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Director

State of California—Health and Human Services Agency
California Department of Public Health



EDMUND G. BROWN JR.
Governor

October 3, 2011

Dear Colleagues:

Enclosed please find the draft **California Department of Public Health Guidance and Toolkit for Sheltering Persons with Medical Needs**. We are seeking comments during the public review period that runs until **November 2, 2011**.

The Guidance and Toolkit for Sheltering Persons with Medical Needs are the result of a state-local collaborative project to provide local jurisdictions with a framework and operational guidance to meet the medical needs of persons displaced during an emergency. This guidance provides statewide standardization on key concepts and issues regarding sheltering persons with medical needs while being flexible to allow local jurisdictions to adapt the guidance to meet jurisdiction- and incident-specific requirements. It is intended for a broad audience including those who have not developed a medical shelter plan and those who are looking to update their plans. This guidance is scalable and can be applied to rural or metropolitan communities based on population need, and resources available.

Part I of the Guidance provides a framework from which to develop and implement a medical shelter plan. Included in the guidance is a discussion on the incorporation of medical shelters as part of the continuum of care for the medical needs of individuals impacted by an emergency. Additionally, the guidance defines medical shelter roles and responsibilities and legal considerations for establishing medical shelters. Part II of the guidance includes operational guidance with considerations for key functions of medical sheltering, activation triggers, operational approaches, site considerations, staffing models, and level of care.

Part III, the Toolkit, is comprised of over 30 operational tools to assist local planners in setting up, operating and demobilizing medical shelters. It includes sample tools that can be customized as they are not intended to be prescriptive.

CDPH worked closely with a workgroup comprised of representatives from State and local public health, emergency medical services, social services, emergency management, American Red Cross, U.S. Department of Veterans Affairs, provider associations, academia, and the California Directors of Public Health Nursing.

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This workgroup committed significant time and effort during a short timeframe and CDPH is enormously grateful for the dedication of the workgroup members.

In addition to the draft Guidance and Toolkit, the following documents are also enclosed:

- Instructions for recording and submitting comments; and
- Medical Shelter Comment Form.

Please feel free to share these drafts with interested persons. All comments are due to CDPH by close of business on **Wednesday, November 2, 2011**. Please submit your comments via email using the attached Comment Form to MedicalShelterGuidance@cdph.ca.gov.

Gina Anderson is available at Gina.Anderson@cdph.ca.gov, or (916) 319-8185 to address any questions or concerns.

Sincerely,



Elisabeth H. Lyman, Deputy Director
Public Health Emergency Preparedness

Enclosures