



STATE OF FLORIDA
DEPARTMENT OF COMMUNITY AFFAIRS

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Secretary

February 17, 2005

M E M O R A N D U M

TO: County Emergency Management Directors

FROM:  W. Craig Fugate, Director
Division of Emergency Management

SUBJECT: Hurricane Shelter Capacity and Deficit Reduction Progress Data

The Division is requesting your assistance in compiling hurricane shelter capacity data. This data will be used to monitor progress in eliminating the state's deficit of "safe" hurricane shelter space, as required in s. 252.385(1), Florida Statutes. The specific focus of the enclosed tables is to identify the hurricane shelter capacity that has been, or will be, created principally through: 1) the retrofitting of existing buildings, and 2) through the construction of new school buildings to the Department of Education's Public Shelter Design Criteria (a.k.a., EHPA requirement). This information is needed for the *2005 Shelter Retrofit Report*. **Therefore, please submit the information no later than Friday, June 24, 2005.**

Enclosed are three tables with accompanying instructions. The first table is used to collect information for the years 1995 through August 31, 2004. This table will be used to represent the hurricane shelter capacity that has been created or identified since inception of the State's hurricane shelter survey and retrofit program, and should be consistent with the hurricane shelter capacity that was available during the 2004 hurricane season. The second table will be used to collect information for the period September 1, 2004 through August 31, 2005, and will be used to represent hurricane shelter capacity that has been created over the past year. The third table represents hurricane shelter capacity that is projected to be created and available for use during the 2006 hurricane season.

2555 SHUMARD OAK BOULEVARD • TALLAHASSEE, FLORIDA 32399-2100
Phone: 850.488.8466/Suncom 278.8466 FAX: 850.921.0781/Suncom 291.0781
Internet address: <http://www.dca.state.fl.us>

CRITICAL STATE CONCERN FIELD OFFICE
2796 Overseas Highway, Suite 212
Marathon, FL 33050-2227
(305) 289-2402

COMMUNITY PLANNING
2555 Shumard Oak Boulevard
Tallahassee, FL 32399-2100
(850) 488-2356

EMERGENCY MANAGEMENT
2555 Shumard Oak Boulevard
Tallahassee, FL 32399-2100
(850) 413-9969

HOUSING & COMMUNITY DEVELOPMENT
2555 Shumard Oak Boulevard
Tallahassee, FL 32399-2100
(850) 488-7956

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The requested data and spread sheet format reflects a merger of the “success story” information published in *2004 Shelter Retrofit Report*, and the county and regional hurricane shelter capacity information that was published in the *2004 Statewide Emergency Shelter Plan*. The information presented in both reports overlaps significantly, as is expected given that the majority of hurricane shelter space exists due to mitigation/retrofitting of existing facilities, or enhanced wind-resistant design and construction methods for new facilities. This data has been merged to improve consistency between the two statutorily-required publications, provide a more accurate representation of the hurricane shelter deficit situation to public officials and citizens, and (very importantly) reduce paperwork.

Please note that the requested data is for planning purposes only, and should not be confused with the information submitted for the Division’s www.eoconline.org operational shelter database. Though the information should generally be consistent between the planning and operational databases, the operational database must reflect day-to-day or event-specific information, and the planning data reflect longer-term trends and total hurricane shelter capacity available. For instance, a retrofitted shelter may require normal maintenance or renovations (that does not alter its future use as a hurricane shelter) that temporarily causes removal of the shelter from the operational eoconline database. The temporary removal of a shelter from the operational database does not affect its continued presence on the planning database.

The planning data may (and, in many cases, should) represent more hurricane shelter capacity than is normally published for public distribution. The objective of the planning data that is being requested is to identify sufficient hurricane shelter capacity to meet the demand requirements published in regional Hurricane Evacuation Studies. Hurricane Evacuation Studies represent worst-case hurricane shelter capacity demands (Category 4/5 hurricanes), which often indicate that 15 to 25 percent of vulnerable populations will seek public shelter. However, for more routine hurricane events (Category 1 to 3 hurricanes), historical demands have been much less than 15 percent.

The requested planning data must include all known projects that received funding (or additional priority scores or rankings), in part or in whole, due to the fact that the facility was proposed to be available for use as a public hurricane shelter. For example, certain fire stations, community centers, emergency operations centers, public safety facilities/complexes, etc., have previously received legislatively appropriated funding, competitive grants or hazard mitigation funding due to their proposed use as public hurricane shelters. The *Shelter Retrofit Reports* and *Statewide Emergency Shelter Plans* are the means by which the Division captures and monitors the effects of public investment in reducing the deficit of “safe” public hurricane shelter space. The ability to demonstrate significant progress toward elimination of the hurricane shelter space deficit on an on-going basis is essential to continued funding.

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The data is being initially provided on hard copy paper spread sheets and an Excel spread sheet form. Please note that the Division is requesting that the hurricane shelter capacities entered on the spreadsheets be based upon 20 square feet (sq.ft.) per person, and not 15 sq.ft. as published in the American Red Cross' recent revision of *Standards for Hurricane Evacuation Shelter Selection* (ARC 4496, January 2002). County emergency managers that rely upon local American Red Cross staff to determine hurricane shelter capacities, must confirm that the entries in the spread sheets are in-fact based upon 20 sq.ft. per shelter space.

Thank you for your assistance with this critical project. If you have any questions, please contact Danny Kilcollins at (850) 413-9859 or Dean Griffin at (850) 413-9954.

WCF/dg

Enclosures

cc: Area Coordinators

County Name																		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Name	Bldg #	Address	City	Zip	Retrofitted (R) or New Construction (N)	General (G), PSN (P), Pet-Friendly (A)	Host Capacity in People	Permitigation ARC 4496 Capacity (persons)	Permitigation ARC 4496 Capacity (sq ft)	EHPA Capacity Gained (persons)	EHPA Capacity Gained (sq ft)	Retrofitted/Mitigated Capacity Gained (in persons)	Retrofitted/Mitigated Capacity Gained (sq ft)	Total Risk Capacity in People (meets ARC 4496)	Total Risk Capacity (sq ft) (Meets ARC 4496)	Risk Capacity in People (Does not meet ARC 4496, or not yet surveyed)	Funding Sources	Comments

Please note that three charts are provided for each county. These are titled "Success-1995-August 31, 2004", "Success-September 01, 2004- August 31, 2005", and "Success-September 01, 2005- August 31, 2006". Each chart provided shows the Shelter Deficit Reduction Progress (i.e. risk shelter space gained) we have on our records for your county for each of these periods of time. Please review and update each chart as appropriate.

Note: Spaces such as mechanical and electrical rooms, storage rooms, open corridors, kitchens, science rooms and labs, vocational shop areas and labs, computer labs, attic and crawl spaces, can be excluded when calculating shelter space square footage.

Explanation of columns:

County Name: Name of County covered in this datasheet

Column 1: Name: Name of campus, school, church, site. (May be repeated in those cases where the site has more than one building). (Needed for identification and mapping).

Column 2: Bldg #: Building Number from FISH (Florida Inventory of School Houses), or local Building identification number or identification (i.e., 02, 300A, Cafeteria, etc.). A separate line entry is needed for each different building

number/identification on a campus/site.

- Column 3:** Address: physical address of campus/school/ site. (Needed for identification and mapping in GIS)
- Column 4:** City: City where campus/site is located. (Needed for identification and mapping in GIS)
- Column 5:** Zip: as appropriate. (Needed for identification and mapping in GIS).
- Column 6:** Retrofitted (R) or New Construction (N): identifies whether building is an existing construction that has been retrofitted to meet ARC 4496 guidelines or it is new construction with mitigation built in to meet ARC 4496 guidelines.
- Column 7:** General (G), PSN (P), Pet-Friendly (A): Is the building set up to be a general risk/host shelter, or special needs risk/host? Is the facility set up to be pet-friendly? Insert G, P, and/or A as appropriate. If a particular building is designated for both, we recommend separate line items for each shelter type area.
- Column 8:** Host Capacity In People: If the building is designated/planned to be a host shelter- how many people are you planning to host in that building?
- Column 9:** Pre-Mitigation ARC 4496 Capacity (In persons): In some cases, ARC 4496 surveys have found “As-Is” shelter space in buildings. That is, areas (i.e. interior hallways, rooms, basement areas) that currently meet ARC 4496 guidelines without any additional retrofitting. If an ARC 4496 survey of the building has been done and such areas exist and you plan to use them, show how many people you plan to shelter in these areas in this building (based on 20 sq ft per person), under hurricane conditions. If no ARC 4496 survey has been done, then reflect potential risk shelter space like this, that you plan to use under hurricane conditions, in Column 17.
- Column 10:** Pre-Mitigation ARC 4496 Capacity (In square feet): Same as above, but reflected in square feet per building. Typically 20 square feet per person(space).
- Column 11:** EHPA Capacity Gained (persons): Under State Law, new school facilities (or portions of them) must be designed and constructed to meet the Enhanced Hurricane Protection Area requirements. If you have school facilities constructed to meet these requirements, they meet ARC 4496 guidelines. Reflect the numbers of risk/storm shelter spaces (persons) you gained with this building. Note: EHPA spaces gained prior to the end of August 2004 should be reflected in the Success-1995-August 2004 chart, only. EHPA Spaces gained between September 2004-August 2005 in that chart,

only. And EHPA spaces projected to be gained (i.e., contracts are signed) between September 2005-August 2006 should be reflected in that chart, only.

Column 12: EHPA Capacity Gained (square feet): Same as above, only in square feet versus spaces gained. Typically 20 square feet per person (space).

Column 13: Retrofitted/Mitigated Capacity Gained (persons): These are risk/storm shelter spaces gained where a building (or part of a building) has been retrofitted to meet ARC 4496 guidelines. Also include any new construction of non-school facilities that are enhanced construction to meet similar criteria to the EHPA standard. Reflect the number of risk spaces gained in this building after retrofitting. Note: Retrofitted Spaces gained prior to the end of August 2004 should be reflected in the Success-1995-August 2004 chart, only. Retrofitted Spaces gained between September 2004-August 2005 in that chart, only. And Retrofitted spaces projected to be gained (i.e., contracts are signed) between September 2004-August 2005 should be reflected in that chart, only.

Column 14: Retrofitted/Mitigated Capacity Gained (square feet): Same as above but reflected in square feet. Typically 20 square feet per person (space)

Column 15: Total Risk Capacity In People (Meets Arc 4496): Sum of Columns 9, 11, and 13.

Column 16: Total Risk Capacity (square feet) (Meets ARC 4496): Sum of Columns 10, 12, and 14.

Column 17: Total Risk Capacity In People (Does Not Meet ARC 4496): This is the total capacity (number of spaces at one space per person) that you plan to use in a specific building as risk/storm shelter space, that currently does not meet ARC 4496 guidelines or, that it is currently unknown whether the area meets ARC 4496 guidelines (no ARC 4496 survey completed yet on the building).

Column 18: Funding Source: Local (L), State (S), Federal (F), and Program Name: Reflect funding source used for the construction/retrofitting of the building. (i.e., F, S - HMGP, S- EMPATF, L-EHPA , etc.)

Column 19: Comments: add in explanatory comments as needed.