

COMMUNITY & CULTURAL SERVICES
MASS CARE & SHELTER ASSIGNMENTS

SHELTER MANAGER

THE SHELTER MANAGER IS RESPONSIBLE FOR PROVIDING SUPERVISION AND ADMINISTRATIVE SUPPORT FOR ACTIONS WITHIN THE SHELTER. MANAGER ENSURES:

- NEEDS OF THE OCCUPANTS ARE BEING MET;
- ACCOUNTABILITY FOR ASSIGNED WORKERS;
- FACILITIES ARE OPERATIONAL.

Jessica Cusick*
Nan Friedman
Judith Meister
Setareh Yavari*
Stacy Rowe*
Danny Price*
Christopher Ponce*

SHIFT SUPERVISOR

TO PROVIDE OVERSIGHT FOR THE SHELTER STAFF, CONDUCT STAFF MEETINGS, AND ENSURE THE NEEDS OF CLIENTS ARE MET. MAY GUIDE SHELTER STAFF IN THE ABSENCE OF OR AS THE DESIGNEE OF THE SHELTER MANAGER.

Katie Maeng
Amy Cramer**
Heinz Davila*
Tony Carpowich

DORMITORY MANAGER ASSOCIATE

ENSURES SLEEPING AREAS ARE APPROPRIATELY CHOSEN, SET UP AND EQUIPPED WITH ALL NECESSARY ITEMS.

Jose Villasenor
Micah Michalski
Micah Shultz-Ackerson
John Hines*

REGISTRAR

RESPONSIBLE FOR MAINTAINING COMPLETE, LEGIBLE, AND ACCURATE INFORMATION ABOUT THE RESIDENTS OF THE SHELTER. ENSURES PERSONS ENTERING OR LEAVING SHELTER GO THROUGH THE REGISTRATION PROCESS. SUPPORTS MEDICAL PERSONNEL BY IDENTIFYING SHELTER RESIDENTS WITH ILLNESSES OR OTHER MEDICAL NEEDS.

Anne Deasey*
Liz Barron

Jessie Gonzalez
Amy Cramer**
Evelyn Lim*

INFORMATION ASSOCIATE

KEEPS SHELTER CLIENTS AND STAFF INFORMED AND AWARE OF RECOVERY MATTERS.

Michelle Wilson*
Libby Carlson*
Amy Larkin *
Robert Zuco
Ray Fitzpatrick*

FEEDING ASSOCIATE

SUPERVISION OF ON-SITE FOOD PREPARATION AND SERVICE FOR SHELTER RESIDENTS AND WORKERS. THE FEEDING SUPERVISOR ENSURES SAFE FOOD HANDLING PROCEDURES ARE FOLLOWED.

Denise Weddle
Adriana Torres
Evelyn Lim*
Ginna Muzingo*

***Indicates employee only received partial training.**

****Indicates employee received no training.**

City of Santa Monica Emergency Sheltering Cots and Blankets

Location:

The City's cache of emergency sheltering cots and blankets are stored in 3 tan colored shipping containers located in the Northeast corner of the Santa Monica Airport.

To reach the containers take Ocean Park Blvd to South Centinela Blvd. Turn right onto South Centinela Blvd and go straight until you reach a secured gate.

Notify Airport Security Personnel for Access (310) 458-2253.

Once you enter the facility, continue going straight. The road will lead to a large lot. Containers are located in the fenced-in area on the left.

Access:

Access keys for the secured containers are located in the tan colored key box mounted on the wall of the PIO office within the EOC. Check key tags and pull the following for access:

SMO Gate
Container #1
Container #2
Container #3

Inventory:

The City has acquired the following emergency sheltering cots and blankets:

Standard Cots 1613

ADA Compliant Cots 176

Disposable Paramedic Blankets 2500

Foil / Solar Blankets 900

City of Santa Monica “Shelter in a Box”

OEM has prepared an emergency shelter startup kit. The kit contains resources to utilize in the initial set up of an emergency shelter. Contents are as follows:

1. Shelter forms:
 - Opening checklist
 - Registration forms
 - After action report
 - Shelter floor plan
 - Shelter signage-laminated
 - Position checklists forms & hang tags
 - Shelter rules
 - Shelter report
 - Intake and assessment
 - Resident sign in
 - Visitor sign in
 - Shelter log
 - Safe and well
2. Shelter operations handbook
3. General office supplies; notepads, pens, tape, thumb tacks, hi-liters, paper clips and post its.

Kit items are stored in a black portable file box in the Operations cabinet along the West wall of the EOC.