



citycounty insurance services
cisoregon.org

Homeless Shelter/Operational Checklist

While we don't know all the risks associated with homeless shelters and homeless camps, CIS recommends considering the following:.

Partnering with:

1. Non-profit or faith-based community partners
2. State of Oregon Homeless Services Program/Oregon Housing and Community Services
3. County Health Department
4. Police
5. Public Works
6. Parks
7. Fire Department
8. CIS Hotlines
 - Legal: 503-763-3812
 - Underwriting: 503-763-3864
 - Risk Management: Your CIS Risk Management or Law Enforcement Consultant

Screening/reporting:

- New residents
- Illness/infection refer to medical treatment
- Criminal history (inquiries only – can't run thru LEDS w/o basis)
- Education on rules, health, mental health, hygiene, medication, childcare and clearly posted at shelter/camps
- Oriented on first aid, extinguishers, toilets, handwashing & sanitizer, sharps, trash, etc.
- Reporting requirements including allegations of abuse or molestation

Addressing:

- Disease/death plan
- Abandoned children or pet's plan
- Toilets
 - One toilet for every 20 persons minimum
 - Toilet paper
 - Sanitizer
 - Gender separation
- Sanitation
 - Soap/shampoo
 - Toothbrush & paste
 - Feminine hygiene

- Laundry resources & supplies
 - Cleaning and disinfection plan
 - Education on lice/bed bugs prevention
- Trash
 - Trash -rodent proof cans
 - Trash scheduled and unscheduled service
- Water
 - Soap & towels for handwashing
 - Hand sanitizer
 - Disinfectant
 - 3–5-gallon buckets
 - Dish washing/hot water plan
 - Disposal of gray water
 - Bleach
- Rodents
 - Rodent protection plan
 - Rodent capture and removal plan
 - Professional pest control
 - Provide rodent proof storage containers
- Pets
 - Rules
 - Supplies for cleaning after
 - Litter
 - Vaccinated
 - Spayed/neutered
 - Provide flea/tick prevention
 - Volunteer veterinary
 - Animal control inspections
 - Animal shelter support
 - Furry Faces Foundation – financial support
- Cooking
 - Food logistics – where is it coming from/donations/labels/dated
 - Food preparation
 - Food distribution
 - Storage – rodent proof for food storage
 - Food rotation plan
 - Refrigeration/freezing food plan
 - Grease containers
- Heating
 - Heating plan for cold days/nights
 - Fire control plan
 - No–smoking areas
 - Fire extinguishers
 - Fire department regular inspections
- First aid
 - First aid kits
 - Narcan available
 - Education
- Drugs/alcohol plan

- Mental health plan
 - Privacy area?
- Crime/victimization
- Environmental damage
- Claims of harassment or discrimination.
- Damage to or theft of personal property
- Damage to or theft of members property
- Sharps
 - Handling training
 - Handling glove or grabber-tool
 - Sharp containers – locked for input only
 - Ongoing monitoring
 - Sharp container disposal (not in trash)
- Staff safety & security
 - Disposable gloves
 - Masks
 - Eye protection
 - Work gloves
 - De-escalation training
- Supply management
 - Blankets
 - Cloths
 - Sleeping pads and bags
- Campsite
 - Clear of vegetation for at least 10 feet
 - Suggest sleeping structures on cinder blocks
 - Distance to allow for emergency vehicles
 - Cleaning duties
 - Inspection responsibility
- Weather/natural disaster
 - Evacuation plan
- Volunteers
 - Recruitment
 - Rules: time, place, sign-in/out?
 - Duties
 - Training
 - PPE
 - Driving
- Incident reporting plan
 - How & who to report too
 - Follow-up
- Allegations of resident being injured by another resident.
- Allegations against the staff/elected officials for discrimination
- Incident investigation
 - Police involvement
 - How & who will investigate
- Removal plan for poor behavior that complies with due process requirements
- Recreational immunity by encouraging legislators to pass a bill to reduce lawsuits against public entities for providing this assistance.