

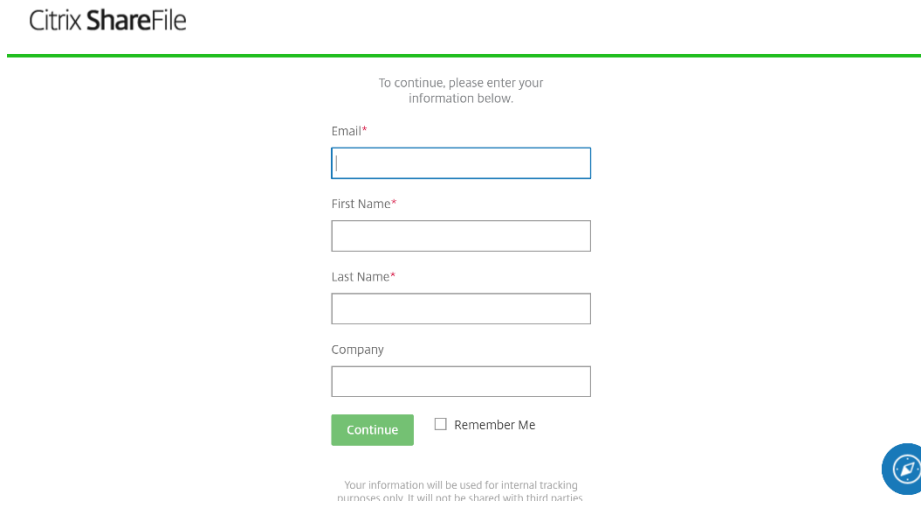
Directions for accessing the Regional Emergency Shelter Plan and Shelter 101 Training Materials

Step #1 - Create a folder in your documents and label it exactly as **Regional Emergency Shelter Plan**. This is a critical step to ensure the links remain in working order.

Step #2 – click on the link → <https://capitalareaphn.sharefile.com/d-s7e780c57cb74f909>

Log into Citrix ShareFile by entering your email (prepopulated emails will not work in this field, they must be entered manually), First Name, Last Name and Company.

See screen below:



Citrix ShareFile

To continue, please enter your information below.

Email*

First Name*

Last Name*

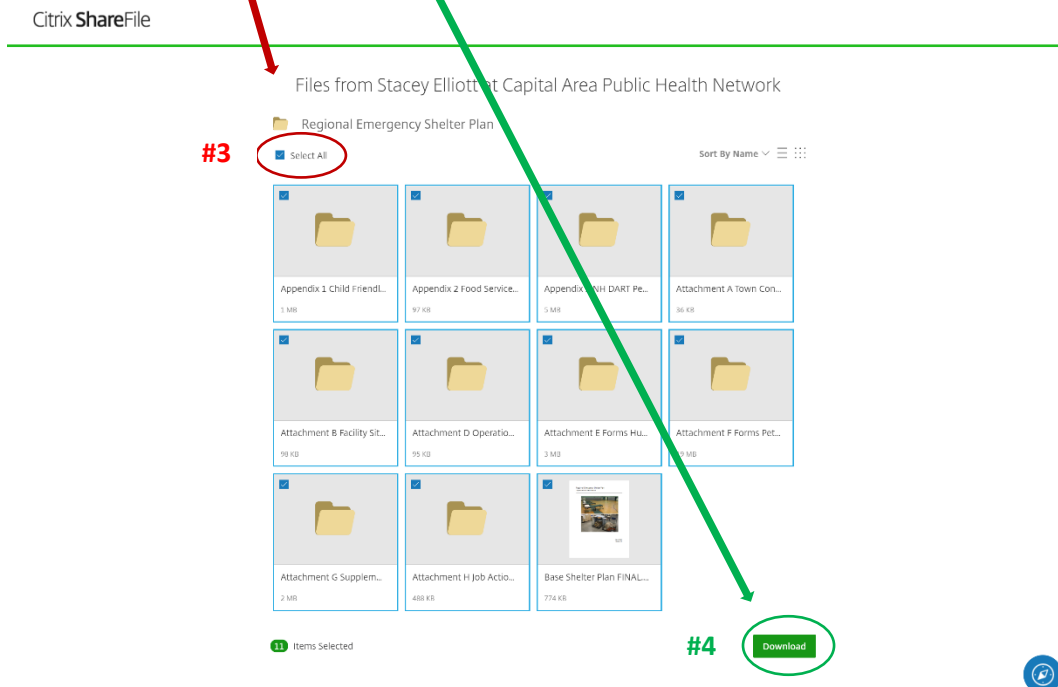
Company

Remember Me

Your information will be used for internal tracking purposes only. It will not be shared with third parties.

Step #3 - Check the **Select All** box to highlight all of the folders within the **Regional Emergency Shelter Plan**

Step #4 – Click the **green Download button** to download onto your PC



Citrix ShareFile

Files from Stacey Elliott at Capital Area Public Health Network

Regional Emergency Shelter Plan

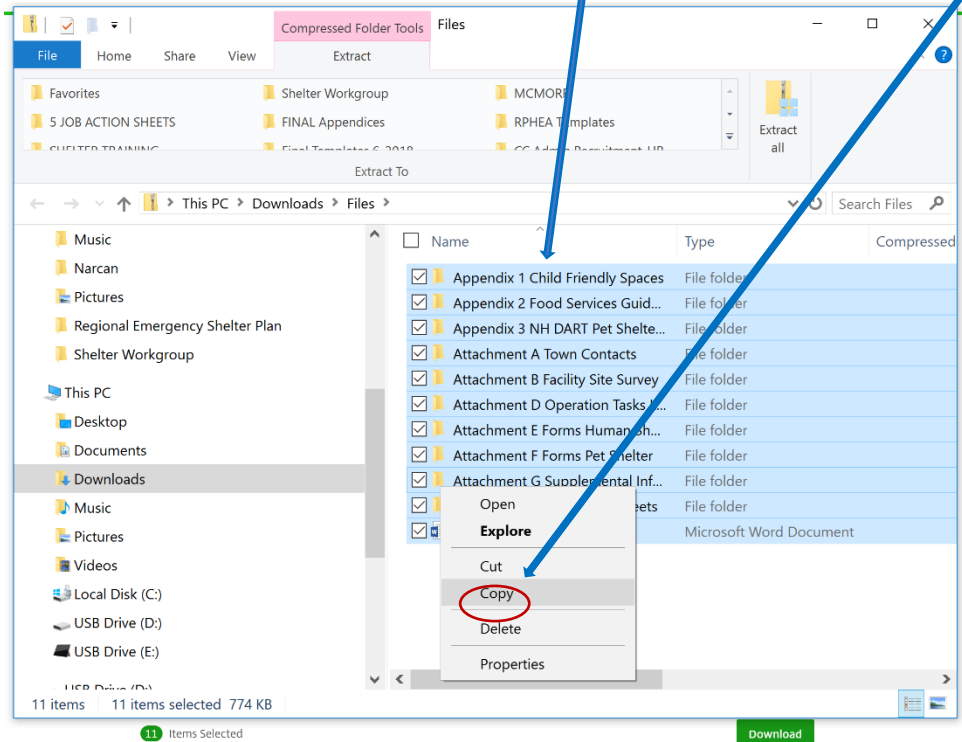
#3 Select All

Item Name	Size
Appendix 1 Child FriendL...	1 MB
Appendix 2 Food Service...	97 KB
Appendix 3 NH DART Pe...	5 MB
Attachment A Town Con...	86 KB
Attachment B Facility St...	50 KB
Attachment D Operatio...	55 KB
Attachment E Forms Hu...	3 MB
Attachment F Forms Pet...	1 MB
Attachment G Supplem...	2 MB
Attachment H Job Actio...	488 KB
Base Shelter Plan FINAL...	774 KB

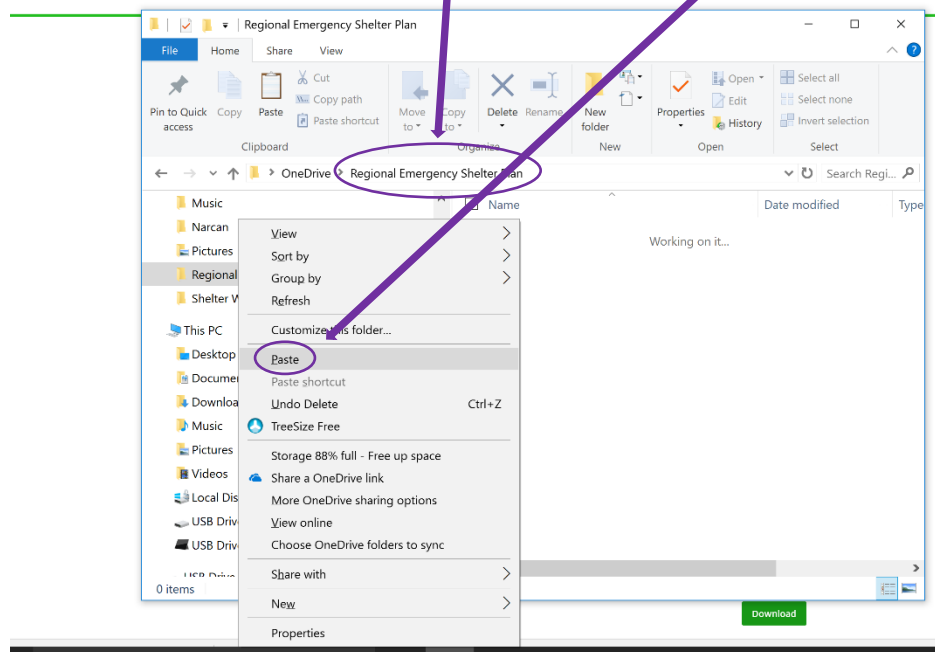
11 Items Selected

#4

Step #5 – Go to your Downloads folder on your PC and **select all** of the files. Right click to select **copy**. **It is very important that you copy and paste** the files to keep the integrity of the links working. **DO NOT drag and drop the files over to the folder, the links will not work.**



Step #6 – Find the folder you created “**Regional Emergency Shelter Plan**”, right click on it and select Paste to add the files to the folder. Your files should now be on your computer.



Lastly: The **Shelter Training 101 Training** folder can be accessed for all of the training materials.