

Slide(s) for hub functions:

Embarkation Hub Steps:

1. Brief Evacuees
2. Evacuees fill out enrollment form
3. Evacuees come as a family unit to the enrollment station
4. Two workers per laptop
5. One worker handles the family:
 - a. Checks form for completeness and legibility
 - b. Assures that the family is together
 - i. If family is not all together, worker stands them aside until missing family members arrive
 - c. Places correct band on each evacuee after the typist does the enrollment
 - d. Assists with pets or other issues as necessary
 - e. Answers evacuee questions
6. Second worker is the typist and should focus solely on typing in order to **KEEP THE LINE MOVING**
7. Following enrollment, families go to the bus holding area where they are formed into chocks of correct size for buses being loaded.
8. **DO NOT SPLIT FAMILIES BETWEEN BUSES!!**
9. Buses destined for a Medical Special Needs shelter should be loaded separately and MSN evacuees kept in a separate area until they are loaded. Cots and other essentials should be provided for this area.
10. Each MSN evacuee can and should have a caretaker evacuee with them (use discretion on additional caretakers but large numbers of additional caretakers are not feasible to all go to an MSN shelter.)
11. MSN evacuees should all have had the Medical Special Needs box on the enrollment screen checked as well as additional medical screening questions.
12. As buses arrive, an evacuation worker positions at the door with a scanning device in preparation for bus loading.
13. Scanning person first scans bus sticker and then is ready to scan evacuees, pets and medical equipment onto that particular bus.
14. Evacuation worker who is managing the chock should walk evacuees to the proper bus door and assist in loading.
15. After each evacuee, pet and medical asset is scanned to the bus, worker who was in charge of the chock goes back to the manifest printing area and gets printed manifest copy which he provides to the bus driver. (Manifest printer also makes a copy for local jurisdiction and one for TMF records)
16. When the bus is loaded and ready to leave, the evacuation worker should use the scanner to set the destination for the bus and place it en route.