

SHELTER NOTES FOR ARES RADIO OPERATORS

1. Upon arrival, contact the Principal or Shelter Manager.
2. Locate antenna coax and hook-up.
3. Have paper and pens handy for notes and message forms. Ask Shelter Manager for help.
4. Do **NOT** assume other duties in the shelter. **Stay with your radio**. Ask the Shelter Manager for a runner or use FRS radios to stay in contact with the shelter Manager. Your job is communications **ONLY**. If you secure at the shelter, be sure to take your FRS radios with you. You are not obligated to leave them unless you so desire.
5. Check-in with Net Control and advise you are operational. If you find it necessary to leave your radio, always advise Net Control of how long you may be gone and check back in upon your return.
6. Advise Net Control of the approximate hour you feel you will need to be relieved of duty so that he or she can line up a replacement.
7. Do **NOT** give out information to the press!! Call Net Control for instructions if this situation arises (NOTE: There is nothing to keep the press from listening in on your conversations with Net Control, however).
8. Be prepared for back-up power if you are battery operated.
9. You may operate from your car if you desire, but you will need either a runner or an FRS radio for contact with the Shelter Manager.
10. Advise Net Control if your shelter begins to fill up. The Shelter Manager should keep you informed so that arrangements can be made to open additional shelters if necessary.
11. Do not tune to other frequencies on your shelter radio. Listen very carefully, as you may be called for a bulletin at any time.
12. Making decisions regarding shelter activity is not your responsibility. Leave that to the Shelter Manager. Again, our job is to communicate and to communicate **ONLY**.

If you plan to evacuate to an emergency shelter, keep in mind that specific shelter openings will be announced according to the severity and circumstances of the storm. All shelters are not open during every storm. Stay tuned to your local media or contact the Clay County Division of Emergency Management at (904)284-7703 to find out which shelters are open in your area.

A shelter is a refuge of last resort. The environment can be challenging. Take water, nonperishable food and the necessary clothing, emergency supplies and medications adequate for you and your family for at least 72 hours. Don't forget blankets, bedding, books, flashlights and quiet games for your children. Residents should make separate shelter plans for pets, as they cannot be taken to most public shelters.

**CLAY COUNTY EMERGENCY MANAGEMENT
Public Shelters**

<u>Shelter</u>	<u>Location</u>
Orange Park Area	
Argyle Elementary	2625 Spencer Plantation Boulevard, Orange Park
Montclair Elementary	2398 Moody Avenue, Orange Park
Oakleaf School	4085 Plantation Oaks Boulevard, Orange Park
Oakleaf Village Elementary	Oakleaf Village Parkway, Orange Park
Orange Park High School	2300 Kingsley Avenue
Middleburg Area	
Coppergate Elementary	2250 County Rd. 209 North, Middleburg
RideOut Elementary	3065 Apalachicola Boulevard, Middleburg
Tynes Elementary	1550 Tynes Boulevard, Middleburg
Green Cove Springs Area	
Clay High School	2025 State Road 16 West, Green Cove Springs
Green Cove Springs Junior High School	1220 Bonaventure Avenue, Green Cove Springs
Lake Asbury Junior High School	2851 Sandridge Road, Green Cove Springs
Shadowland Elementary	2945 County Road 218, Green Cove Springs
Clay Hill Area	
Clay Hill Elementary	6345 County Road 218, Jacksonville
Keystone Heights Area	
*Keystone Heights High School	900 S.W. Orchid Avenue, Keystone Heights
McRae Elementary	6770 County Road 315 C., Keystone Heights
*Denotes a Pet-Friendly Shelter	

Special Needs Shelter, Orange Park	The use of this shelter requires annual registration with the Clay County Division of Emergency Management.
Thrasher-Horn Building (Located on the Campus of St. Johns River Community College)	283 College Drive, Orange Park