HOW TO: Add, Update, Delete and Search for Shelter Information

Search for a Shelter

Shelter managers or designated users (Levels 1 through 4) can use the National Shelter System to search for information about specific shelters across the country.

1. Log in, or click the Home tab to return to the Home page.
2. Click the Search link and then choose Shelter Search (and Add New Shelters).
3. The Search for a Shelter screen will display. A portion of the screen is shown below.

![Search for a Shelter](image-url)

Before you may add a shelter, you should first search for the shelter by zip code and then additionally by city to be sure that the shelter does not already exist in the system. You can also do a more advanced search on any data captured in the shelter record by clicking on the "Advanced Search" button below.
4. You must enter at least one criterion on the basic search screen. Enter your search parameters and click the Search button.

**- OR -**

5. You may do an Advanced Search to search based on any field in the shelter record. Click the Advanced Search button at the top of the basic search page.

**Note:** In both the basic and advanced searches, the Agency Name field utilizes an automatic lookup feature. As you enter information, possible matches are shown below the field that the user can click to select. Only agencies that have associated shelters will appear within the automatic lookup field.

a) By default, you will go to the Basic Info tab of the search. You may enter criteria on this and/or any of the following tabs: Agency Affiliation, Additional Info, Limitations, Facility Info, Utility/Food Prep, Accessibility. Shown below is a display of the available tabs with the Basic Info tab selected (selected tab text is red).
Some of the fields, such as Showers, will allow you to enter a range of values. For example, if you wanted to find a shelter with anywhere from 10 to 20 showers, you would enter 10 in the Min. box and 20 in the Max. box next to the field name.

After entering your search criteria, click the **Search** button.

The Shelter Search Results screen will display the shelters that meet your search criteria. By default, the first 25 results will be displayed. To adjust the number of results displayed, make a selection from the Results per Page drop-down.

<table>
<thead>
<tr>
<th>#</th>
<th>NAME</th>
<th>ADDRESS</th>
<th>CITY</th>
<th>COUNTY</th>
<th>STATUS</th>
<th>E/P CAPACITY</th>
<th>CURR POP</th>
<th>MAP</th>
</tr>
</thead>
<tbody>
<tr>
<td>55958 Alfred Central School</td>
<td>6795 NYS RI 21 ALMOND, NY 14804</td>
<td>ALLEGANY</td>
<td>Closed</td>
<td>176/0</td>
<td>No Data</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2078 Alfred C Mackinnon Middle School</td>
<td>137 EAST CENTRAL AVE WHARTON, NJ 07885</td>
<td>MORRIS</td>
<td>Closed</td>
<td>490/0</td>
<td>No Data</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>45596 ALFRED ELEMENTARY SCHOOL</td>
<td>21 Sanford Road ALFRED, ME 04002</td>
<td>YORK</td>
<td>Closed</td>
<td>226/0</td>
<td>No Data</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>56754 Alfred Fire Rescue</td>
<td>77 Kennebunk Rd. ALFRED, ME 04002</td>
<td>YORK</td>
<td>Closed</td>
<td>100/0</td>
<td>No Data</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6. Several of the columns within the Shelter Search Results are sortable. By default, the initial results are in ascending order by Shelter Name. To sort by another column’s data, click on the column header.

7. A Google Mapping option is available through the search results that allows you to generate a map of the shelter’s location. Click on the icon in the last column of the search results to display it. Once the map is open the user can then generate directions to and from the shelter by clicking the house icon that pinpoints the shelter’s location. You will now see the Directions options at the bottom of the window. Shown below is an example.

**Note:** In order for a shelter to be mapped, it must have accurate longitude and latitude information.

![Map of shelter location](image)

**Shelter Name:** 16th Avenue School  
**Address:** 16th Avenue Elmwood Park  
**City:** ELMWOOD PARK  
**County:** BERGEN  
**State:** NJ  
**Zip Code:** 07407  
**Agency:** ARC  
**Shelter Status:**  
**Evacuation Capacity:** 1  
**Post Impact Capacity:** 1  

**Directions:** [To here](#) - [From here](#)  

8. If your search does not return a shelter that you expected to be listed, try searching again using different parameters. When searching, keep in mind that not all users will follow the same naming conventions or abbreviations:

a) 1st vs. First  
b) Baptist Church of Dallas vs. Baptist Church – Dallas
Add Shelter

Shelter managers or designated users (Levels 3 and 4) can use the National Shelter System to add and update shelter information.

1. Log in, or click the **Home** tab to return to the Home page.
2. Click the **Search** link and then choose **Shelter Search (and Add New Shelters)**. The Search for a Shelter screen will display. A search is required before adding a shelter to ensure that a duplicate entry is not created.

**Note:** It is recommended that you first search for the shelter by zip code and then additionally by city to be sure that the shelter does not already exist in the system.

**Search Criteria**

- **Zip:** "94402"

There are 6 shelters matching the criteria you have selected.

Be sure to search for your shelter before you click the add shelter link. Your shelter may already exist in the system.

**Note:** If you find duplicate entries for a shelter, please contact the system administrator to verify the duplication and perform the delete.
3. Once you have confirmed that the shelter you wish to add is not already in the system, click the Add Shelter link in the left navigation menu. The Shelter Agency Affiliation search screen will display.

**Note:** Every shelter must be affiliated with an agency or chapter, so the system can report on information by individual shelter and by all shelters associated with a particular agency. For this reason, the Agency/Chapter Affiliation search screen appears as the first step as shown below.

### Shelter Agency Affiliation

In order to add a shelter, you must first select the agency/chapter it is affiliated with. Use the search form below to find and select the appropriate agency/chapter.
4. Enter your search criteria to find the agency/chapter that your shelter will affiliate with and click the Continue button.

5. The Shelter Agency Affiliation screen will display the agencies matching your search criteria. A sample screen is shown below. Click the Select button to choose the agency with which your shelter will be affiliated.

**Note:** If your agency does not exist in the system and you have appropriate permissions, then click the Add an Agency link to create the new record (see Agency Management documentation for more information). If you do not have access to add an agency, please contact your system administrator to have the agency added.

**Shelter Agency Affiliation**

Search Criteria

Agency Name: "ARC of Alaska"

There is 1 agency matching the criteria you have selected.

Select the agency your shelter is affiliated with from the list below. If your agency does not exist in the system, then Add an Agency.

<table>
<thead>
<tr>
<th>SELECT</th>
<th>CODE</th>
<th>AGENCY NAME</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
<th>COUNTY/PARISH</th>
<th>AGENCY ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>select</td>
<td>02012</td>
<td>ARC OF ALASKA</td>
<td>ANCHORAGE</td>
<td>AK</td>
<td>99501</td>
<td>ANCHORAGE</td>
<td>87578</td>
</tr>
</tbody>
</table>
6. After selecting the appropriate agency, the Add Shelter Record screen will display. A portion of the screen is shown below. A red asterisk (*) will indicate required fields. To quickly add a shelter, you only need to enter the required fields. When you are finished entering the information, click the Save button.
7. A few fields within the shelter record work together to perform a specific function.
   a) The selection made in the Agency Operating Shelter field limits the options available in the Agency Type field. If you select ARC for the Agency Operating Shelter, the options in the Agency Type field will be ARC Managed and ARC Partner. If you select anything other than ARC, the options will be ARC Supported and Independent.
   b) The selection made in the Shelter is Suitable for Evacuation and/or Post Impact field makes either the Evacuation Capacity, Post Impact Capacity, or both fields editable. The Calculate button will figure these capacity fields for you based on the value entered in the Usable Square Footage field.

8. If you enter data incorrectly or do not enter all the required fields, you will see an error message at the top of the screen as shown below. There will be red text to the right of the field containing the error or omission.

9. The system will standardize the shelter name and address. The address will be compared to all other shelters in the same zip code to look for a match. If a possible duplicate shelter record is found, the Add Shelter Record screen will display the possible duplicates. A portion of the screen is shown on the next page.

10. Click the Select button for the possible duplicate and another window will open so you can compare the existing and new shelter information. Click the Save button to create the shelter if it is not a duplicate. Click the Cancel button if the new shelter record is a duplicate.

   Note: When shelter records are saved, the standardized shelter name will be saved but the address will be saved as originally inputted. For example, if you enter “Kennedy Pk” in the shelter name field, it will be saved as “Kennedy Park.” If you enter “Kennedy Pk” in the address field the duplicate check will look for “Kennedy Pk” or “Kennedy Park,” but “Kennedy Pk” will be saved as the address.
Possible Duplicate Shelter(s) Found

The system has identified the following list of possible duplicate shelter records for

* Shelter Name: Utah Trail
* Address: 5798 Utah Tr
* Zip: 92277

The Shelter Name and Address of the shelter you are trying to create or update matches an existing shelter in the same zip code. Click "Select" below to display the corresponding existing shelter information in a new window.

<table>
<thead>
<tr>
<th>SHELTER NUMBER</th>
<th>SHELTER NAME</th>
<th>ADDRESS</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
<th>PRIMARY POC</th>
<th>AGENCY OPERATING SHELTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>21577</td>
<td>29 PALMS JT HIGH SCHOOL</td>
<td>5798 UTAH TR</td>
<td>29 PALMS</td>
<td>CA</td>
<td>92277</td>
<td>ARC MONGO BASIN CHAPETER</td>
</tr>
</tbody>
</table>

Please verify the new shelter below is not a duplicate of any of the shelters listed above. If the new shelter is not a duplicate even though the name, address and zip code are the same, then click "Save" to save the record. Alternatively, click "Cancel" to cancel this request.

Save  Cancel
11. If no errors or omissions are detected, then you will see a message on the screen indicating that you have successfully added the record.

12. If a new shelter was created, you can add more information about the shelter by clicking on the links under Shelter Assistant in the left navigation menu. Enter the information and click the **Save** button for each category you update. It is a good practice to review your updates after you save.
Update an Existing Shelter

Shelter managers or designated users (Levels 3 and 4) can use the National Shelter System to add and update shelter information.

1. Log in, or click the **Home** tab to return to the Home page.
2. Click the **Search** link and then choose **Shelter Search (and Add New Shelters)**.
3. The Search for a Shelter screen will display. Enter your search criteria and click the **Search** button.
4. The Shelter Search Results screen will display. If the shelter you are looking for is displayed, update it by clicking the **Shelter Name** link.

**Note:** Shelters that are flagged as deleted cannot be updated. If a shelter has been marked as deleted, it will display in the Shelter Search Results screen in red text as shown below.

<table>
<thead>
<tr>
<th>ID</th>
<th>Shelter Name</th>
<th>Address</th>
<th>County</th>
<th>Status</th>
<th>Cap/Curr</th>
</tr>
</thead>
<tbody>
<tr>
<td>36111</td>
<td>ALFRED G. BERNER MIDDLE SCHOOL</td>
<td>50 Carman Mills Rd MASSAPEQUA, NY 11758</td>
<td>NASSAU</td>
<td>Closed</td>
<td>313/0</td>
</tr>
<tr>
<td>5780</td>
<td>Alfred I Dupont Middle School</td>
<td>2710 DUPONT AVE JACKSONVILLE, FL 32217</td>
<td>DUVAL</td>
<td>Closed</td>
<td>0/0</td>
</tr>
<tr>
<td>24129</td>
<td>Alfred J Griffin Middle School</td>
<td>825 E WASHINGTON DR HIGH POINT, NC 27260</td>
<td>GUILFORD</td>
<td>Closed</td>
<td>100/0</td>
</tr>
</tbody>
</table>

**Note:** If you find duplicate entries for a shelter please contact the system administrator to verify the duplication and perform the delete.
5. The Basic Shelter Information screen will display in a new browser window. To
update information about the shelter, click on the links under Shelter Assistant
in the left navigation menu as shown below. Click the Save button for each
category you update. It is a good practice to review your updates after you save.

6. If you enter data incorrectly or do not enter all of the required fields, you will see
an error message at the top of the screen as shown below. There will be red
text to the right of the field containing the error or omission.
7. If the shelter address or zip code has changed, the system will check for duplicate shelters with the same address and zip code. If a possible duplicate is found, the Add Shelter Record screen will display the possible duplicates. A portion of the screen is shown below.

**ALFRED G. BERNER MIDDLE SCHOOL** (Shelter Number: 36111)

**Possible Duplicate Shelter(s) Found**

The system has identified the following list of possible duplicate shelter records for

* Shelter Name: ALFRED G. BERNER MIDDLE SCHOOL  
* Address: 118 EAST HIGHWAY 407  
* Zip: 76226

The Shelter Name and Address of the shelter you are trying to create or update matches an existing shelter in the same zip code. Click "Select" below to display the corresponding existing shelter information in a new window.

<table>
<thead>
<tr>
<th>SHELTER NUMBER</th>
<th>SHELTER NAME</th>
<th>ADDRESS</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP</th>
<th>PRIMARY POC</th>
<th>AGENCY OPERATING SHELTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select</td>
<td>18771</td>
<td>ARGYLE CHURCH OF CHRIST</td>
<td>118 EAST HIGHWAY 407</td>
<td>ARGYLE</td>
<td>TX</td>
<td>76226</td>
<td>BILL PONDER ARC</td>
</tr>
</tbody>
</table>

Please verify the new shelter below is not a duplicate of any of the shelters listed above. If the new shelter is not a duplicate even though the name, address and zip code are the same, then click "Save" to save the record. Alternatively, click "Cancel" to cancel this request.
8. Click the **Select** button for the possible duplicate and another window will open to allow the user to compare the existing and new shelter information. Click the **Save** button to create the shelter if it is not a duplicate. Click the **Cancel** button if the new shelter record is a duplicate.

9. If no errors or omissions are detected then you will see an updated message on the screen indicating that you have successfully added the record.