



Marion County Emergency Radio Team

Shelter Support Team Resource Manual

2025 05 03

General Reference Documents

- 1) Shelter Activation and Procedures Reference (20250503)
Overall reference for the MERT activated personnel at the Shelters
- 2) Personal Information – Emergency Contact and List of Medications
- 3) Shelter Manager Update (20250503) (2 minimum)
Current MERT reference document for the Shelter Manager and Staff if they are not familiar with MCSO MERT support
- 4) MCPS Shelter Information (20250503)
Reference document detailing the Shelters name, address, telephone numbers, shelter designation type, MERT radio connection location (building number & room number) and standby generator capabilities
- 5) Shelter Location Map (20250503)
Marion County map showing the location of all MCPS Shelters
- 6) MERT Member & Div. of Emergency Management Contact List (20250503)
Roster detailing Members and MCSO Div. of Emergency Management contacts
- 7) MCSO Information for Public Shelter Participants
MCSO pamphlet detailing information on conditions and expectations Shelter participants will experience
- 8) Resolving MERT Communications failures at Shelters (20250503)
- 9) Icom IC-880 Quick Recovery Reference
Reference sheet for navigating the IC-880H
- 10) Winlink School Shelter Setup Reference

Forms

- A. ICS - 205 Incident Radio Communications Plan (20250428)
MCSO EOC & SHREK Radio Plan
- B. ICS – 213 General Message Form (5 minimum)
- C. ICS - 214 Activity Log (2 minimum)
- D. ICS – 309 Communications Log (2 minimum)
- E. SHREK Kit Equipment List (20250424)
- F. Shelter participant Hot Wash recommendations

NOTE: When deactivated, complete all forms and return to the EOC for “check in” the SHREK Kit, Battery and Handi-Talkie. Complete the Hot Wash form and attend the 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.