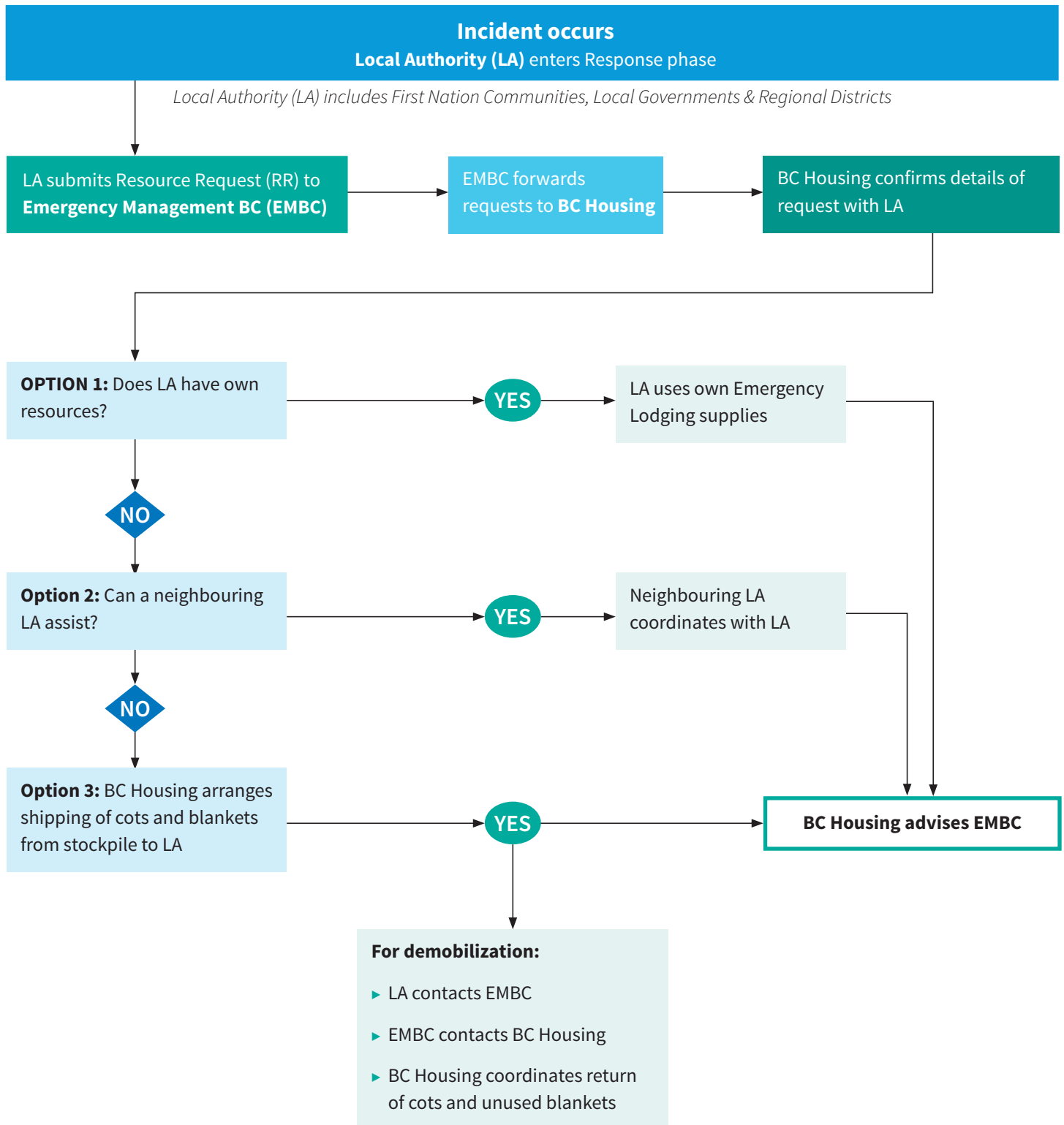


# Decision Making Process – Request for Emergency Lodging Supplies



This flow chart represents the process to support a Local Authority's request for BC Housing emergency lodging supplies – cots and blankets. The decision matrix is intended to assist the Local Authority Emergency Operation Centre (EOC), Provincial Regional Emergency Operations Centre (PREOC), Provincial Emergency Coordination Centre (PECC) or directly by BC Housing where these roles are not activated.

## INSTRUCTIONS FOR USAGE AND CLEANING OF GROUP LODGING SUPPLIES

### Important Notes

- ▶ Once opened, keep cot boxes/bags for repackaging and returning supplies
- ▶ Blankets that are used can be given to evacuees rather than being returned
- ▶ Cots that are used must be cleaned before returning to BC Housing

To arrange the return of BC Housing Group Lodging Supplies, call Security & Emergency Services at **1-800-257-7756** or **604-439-4706** or [ses@bchousing.org](mailto:ses@bchousing.org)

### Cot General Cleaning

1. Set up cots outdoors or in a well-ventilated area indoors.
2. Sweep off the cots or vacuum any surface debris.
3. Use Virox or Accel RTU Wipe for cleaning (Accel stands for accelerated hydrogen peroxide. Virox is the manufacturer/product name).
4. Clean frame, then all exposed fabric, with a cloth, scrub brush or broom using basic liquid dish soap mixed with water in a bucket. Do not use liquid bleach.
5. If using a pressure washer for cleaning, use only the cleaning product recommended by the pressure washer manufacturer. Bleach solutions must not be applied through a pressure washer since the vaporizing of the bleach can have negative health effects.
6. Rinse and wipe off excess water or let cots drip dry.

### Cot Disinfecting After Each Use

1. Disinfect all surfaces of the nylon cots with Accel wipes or Accel spray to avoid over-saturation. (Accel stands for accelerated hydrogen peroxide; Virox is the manufacturer/ product name. Consult Material Safety Data Sheets which must be posted in the cleaning area in a highly visible location.)
2. A minimum of 5 minutes contact time is essential for the disinfectant to work. Wait at least 5 minutes before wiping off any residue.
3. Allow cots to air dry thoroughly before taking them apart and placing them back in a storage container. Cleaned cots must be stored in storage containers apart from cots that have not yet been cleaned.

### Reminders

- ▶ Cots that have been used by shelter/lodging occupants must be cleaned before re-using and before returning to BC Housing.
- ▶ When cots are returned from cleaning, they must be stored apart from cots not yet cleaned.