# MERT SHELTER REFERENCE

**SHREK KIT Binder Recommended Documents**                    July 2024

General Reference Documents

1) Shelter Activation and Procedures Reference (042023)
   Overall reference for the MERT activated personnel at the Shelters

2) Shelter Manager Update (05192022)
   Current MERT reference document for the Shelter Manager and Staff
   if they are not familiar with MCSO MERT support

3) MCPS Shelter Information Reference (042023)
   Reference document detailing the Shelters name, address, telephone numbers,
   shelter designation type, MERT radio connection location (building number &
   room number) and standby generator capabilities

4) Shelter Location Map (2023)
   Marion County map showing the location of all MCPS Shelters

5) 2023 MERT Member & Div. of Emergency Management Contact List (2023)
   Roster detailing Members and MCSO Div. of Emergency Management contacts

6) MCSO Information for Public Shelter Participants
   MCSO pamphlet detailing information on conditions and expectations Shelter
   participants will experience

7) Icom IC-880 Quick Recovery Reference
   Reference sheet for navigating the IC-880H

8) Winlink School Shelter Setup Reference

Forms
A. ICS - 205A Incident Radio Communications Plan (SHREK Radio Plan)
B. ICS – 213 General Message Form (5 minimum)
C. ICS - 214 Activity Log (2 minimum)
D. ICS – 309 Communications Log
E. SHREK Kit Inventory List
F. Shelter participant Hot Wash recommendations


NOTE: When deactivated, complete all forms and return to the EOC for sign out, SHREK Kit
check in and Hot Wash meeting.

PLEASE ENSURE all forms are submitted to the MERT IC prior to departure from the EOC.

**PLEASE REMEMBER TO SIGN AND DATE ALL FORMS PRIOR TO SUBMISSION.**