Integrated Guidance for Shelter Management

PLANNING A GROUP SHELTER

(Summary of Technical Report)

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OCD REVIEW NOTICE

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PURPOSE AND SCOPE OF THE STUDY

During the course of a previous project for the Office of Civil Defense, the American Institutes for Research developed a guidance document for individual shelter planning entitled <u>Planning Guides for Dual-Purpose Shelters</u> (Smith & Lasky, 1963). The information provided in that document was validated through review by knowledgable civil defense authorities. The question remained, however, as to whether local civil defense personnel could successfully apply this guidance to the preparation of actual shelter plans. The purpose of this project was to conduct field verification of the planning guide and to revise the document as required.

APPROACH

A. Initial Guidance Revision

The planning guide was first modified to reflect changes in technology and the shelter planning philosophy. Changes in technical data were minor. Other changes included providing more information on the nature of shelter planning and the role of shelter management in shelter planning. Additions to the guide included a brief chapter on planning for non-operational activities and a <u>Sample Basic Shelter Plan</u>.

B. Sample

For verification of the guide, a sample of sixteen representatives were selected from a wide variety of communities. These communities varied according to geographical location, size of population, population characteristics, community disaster history, the structure of the civil defense organization and application potential.

Five of the original sixteen chosen to review the guide agreed to apply the guidance to a shelter in their community.

C. Data Collection

Data collection was directed toward examining four potential in-adequacies in the guide. These included: (1) deficiencies in the information presented, (2) inaccuracies in the information presented, (3) poor presentation of the information, and (4) extraneous information in the guide.

The three basic methods employed in collecting this data were (1) interviews with those who critically reviewed the guide, (2) further interviews with those who prepared a basic shelter plan, and (3) review and analysis of the plans themselves.

RESULTS

A. The Plans

Considerable difficulty was encountered in recruiting even a small number of people to actually prepare a basic shelter plan. This may be due to the fact that many of the communities included in the sample are still concentrating on the marking and stocking of their shelters. Another reason for this difficulty is the apparent complexity of the job of shelter planning. Many people felt they did not have the time or the staff.

Four sample basic shelter plans were written during the application of the guidance. Three of these plans adhered closely to the A·I·R guidance materials. The fourth plan dealt primarily with shelter procedures rather than plans for the use of physical resources and personnel. A great majority of the methods included in three of the plans paralleled those presented in the planning guide.

Although three of the plans were quite similar, the planners varied in the way they used the guidance. Valuable comments regarding both the strengths and weaknesses of the guidance material were also provided by the planners.

B. Review Comments

The critical comments made by the reviewers indicated that (1) no technical inaccuracies were found in the guidance material, (2) the document might be too large for the average civil defense volunteer to read, (3) the technical background information in the guide and that provided in shelter management training overlapped, and (4) more information should be provided in several planning areas.

GUIDANCE REVISION

The findings in this study were reflected in a major revision of the guide, now entitled Planning a Group Shelter (Smith & Lasky, 1965). Chapter 1 of the guide was revised to clarify the nature of shelter planning. So that it would receive proper consideration by shelter planners, the second chapter of the guide was revised to emphasize planning for shelter management. A section dealing with planning for shelter security was added to the guide. The section on warning and shelter entry includes more information on closing the shelter. Minor revisions were made to reflect changes in technology and changes in the Federal program which occurred during the course of this study.

Some of the technical terms in the guide were more clearly defined. All of the technical background information which was thought to overlap with that provided in shelter management training was deleted. Further reduction in the size of the guide was achieved by moving the references from the end of each chapter to the end of the guide.

Two sample plans have been included as appendices to the final version of the planning guide. One of these sample plans was developed by the A·I·R project staff for a hypothetical shelter situation. The other sample plan was written during the guidance application by a real shelter planner for an actual shelter situation. These plans are included since the results of the interviews with the shelter planners indicate that the sample plans would be useful to the individual shelter planners in establishing the format and the level of detail for their shelter plans.

RECOMMENDATIONS FOR SHELTER PLANNING

The results of this study indicate that using the planning guide results in comprehensive and feasible shelter plans. A number of recommendations regarding shelter planning were developed and presented in the technical report. They are as follows:

1. The need to prepare individual shelter plans should be given more emphasis by civil defense organizations.

2. To make the most effective use of the available physical resources and personnel, plans should be tailored to a specific shelter.

3. The need for, and definition of, shelter planning should be discussed in shelter management training courses because: (a) qualified shelter managers probably have the ability to prepare and implement a plan, (b) the development of a plan serves as an effective device for training shelter managers, (c) preparing a plan provides the shelter manager with a satisfying task to perform during his peacetime tenure.

REFERENCES

Smith, R. W. & Lasky, Mary Ann. <u>Planning Guides for Dual-Purpose Shelters</u>. Pittsburgh: American Institutes for Research, 1963.

Smith, R. W. & Lasky, Mary Ann. <u>Planning A Group Shelter</u>. Pittsburgh: American Institutes for Research, 1965.