOD

- Adequate supply: self-explanatory. Safe food source: source of the food from a licensed contractor or caterer.
- Preparation on site: self-explanatory.

- Safe food handling: food preparers are using gloves, avoiding cross contamination, using appropriate utensils, etc. – refer to local code.
- Clean kitchen area: self-explanatory.
- Appropriate temperatures: hot food kept above 145 °F; cold food kept below 41 °F. Or refer to local code or US Food Code.
- Appropriate storage: Adequate refrigeration and ≤41°F.
- Proper dishwashing facilities: Wash, rinse and sanitize.
- Dishwashing facilities available: place to wash, rinse and sanitize kitchen utensils and cooking equipment.
- Hand-washing facilities available: fixed or portable, as long as they are operational.
- Clean formula preparation and bottle cleaning area.

VI. DRINKING WATER AND ICE

- Safe water from an approved source.
- 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.
- Safe ice from an approved source (permitted facility outside affected area) and protected from contamination.
- Distilled water provided for baby formula preparation: self-explanatory.

VII. WASTE WATER / SEWAGE

- Sewerage system accessible and operational: self-explanatory.
- Portable Units: Pumped and cleaned according to a set schedule.
- Adequate ventilation: bathrooms and portables well-ventilated and free of odors.
- Adequately cleaned: self-explanatory.
- Handwashing facilities provided for portable units: self-explanatory
- Mop sink/utility sink: self-explanatory.

VIII. SANITATION

- Adequate number of operational hand-washing stations: 1 per 20 persons.
- Adequate number of operational toilets: minimum 1 per 20 persons or as specified by sex.
- Adequate number of operational showers/bathing facilities: 1 per 20 persons.
- Acceptable level of cleanliness: self-explanatory.
- Adequate laundry services: provided with separate areas for soiled and clean laundry.
- Covered containers provided in female toilets.
- Toilet supplies available: toilet paper, feminine hygiene supplies, and diapers/pads for children and adults.
- Hand-washing supplies available: water, soap, and paper towels
- Toilets cleaned according to schedule: self-explanatory.
- Adequate diapering areas: 1 diapering station per 12 infants, covered waste containers,

disposable cleaning wipes and surface coverings, & instructions for cleaning the station posted by the changing tables.

- Adequate handicap facilities: ADA compliant.
- Adequate cleaning supplies: self-explanatory.

IX. SOLID WASTE GENERATED

- Appropriate disposal and labeling in approved containers.
- Adequate collection receptacles: minimum 1 (30-gal) container for every 10 persons.
- Approved disposal: self-explanatory
- Timely removal of waste – collected regularly.
- Appropriate storage and separation from common areas.
- Storage area maintained: self-explanatory.

X. SLEEPING AREA

- Separate area for families: self-explanatory.
- Adequate cots/beds/mats for each resident/staff (2' bed to bed and 6' head to head).
- Adequate bedding for each cot, bed, or mat: self-explanatory.
- Clean bedding available: self-explanatory.
- Acceptable level of cleanliness: self-explanatory.

XI. HEALTH/MEDICAL

- Medical care services available: **list type of care available in comments section. (?)**
- Adequate handwashing stations available: self-explanatory
- Medical supplies separate from food and chemicals: self-explanatory.
- Adequate security for medical supplies: narcotics in a locked cabinet.
- Biohazard bags and sharps containers available: self-explanatory.
- Acceptable level of cleanliness: self-explanatory.
- Adequate security for entry to patient area: self-explanatory.

XII. CHILDCARE AREA

- Play area provided: self-explanatory.
- Hand-washing facilities available: for adults and children with paper towels, soap, and water.
- Toys easily cleaned and do not pose a choking hazard: self-explanatory.
- Adequate toy hygiene: toys cleaned (3X per day) with a nontoxic, approved disinfectant.
- Adequate child/caregiver supervision ratio:
 - a. birth–12 months (3:1)**
 - b. 13–30 months (4:1)**
 - c. 31–35 months (5:1)**
 - d. 3 years (7:1)**
 - e. 4–5 year olds (8:1)**
 - f. 6–8 year olds (10:1)**
 - g. 9–12 year olds (12:1)**
 - Check with OIG**
- Adequate monitoring or security: self-explanatory.
- Acceptable level of cleanliness: self-explanatory.

XIII. COMPANION ANIMALS

- Companion animals present: animals in facility.
- Animal care available: animals have clean, fresh water and food.
- Designated animal area: animals located away from people and separately housed.
- Acceptable level of cleanliness: self-explanatory.
- Adequate food and water: self-explanatory.
- Adequate security for safety of animals:
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