



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 (2025 03)
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 (2025 03 06)
Marion County map showing the location of all MCPS Shelters
- 5) MERT Member & Div. of Emergency Management Contact List (2025)
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.

NOTE: SIGN AND DATE ALL FORMS PRIOR TO SUBMISSION.