

CAL ARNGR 500-1
CA ANGR 87-1
C-1

STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
P.O. Box 214405 - 2829 Watt Avenue
Sacramento, California 95821-4405

Change
No. 1

28 November 1988

Emergency Employment of Army and Other Resources
Real Property Management
TEMPORARY EMERGENCY SHELTERS

1. CAL ARNGR 500-1/CA ANGR 87-1, 18 November 1988, is changed as follows:

Remove page 3 and insert new page 3/4.

2. File this change in front of the publication for reference purposes.

(CAAS)

BY ORDER OF THE GOVERNOR:

OFFICIAL:

ROBERT C. THRASHER
Major General
The Adjutant General



ANDREW G. WOLF, JR.
COL (EA), USA, CAL ARNG
Director of Administration

DISTRIBUTION:

Army - A
Air - F
M

STATE OF CALIFORNIA
OFFICE OF THE ADJUTANT GENERAL
P.O. Box 214405 - 2829 Watt Avenue
Sacramento, California 95821-4405

CAL ARNG Regulation
No. 500-1
CA ANG Regulation
No. 87-1

18 November 1988

Emergency Employment of Army and Other Resources
Real Property Management
TEMPORARY EMERGENCY SHELTERS

1. **PURPOSE.** This regulation establishes the policies, procedures, and responsibilities governing the use of California National Guard (CNG) facilities for sheltering homeless citizens during potential life-threatening weather conditions, and to provide guidance to all CNG commands concerning use of facilities for this purpose. Local modification or supplementation is not authorized.

2. **GENERAL.** The Governor of the State of California has directed the CNG to make facilities available to California jurisdictions to shelter homeless persons when temperatures become life-threatening. This regulation applies to all Air and Army National Guard armories/facilities except those specifically exempted by this regulation. For purposes of this regulation, the word "facility" is defined as any ANG/ARNG armory or building suitable to be used as a temporary emergency shelter for homeless citizens.

3. **POLICIES.** a. CNG facilities may be used as temporary emergency shelters when:

(1) The local jurisdiction controlled homeless shelters have reached capacity.

AND

(2) The air temperature in an area is at or below 40 degrees (F) or is forecast by the National Weather Service to be 40 degrees or below.

OR

(3) During periods of rain when the air temperature is at or below 50 degrees (F), or when the National Weather Service forecast indicates the probability of rain to be greater than 50 percent and the air temperature to be 50 degrees (F) or below.

b. Authorization to use armories as temporary emergency shelters will be based upon the five or seven day National Weather Service (NWS) forecast for the area. Although authority to use the armory will be for the forecast period, automatic extension of the license will be granted by Plans and Operations based upon subsequent forecasts for continued life-threatening weather conditions.

c. The facility to be used as a temporary emergency shelter must have adequate lighting, heating and sanitary systems. Storage, warehouse and maintenance buildings such as an OMS will not be used as temporary emergency shelters. A building

18 November 1988

is deemed adequate if there is sufficient lighting to illuminate the interior, operational heating systems to warm the area used for sleeping, and sufficient sanitary facilities to accommodate the projected number of perosnnel to be sheltered.

d. Authorization to use a facility as a temporary emergency shelter will be issued by the Director of Plans and Operations at this headquarters. Local commanders are not authorized to open CNG facilities as temporary emergency shelters without approval of this headquarters. CNG facilities may not be used as shelters in connection with activities sponsored by private agencies such as the Salvation Army, YMCA, or similar organizations. It is permissible to have personnel from private agencies at CNG facilities to assist local city or county personnel care for the homeless.

e. Cities desiring use of CNG facilities must forward all requests to the County Emergency Services Coordinator/Officer. Counties that desire use of CNG facilities must follow the same procedure. The County Emergency Services Coordinator/Officer must forward the request to utilize the CNG facility or facilities to the State Office of Emergency Services' regional office. The request will be forwarded to OES headquarters in Sacramento for appropriate action and approval. All requests must include the name and phone number of the city or county person designated to manage and be responsible for shelter operations. Once OES has approved the request, the CNG will be tasked to select a facility to be used as a temporary shelter. This headquarters will, in coordination with the senior command concerned, identify the facility to be used and advise OES that the selected armory is available. This headquarters will provide the name(s) and telephone number(s) of the person(s) responsible for shelter operations to the senior command and facility supervisor.

f. Orders to open a facility as a temporary emergency shelter will be issued through the existing chain of command. Each order to open a facility will include an OES mission number. The mission number will be kept open for the period the facility is used as an emergency shelter or can be expected to be used as a shelter. When orders are received directing a senior command to open a facility, the command is authorized to order to State Active Duty (SAD) one person per shift per facility to act as the facility supervisor. Requests for more than one person per shift will be considered on a case-by-case basis. A work shift will be eight hours in duration. Personnel ordered to duty as a facility supervisor should be in the grade of E-5 through E-9. Personnel will be paid at their federally recognized grade not to exceed E-9. Full-time CNG employees may not be ordered to duty as facility supervisors.

g. A separate OTAG Form 14 for each person ordered to SAD in support of the temporary emergency shelter mission is to be forwarded through the senior command to this headquarters, ATTN: CAPO-MS. The senior command will review the forms to ensure the entries are correct and verify the duty performed prior to submitting the forms to this headquarters. The OES mission number described above must be entered on the form in the block provided. The Form 14 should be

18 November 1988

CAL ARNGR 500-1
CA ANGR 87-1

submitted to this headquarters no later than five working days after completion of the mission. In the event the mission exceeds a five day period, the Form 14 should be submitted for each 15 days of duty performed. Personnel ordered to SAD as facility supervisors or senior command management will not be authorized travel and per diem allowances unless approved by the Director of Plans and Operations.

h. To reduce the impact of this program on daily operations at the senior command level, each senior command tasked to provide temporary emergency shelters may be authorized to order personnel to SAD to assist in managing the emergency shelter operation. Request for program management personnel at the senior command will be referred to the Director of Plans and Operations. Management personnel will not normally be authorized at intermediate command (Battalion/Squadron) headquarters. Management personnel will be paid at their federally recognized grade.

i. The city or county supported is responsible for management of the armory as a temporary shelter and for the homeless persons housed at the facility. The supported jurisdiction will provide all supplies, food, and equipment required to care for the homeless. CNG support is limited to providing use of the facility drill floor, kitchen (if so equipped), and latrines/showers. Homeless citizens are not authorized access to any other areas of the facility. The city or county employee responsible for the operation is authorized to utilize the unit telephone only in the case of emergency.

j. CNG activities have priority for armory use. It is the command's responsibility to advise this headquarters of training activities to prevent conflicts with supported jurisdictions.

k. Use of the facility as a temporary shelter constitutes an emergency mission and, as such, takes precedence over previously issued licenses. Commanders are responsible for resolving any conflict between a licensee and the county, such as adjusting the time the armory is available for use. However, use of the armory as a temporary emergency shelter will have priority.

l. The supported jurisdiction is responsible for those actions necessary to prepare the facility as a temporary emergency shelter. The jurisdiction is required to ensure the facility is clean each day the facility is in use as a shelter. Portable/temporary shelters will not be brought on CNG property for the purpose of housing homeless. Damage to a facility incurred as a result of shelter activities will be repaired by the supported jurisdiction. The CNG facility supervisor will conduct a daily inspection of the facility with a representative of the supported jurisdiction to ensure the building is cleaned and all equipment used in conjunction with the operation is removed. Any damage to CNG equipment or to the facility attributable to shelter operations is to be noted in writing. The CNG facility supervisor and the jurisdiction representative will both sign the damage report. The damage report is to be forwarded to this headquarters, ATTN: CAPO-MS, on the next business day after the damage occurs.

18 November 1988

m. A license to use a state military facility will be executed between the CNG and the supported jurisdiction when a facility is used as a shelter. In the event the county estimates a facility will be used over an extended period, the license may be extended upon approval of this headquarters. Facility operating costs (excluding personnel costs) are \$6.00 per hour. Neither the operating costs nor personnel costs are chargeable to the licensee. An example of the license to be executed between the CNG and the jurisdiction requesting use of the facility is attached as Appendix A to this regulation. The license will include an addendum that specifies responsibilities when a CNG facility is used as a temporary emergency shelter. This addendum must be attached to the license. An example of the addendum is attached as Appendix B to this regulation. This addendum may be locally reproduced. When executed, one copy of the license and addendum will be forwarded to this headquarters, ATTN: CAPO-MS. The mission number assigned by this headquarters will be entered at the upper right corner of the license. Additionally, certain lines of the license will be completed exactly as follows:

(1) Line A. Dates and times of use: Enter the opening and closing date and time the facility is used as a shelter.

(2) Line B. Purposes: Shelter of Homeless.

(3) Line C. Facility areas to be used: Drill floor, kitchen, latrine.
(Outside portable storage unit authorized)

(4) Line D. Basic rental rate: None.

(5) Line E. Additional space charge: N/A.

(6) Line F. Personnel charges: N/A.

(7) Line G. Fee per use. 00.00.

(8) Line H. Total license fee: 00.00.

n. Emergency repairs or services required for an ARNG facility must be approved by the Area Coordinator responsible for the facility, or the Director of Facilities and Engineering at this headquarters. Emergency repairs or services required for an ANG facility must be approved by the Base Civil Engineer or the Chief of the ANG Civil Engineering Branch at this headquarters.

o. Equipment, supplies, food, and bedding furnished by the agency or agencies in support of shelter operations will not be stored inside the CNG facility. A portable storage unit may be placed on CNG property to store equipment or supplies. The decision to permit a portable storage unit to be placed at an armory rests with the local commander. The storage unit must be placed inside the armory compound and not located on lawns or other areas. The security of the portable unit will be the responsibility of the supported jurisdiction. (A notation will be required on line C of the license that a portable storage unit is authorized.) All

18 November 1988

CAL ARNGR 500-1
CA ANGR 87-1

items must be removed from the facility by 0800 hours daily, unless the facility is to remain open during the day due to the air temperature remaining at or below 40 degrees, or during periods of rain when the air temperature remains at or below 50 degrees.

p. All media inquiries are to be referred to the Public Affairs Officer at this headquarters.

4. The following CNG facilities will not be used as temporary shelters for homeless persons:

a. ANG facilities at Costa Mesa, March AFB, San Diego, Moffett NAS and Point Mugu NAS.

b. ARNG armories in Alameda, Bell, Columbia, Compton (Parmalee Avenue), Fort MacArthur, Long Beach (Spring Street), Monterey, Placerville, San Jose (2nd Street), and Ukiah.

c. Los Alamitos AFRC and Camp Roberts.

d. ARNG surface maintenance facilities.

e. ARNG flight facilities and maintenance facilities.

f. ANG buildings used for flight or crew operations and/or air/ground maintenance.

5. CNG personnel on duty at the armory are precluded from participating in or assisting with shelter operations such as feeding, clean-up, etc. The principle duty of the CNG facility supervisor is to provide security for CNG equipment and supplies, and to coordinate with the supported jurisdiction to correct discrepancies in shelter operations.

6. Senior Army and Air National Guard commands are responsible for monitoring the facilities under their supervision that are used for shelters. A daily telephonic report will be made to the Staff Duty Officer at this headquarters, commercial (916) 973-3441, AUTOVON 466-3441, when a facility supervised by the senior command is used as a shelter. The report is due each day no later than 0830 hours and will provide the following information:

a. Facility utilized, by county.

b. Number of homeless housed, by facility.

c. Total number of personnel ordered to SAD (OFF/WO/ENL).

d. Unusual events, by facility.

e. Projections for continued use, by facility.

APPENDIX A

Mission No:
License No.

LICENSE TO USE STATE MILITARY FACILITY

THIS AGREEMENT, made and entered into this _____ day of _____, 19____, by and between the armory board of the State Military Facility located at

_____, California
(Address) (City)

acting on behalf of the Adjutant General pursuant to Sections 431 and 432 Military and Veterans Code, State of California, hereinafter called the BOARD, and

(Name and Address of Licensee)

hereinafter called the LICENSEE:

WITNESSETH

That the BOARD in consideration of the payment in advance by the Licensee of the TOTAL LICENSE FEE shown below, hereby authorizes and permits the LICENSEE to use the hereinafter described area of said facility during the times and for the purposes specified.

A. Dates and times of use: (Enter the opening and closing dates and times the facility is used as a shelter) _____

B. Purposes (in detail): Shelter of Homeless _____

C. Facility area to be used: Drill floor, kitchen (if so equipped), latrines _____

D. Basic rental rate: \$ N/A (Rate) x _____ (Number) _____ (Hours, Days, Etc.) \$ N/A

E. Additional space charge: N/A (Sq. Ft.) x _____ (Hours) x \$005 per 4 hr. pd. \$ N/A

F. Personnel charges: N/A (Hours) x \$ _____ (Hourly Rate) \$ N/A

G. Fee per use: \$ N/A

H. TOTAL LICENSE FEE: \$ N/A (Fee Per Use) x _____ (Number of Uses) \$ N/A

The provisions on the reverse side hereof constitute a part of this agreement. Cashier's check or money order made payable to the Military Department, State of California, will be attached to license.

IN WITNESS WHEREOF, the parties have hereunto set their hands the day and year first above written.

(Licensee)

By _____
President, Said Armory Board

(Address of Licensee)

Approved: _____
The Adjutant General

APPENDIX A (continued)

It Is Mutually Agreed as Follows:

1. That the LICENSEE shall comply with all applicable statutes, laws, ordinances and rules and regulations adopted by the Federal, State or any City, City and County, County or other body politic and which pertains to the said use of said premises or any provisions of the License.
2. That the LICENSEE shall not drive any nails, tacks, pins, or other objects into the floor, walls, ceilings, partitions, windows, woodwork, or other part of said premises, nor change in any manner or move any fixture on said premises, or make any alterations or changes in said premises without the written consent of the BOARD.
3. That upon expiration of this license LICENSEE will surrender to the BOARD the premises with its appurtenances and fixtures in good order, condition, and repair, reasonable use and wear thereof and Acts of God excepted.
4. That this agreement shall not be assigned or sublet, in whole or in part, without the written consent of the BOARD.
5. That the rate per hour used to compute personnel charges is that presently earned by currently employed personnel. Any change in personnel or civil service salary will result in a corresponding change in amount paid by LICENSEE. Changes resulting in difference of less than \$1.00 will be waived.
6. That upon completion of the use of said premises, the LICENSEE shall promptly remove all decorations, displays, and equipment used on the premises by the LICENSEE.
7. That the LICENSEE shall comply with such reasonable rules and regulations as may be prescribed by the BOARD, THE ADJUTANT GENERAL and the STATE OF CALIFORNIA for the use and occupation of State Facilities.
8. That the BOARD shall supply normal utilities for the use of said premises.
9. That the LICENSEE shall not suffer or permit any intoxicating beverage to be sold, offered for sale, exposed for sale, stored, given away or otherwise disposed of or consumed in or upon any part of said premises.
10. That LICENSEE shall indemnify and save harmless the BOARD, the Adjutant General, the State, and their officers, agents and employees against any and all loss, damage, injury or liability that may be suffered or incurred by the BOARD, the Adjutant General, the State, or their officers, agents or employees caused by, arising out of, or in any way connected with the use by LICENSEE of the above premises or any part thereof or the exercise of the rights or privileges herein granted.
11. That the BOARD may cancel this license at any time upon repayment of any unearned license fee.
12. That this license shall not extend for a period of more than one year unless expressly so provided herein and provided further that the license is approved by the Department of General Services.

APPENDIX B

ADDENDUM TO CAL NG FORM 210-29
"LICENSE TO USE STATE MILITARY FACILITY
FOR USE OF FACILITY TO HOUSE HOMELESS INDIVIDUALS"

PURPOSE. This addendum is to be used in conjunction with CAL NG Form 210-29, License to Use State Military Facility, when the facility has been approved for use to house homeless persons.

POLICY. California National Guard armories may be made available to California jurisdictions to house homeless when jurisdiction shelters are exhausted and temperatures become, or are expected to become life-threatening.

AUTHORITY. Pursuant to the determination by the Governor of the State of California that temperatures below 40 degrees (F) or below 50 degrees (F) during periods of rain may pose a life-threatening condition to persons exposed for extended periods, the California National Guard will make available to California jurisdictions, insofar as possible, armories for the purpose of housing homeless.

1. The designated supported jurisdiction personnel must provide all information requested and sign the License Agreement and Addendum at the time the facility is opened as a temporary shelter.

2. RESPONSIBILITIES.

a. California National Guard:

- Provide facility access to supported jurisdiction shelter personnel.
- Provide a license agreement.
- Provide CNG security/liaison personnel after duty hours.

b. Supported jurisdiction:

- Provide/arrange for shelter management personnel.
- Provide/arrange for supplies (cots, bedding, food, cooking/eating utensils, paper towels, toilet paper, towels, soap, cleaning equipment, etc.
- Ensure armory is cleaned after each use.
- Repair any damage done to the facility during use.
- Assume any and all liability for homeless individuals during facility use.
- Be responsible for portable equipment storage unit.
- Ensure all homeless persons have vacated the facility by 0800 hours the morning following facility use, unless daytime temperatures are or are expected to remain below 40 degrees (F).
- Arrange for medical care procedures.
- Be responsible for coordinating any emergency assistance.
- Remove all equipment and supplies from the armory each morning by 0800 hours unless the armory is to be used as a shelter due to continued life-threatening weather conditions through the day.

APPENDIX B (continued)

3. Terms under which facilities may be used:

- California National Guard use takes precedence.
- State and California National Guard incur no liability for injuries or illnesses.
- Supported city/county assumes all responsibility for sheltered persons.

4. Required Information:

ARMORY LOCATION: _____ MISSION NUMBER: _____

COUNTY POINT OF CONTACT:

DAY PHONE # _____

NAME: _____ NIGHT PHONE # _____

JURISDICTION SUPPORTED (CITY/COUNTY) _____

APPROXIMATE NUMBER OF HOMELESS: _____

SUPPORTED JURISDICTION POINT OF CONTACT:

DAY PHONE # _____

NAME: _____ NIGHT PHONE # _____

LAW ENFORCEMENT AGENCY OF SUPPORTED JURISDICTION POINT OF CONTACT:

DAY PHONE # _____

NAME: _____ NIGHT PHONE # _____

5. For further information or clarification contact the Director of Plans and Operations at the Office of The Adjutant General.

18 November 1988

CAL ARNGR 500-1
CA ANGR 87-1

(CAPO-MS)

BY ORDER OF THE GOVERNOR:

OFFICIAL:

ROBERT C. THRASHER
Major General
The Adjutant General

ANDREW G. WOLF, JR.
COL (CA), CAL ARNG
Director of Administration

DISTRIBUTION:

Army - A

Air - F

M

