

Considerations for Establishing an Emergency Intake Site

To support the influx of unaccompanied minor children crossing the United States southwest border, FEMA is assisting HHS in establishing Emergency Intake Sites to provide temporary shelter to unaccompanied minor children. This Fact Sheet outlines basic considerations for establishing and operating an Emergency Intake Site. HHS will contract for services and partner with state and local governments as well as non-governmental organizations to establish and operate sites.

Emergency Intake Site Considerations

The table below outlines a site activation checklist, resources required, and service contracts required for a standard Emergency Intake Site. Taken collectively, these provide an overview of all considerations for establishing and running an Emergency Intake Site.

Site Activation Checklist
Parking for Staff (ensure enough for command staff, volunteers, contract support, etc., if remote parking consider shuttle buses)
Ingress/Egress for Staff (ensure separate entry/exit for staff; daily COVID testing; badging/credentialing; volunteer check in station)
Ingress/Egress for Buses (ensure separate entry/exit for Buses and UAC; need outside screening location)
Ingress/Egress for Trucks (Receiving & Distribution) (ensure dedicated loading dock; material handling with fuel/propane; certified staffing)
Staging/Laydown Yard (Ability to stage trucks, trailers, contractor equipment, water tankers, supplies, etc.; if adjoining facility shower units, port-a-lets, handwashing stations)
Warehouse (Ability to stage cots, blankets, pillows, hygiene kits, water, cloths, towels, disinfectant wipes, PPE, medical supplies, etc.)
Office Space with tables, chairs, IT, supplies, etc. (Unified Command, Unified Command overflow area, contractor management staff, conference/meeting room, training room, ARC command, ARC break area for Dormitory Management Team)
Medical Support



(Medical Unit/Screening area, medical administration area, observation area, isolation area, durable medical equipment, medical storage, pipe and drapes, medical waste/disposal)
<p>Feeding/Catering (box lunches for daily arrivals of inbound UAC, 3 hot meals a day, 24/7 snack capability & access, feeding for on-site support staff, dining hall, serving station (meals & drinks), hot/cold storage capabilities, serving staff, routing cleaning and disinfectant of dining and serving area)</p>
<p>Laundry Station (Laundry drop off/pick up station for UAC, shower supplies (towels, soap, shampoo), linen service (towels, blankets, etc.)</p>
<p>Clothing Station (totes/bags, under garments, socks, shirts, pants, shorts, tennis shoes, shower shoes)</p>
<p>Restrooms (1 toilet per 15 persons per OSHA Temporary Labor Camp Standard 1910.142(d)(5))</p>
<p>Handwash Sinks (1 sink basin per 6 persons per OSHA Temporary Labor Camp Standard 1910.142(f)(1)(i))</p>
<p>Showers (1 shower head per 10 persons per OSHA Temporary Labor Camp Standard 1910.142(f)(1)(ii))</p>
<p>Dormitory (Issuing station for hygiene kit, pillow, blankets; cots placed every 60 sq ft, pipe and clear drapes for every 50 pods, walking paths/isles meeting fire code, trash containers, common areas for socializing/playing, evacuation plan if required)</p>
<p>Case Management Services (intake registration near entry point with seating area; tables, chairs, electrical and IT for processing data registration, translators)</p>
<p>Fencing (minimum 6-8 foot with privacy screen; determine pound in ground versus base poles)</p>
<p>Morale, Welfare, and Recreation (Indoor = TV/Entertainment area with theatre seating, gaming/console area, table and chairs for educational learning and/or game area; Outdoor = Soccer field(s), basketball court(s), common play area (ensure security fencing and additional line of sight security) Commonly requested items:</p> <ul style="list-style-type: none"> ▪ Standard playing cards ▪ UNO ▪ Rubik’s Cube ▪ Checkers ▪ Spanish bingo cards ▪ Board games and books in Spanish ▪ Kids drawing/coloring kits (books, crayons, colored pencils, construction paper) ▪ Mini foam sports ball for Kids ▪ USA Map for Kids (18 x 24)
Resources Required
<ul style="list-style-type: none"> ▪ General office supplies

- Printers
- Copiers
- Cross-cut shredders
- Extension cords and surge protectors
- Perimeter security fencing with privacy screen
- Handheld radios w/docking stations
- Painter tape
- Signage
- Safety tape yellow/black
- TVs
- Game consoles
- Sports equipment
- Table/board games, cards, etc.
- Water
- Cots
- Blankets
- Pillows
- Hygiene kits
- Cloths
- Towels
- Hand sanitizer
- Disinfectant wipes
- Disinfectant spray
- Bleach
- Latex gloves
- PPE
- DME
- Tables
- Chairs
- Pipe and drapes
- Vests
- Blu-Med Tents (*if needed*)

Required Staff Functions

- Dormitory Management
- Case Management
- Youth Management, including feeding and monitoring
- Religious services
- Education services
- Ongoing services, including clothing distribution, comfort kids, laundry, and badging
- Medical services
- Morale, Wellness, and Recreation

- Security (internal)
- Security (external – FPS)
- Incident Management/Incident Command

Required Service Contracts

- Facility lease
- Comms/Wi-Fi/cable TV
- Janitorial/trash/dumpster service
- Catering contract
- Shuttle service
- 24/7 Ambulance service
- Personnel belongings storage
- Restroom and shower units
- Medical bio waste/disposal
- Laundry & linen service
- Clothing
- Phone Bank (cell phones w/unlimited minutes & international calls; support staff)