

**City of New Bern  
Emergency Operations Plan  
Section L  
Shelters and Mass Care**

**I. Purpose**

To identify responsibilities for the care of the public and the identification of mass care and sheltering during an emergency.

**II. Situation and Assumptions**

**A. Situation**

1. The City of New Bern is vulnerable to several types of events that could require the need for mass care and sheltering. Some of these events include, but not limited to: severe storms, tornadoes, floods, hurricanes, hazardous materials incidents, man-made disasters, and fires.
2. Several shelters have been identified within Craven County ([Annex "B"](#)). Opening of any of these shelters will be coordinated and requested by Craven County Emergency Management according to nature and magnitude of event.
3. The City of New Bern currently has one facility that may be used as a temporary shelter ([Annex "B"](#)) for short-term periods (generally less than four hours). This location is:

- a) West New Bern Recreation Center

***NOTE:** This is a temporary facility and does not provide food, drink, or other necessities.*

**B. Assumptions**

1. Craven County Emergency Management is the responsible agency for opening and operating shelters. Request to open a shelter within New Bern's city limits shall be made by the City Manager or designee.
2. A high percentage of persons being evacuated will find shelter with friends and family.
3. Public information is crucial and will be provided to areas that are being, or could be, evacuated. Shelter openings will be released through media outlets to inform the public of shelter locations.
4. Short term evacuations (generally less than four hours in duration) may require the use of city owned facilities to shelter the public. These facilities are not to be confused with approved Craven County shelters; however, they can be used for limited time durations. The Incident Commander can request the use of one of these city facilities. This request will be made through the Parks and Recreation Department.

### **III. Concept of Operations**

#### **A. General**

1. Events that displace mass numbers of citizens may require the opening of a shelter. Request for opening a shelter will be made to Craven County Emergency Management. Incident Commanders should plan for this possibility when developing an Incident Action Plan.
2. The Craven County Emergency Management Director will coordinate all activities involved in the process of opening a shelter.
3. Craven County will not assume responsibility or liability for unauthorized shelter openings.
4. At each authorized shelter location, Craven County will provide support to include health/medical support and communications. Shelters opened within the City of New Bern will require security provided by the New Bern Police Department.