

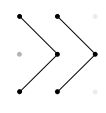
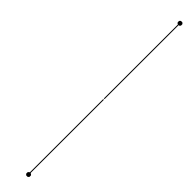
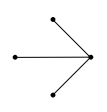
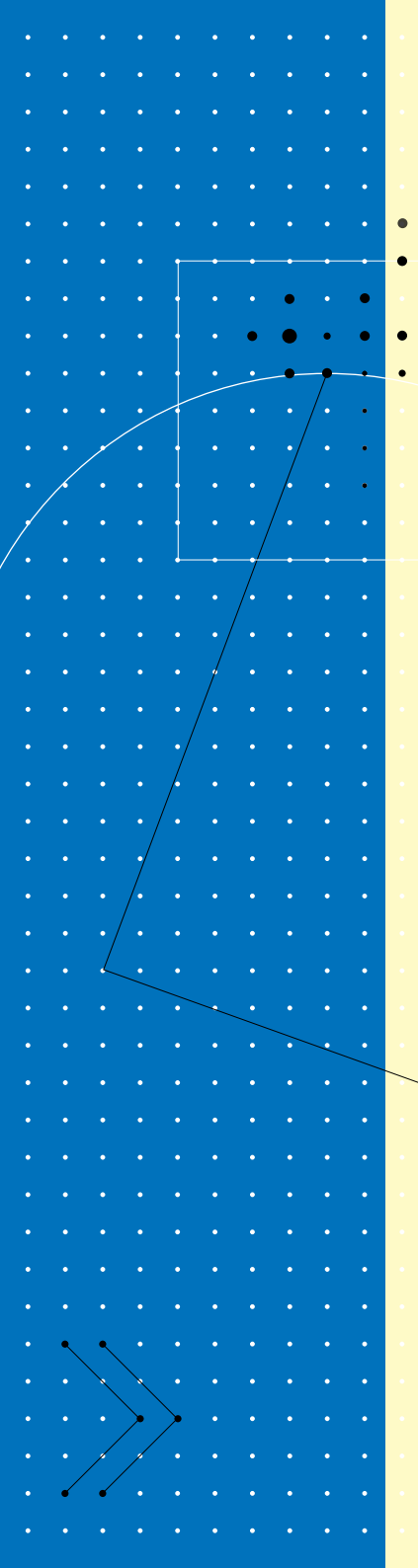
HANDBOOK FOR THE

DESIGN

OF
TEMPORARY
COLLECTIVE
ACCOMMODATIONS
IN THE AMERICAS



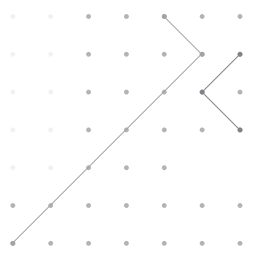
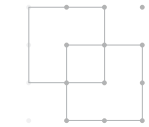
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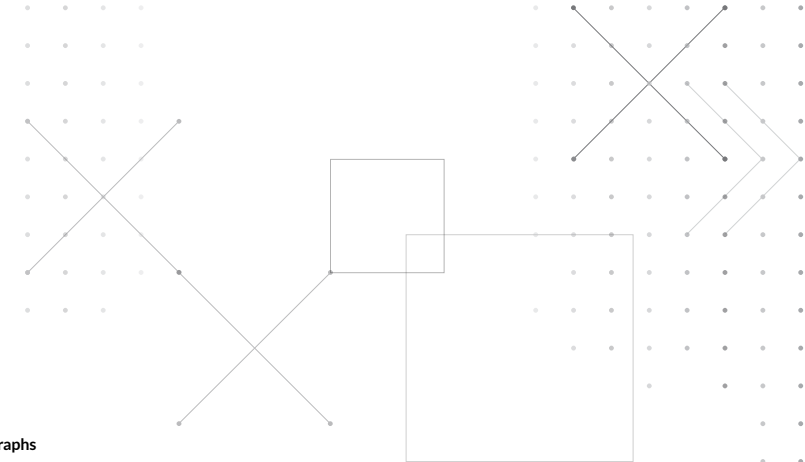


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The handbook focuses on Temporary Collective Accommodation for refugees, migrants, and internally displaced persons, whether due to conflict, persecution, or disasters.

1

Introduction

What is this handbook about?



This handbook is a consultation guide that provides key recommendations for the spatial planning and design of Temporary Collective Accommodations in the Americas. These guidelines are based on the practical experiences gained by different actors from the shelter sector and other service providers. The handbook aims to equip the readers with the criteria that will help them make decisions when planning and defining the location and characteristics of the different spaces that make up a Temporary Collective Accommodation.

Also, the intention is to value the impact of spatial decisions on the well-being of the persons assisted and their surroundings, with special focus on Protection, Health, and the Environment. The handbook will be helpful for both the interventions on existing buildings and the construction of new buildings.



This handbook focuses on Temporary Collective Accommodations for refugees, migrants, and internally displaced persons as a result of conflict, persecution, or disasters. On the other hand, the handbook does not contemplate the design of specialized Temporary Collective Accommodations, which require specific considerations on protection, for example, shelters for women victims of Gender-based Violence (GBV) or unaccompanied and separated children (UASC).

We recommend using this handbook as a reference guide and a complement to existing national, regional, and global guidelines.

Who is it for?



This handbook is for the technical persons who must plan and design Temporary Collective Accommodations and for those in charge of managing the facilities. More generally, it is for the persons who have the power of decision when it comes to planning, designing and maintaining these facilities. The handbook aims to be a simple and practical reference tool for every person involved in this process, including people with no previous technical knowledge.

The Americas region?



The following characteristics directly affect the planning, design, and use of Temporary Collective Accommodations in the Americas region.



- The region is impacted by the phenomenon of human mobility and mixed movements of people seeking new destinations, including those in need of international protection. Internal displacement due to armed conflict and internal violence.
- The region is prone to the impacts of climate change, natural phenomena, and natural disasters ⁴, with significant consequences on the population's housing needs.
- There is a consolidated system of Temporary Collective Accommodations in the form of lodgings. In contrast to other regions like Africa and the Middle East, in the Americas region, it is not common to establish camps as a solution for Temporary Collective Accommodations.
- The creation and management of these Temporary Collective Accommodations are the responsibility of local governments, with the support, to a large extent, of civil society and religious entities that sometimes organize themselves to form consolidated networks under public or mixed management.

- The individual shelter solutions sought by refugees, migrants, and internally displaced persons tend to be located in high-density, spontaneous and irregular settlements.
- The region has the highest levels of urbanization in the world². This involves working in urban contexts where it is crucial to address the issues of access to essential services, the right to housing, land, and property, secure tenure, public space, and marginal spaces.
- Generally, there is strong social cohesion, extensive community support networks, and high remittance contributions.

Definition of Temporary Collective Accommodations in the Americas



Temporary Collective Accommodations are structural facilities conceived to shelter people for a limited period of time and are usually managed by specific entities. Their purpose is to provide protection and shelter to refugees, migrants, and internally displaced persons temporarily while they transition to more durable solutions. The facilities must be safe places where, in addition to satisfying basic needs in a dignified manner, people are provided with guidance about their rights.



- The terminology used in the different Latin American countries is varied and includes terms such as temporary shelter, community shelter, transitional shelter, family shelter, collective emergency shelter, shelter house, migrant's house, home, transit home, residence, temporary accommodation, shelter, camp,

- comprehensive care center, temporary refuge, permanent refuge, temporary humanitarian aid station, evacuation centers, transit center, etc. However, these structures are all set up with the same purpose: to shelter refugees, migrants, or internally displaced persons, collectively and for a limited period of time.

Temporary Collective Accommodations, an emergency solution



It is important to understand that Temporary Collective Accommodations must be a time-limited response of emergency shelter. It is essential to establish exit strategies from the outset, with a view to individual, more durable solutions.

Temporary Collective Accommodations for permanent and continuous use over time

- In contexts where there is a network of accommodations that meets the specific needs of a country (homelessness, human mobility, etc.) or in areas where systems of risk reduction have been established as a response to recurrent disasters (including evacuation centers), we should opt for the consolidation and strengthening of the existing Temporary Collective Accommodations, investing in more permanent and durable solutions, in an organized and structured way.

Temporary Collective Accommodations for emergency and continuous use over time

- Temporary Collective Accommodations should be considered a last resort after having explored more sustainable alternatives (host families, individual emergency shelters, etc.), avoiding the prolonged occupation of the site or infrastructure that has undergone intervention, and freeing it for its intended use. If the Temporary Collective Accommodation is likely to have a short lifespan, we should evaluate the investment cost in infrastructure against the useful life of the facility. Alternatively, we should consider future purposes for the structure, for example, a space reserved for contingencies or converting the Temporary Collective Accommodation into a community space. It is essential

¹ OCHA Natural Disasters in Latin America and the Caribbean 2000-2019, 2020.

² UN-Habitat, World Cities Report 2020: The Value of Sustainable Urbanization, Nairobi, 2020.

to conceive and budget for the closure strategy from the outset. The closure will be directly related to the fact that there is no longer the need to provide this type of accommodation for internally displaced persons. In other words, there are no more refugees, migrants, or internally displaced persons, or they have found other shelter alternatives. In the case of short-term emergencies, we should consider the time and cost involved in returning the site to its original state or, at least, how to minimize the impacts caused (cleaning, repairs, replacements, reforestation, etc.).

Carry out infrastructure interventions as long as management capacity is ensured.

When considering improving the infrastructure of an existing Temporary Collective Accommodation, we should only assume the investment cost if the Protection Principles are ensured. Many service providers in the public and private sectors (civil or religious organizations) have built significant capacity throughout the Region and over the years, managing accommodations of this type and providing continuity to these humanitarian services. It is important to invest in improving the competence of these actors by involving them at all times in the decision-making process associated with the design and construction of the accommodations. This dialogue will provide an opportunity to learn from local experiences and understand unresolved issues, thus broadening the criteria that can help resolve particular challenges. Also, it will make it possible to highlight the consequences of certain decisions in connection with the proposed recommendations.

The handbook will be useful for interventions on existing buildings and for new constructions.



A region impacted by the phenomenon of human mobility and mixed flows of people on the move in search of new destinations, including those in need of international protection.





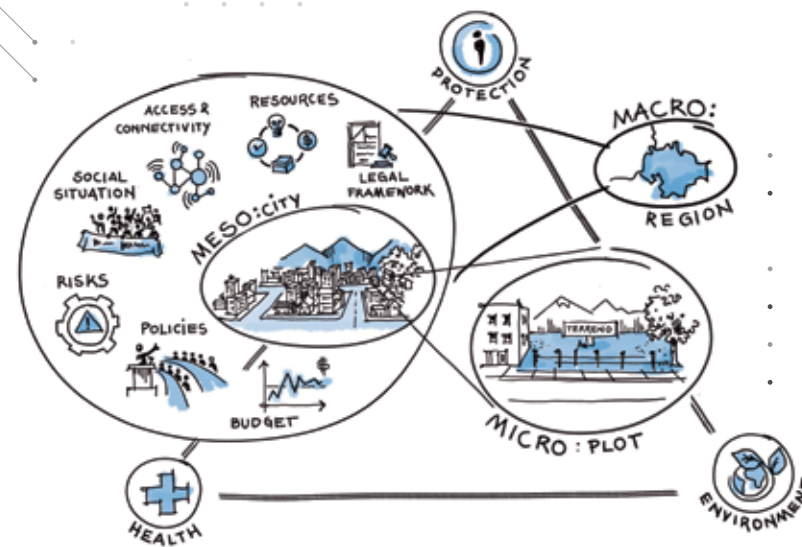
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Strategic considerations for the design of a Temporary Collective Accommodation

The guiding principles



The ultimate goal when designing, building, or refurbishing structures that will serve as Temporary Collective Accommodations is to create spaces of protection, where people are healthy, respecting the environment and facilitating in this way the overall management of the facility. For this to happen, it is important to recognize the fundamental principles that govern the decision-making and implementation processes: Protection, Health, and the Environment.



Protection

A Temporary Collective Accommodation must provide protection and safety to the people we serve, safeguard this population from the impacts and dangers of natural phenomena and climate change, facilitate access to essential rights and services, preserve human dignity by avoiding discrimination or marginalization, and foster family and community life. The facilities should be designed or adapted in such a way as to ensure the accomplishment of these goals.

Protection involves creating an environment conducive to the respect of human rights, preventing and mitigating the immediate effects of a pattern of abuse, and restoring the living conditions through reparation, restitution, and rehabilitation.

Humanitarian protection means improving the safety, well-being, and dignity of the population affected by a crisis. Protection is not only what we do but also how we do it. It involves actively applying core protection principles and responsibilities to our humanitarian work in all sectors, including the planning of Temporary Collective Accommodations.

The general principles for the protection of the persons sheltered are as follows :

- Respect, safeguard, and promote people's essential rights and dignity, protecting their well-being, and ensuring their privacy and cultural needs, without discrimination based on ethnicity, gender, nationality, political opinions, race, or religion. The support offered must be guided only by the needs, and priority must be given to the most urgent cases.
- Enable the accessibility and inclusion of all people, without discrimination, to the physical spaces and information, focusing on age, gender, and diversity.
- Ensure the safety of the residents, especially the most vulnerable groups, including the elderly, women, children and adolescents, LGBTIQ+, and people with disabilities, minimizing potential risks and avoiding exposing these groups to more harm.

- Do not harm' which means that, as a minimum, humanitarian assistance and protection must not cause harm to those it seeks to help.
- Conduct ongoing risk analysis and plan interventions to prevent or mitigate (or both) the risk of Gender-based Violence.

Health

The population seeking shelter in these Temporary Collective Accommodations may have specific health problems, for example, injuries, trauma, gastrointestinal diseases, dermatological diseases, respiratory diseases, or preexisting chronic illnesses. To help people access medical services is a priority. Also, it is paramount that the conditions of the facilities do not aggravate the situation by preventing the risk of illness for people during their stay. It is essential, thus, to design facilities in such a way as to minimize the health risks for people but also to contribute to their healing and well-being. Crowded conditions, poor sanitation, insufficient water/poor water quality, and food insecurity are risk factors that increase the probability of infectious disease outbreaks. Severe stress factors related to insecurity and inadequate shelter can also trigger mental health conditions in people who may carry high emotional burdens.

The general principles for promoting the integral health of the sheltered population are:

- Protect the physical health of the persons sheltered, avoiding exposing them to the risk of illnesses.
- Avoid settings that may cause stress and lead to the deterioration of people's mental health, by creating environments that allow for recovery after the physical and psychological effects of traumatic experiences.
- Facilitate access to health care services, including mental health and psychosocial support, by identifying the referral pathways to these services and addressing any special needs that people may have.

Environment



The quality of people's living environment is the basis for their health and well-being and for their recovery after the crisis. It is advisable to assess the environmental impact of the intervention so as to minimize it. This impact may be due to the modification of the natural environment, the traffic and intensive use of the site, the materials and raw resources used, waste production, or others. Environmental sustainability is fundamental to reduce vulnerabilities and avoid deteriorating habitats and higher risks of disasters caused by environmental degradation, already prevalent in this region which also has problems of poverty and a fragile ecosystem. Leaving a footprint on the environment is inevitable, so we need to ensure this footprint is minimal.

The general principles for reducing environmental impact are as follows:

- Assume responsibility for the environmental impact that the installation of a shelter may have on a particular site and incorporate appropriate measures to minimize this impact. Minimize the environmental footprint at the end of the useful life of the accommodation.
- Prevent or mitigate environmental damage through adequate planning and sustainable design of the building and services. Promote best environmental practices during the construction or redevelopment of the facility.
- Reduce energy consumption through appropriate design of the building and spaces (bioclimatic architecture and construction, considerations on solar orientation, natural ventilation, material efficiency, ceiling height, and use of renewable energy sources for heating, cooling, lighting, and food preparation).

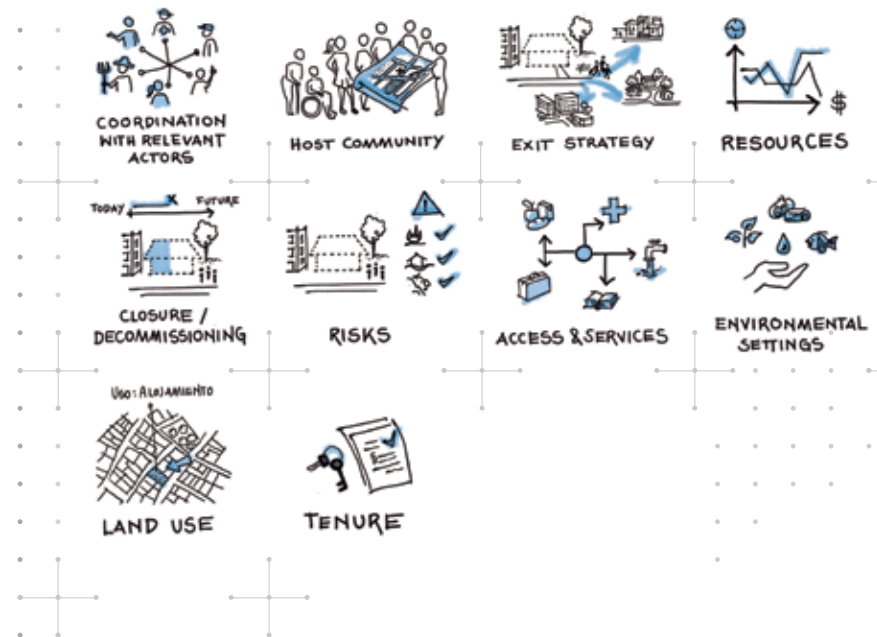
Strategic considerations



Before we start with the spatial planning process of the Building/Site that will serve as a Temporary Collective Accommodation, we need to assess the feasibility of the project and verify the prerequisites that will enable us to move forward. It is important to coordinate decisions with the relevant actors and verify the legal documents and conditions that may affect the viability of the project.

The design and construction process of Temporary Collective Accommodations should be carried out in close collaboration with local governments, competent authorities, and service providers, which will help ensure implementation in accordance with local and national development plans, integrated with existing services and infrastructure.

In planning for Temporary Collective Accommodations, we must consider long-term needs and the possibility of having to extend and adapt the facility to new circumstances, even though, when establishing these accommodations, the expectation is for them to have a short lifespan.





Coordination with other actors

- Coordinate with the authorities, understand the political will and priorities in the short and long term.
- Coordinate with the entity that owns the Building/Site.
- Coordinate with the entity that will manage the accommodation, especially in defining the spatial requirements according to the available area, budgetary constraints, and other specific considerations.
- Coordinate with the organizations or entities that will provide the different services and maintenance to understand the specific spatial requirements.
- Coordinate with local leaders.
- Coordinate with activated sectorial working groups such as Shelter, CCCM (Camp Coordination and Camp Management) and other relevant working groups and coordination mechanisms.



Host community

Assess whether there are significant protection risks or others, associated with an intervention of this type in the area.

- Promote a peaceful coexistence, exploring the possibility of improving existing essential services for their shared use with the host community, thus benefiting both parties, e.g., improving the existing electrical network that serves the accommodation and the host community, improving the water infrastructure, improving the internet service, building a public square for community use, community gardens, etc.
- Consider giving the host community access to some of the services available in the accommodation. This would have direct design implications concerning the entrances to the precinct or the positioning of specific spaces in proximity to the entrance, within the complex.
- The renovation of a building in a rundown area of the host community can

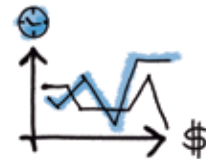
be an opportunity for the economic and social revitalization of the place. The influx of people would bring new demand for products and services, potentially benefiting the host community.

- Maintain a continuous and transparent dialogue with local leaders and civil/social organizations, fostering spaces for participation and the divulgation of information about progress and decisions.



People we serve are placed at the center of the response. Toward durable solutions

- Analyze the profiles of the people who would benefit from these accommodations and evaluate their displacement patterns (population by gender and age, people with specific needs, estimated duration of the stay) to design the facilities according to their needs.
- Develop a schedule of spatial requirements based on the profiles and needs of the persons who will use the accommodation and which will guide the design process of these accommodations.
- Explore from the outset durable solutions for refugees, migrants, and internally displaced persons. Temporary Collective Accommodations must be kept as a transitional solution. It is important to devise a comprehensive exit strategy that will ensure access to individual shelter solutions for the people we serve. The exit strategy may include rental subsidy programs, placements in livelihood programs, and family reunification programs, among others.



Financial resources and timing

- Estimate the financial requirements of the project. Assess whether the funds are viable and if there is a high, medium, or low probability of sourcing them.
- It is also important to assess the time required to carry out the intervention. Often, more than the finances, it is the completion time that becomes the first

barrier to delivering an emergency response. Thus, it is necessary to establish a phased response, defining immediate and medium-term actions.

Planning for the future closure or decommissioning of the Temporary Collective Accommodation



- Include the dismantling or decommissioning as part of the planning process for closure-related activities; ensure a budget for it and make constructive decisions to facilitate the future dismantling process, for example, the decision to use temporary materials.
- When planning and budgeting, include soil remediation activities and other measures to reduce environmental impact.
- Ensure efficient management of the solid waste resulting from decommissioning, considering the reuse or recycling of discarded items.
- In the case of decommissioning, ensure there is a consultation process with the community about future uses and space adaptations.

Location of the accommodation



The location of the Temporary Collective Accommodation is a decisive consideration that will dictate aspects of design, construction, and maintenance. A first step is to locate safe buildings/premises that offer adequate space, protection, and access to essential services (and livelihoods) whether for emergency or continuous use over time. An appropriate location, found through careful site selection, will have a positive impact in terms of the protection of refugees, migrants, and internally displaced persons; also, in terms of conflict reduction, peaceful coexistence, fewer risks of Gender-based Violence, fewer health risks, improved access to essential services, mitigation of environmental degradation and savings in implementation costs.

Physical, structural and safety risks

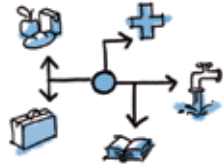


The Building/Site must be in a safe area that is not prone to flooding, high winds, landslides, and other hazards.

- We must take into account that mitigating the conditions described above will require significant investments in time and resources. In such cases, it is advisable to find alternative options for the location of the Building/Site.
- In the case of a shelter response due to an armed conflict, ensure a minimum distance of 50 Km from the conflict zone.
- In the case of an Existing Building, verify if the structure complies with current anti-seismic regulations and whether it has building permits. Also, check if the structural frame, foundations, roof, windows, walls, and partitions look sound. If not, it is advisable to consult with a structural engineer to ensure the safety of the structural elements of the building. Structural safety is paramount when proposing the reuse of a Building.
- When planning a Building extension, follow the necessary steps to ensure that the existing structure supports the new intervention.
- Ensure that the construction materials in the Building/Site are not harmful and comply with current regulations. For example, the presence of asbestos requires a specific intervention protocol.
- In the case of identifying unsafe zones that are not corrigible in the short term, it is crucial to close them and prohibit access.
- In the case of Sites, avoid slopes that are too gentle (0%-2%) or too steep (above 6%). The ideal recommended slopes are 2-4% or manageable slopes of 4%-6%, as these will facilitate drainage and water evacuation.
- If it is a Site, avoid sandy and rocky soils, which make it difficult to install emergency structures safely.
- Ensure that the Building/Site can accommodate the equipment, means of evacuation, and other safety measures for emergency preparedness, and response, according to the regulations in force.

- Verify that the selected location is free of environmental health hazards (e.g., areas with stagnant water and mosquito breeding, landfills, chemical industries, etc.).
- Ask questions to the locals, the Building/Site users, and the competent authorities (Civil Protection, Fire Brigade, etc.). This will be helpful for verifying whether there have been natural events that have compromised the Building/Site, in what way they have done so, and what measures were taken..

Access and services



- The Building/Site must be accessible and passable all year round, both on foot and by vehicle, taking into account any seasonal variations.
- Ensure that the Building/Site can be connected to the essential public services (water, sanitation, electricity, cooking energy, internet) in a safe and efficient manner.
- Estimate the time required to travel from the Building/Site to the urban public facilities (health, education, markets, financial or commercial services, government offices, sports areas). This time must not exceed 30 minutes (on foot or by public transport).
- In order to evaluate the suitability of the site, we must assess the livelihood strategy and the specific needs of the refugees, migrants, and internally displaced persons who will be living in the Temporary Collective Accommodation.



Environmental setting

- Verify that the site does not have environmental restrictions.
- Assess the environmental risk associated with installing a Temporary Collective

Accommodation (from planning through construction, building refurbishment, and the running of the facility) and ensure that it is possible to mitigate it easily .

- If possible conduct an environmental impact assessment and develop mitigation measures to address the identified impacts and risks.
- Check if the Building/Site is located near bodies of water. Take precautions to prevent water pollution. Also, take the necessary measures to minimize the risks of falling and drowning, particularly for children.



Usable land area

- The Building/Site has at least 30 m² per person of usable land area (not including floodplains or non-habitable land that may exist on the site in question). The area shall be used to include reception, dormitories, common areas, services, and administrative areas, as well as any other services for the care of the people:
 - Outdoor space must be available to provide recreational areas.
 - There must be sufficient space for a possible expansion to ensure the transformation of the place over time and the adaptation to future needs.



Tenure

- Verify the legal documentation accrediting the ownership of the land or building. Confirm that there are no open legal charges or proceedings that could stop the works or the correct running of the facility (delimitation, indemnifications, current legal cases or proceedings, existing co-owners, etc.). For this purpose, it is advisable to consult the land registry offices.
- Verify with the entity that will use the property (public or private) if there are any lease, cession, or expropriation agreements.



Land use

- Check the urban land use, verifying that the planning regulations are compatible with the intended activity or use. Review master plans or other planning regulations in force to verify the compatibility of the uses.
- Review the planning regulations in force and verify if there are urban conditions or restrictions (restrictions for construction, extensions, modifications, or improvements) and whether there are geotechnical or risk studies (intended land uses, possible hazards).
- Consider the values of the traditional culture regarding the use of the site (e.g., places of worship, proximity to cemeteries, etc.) that could affect the implementation of the facility.

Building typologies based on the type of response



For practical reasons on the spatial planning process, this design handbook seeks to differentiate Temporary Collective Accommodations according to their building typology rather than their function (collective centers, transit and reception centers, evacuation centers, camps, and others)³.

We will distinguish between four different categories. These categories are closely related to the length of use of the facilities for the described purpose.

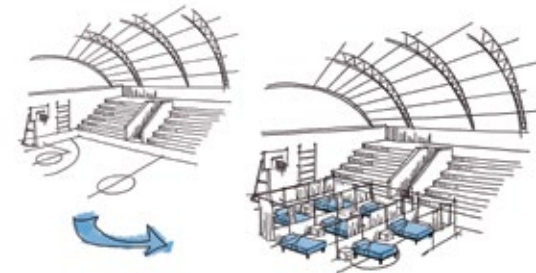
³The following definitions have been developed and updated by UNHCR internally in 2022

Collective center: A collective center is an accommodation, where a group of asylum-seekers, refugees and IDPs reside/ are accommodated in pre-existing buildings such as community centres, town halls, schools or unfinished buildings or newly established ones. They often occur when there is a sudden influx and rental markets are overwhelmed. Collective centres are intended to be of temporary nature.

Transit Center: A transit center is used at the beginning of a new emergency with often high influx and is hosting asylum-seekers, refugees or IDPs pending transfer to a suitable formal settlement or individual private accommodation or return.

Emergency structures: used over a limited time period

- 1 | Existing Building/Collective Center: pre-existing structures for community use that need to be adapted to shelter large groups of displaced persons, usually for a short period of time (e.g., schools, sports stadiums, municipal spaces, etc.). **It is important to mention that using schools as Temporary Collective Accommodations must be avoided, as this has a direct implication on the education and development of children and adolescents.**



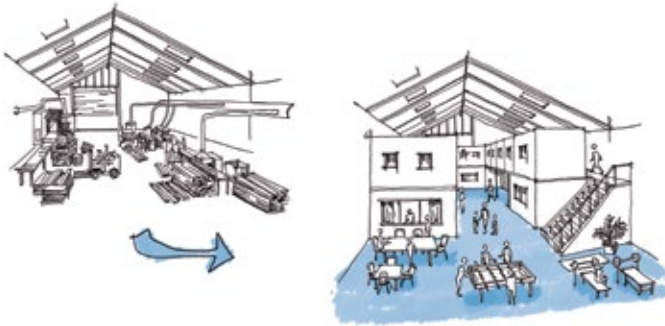
- 2 | Sites: a place that is equipped and made available temporarily to respond to a specific emergency. It comprises several constructive elements, usually of temporary nature (tents, prefabricated structures), latrines, and minimal, provisional infrastructure. **The establishment of these sites must be a last resort due to the social, economic, environmental, and other implications.**



- **i** While these are not intended to be permanent solutions, we should not underestimate their duration. The nature of the emergency may cause these structures to remain active longer than planned, so the design must be as adequate as possible. This is particularly relevant for sites, which may last over time due to various external factors, and turn into settlements that will impact the host communities and their territory.

Permanent structures: used continuously over time

3 | Existing (adapted) building, which has been designed for a different purpose but is adapted (change of use) to shelter and provide essential services to refugees, migrants, or internally displaced persons, on a permanent, regular basis (e.g., residential buildings, hotels, subdivided houses, etc.). The existing structure and configuration of the building can become a constraint, however, we must minimize this limitation by using the space rationally and flexibly.



4 | Building/Site: designed with a permanent character, conceived from the outset with the specific function of Temporary Collective Accommodation. This typology offers an opportunity for the building to be adapted more fitly to the specific needs of the refugees, migrants, and internally displaced persons.



Duration of the stay

The spatial requirements will depend on the estimated duration of people's stay. The longer the time, the greater the spatial needs, to ensure people's well-being.

This handbook will establish a differentiation between short and long stays:

Short-stay: a one to fourteen nights stay.

Long-stay: longer than fourteen nights, up to three months (in some cases, longer than three months).



Short-stay:

The duration of the stay is limited to fourteen nights. In contexts of high mobility and a constant flow of people on the move, the duration of the stay is short. However, the scenario is of ongoing emergencies (protracted crisis, recurrent disasters), and the use of the facility may last for years. The rotation of the persons sheltered is frequent, so it is necessary to adapt the spaces to the changing circumstances, based on the number of people seeking accommodation and their profiles. These parameters require, among other things, having flexible and adaptable spaces and materials that are resistant and easy to clean.



Long-stay:

If the estimated stay is longer than fourteen nights, we need to adapt the spaces for daily life and provide areas to carry out activities according to the profiles of the persons sheltered. In terms of space, this involves creating a comprehensive schedule of services with dedicated spaces. It also requires using durable materials, having a surplus of services for closer ties with the host community, and adaptable common areas that can absorb more people in specific moments of contingency.

The capacity of a Temporary Collective Accommodation

We measure the capacity of a Temporary Collective Accommodation according to the number of beds. This capacity is also directly dependent on the duration of the stay. For example, a shelter with 10 beds offering a stay of 15 nights will accommodate 20 persons per month, while the same facility offering an estimated stay of 2 nights will accommodate 150 persons per month.

CAPACITY:

$$20 \text{  } \times 15 \text{ DAYS} = 40 \text{ P/ MONTH}$$

To establish the capacity of a Temporary Collective Accommodation, we must consider the following variables in the hierarchical order below:

Duration of the stay: the longer people stay in the accommodation, the higher the number of services required, which means that more areas will be allocated for this purpose and not for dormitories.

Location of the accommodation: the services required by the people using the facility can be complemented with the services available in the vicinity of the site, thus freeing up spaces in the accommodation for dormitories.

The goal in designing, constructing, or rehabilitating places that assume the function of Temporary Collective Accommodation is to create protection spaces.





Assess the impact of spatial decisions on the well-being of the people served.

3

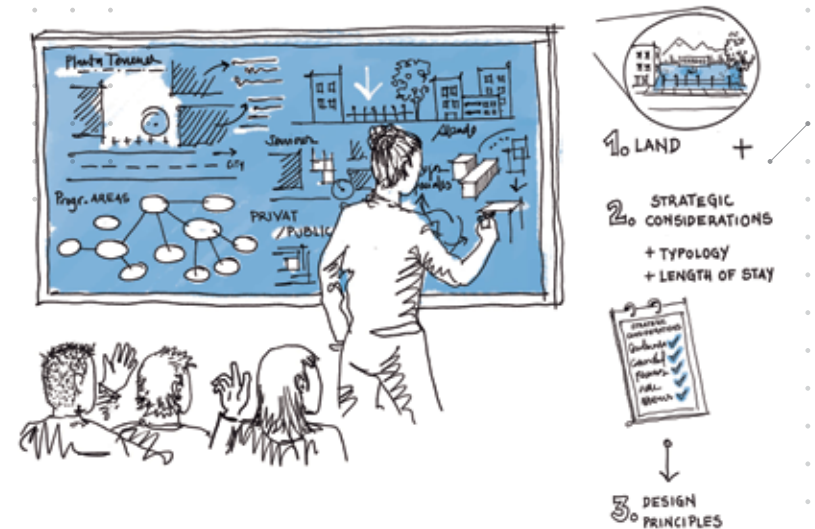
Recommendations for the design of a Temporary Collective Accommodation

Design methodology



Once we have taken into account all the strategic considerations outlined in the second chapter (defining the location of the accommodation, the relationship with its surroundings, the typology of the response, and the expected duration of stay of the users), we can begin with the design of the facility.

The design principles presented in this handbook are relevant for the design of both emergency and permanent structures, regardless of the building typologies and the type of response.



i The accommodation shall follow a functional design adapted to the needs and profiles of the persons sheltered, focused on fulfilling the aims of the guiding principles set out in the second chapter: Protection, Health, and Environment.

We can approach the design of a Temporary Collective Accommodation following a logical order, starting with developing a schedule of spatial requirements, then defining how the persons move through the Building/Site in order to establish a flow (succession of activities), differentiating public from private areas and, finally, conceiving a physical and spatial proposal.

Based on years of experience developing Temporary Collective Accommodations, we can conclude that there is a direct relationship between the exposure to Protection risks and the physical and spatial layout of a Temporary Collective Accommodation. We can minimize many Protection risks through appropriate spatial design.

i The recommendations that follow are user-centered and seek, among other things: (i) to reduce the risk of Gender-based Violence resulting from overcrowding and the lack of segregation and safety in dormitories and toilets; (ii) to provide measures of disaster prevention and response; (iii) to provide sufficient space for activities that promote the well-being of people who, often, find themselves in a highly vulnerable situation. Finally, a user who is respected and sheltered in dignified conditions will facilitate the care and management of the facility, contributing to peaceful coexistence.

It is crucial to know the duration of the stay and the purpose of the Temporary Collective Accommodation; this will determine the type and the number of services required: the longer people stay in the facility, the higher the number of services needed. **It is important to remember that for every decision we make as part of the design process, we need to ask ourselves what the implications are in terms of Protection, Health, and the Environment.**

Analysis of the requirements, user activities, and circulation

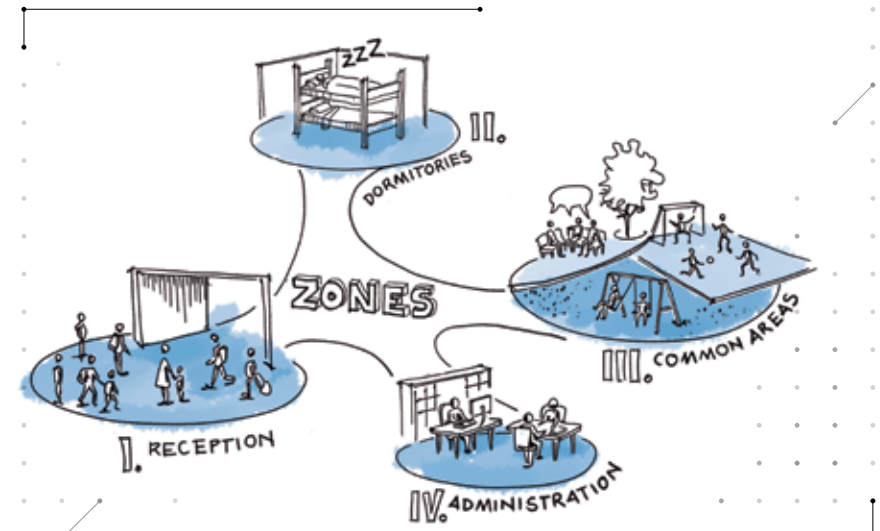


In conjunction with those responsible for managing the Temporary Collective Accommodation and other service providers, we need to analyze the conditions this accommodation must offer, develop a schedule of spatial requirements, and study the logical movement of the persons to ensure the practical running of the facility.

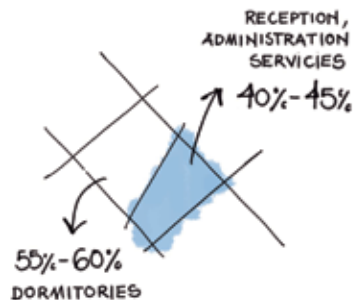
Temporary Collective Accommodations usually include four zones with space requirements according to the uses: **(i) Reception, (ii) Dormitories, (iii) Common areas, and (iv) Administration and services.**

These requirements have to be translated into specific spatial characteristics interconnected by a functional circulation scheme.

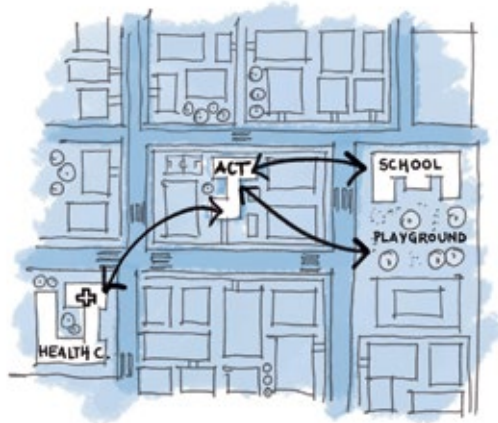
Components of a Temporary Collective Accommodation



- The total area of the Building/Site is a driving factor in defining the space requirements of the shelter. These requirements tend to have the following ratios: The dormitories usually occupy 55-60% of the total shelter area, while common and administrative spaces need 40-45% of the area.



- The required services can be complemented by the services available in the vicinity of the Temporary Collective Accommodation, through agreements with other institutions and organizations, for example, meal centers, schools, sports fields, etc.



Consider offering the host community the possibility of access to certain services available in the Temporary Collective Accommodation.

Design criteria

General principles

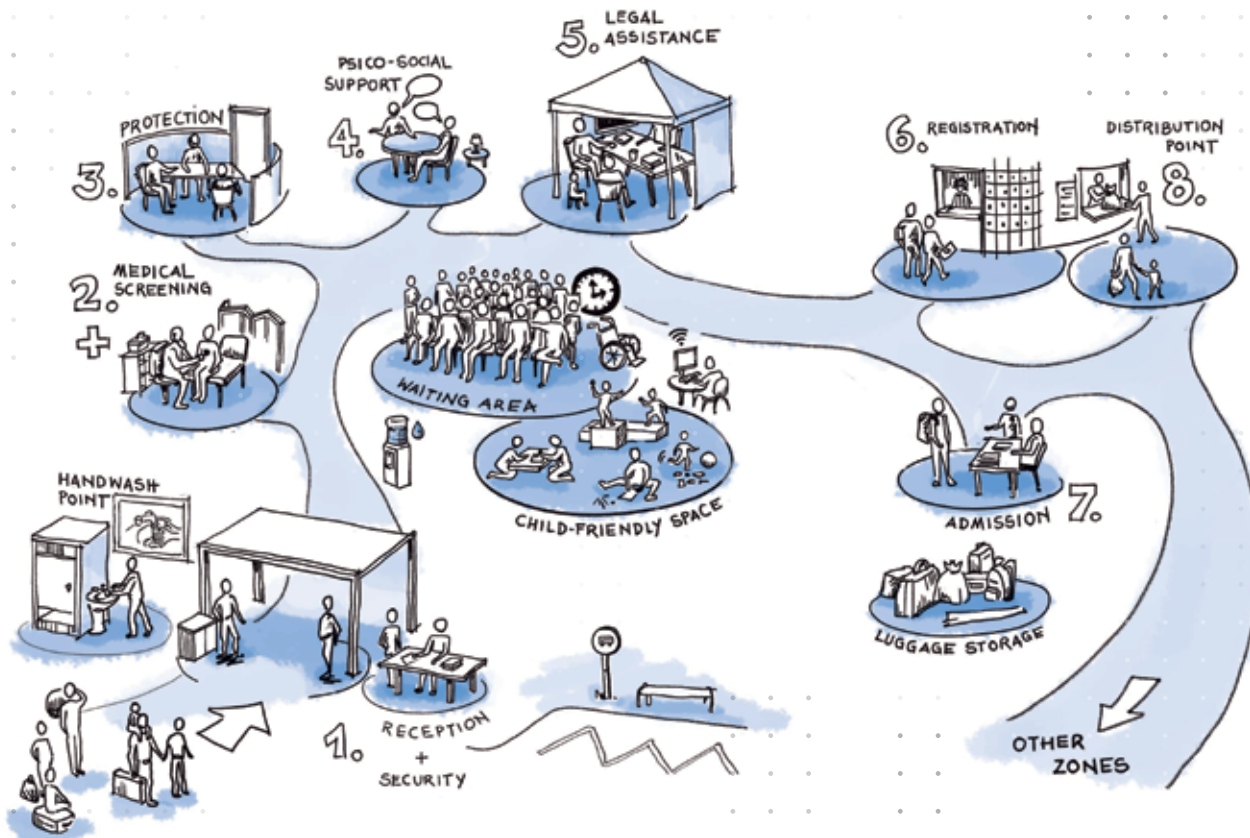
- The main objective of spatial decisions is to minimize the protection risks for the sheltered population, particularly the risks of Gender-based Violence.
- The spaces are designed to ensure the safety of people and are equipped with appropriate protective measures to prevent accidents or injuries during use, as well as with the means of evacuation and other provisions for emergency preparedness, and response, following local regulations.
- The design criteria and the materials are conceived to prevent fire hazards and fire propagation, following local regulations. In the case of Sites, there must be a minimum separation between buildings. The minimum distance must be at least twice the height of those structures. For example, a 2.5-meter-high building must be 5 meters from the next one.
- The spaces and services are accessible to all people, regardless of disability⁴.
- The spaces have adequate lighting and ventilation, based on their function, ideally by natural means.
- The zones have access to water and sanitation.
- The spaces have a solid waste collection system adapted to the type and volume of waste generated.

i An accommodation usually comprises, as a minimum, the spaces and services shown below. The longer people stay in the facility, the higher the number of services required.

⁴ International Federation of Red Cross and Red Crescent Societies (IFRC), All Under One Roof: Disability-inclusive Shelter and Settlements in Emergencies, Geneva, 2015.

i. Reception

Semi-public area for the reception of people who seek accommodation. It enables the provision of a safe, dignified, and efficient service, ensuring ample spaces and clear circulation. The space sequence may vary depending on what the context requires. This area can also accommodate services for non-residents, including the people we serve and the surrounding community; this will promote the acceptance of the accommodation by the host community.



Spatial requirements

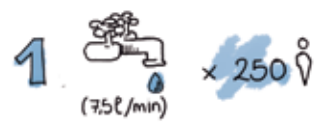

- **Arrival area (outdoor).**
 - Bus arrival area.
 - Access to water points for hand washing.
 - Access to toilets.
- **Access / Entrance.**
 - Security check.
 - Covered waiting area.
 - Hydration point
 - Childfriendly space
 - Access to toilets
 - Access to cell phone charging and internet.
- Reception and information
- Identification of Protection cases and referral.
 - Protection case management.
 - Legal assistance.
 - Psychosocial assistance, listening space.
 - Durable solutions.
 - Connectivity / Family reunification.
- Medical screening / Referral.
- Registration.
- Baggage store room / Lockers.
- Household items distribution area.
- Admission.
 - Access to water points for hand washing.
 - Access to toilets.

Key recommendations

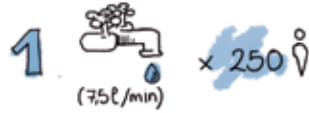


- Ensure that the arrival area, although located outside the premises of the Building/Site, is protected from vehicle traffic and other potential hazards. In this area, we commonly find queues of people waiting for the shelter to open or simply waiting to get in. This space should have shaded areas and would benefit from having toilets, water points for hand washing and hydration.
- The circulation flow from the entry point up to the last point of the route (Admission) must be clear and precise. The logical order of the circuit is as follows: Security check, Protection/Referral, Medical screening/Referral, Psychosocial assistance, Legal assistance, Durable solutions, Connectivity/Family reunification, Registration, Baggage store room, Admission, and Household items distribution. There must be a covered waiting area serving the entire circuit, with access to toilets.
- The waiting area must include child friendly spaces.
- Consider making some services available to the surrounding community or the persons we serve who are not staying on the premises.
- Consider offering people refreshments while they wait, especially if they have had long and strenuous journeys. In that sense, and if the structure allows it, it would be convenient to have a direct and controlled link between the reception and the dining/feeding area.
- Ensure access for Persons with Reduced Mobility.
- Ensure that the spaces have the equipment, means of evacuation, and other measures for emergency preparedness, and response, according to the regulations in force.
- Ensure all windows, balconies, terraces, and stairways have railings designed to protect children. These must be non-climbable and devoid of gaps through which children could fall.
- Ensure access to well-organized toilets, segregated by gender (including a gender-neutral one). These should provide privacy and be lockable from the inside.
- Ensure there are toilets for staff.
- Provide at least one toilet adapted for Persons with Reduced Mobility.



Areas	Recommendations
Entrance, control and security	<ul style="list-style-type: none"> • Guardhouse or similar, for the person in charge of security, consider the thermal conditioning of this space based on the climate. Plan for electricity, voice and data connections for screens, cameras, and other security devices. • Provide an outdoor vehicle pre-entry area that is protected. A roof is advisable to shelter the space from the sun and rain. • Installation of water points for hand washing and hydration.  <ul style="list-style-type: none"> • Ensure access to segregated toilets. 
Reception. Waiting area	<ul style="list-style-type: none"> • Large, covered, and centralized space to place chairs. • Consider providing a child friendly space near the waiting area to facilitate parental supervision. • Consider providing electricity for the recharge of the users' cell phones.
Protection. Private office for case management	<ul style="list-style-type: none"> • Space for private interviews, to discuss matters confidentially. Calculate a minimum area of 3.5 m2 per person, providing acoustic and visual insulation. Locate the space near the reception and waiting area. • For security reasons, the space should have two entrances, one for the assistant and the other one for the assisted person.
Health	<ul style="list-style-type: none"> • Provide a space for basic health care. The service should assist new arrivals (health screening) and people already in the facility. • Private space with opaque partitions and a door fitted with an internal door lock. • The space is sufficient to be equipped with a table, chairs, a stretcher, an extra table, a lockable cabinet, shelving, and a basin adaptable for babies, children, and Persons with Reduced Mobility

- Include a safe area for the disposal of medical, biological, and general waste.
- Consider reserving a room with a toilet to isolate possible infectious disease cases, e.g., Covid.
- Provide a water point for hand washing.



Psychosocial assistance / listening space

- Space for private interviews, to discuss matters confidentially. Calculate a minimum area of 3.5 m2 per person, providing acoustic and visual insulation. Locate the space near the reception and waiting area.
- Preferably, provide a comfortable and pleasant environment with natural lighting and good ventilation.

Legal assistance

- Space for private interviews, to discuss matters confidentially. Calculate a minimum area of 3.5 m2 per person, providing acoustic and visual insulation. Locate the space near the reception and waiting area.
- Include information display facilities like blackboards, corkboards, display cases, etc., to post the most relevant information.

Durable solutions

- Consider providing a space to host activities related to the transition and exit of the people we serve from the Temporary Collective Accommodation toward durable solutions. For example, a space to host activities of local integration and livelihood programs, cash transfers, rent subsidies, and others.

Connectivity

- Consider providing a space equipped with at least 3 computers and internet access to facilitate communication for the users and to promote family reunification, access to livelihood opportunities, and others.

Registration

- Space for private interviews, to discuss matters confidentially. Calculate a minimum area of 3.5 m2 per person and provide acoustic and visual insulation. Locate the space near the reception and waiting area.
- For security reasons, the space should have two entrances, one for the assistant and the other for the assisted person. Protective screens can be provided to avoid the transmission of infections.

- To calculate the number of service desks, we can work on the following premise: using a simple emergency registry with biometrics, it takes 5-7 minutes to register a person. If we were assisting a flow of 100 persons per day, it would take 700 minutes (i.e., 11.6 hours). Therefore if we have 3 service desks, it will take approximately 4 hours (3.8 hours) to complete the registration process.

Admission

- Space/counter for the coordination of room allocation.

Baggage store room / lockers

- Ample space that enables the storage of people's luggage safely and orderly. Provide at least 1 m3 of storage volume per person sheltered. There must be a registry for incoming and outgoing items.
- The door must be safe and lockable.
- Natural lighting is not required, good ventilation is needed.

Household items distribution

- Storage area to keep household items, i.e., hygiene kits and others, and with a counter to enable the distribution of items.

Toilets

- Toilets segregated by gender, with water points for hand washing and access from the reception and waiting area. When calculating the number of toilets, follow national regulations or, where that is not possible, provide at least 1 toilet for every 20 users.



- Privacy and safety: toilets must be separated into units with partitions and have doors that can be locked from the inside. The access to the toilets must be clear, with no concealed corners or hidden entrances that could pose a Protection risk to the users.
- In the case of separate buildings/structures, they must not create hidden areas that could pose a Protection risk to the people who stay in the shelter.
- Accessibility: provide at least one toilet adapted for people with reduced mobility.



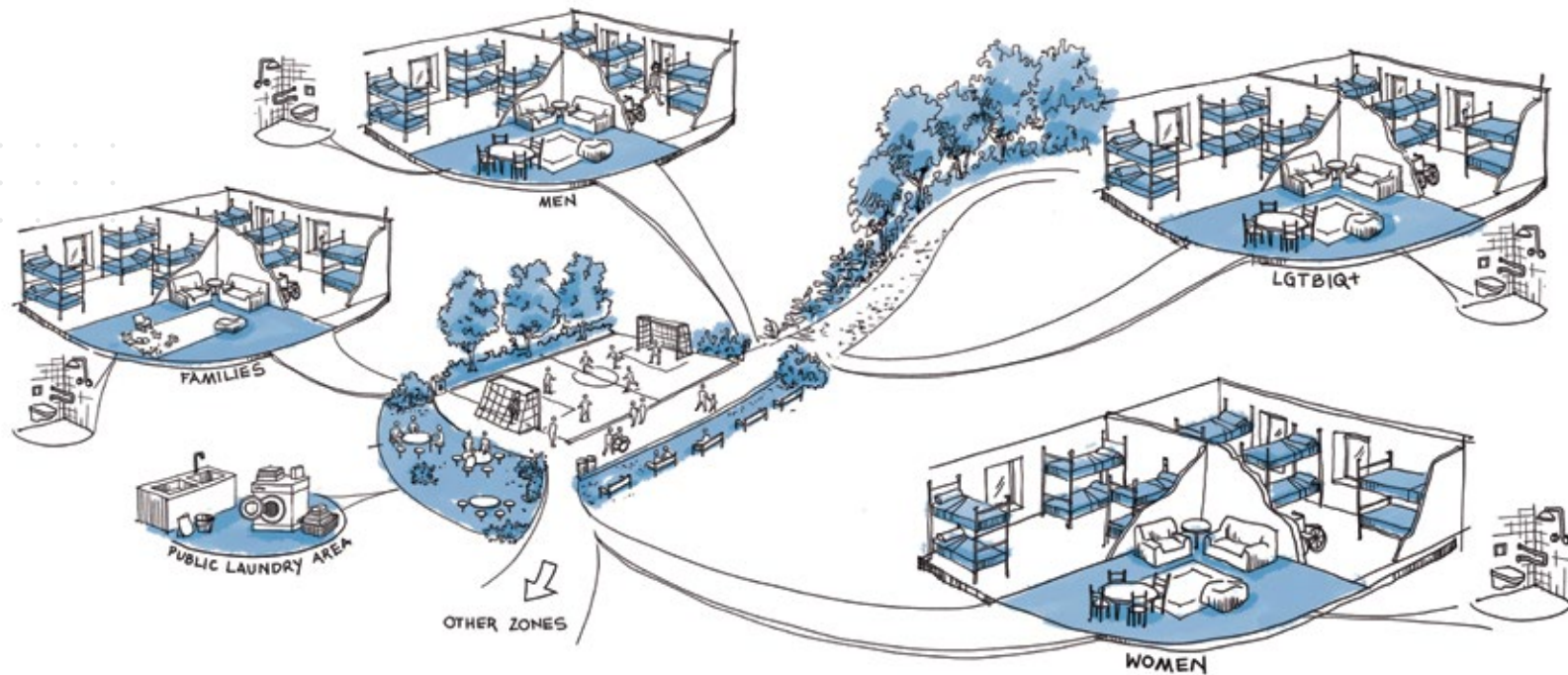


ii. Dormitories

Private area for the exclusive use of the persons sheltered, organized according to the users' profiles. In view of this, it is advisable to have dormitories for families, women and children, men, LGBTIQ+⁵, and other groups with specific protection needs. We must provide spatial and thermal conditions that enable rest, privacy, and safety for people. The dormitories must be directly linked to the entrances of the toilets, where basic daily needs can be met safely and with dignity.

Spatial requirements

- **Dormitories, organized and segregated by groups and gender.**
 - Family dormitories with dedicated toilets.
 - Dormitories for women and children
 - Dormitories for men
 - Collective dormitories for LGBTIQ+ .
 - Access to toilets and showers
 - In the case of Sites (transit, reception centers and others alike), provide access to small social areas that are protected from the weather.



⁵ Lesbiana, Gay, Bisexual, Transgénero, Transexual, Travesti, Intersexual y Queer.

Key recommendations

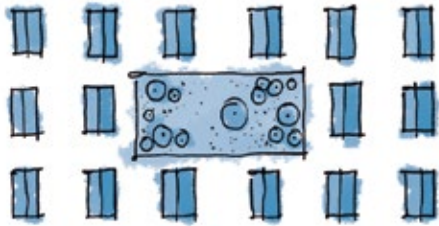


- We must give preference to the configuration of dormitories for small groups to ensure non-crowded, intimate, and dignified environments, and avoid massive dormitories that tend to expose users to protection risks.
- To minimize risks of Gender-based Violence, the physical segregation by groups/ gender between dormitories, toilets, and showers must allow for considerable distances, so as to clearly identify the presence of men in areas dedicated to women, LGBTIQ+, and other groups with specific protection needs.
- In cases where it isn't possible to have large distances between structures, ensure that the construction materials are sturdy and resistant to breakage.
- The access to the dormitories, toilets, and showers must be safe at all times, day and night, and have good lighting.
- Ensure sufficient natural ventilation and natural lighting in the dormitories (refer to the recommended indicators in the table below).
- When designing a Site, it is advisable to configure communities (modules/ clusters of up to 16 dormitories) with access to a small social area that serves as a daytime gathering point and an amenity space where children can play in proximity to their parents.
- Ensure access for Persons with Reduced Mobility
- Ensure all areas have the equipment, means of evacuation, and other safety measures for emergency preparedness, and response, according to the regulations in force.
- Ensure all windows, balconies, terraces, and stairways have railings designed to protect children. These must be non-climbable and devoid of gaps through which children could fall.
- Ensure access to well-organized toilets, segregated by gender (including a gender-neutral one). These should offer privacy and be lockable from the inside.
- Provide at least one toilet adapted for Persons with Reduced Mobility
- Ensure access to showers segregated by gender (including a gender-neutral one). They must provide privacy, including for dressing and undressing, and be lockable from the inside.

Topic	Recommendations
Protection	<ul style="list-style-type: none"> • Family dormitories with private toilets are ideal. If this is not possible, the spaces must be segregated by gender or specific groups, allowing children to be with adult family members. • The preference is to have dormitories that accommodate a maximum of 6 persons. If the number is higher, it is advisable not to exceed 12 persons per dormitory, understanding that each person must have an individual bed, separated at least 1.5 m from the next bed. • In larger rooms (collective spaces), internal partitions must be used for every 6 - 8 persons to ensure protection and privacy. • The dormitories must have wardrobe facilities for each person.
Area and density	<ul style="list-style-type: none"> • The dormitories must have at least 3.5 m² per person.
Diversity approach	<ul style="list-style-type: none"> • Analyze the cultural preferences of the different groups, for example, the indigenous peoples, when defining the organization of dormitories and the sleeping arrangement (hammocks vs. beds).
Circulation	<ul style="list-style-type: none"> • The distance between beds must be at least 1.5 m. Arrange the beds alternating the positions of heads and feet.
Accessibility	<ul style="list-style-type: none"> • Ensure access for Persons with Reduced Mobility.
Environmental conditioning (ventilation, lighting, acoustics)	<ul style="list-style-type: none"> • The windows of a dormitory must have a total combined area of at least 10% of the floor area to ensure natural lighting. That is, 1 m² of window area for every 10 m² of floor area. The dormitories must have sufficient artificial lighting at night. • The window openings of a dormitory must have a total combined area of at least 5% of the floor area to ensure natural ventilation. That is, 0.5 m² of window openings area for every 10 m² of floor area. It is advisable to provide cross ventilation for air renewal, possibly through door grilles. If necessary, consider the installation of extractor fans. • Give preference to noise-controlled areas to facilitate rest.

Small social area (community)

- In the case of Sites, we recommend a modular design of communities of up to 16 dormitories with a dedicated small social area.



Toilets

- Toilets segregated by gender, with access to water points for hand washing. When calculating the number of toilets, follow national regulations or, where that is not possible, provide at least 1 toilet for every 20 users, at no more than 50 meters from the dormitories.



- Privacy and safety: toilets must be separated into units with partitions and have doors that can be locked from the inside. The access to the toilets must be clear, with no concealed corners or hidden entrances that could pose a Protection risk to the users.
- In the case of separate buildings/structures, they must not create hidden areas that could pose a Protection risk to the people who stay in the shelter.
- Accessibility: provide at least one toilet adapted for Persons with Reduced Mobility.



Showers

- Showers segregated by gender. To calculate the number of showers, follow national regulations or, where that is not possible, provide at least 1 shower for every 20 users, at no more than 50 meters from the dormitories.



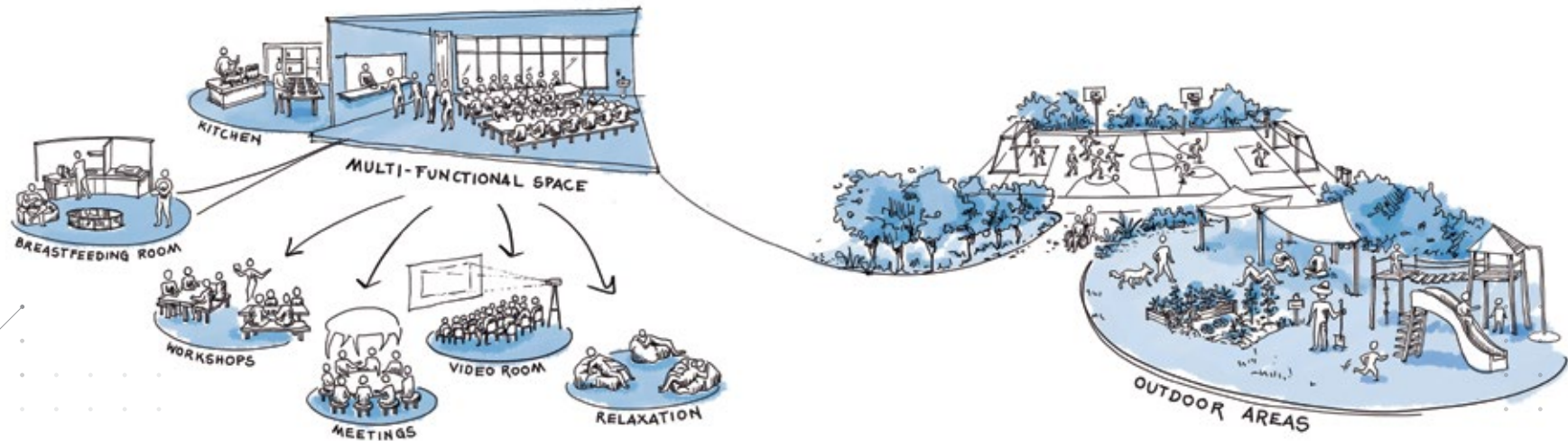
- Privacy and safety: showers must be separated into units with partitions and have doors that can be locked from the inside. The access to the toilets must be clear, with no concealed corners or hidden entrances that could pose a Protection risk to the users.
- In the case of separate buildings/structures, they must not create hidden areas that could pose a Protection risk to the people who stay in the shelter.
- Provide a dry space within the shower facility for people to change their clothes in private.
- Accessibility: provide at least one shower adapted for Persons with Reduced Mobility



To minimize the risk of Gender-Based Violence, the physical separation by gender/group between dormitories, toilets, and showers should take into account a considerable distance, which helps to identify the presence of men in women's areas, LGBTIQ+ groups, and other groups with specific protection needs.

iii. Common areas

Social areas that enable the persons sheltered to meet their basic needs in relation to food, health, social development/recreation, and livelihood-oriented activities, respecting their dignity, providing safety, lighting, thermal comfort, adequate ventilation, and wellbeing.



Spatial requirements

- **Multi-functional space. Indoor or covered outdoor space, protected from inclement weather.**
 - Dining/feeding area.
 - Recreation area, occupational therapy.
 - Multi-functional area.
 - Access to water points for hand washing.
 - Access to toilets.
- **Child friendly/protective space for children and adolescents. Indoor or covered outdoor space.**
 - Access to toilets exclusively for children.
- **Space for breastfeeding, exclusively for breastfeeding women.**

- **Space for food preparation and distribution.**
 - Kitchen area for food preparation inside the accommodation.
 - Kitchen areas for the users.
 - Food distribution area. If ready-made food is to be provided, assign an area that enables orderly and hygienic food distribution.
- **Sports areas/courts for adolescents, no matter how small, e.g., a basketball hoop.**
- **Outdoor recreation area, adapted to the different needs and profiles of the persons who will be sheltered (e.g., child friendly spaces, spaces for families, and socializing areas).**

Key recommendations



- The social areas, shaded areas, recreational areas, spaces of protection for children, etc., are fundamental for the well-being and harmony of the persons sheltered.
- The longer the duration of the stay, the higher the number of services to be provided. This will result in spatial requirements that have to be met within the accommodation or, where possible, supplemented by the surrounding community.
- Ensure access to Persons with Reduced Mobility .
- Ensure all areas have the equipment, means of evacuation, and other safety measures for emergency preparedness, and response, according to the regulations in force.
- Ensure that all windows, balconies, terraces, and stairways have railings designed to protect children. These must be non-climbable and devoid of gaps through which children could fall.
- Ensure access to water points for hand washing
- Ensure access to well-organized toilets, segregated by gender (including a gender-neutral one). These should provide privacy and be lockable from the inside.
- Ensure there are toilets for staff.
- Provide at least one toilet adapted for Persons with Reduced Mobility.

Áreas	Recomendaciones
Multi-functional area, dining/feeding area/meeting room	<ul style="list-style-type: none"> • Ample space for multi-functional purposes. In structures with limited space, this area will serve as a place to carry out different group activities, therefore, it must be a flexible, well-lit, and ventilated space with centralized access, both from the reception area and the dormitories. • Ensure access to water points for hand washing . • Dining/feeding area: for the tables area, allow a minimum of 1.5 m2 per person. • The food is usually served on a self-service basis. This modality requires a food distribution area, preferably linked to the kitchen. Ensure sanitary, easy to clean surfaces.

Video room, workshops/ludic space

- If there is sufficient space, a second area could be conceived for videos and workshops. Otherwise, these activities could be held in the multi-functional/dining/feeding area .

Child friendly space. Protective space for children.

- Play area, exclusively for children and adolescents, and designed for their size.
- It must include specific facilities for infant care (0-2 years), breastfeeding, a learning corner for early childhood, a corner for children up to 12 years, and a space for adolescents (at this age, it is possible to consider gender-specific interests).
- Also, consider the needs and the adaptation of the space for children with reduced mobility , other disabilities, or specific needs.
- It is advisable to design a bright, cheerful, and colorful space.
- It is advisable to include water points for hand washing and toilets dedicated to this space.
- All the construction elements, as well as the furniture and play equipment, must be adapted to the age and needs of this population group (in terms of height, safety, and friendly use).

Breastfeeding room.

- Quiet, private room where entry is limited.
- It must include access to water, a hand basin, and a nappy-changing area (or a dedicated space nearby).
- Natural light and good ventilation are advisable.
- Comfortable furniture for good breastfeeding posture.
- It can be linked to the child friendly space.

Kitchen

- The food can be outsourced from a catering service or prepared in the facility.
- Regardless of the modality, it is important to have a food distribution point that is adequate and hygienic.
- If food preparation is going to take place in the facility, we must provide a kitchen that meets local standards and has sanitary surfaces. The energy sources must be installed properly following local regulations. The kitchen will need to pass a hygiene inspection by the relevant authorities.
- Design an area for dishwashing, either with a sink or a dishwasher, and include a drying area.
- Good ventilation, either natural or forced.

- Include sufficient electrical outlets, considering the appliances to be used and the voltage needed: refrigerator, electric oven, microwave, electric hotplates, and other small appliances that may be required (mixer, blender, chopper, kettle, etc.).
- Include ecological points for sorting and differentiating solid waste: Reusable (recyclable), include an additional bin/container for plastic waste only to facilitate easier recycling, Non-usable, and Organic Reusable waste.
- The wall and floor finishes in the wet rooms and kitchen must be easily washable.
- Avoid the use of solid fuels and kerosene for cooking (design the space according to the fuel to be used and the local regulations).
- There must be a pantry space for food storage; if it is a separate space, it must be directly linked to the kitchen and have a lockable door and good ventilation.

Outdoor area

- An outdoor recreation area is essential for the well-being and harmony of the different groups using the shelter. These areas must be adapted according to age, gender, and culture, and also to the local climate.
- Consider providing outdoor furniture, e.g., benches for resting and socializing.

Sports. Children's playground

- Multi-purpose and multi-sport court(s).
- Spaces for doing exercise.
- Children's playground with playing equipment adapted to the different ages (scale). These spaces can be conceived with simple, local materials, possibly recycled, such as logs, tires, nets, pallets, planks, ropes, and tubes. The location should facilitate parental supervision.
- The walkways must be paved or surfaced to facilitate accessibility.
- Ensure that these areas have lighting.

Green space. Vegetable garden

- Consider the possibility of creating a communal vegetable garden.
- Consider the possibility of incorporating areas with vegetation, including trees.
- In buildings with limited space, consider creating patios and terraces.

Area for animals⁶

- Depending on the need, set up specific areas to shelter pets or companion animals in confined, safe spaces, following the public health regulations in force.

Toilets

- The spaces must be adapted for the type of animal sheltered, safe from theft and predators, and provide a safe shelter from the weather.

- Provide toilets segregated by gender with access to water points for hand washing. When calculating the number of toilets, follow national regulations or, where that is not possible, provide at least 1 toilet for every 20 users, at no more than 50 meters from the dormitories.



- Privacy and safety: toilets must be separated into units with partitions and have doors that can be locked from the inside. The access to the toilets must be clear, with no concealed corners or hidden entrances that could pose a Protection risk to the users.
- In the case of separate buildings/structures, they must not create hidden areas that could pose a Protection risk to the people who stay in the shelter.
- Accessibility: provide at least one toilet adapted for Persons with Reduced Mobility



Communal laundry for the residents.

- The accommodation has at least 1 laundry space for every 50 persons, with sinks or washing machines (or both), and clotheslines for sun drying or dryers (or both).
- Analyze the need for providing spaces segregated by gender, due to the risks of Gender-based Violence.
- Ensure good water drainage.

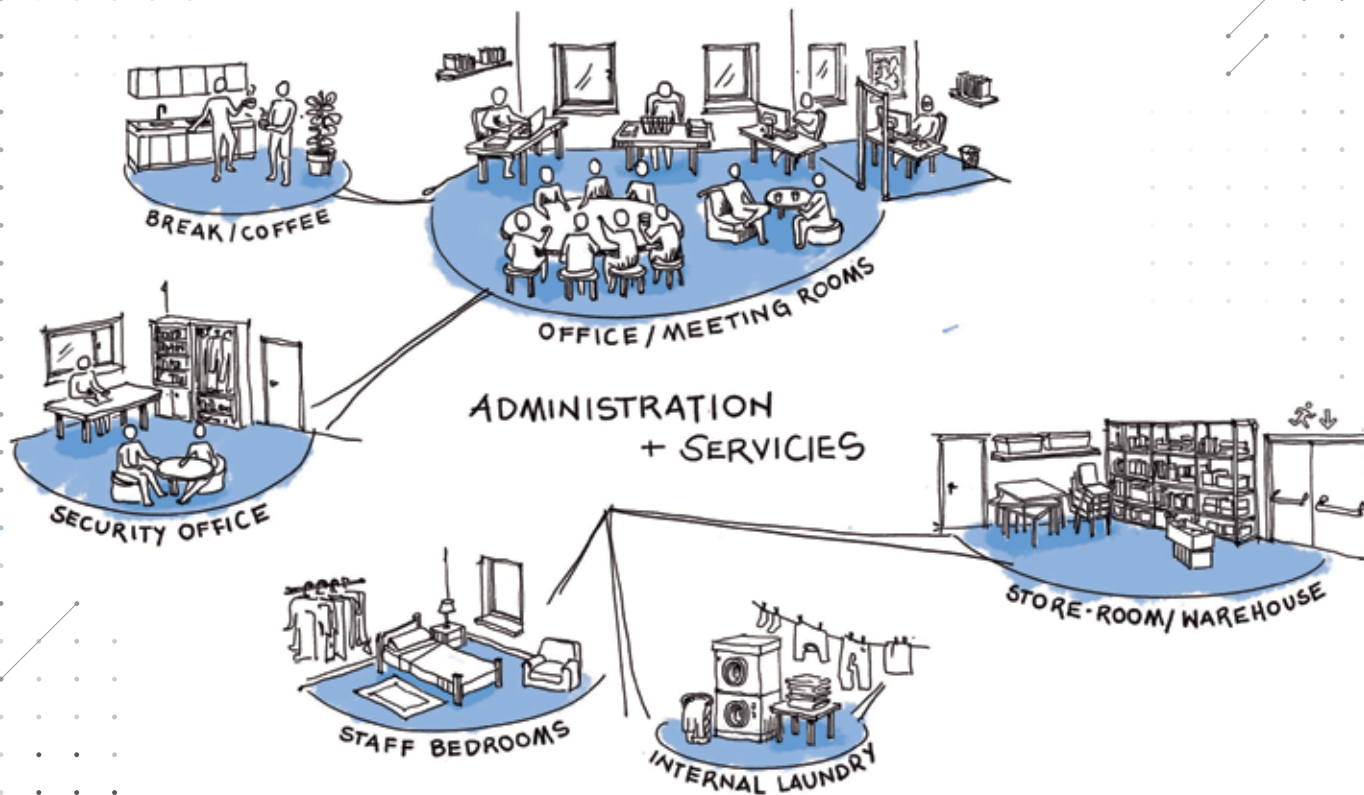


⁶ LEGS, Livestock Emergency Guidelines and Standards, second edition, Warwickshire, Practical Action Publishing Ltd - The Schumacher Centre, 2014.



iv. Administration and services

Private area for the exclusive use of the staff. A functional, healthy, and comfortable work environment must be provided, as well as service areas for the maintenance of the facility.



Spatial requirements

- Offices for the staff in charge of managing the Temporary Collective Accommodation.
- Offices for partners and other relevant actors in the provision of services.
- Meeting rooms.
- Coffee room/ dining area/rest room for the staff.
- Office for the security personnel.
 - Access to toilets.
- Staff dormitory.
 - Access to toilets and showers.
- General storeroom/warehouse.
 - Service entrance, loading and unloading area.
- Cleaners storeroom with mop sink.
- Internal laundry.
- Car park.

Key recommendations



- Protected area which is linked to the reception area and, wherever possible, has an independent entrance from the street to ensure the safety of both the staff and the general store room.
- Ensure access for Persons with Reduced Mobility
- Ensure all areas have the equipment, means of evacuation, and other safety measures for emergency preparedness, and response, following current regulations.
- Ensure that all windows, balconies, terraces, and stairways have railings designed to protect children. These must be non-climbable and devoid of gaps through which children could fall.
- Ensure access to water points for hand washing.
- Ensure access to well-organized toilets, segregated by gender (including a gender-neutral one). These must provide privacy and be lockable from the inside.
- Provide toilets for the staff.
- Provide at least one toilet adapted for Persons with Reduced Mobility.



Areas	Recommendations
Offices for the shelter managing team	<ul style="list-style-type: none"> • Space for offices. Estimate at least 2 workstations. Calculate a minimum of 7 m2 per person.
Offices for partners	<ul style="list-style-type: none"> • Space for offices. Calculate a minimum of 3.5 m2 per person.
Meeting room	<ul style="list-style-type: none"> • Set up a space for meetings and provide facilities to use a projector or to hold a whiteboard (or both). Provide a minimum of 2 m2 per person.
Coffee/dining/rest room for the staff	<ul style="list-style-type: none"> • Take into account the furnishings for food intake and occasional relaxation. • The room must have access to water, a sink, and an area for simple food preparation or heating. • Preferably, the room should have natural light and ventilation, and a comfortable environment.
Staff dormitory	<ul style="list-style-type: none"> • Preferably, provide single dormitory rooms with exclusive access to a toilet and shower. • The windows of a dormitory must have a total combined area of at least 10% of the floor area to ensure natural lighting. The window openings shall have a total combined area of at least 5% of the room floor area to ensure natural ventilation.
General storeroom / warehouse	<ul style="list-style-type: none"> • Space for storing goods and furnishings, preferably located near a secondary entrance to ensure safety and the efficient running of the facility. • Ensure the area is protected from flooding, has adequate lighting, and is equipped with fire protection systems.
Secondary entrance	<ul style="list-style-type: none"> • Provide a secondary entrance with access to cargo vehicles. • Ensure the space is safe and secure, protected from flooding, has adequate lighting, and is equipped with fire protection systems.
Cleaners storeroom. Mop sink	<ul style="list-style-type: none"> • Storage for cleaning supplies. • The space must be secured, avoiding the entry of children or unauthorized persons, as there will be toxic products. To this end, install lockable doors or high lockable shelves. • Ensure that the area is well-ventilated.

Internal laundry

- Well-ventilated space for washing, drying, and ironing textiles, with electricity, water, and drainage connections.



- Consider providing clotheslines for sun-drying.

Toilets

- Toilets segregated by gender, with access to water points for hand washing. When calculating the number of toilets, follow national regulations or, where that is not possible, provide at least 1 toilet for every 20 users, at no more than 50 m from the dormitories.



- Privacy and safety: toilets must be separated into units with partitions and have doors that can be locked from the inside. The access to the toilets must be clear, with no concealed corners or hidden entrances that could pose a Protection risk to the users.
- In the case of separate buildings/structures, they must not create hidden areas that could pose a Protection risk to the people who stay in the shelter.
- Accessibility: provide at least one toilet adapted for Persons with Reduced Mobility.



v. Basic infrastructure

Infrastructure required, as a minimum, for the provision of essential services and to ensure the efficient running of the accommodation.

Spatial requirements - considerations

• Water and basic sanitation.

- Water supply
- Basic sanitation
- Solid waste management.

• Energy

• Connectivity

• Safety and emergency response.

Key recommendations

- Follow the national regulations or, where that is not possible, refer to international standards such as SPHERE ⁷ and the UNHCR WASH ⁸ Manual (Water, Sanitation and Hygiene).
- The water that is required for drinking, cooking, and for personal and domestic hygiene must be adequately supplied.
- Ensure the provision of drinking water at the site through the public network or an existing water source. In this last case, it will be necessary to do all the studies and designs to ensure adequate water quantity and quality.
- Identify possible sources of water supply and the potential environmental impacts that may be caused, taking into account seasonal variations in supply and demand.
- Ensure adequate management of wastewater, sewage, stormwater, and surface runoff, either through the public sewer network or by planning and installing wastewater treatment, management, and discharge systems.
- Ensure adequate solid waste management by developing a waste management plan. The plan must cover waste classification and storage in appropriate spaces, to be collected and transported to the places designated by the relevant authorities.

- When designing the facilities, consider the social and cultural aspects of the target population. Also, consider the economic implications of constructing, running, and maintaining the various water and sanitation systems. It is important to consider the cost-benefit ratio per beneficiary and the service life of the WASH systems to be installed.
- Permits and/or licenses must be obtained from the respective authorities for the exploitation of water resources as well as for wastewater treatment and discharge.
- A healthy and safe environment must be ensured through the proper management of drinking water, wastewater, sewage, surface runoff water, as well as the management of the solid waste, and the gasses generated by energy sources. Avoid places that are prone to the proliferation of vectors and other pathogens. This, as a measure to reduce the risk of diseases related to water and basic sanitation.
- It is important to consider the water and sanitation needs of the refugees, migrants, and internally displaced persons, but also the needs of the host community to promote peaceful coexistence and to avoid tensions between them.



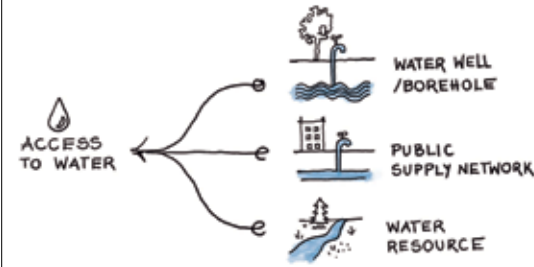
⁷ Sphere, The Sphere Handbook: Humanitarian Charter and Minimum Standards in Humanitarian Response, Geneva, 2018.

⁸ UNHCR, UNHCR WASH Manual: Practical Guidance for Refugee Settings, seventh edition, Geneva, 2020.

Areas Recommendations

Water supply

- Ensure reliable water supply: at least 15 liters per person per day of water for drinking and personal hygiene and domestic use. Establish the quantity according to the context and the stage of the response ⁹. Bear in mind that national regulations in the countries of the region usually set a much higher standard in liters per person per day.



- To anticipate cases of failure or damage to the water supply system, consider having a reserve volume of water per number of days, according to the context, for example, ensure emergency water for two days.
- Calculate a minimum of 250 persons per tap (based on a flow rate of 7.5 liters/minute).

$$1 \text{ tap (7.5ℓ/min)} \times 250 \text{ people}$$

- 500 persons per hand pump (based on a flow rate of 17 liters/minute)

$$1 \text{ hand pump (17ℓ/min)} \times 500 \text{ people}$$

- 400 persons per open water well with manual pump (based on a flow rate of 12.5 liters/minute).

$$1 \text{ manual pump (12.5ℓ/min)} \times 400 \text{ people}$$

- 20 persons per shower installation ¹⁰.



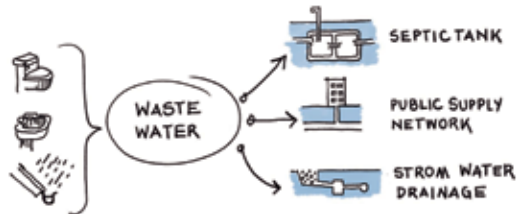
- 50 persons per laundry installation.



- The waiting time at water sources or water supply points must be less than 30 minutes ¹¹.
- The technical areas related to water supply (wells, treatment plants, pumping systems, solar systems, etc.) must be protected, with exclusive access for the technical staff.
- Implement a rational use of water through water-saving devices and accessories. Consider using alternative water sources such as rainwater harvesting, atmospheric water harvesting, or others.
- Consider using alternative energy sources (solar, wind) to power the water pumping systems.

Basic sanitation

- Where there is no possibility of connection to the public sewer network or any other system, we must design a wastewater management system (wastewater treatment plants-WWTP, septic tanks, infiltration pits, etc.) and a sewage management system (grease traps, filters, drains, infiltration pits, etc.), following local regulations.



⁹ Sphere, p. 120. Según el indicador clave de la Norma 2.1 del capítulo "Abastecimiento de agua, saneamiento y promoción de la higiene (WASH)".

^{10,11,12} Sphere, p. 120.

- Where there is no possibility of connection to the public sewer network or any other system, we must design a wastewater management system (wastewater treatment plants-WWTP, septic tanks, infiltration pits, etc.) and a sewage management system (grease traps, filters, drains, infiltration pits, etc.), following local regulations.
- Consider reusing sewage water, after primary treatment (grease traps and filters), for purposes other than human consumption, such as irrigation, cleaning of general areas, and others. Consider alternative solutions for the safe disposal of excreta.
- Assess the type of soil and its characteristics when considering alternative solutions such as infiltration of pre-treated water.
- Ensure separate drainage of wastewater and sewage by providing independent systems, for example, one connection for the sanitary sewer and one for the stormwater drainage.
- Design a system for surface water drainage and canalizations to ensure safe water management, avoiding puddle formation and stagnant waters that can cause the spread of disease vectors. Comply with local regulations.
- The WC ratio must be at least 1 toilet for every 20 persons. The distance to reach a WC must not exceed 50 meters ¹². Consider the specifics of each context as well as the local regulations.



Solid waste management

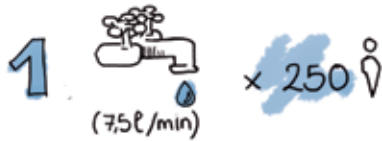
- Provide solid waste collection and sorting points at strategic locations within the facility, following local regulations.
- Provide a centralized area/room for waste storage, and for the collection and final disposal of the waste product by public or private services, following local regulations. The capacity/size of the room will depend on the volume of the waste product to be stored and the frequency of collection. The room must be confined and animal-proof and must be built with washable surfaces, including water points and drainage. It must have at least three bins/containers to sort waste: Reusable (recyclable), include an additional bin/container for plastic waste only to facilitate easier recycling, Non-usable, and Organic Reusable waste.



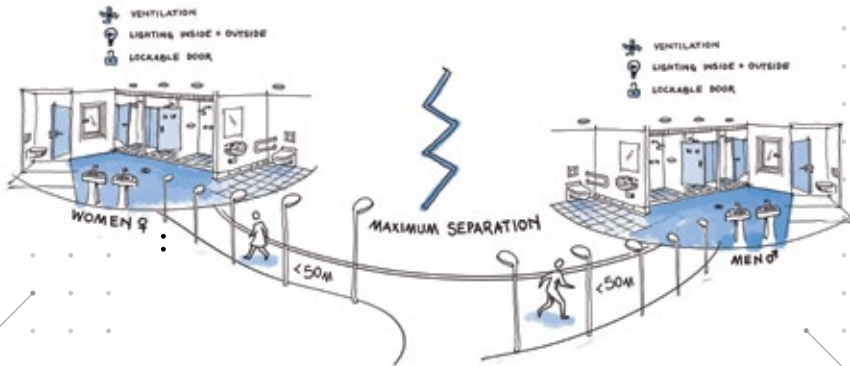
- The waste collection points distributed throughout the Building/ Site must have bins categorized according to the type of waste (local standards). The containers must be washable, have lids, and be easily accessible.
- If there is a vegetable garden, consider the possibility of treating the organic reusable waste product for composting (organic fertilizer) or biogas.

General considerations

- To facilitate hand hygiene, provide water points for hand washing near the dining/feeding area, toilets, and in areas of high confluence of people.



- We must focus on Age, Gender, and Diversity when arranging the toilets, ensuring sufficient separation between them to protect all people, especially women, and children. The toilets interiors and the entire route towards the toilets must have good lighting.



- The structures must provide privacy; toilets and showers must be lockable from the inside.
- If possible, give preference to the creation of individual/family toilet modules with showers that will service the dormitories directly and individually.
- Evaluate which hygiene system is the most culturally appropriate and integrate it into the design solution.
- Eliminate architectural barriers for Persons with Reduced Mobility. The technical solution must respect the rights of all people, including those with disabilities, to access sanitary facilities safely. For example, install ramps, leveled entrances, handrails, etc., to improve the overall accessibility within the building. There should be a ratio of 1 toilet for every 250 persons.



- Toilets must be well-ventilated, either naturally or mechanically.
- Wall and floor finishes must be washable and easy to clean and disinfect.
- The floor finish must be non-slip.
- The toilets must include adequate bins for sanitary towels, nappies, and toilet paper, to facilitate appropriate waste management and to avoid clogging the pipes or creating problems when emptying septic tanks.
- Incorporate soap dispensers or systems that keep the soap in place, near the basins.
- Adapt the sanitary fittings to the specific needs of children, ensuring safe and correct use, taking into account their height.
- Provide spaces for nappy changing and bins for nappy disposal.
- Consider providing adequate spaces and facilities for washing and bathing babies.

Access to energy

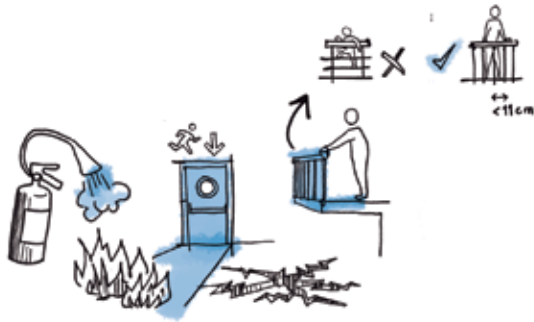
- Evaluate different sources of clean and renewable energy, for example, photovoltaic panels or solar panels, wind energy, biogas, geothermal energy, and others. Depending on the system, there will be specific spatial requirements, for example, a suitable roof surface, the orientation of the panels, the batteries, and other system components. It is advisable to assess the costs, considering the lifespan of the Building/Site and the cost/benefit ratio.
- Preferably, use solar lamps for the lighting of outdoor areas at night.
- Define the electrical demand, providing for future increases to ensure from the outset that transformers, cables, and other system components have the correct sizing.
- Plan for the installation of cell phone charging points at the reception and other social areas.

Connectivity

- Ensure there is internet access in the facility.

Safety and emergency response

- Ensure all areas have the equipment, means of evacuation, and other safety measures for emergency preparedness, and response, according to the regulations in force.
- Ensure all windows, balconies, terraces, and stairways have railings designed to protect children. These must be non-climbable and devoid of gaps through which children could fall.



Social spaces, shaded areas, recreational areas, child-friendly spaces, among others, are essential for the well-being and harmony of the people sheltered.

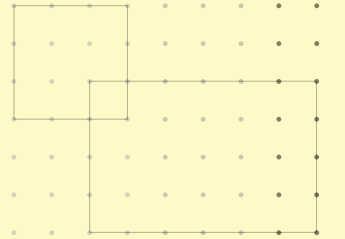
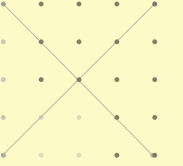




The spatial decisions are primarily aimed at minimizing the protection risks of the sheltered population, in particular, the risks of gender-based violence.



• NOTES





• NOTES



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