



NCW HERC 10'x10' Pop-up Shelters Information

Shelters are staged throughout NCW HERC Region at:

Location	Items	Contact	Contact
Marathon County Emergency Management	10 shelters, 12 rain gutters, 1 door wall, 1 vent wall, 12 sidewalls, 8 wt bags	Phil Rentmeester Emergency Manager	Marathon Co Dispatch for Phil 715-849-7792
Oneida County Emergency Management	10 shelters, 11 rain gutters, 1 door wall, 1 vent wall, 12 sidewalls, 8 wt bags	Ken Korten Hof Emergency Manager	Oneida County Dispatch 715-361-5100
Price County Emergency Management	5 shelters, 4 rain gutters, 1 door wall, 1 vent wall, 10 sidewalls, 4 wt bags	Roxanne Kahan Emergency Manager	Price County Dispatch 715-339-3011
Clark County Emergency Services Association	5 shelters, 4 rain gutters, 1 door wall, 1 vent wall, 10 sidewalls, 4 wt bags	Delmond Horn, Chief Greenwood Fire	Clark County Dispatch 715-743-5350

Permission is NOT needed from the NCW HERC 24/7 Medical Technical Support Team, but it is asked that you advise of deployment as soon as reasonably possible.

- (0700-1900) NCW HERC Coordinator, Robbie Deede 715-360-6822
- (1900-0700) NCW HERC Medical Technical Support Team after hours activation: 715-361-5100 (Oneida County Dispatch)

[Owner's Manual](#)

SET UP:

- Remove the shelter from bag
- Grab the outer trusses and step back while pulling the frame open and gently shaking
- Squeeze the trusses together for easier set up
- Fold up the fabric in the corners
- Push up the frame with one hand while the other hand holds the frame down until the pull pin lock into place
- Lift the frame and slide legs out to desired height

TAKE DOWN:

- Depress the leg toggle and slide lower legs into outer legs and repeat
- Fold up the corner, release the auto slider pull pin and repeat

- Grasp the frame at the "close here" sticker, lift and gently shake while stepping forward
- Careful not to pinch your fingers!
- Grasp the outer legs and push the frame full closed
- Slide the roller bag over the closed frame and zip the bag shut

SIDE WALLS:

- Remove side walls from the accessory bag
- Clip the side wall to the along desired location, matching three clips and eye loops
- Repeat as necessary
- Zip side walls together
- Velcro sidewalls to frame legs

GUTTERS:

- Remove gutter from the accessory bag
- Clip the gutter to the frames along the shelters you wish to run the gutter between



WEIGHT BAGS:

- Remove the weight bag from the accessory bag
- Add weight material to bag (gravel or sand)
- Pin the weight bag to the bottom of the shelter leg
- Stang the weight bag up and clip to leg(s)

NOTES:

- **ADDITIONAL ANCHOR WEIGHT OR STAKES MAY BE NEEDED FOR SOME WEATHER CONDITIONS**
- **NOT INTENDED FOR HOT OR WARM ZONE DECON**
- **2-4 people for optimal and quick set-up**
- **Gentle shaking of the frame will assist with opening and closing**
- **Heating and cooling not included**

If you have any questions related to use of the Pop-up Shelters, please contact Robbie Deede via phone: 715-360-6822, or email herc.coordinator@ncw-herc.org