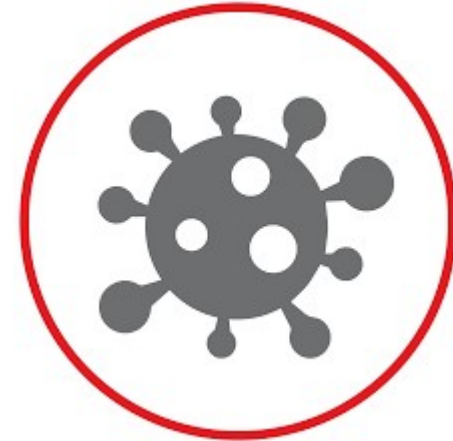


Kitsap County Severe Weather Shelter Operations Training for the 2021-2022 Season



Training Overview

- What is the Severe Weather Shelter Program?
 - COVID-19 Precautions
 - Opening the shelter
 - Closing the shelter
 - Operating a shelter
-
- Safety and Security (weapons, drugs, alcohol, fire safety, etc)



COVID-19 Guidance and Program Changes

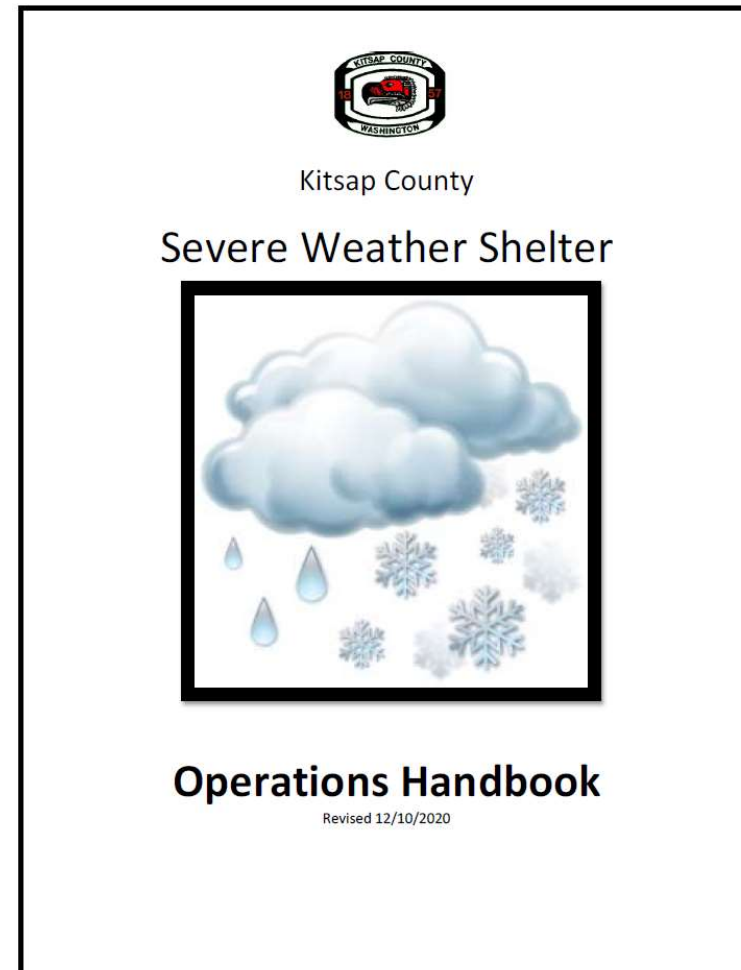
This upcoming season will require some changes to SWS operating procedures to follow CDC safety guidelines in an effort to mitigate the risk of COVID-19 (coronavirus) within the shelters when they are activated.

Where there are program changes, additions, or guidance the COVID-19 icon will be included to note changes for this season, and specific changes will be highlighted yellow.



Operations Handbook

- Your guide to shelter operations
- Included in Shelter Admin Kit
- Available online at <http://kcowa.us/kcsws/>



What is the Severe Weather Shelter Program?

- Department of Emergency Management (KCDEM)
- Kitsap County Human Services
- Hosting organizations
- Volunteers

Severe Weather Shelter Program Mission

To provide a safe
overnight shelter for people
who have no place else to
come inside from extreme
weather conditions

Who Uses the Severe Weather Shelters?

- Families that have had an emergency
- Domestic violence victims
- Runaways
- People experiencing homelessness

**THIS IS NOT STRICTLY A HOMELESS SHELTER.
THIS IS NOT A DISASTER SHELTER.**

**IT IS A SEVERE WEATHER COMMUNITY SHELTER TO FILL THE VOID
and PROVIDE A PLACE TO STAY DURING SEVERE WEATHER.**

Shelter Locations

- Kitsap County enters into an agreement with an organization to use its facility as a shelter.
- Agreement states that, “The participating organization will permit, at its own discretion, upon the request of Kitsap County Department of Emergency Management (KCDEM), the use of its facility by Kitsap County for those in need of shelter during periods of extreme weather as established in the Kitsap County Severe Weather Shelter Plan.”

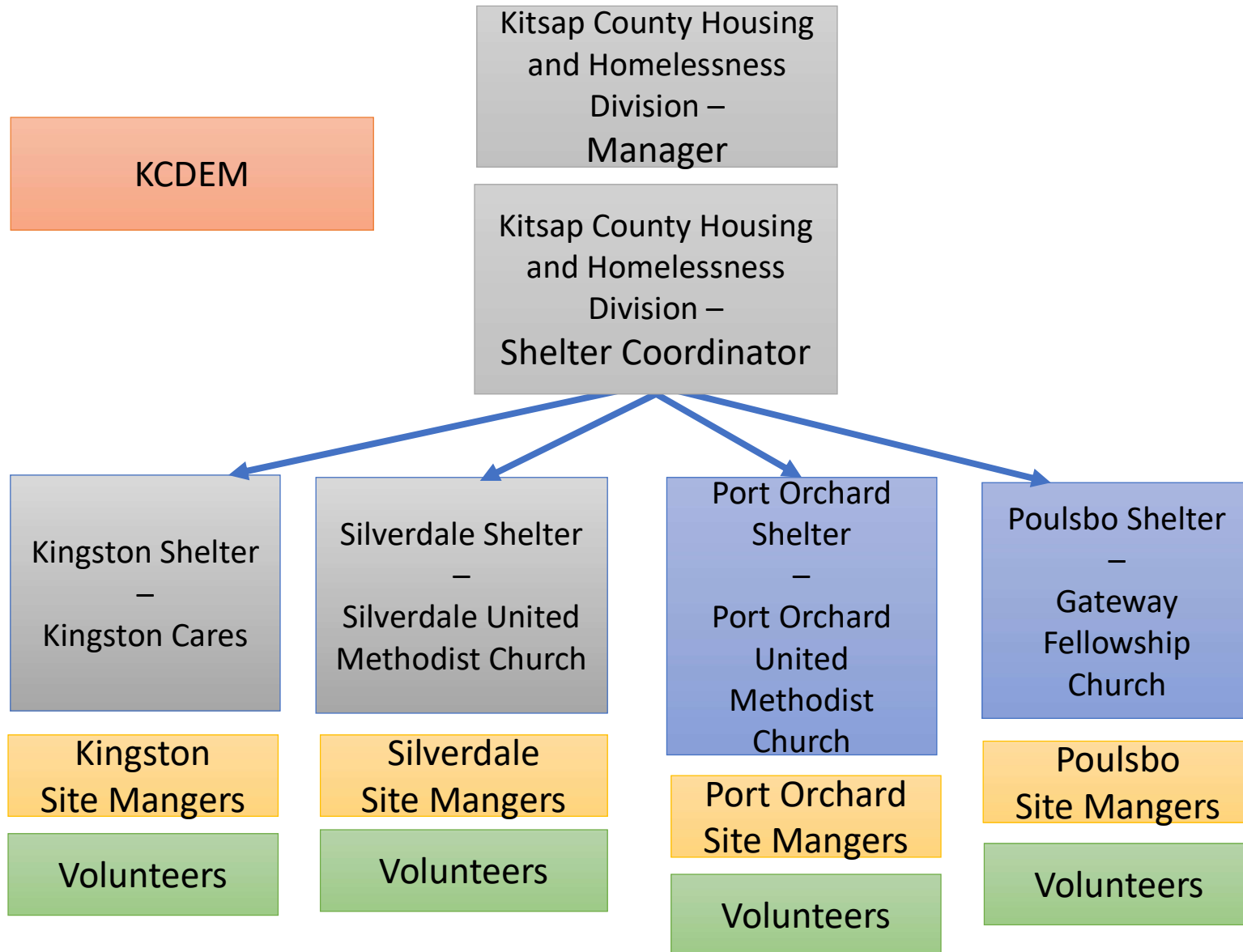
Poulsbo –
Gateway Fellowship
Church

Port Orchard –
P.O. United
Methodist Church

Kingston –
Village Green
Community Center

Silverdale –
Silverdale United
Methodist Church

Shelter Administration



Program Administration

Department of Emergency Management (KCDEM)

The Kitsap County Department of Emergency Management (KCDEM) will be:

- Processing volunteer applications and background checks
- Determining activation of the Severe Weather Shelter Plan
- Providing the Shelter Admin Kits
- Notifying the press and media about when the Shelters are activated

Program Administration

Housing and Homelessness Division (KCHHD)

The Kitsap County Housing and Homelessness Division is responsible for:

- Coordinating the volunteer shift sign-up with Schedulers at each shelter location
- Training volunteers on Shelter Operations
- Alerting citizens through text messages when the shelter is activated
- Being “on call” for emergencies that can not be handled by Site Managers
- Convening the Severe Weather Shelter Committee

Program Administration

Shelter Site Managers

Each shelter location has a designated Site Manager(s) who are responsible for:

- location specific needs such as supplies, access keys/codes, site specific rules
- training volunteers on site specific rules
- assisting with recruiting volunteers for shifts
- trouble-shooting shelter emergencies
- Each shelter location also assigns a representative to serve on the Severe Weather Shelter Committee.

Program Administration

Shelter Site Schedulers

Each shelter location has a designated Site Scheduler(s) who are responsible for:

- Sending out shift requests and assigning volunteer shifts
- assisting with recruiting volunteers for shifts
- trouble-shooting scheduling issues

Volunteers

Each shelter is staffed with volunteers!

- Most important part of the program
- Without volunteers, shelters do not open
- Volunteers are registered Emergency Workers with the State of Washington and Covered under Emergency Worker Program
- Cannot serve a shift in a shelter until their applications have been processed, including background check and the Volunteer Code of Conduct has been signed
- Should have their KCDEM Identification card with them at all times while working in the shelter and it should be visible
- As Emergency Workers, volunteers may also be contacted to participate in other Kitsap County disaster and emergency roles.



Volunteer Role

- **Please remember that while you are working in the shelter, you are a volunteer for Kitsap County Department of Emergency Management**
- MOU - 3.e. - All employees or volunteers provided by KCDEM and the “participating organization” for shelter operations shall be under the supervision and control of KCDEM and shall be registered emergency workers with the State of Washington through KCDEM.

Volunteer Role

- Volunteers must operate within their training
- We are not doctors, lawyers, counselors, etc.
- Exceeding the limits of your shelter training may result in losing your coverage under the Washington State Emergency Workers Program



Weather Criteria



Criteria for recommending opening the shelters:

- Temperatures are expected to be at or **below 32 degrees** sustained (sustained being defined as 4 or more hours) for one or more successive days, and/or
- **Snow accumulation** is expected to exceed 1 inch or more in depth, for more than two days, and/or
- Two or more successive days of **1 inch or more of rain**;
- May activate when **High Wind Warnings** are issued

- KCDEM reviews weather forecasts
- If the criteria is met, KCDEM notifies the KCHHD Shelter Coordinator that the weather meets criteria. The Shelter Coordinator notifies the volunteers that weather criteria is met.

Shelter Activation

Criteria for activating a shelter:

- KCDEM reviews the weather forecast for weather conditions which meet criteria
- Port Orchard, Silverdale, and Poulsbo shelters must have 2 volunteers staffed for each shift (4 volunteers per night at each location). Kingston will require 6 or more volunteers (2 volunteers per night over 3 shifts, and a clean-up shift) 
- If locations do not have enough volunteers on a night, in the 2021-2020 season EOC staff may fill shifts, but availability is expected to be extremely limited. 
- If weather conditions meet criteria and the shelter is fully staffed for the night, the shelter **will activate**
- If weather conditions meet criteria and but the shelter is not fully staffed for the night, the shelter **will not activate**

Criteria Notification

Volunteers will be notified by email at 8am about the need for shift volunteers for days predicted to meet weather criteria.

Depending on the forecast predictions, notification may be given for several days at a time.



Need at least 4 volunteers per night – 2 per shift at Port Orchard, Silverdale, and Poulsbo locations. **6-7 persons in Kingston per night.**

It is important that you are able to check your emails or receive texts in the morning.

Staffing Request

- Email sent at 8 AM by schedulers
- Reply to your scheduler's request with your availability to work during the specified activation period.

At 11:00am, shelters report final volunteer staffing status.

If a shelter is not fully staffed by 11:15am, it will not be able to open for that night.

Why the 11:15am deadline?

- Lunch programs need time to notify their guests -- if notifications aren't sent out to partners by lunch, usually little or no guests at shelters
- Partners need time to get things in place, for example Kitsap Transit
- Gives volunteers enough time to arrange child care, re-arrange plans, sleep...

Where Can Volunteers Work?

- Any shelter location they are willing to work
- You will be able to choose your locations in Homebase based on your Emergency Worker Application. To add/change/drop locations you work contact the Shelter Coordinator
- Not tied down to any particular location



Timeline of a Criteria Day

- If conditions meet the criteria for the severe weather shelter system, KCDEM notifies the Shelter Coordinator that the weather is predicted to meet criteria. (Criteria Day)
- 8am – Shelter Coordinator sends notification to site managers and scheduler that the criteria is met and shelters need staffing
- 11am – Shelter staffing status is reported to Shelter Coordinator
- 11:30am – Volunteers are notified if shelter will activate (Activation)
- 11:30am-Noon – Public noticing is sent out by KCDEM

Activation Notification

- Emailed fliers go out to a variety of organizations – KCR, Food banks, Churches, other Social Services, Stores
- Press release is sent out to all media outlets
- Fire, Law, Hospitals, Schools, Kitsap 911, 211
- Text alerts to anyone who signs up by texting ‘KITSAPSWs’ to 898-211



Volunteer No-Shows

- It is important that volunteers who register for a shift arrive at the shelter on time and ready to work the shelter.
- It is understood that emergencies, illnesses, and other events do happen which would make it impossible or hazardous to work a shift.
- If you will be unable to make your shift, or another volunteer does not show up for their shift, contact the Site Manager.



Volunteer Responsibilities



Make a World of Difference



Values

- Ensure that the shelter is a safe place
- Respect the guests
- Provide services equally to all clients
- Use resources wisely



Shelter Shifts

For the 2021-2022 season there are two shelter shifts per night at Port Orchard, Silverdale, and Poulsbo locations:

- First Shift: 5pm – 12:30am (2 people) 
- Second Shift: 12:30am – 8:00am (2 people) 
- Kingston Shifts: 1st shift 5:30pm-10pm; 2nd shift 10pm-2am; 3rd shift 2am-6:30am; Cleanup shift 6am-8am

Shelters are open from 6 pm – 7am on days of activation with special exceptions

STATE OF WASHINGTON EMERGENCY WORKER DAILY ACTIVITY REPORT										
County in which mission/incident took place:						Mission/Incident Number:				
Mission/Incident Name:				Date From:		Date To:				
Unit Name:										
Unit Address:										
EMERGENCY WORKER NAME	CARD NO.	ASSIGN. OR TEAM	DATE		DATE		TOTAL HOURS	MILE TRIP (DRIVER)		
			IN	OUT	IN	OUT				
TOTAL FOR GORNOZ:			TOTAL HOURS:				TOTAL MILES:			
THIS FORM MUST BE SIGNED BY ALL EMPLOYEES OR MANAGEMENT PERSONNEL PARTICIPATING IN AN EMERGENCY. SIGN IT!										
By my SIGNATURE below, I certify that these persons did participate in this mission/incident:										
Print Name and Title						Signature				

Volunteer Sign In Sheet

Mission ID Number
(available in Homebase)

Mission Date



STATE OF WASHINGTON EMERGENCY WORKER DAILY ACTIVITY REPORT									
County in which mission/incident took place:					Mission/Incident Number:				
Mission/Incident Name:			Date From:		Date To:				
Unit Name:									
Unit Address:									
EMERGENCY WORKER NAME	CARD NO.	ASSIGN. OR TOUR	DATE		DATE		TOTAL HOURS	ROUND TRIP MILES (DRIVER)	
			IN	OUT	IN	OUT			
TOTAL PER PERSON:			TOTAL HOURS:		TOTAL MILES:				
<small>*The time a person could not safely leave assigned or reach home without stopping a vehicle.</small>									
<small>THIS REPORT MUST BE SIGNED BY ALL EMPLOYEES OF THE MANAGEMENT DISTRICT TO BE VALID FOR ALL EMPLOYEES OF THE DISTRICT.</small>									
By my SIGNATURE BELOW, I CERTIFY THAT THESE PERSONS DID PARTICIPATE IN THIS MISSION/INCIDENT:									
Print Name and Title					Signature				
<small>Emergency Services</small>									

Volunteer Sign In Sheet

Sign Name

Date

Time In/Out

Volunteer Card Number



STATE OF WASHINGTON									
EMERGENCY WORKER DAILY ACTIVITY REPORT									
County in which mission/incident took place:					Mission/Incident Number:				
Mission/Incident Name:			Date From:		Date To:				
Unit Name:									
Unit Address:									
EMERGENCY WORKER NAME	CARD No.	ASSIGN. OR TEAM	DATE		DATE		TOTAL HOURS	ROUND TRIP MILES (DRIVER)	
			IN	OUT	IN	OUT			
TOTAL PER GROUND:			TOTAL HOURS:		TOTAL RELEASE:				

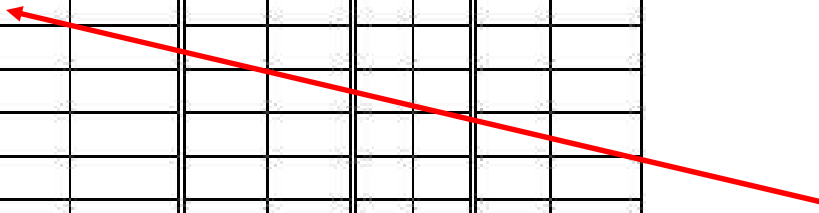
Volunteer Sign In Sheet

Sign Name

Date

Time In/Out

Volunteer Card Number



STATE OF WASHINGTON EMERGENCY WORKER DAILY ACTIVITY REPORT									
County in which mission/incident took place:					Mission/Incident Number:				
Mission/Incident Name:			Date From:		Date To:				
Unit Name:									
Unit Address:									
EMERGENCY WORKER NAME	CARD NO.	ASSIGN. OR TEAM	DATE		DATE		TOTAL HOURS	ROOMS TRIP ISSUES (DRIVES)	
			IN	OUT	IN	OUT			
TOTAL PER SERVICE:			TOTAL HOURS:		TOTAL RELEASE:				
<small>This report must be reviewed by incident commander/branch management directly involved with this emergency scene only. By my signature below, I certify that these persons did participate in this mission/incident.</small>									
Print Name and Title					Signature				
<small>Emergency Information</small>									

Volunteer Sign In Sheet

Sign Name

Date

Time In/Out

Volunteer Card Number

STATE OF WASHINGTON EMERGENCY WORKER DAILY ACTIVITY REPORT								
County in which mission/incident took place:				Mission/Incident Number:				
Mission/Incident Name:		Date From:		Date To:				
Unit Name:								
Unit Address:								
EMERGENCY WORKER NAME	CARD NO.	ASSIGN. OR TEAM	DATE		DATE		TOTAL HOURS	ROUND TRIP MILES (DRIVEN)
			IN	OUT	IN	OUT		
TOTAL PER PERSON:		TOTAL HOURS:		TOTAL MILES:				

The time a person could not safely leave assigned to reach home without stopping a rest.

THIS FORM MUST BE SIGNED BY ALL PERSONS WHO PARTICIPATE IN THIS MISSION/INCIDENT. By my signature below, I certify that these persons did participate in this mission/incident:

Print Name and Title: _____ Signature: _____

Volunteer Sign In Sheet

Sign Name

Date (Activation Date)

Time In/Out

Volunteer Card Number

Kitsap County Human Services



Shelter Administrative Box

- Ink Pens
- Volunteer Sign In
- Extra Log In Sheets
- Shelter Security Log
- Shelter Handbook
- Cards
- Flashlights
- Emergency Lights

Also available:

- Resource Brochures
- Name Tags





COVID-19 Precautions and Program Changes

General COVID-19 Precautions

- At this point, our best tools in preventing the spread of COVID-19 are simple ones:
- **Stay calm.**
- **Wash hands often for 20 seconds using soap/water or use alcohol-based sanitizer. Everyone should wash upon entering a facility and before and after using the restroom or eating.**
- **All guests should wear face coverings or masks when not at their bed cot/mat (unless guest is under age 2 or has trouble breathing). Staff and volunteers should wear masks at all times, regardless of vaccination status.**
- **Cover coughs and sneezes with an elbow or tissue. Throw tissues away immediately. Provide tissues, trash receptacles, and hand sanitizer in waiting areas.**
- **Avoid close contact with people who are sick, avoid hugs, touching, keep a distance of 6 feet.**
- **Clean and disinfect frequently-used objects and surfaces.**
- **Stay home when sick and avoid close contact with others.**

Opening The Shelter







General Information

- At least one volunteer should remain near the shelter entrance at all times
- Name tags should be worn by volunteers at all times, if available.
- Smoking and Vaping only permitted in designated areas, before 10pm.
- Maintain the log book

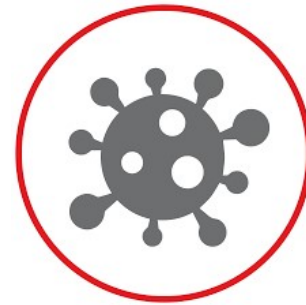
Ongoing Actions

- Maintain communications with the Site Manager, and Shelter Coordinator, as needed
- Ensure guests receive updated information about the weather and shelter status
- Plan for the next shifts and closing the shelter
- Routinely inspect the safety and sanitation of shelter




First Shift Responsibilities

- Arrive at shelter at 5pm
- Check to make sure that you have all items necessary to open the shelter
- Wash hands, wear face covering or procedure mask 
- Wear gloves, disinfect surfaces 
- Set up snack area, if available
- Set up check-in area with hand sanitizer and masks 
- Screen guests upon entry 
- Log guests in
- Bag all guest belongings
- Make sure guests know where emergency exits are located
- Issue blankets and pillows if available
- Direct guests to their area in the facility
- Ensure shelter security
- Prior to 10pm (when all lights should be turned off and doors locked), announce last chance for smoke break
- Turn over paperwork to second shift

Arriving at the shelter






1st Shift

- Upon arriving at the shelter for a shift, volunteers should wash their hands for 20 seconds upon entering the facility. 
- After washing volunteers should then outfit themselves with a procedure mask or cloth face covering,  and nitrile gloves. 
- Prepare the shelter by following the site-specific instructions to set up the shelter (cot placement, check-in area, etc.) and wipe commonly touched surfaces with disinfectant spray or wipes.




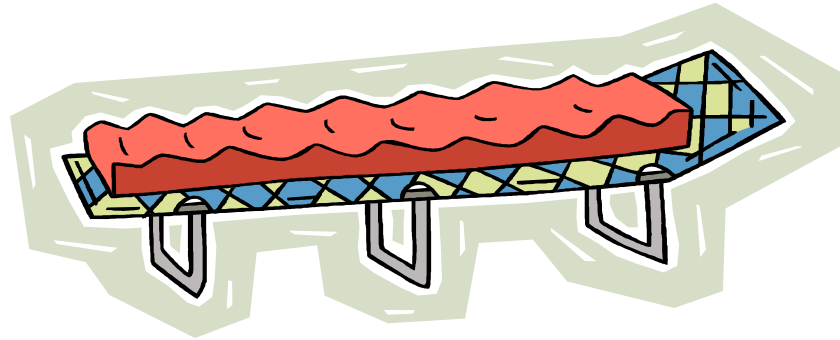
*Masks should be worn at all times by volunteers, **regardless of vaccination status**. Gloves only need to be worn while screening or cleaning. When removing gloves promptly dispose in a wastebin and wash hands. Do not reuse gloves.*

Sign In Area

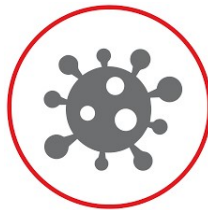
- Set up the sign-in area near the entrance. Allow for enough room for guests to come in from the weather if possible but encourage physical distancing at 6 feet apart even if that means some of the line may have to be outside. 
- The sign-in area should include hand sanitizer and procedure masks to give to guests upon entry. 
- Volunteers will need to screen guests upon entry for COVID-19 symptoms. Ask guests to use a thermometer to take their temperature (sanitize with a wipe after using) and ask screening questions. Use a physical barrier if available, otherwise volunteers performing screening should wear a face shield in addition to gloves and a face mask. 
- Set up the “personal item” intake area near the sign-in desk
- Allow enough room for handicapped guests

Sleeping Area

- Inspect area for safety
- Blankets and pillows
- Allow enough space for guests to move freely
- Beds should be placed 6 feet apart in a head-to-toe fashion. 
- Separate groups into different areas if space permits



Dormitory Area



SOCIAL DISTANCING AND BED POSITION FOR RESIDENTIAL AND CONGREGATE SETTINGS

Social Distancing

involves establishing ways to increase physical distance between individuals in settings where people commonly come into close contact with one another. Due to close proximity of staff and residents, residential and congregate settings can be vulnerable to the spread of COVID-19.

To ensure the safety of patients in residential and congregate settings and reduce the spread of COVID-19 transmission, below are instructions for bed positioning on all open sides of bed.

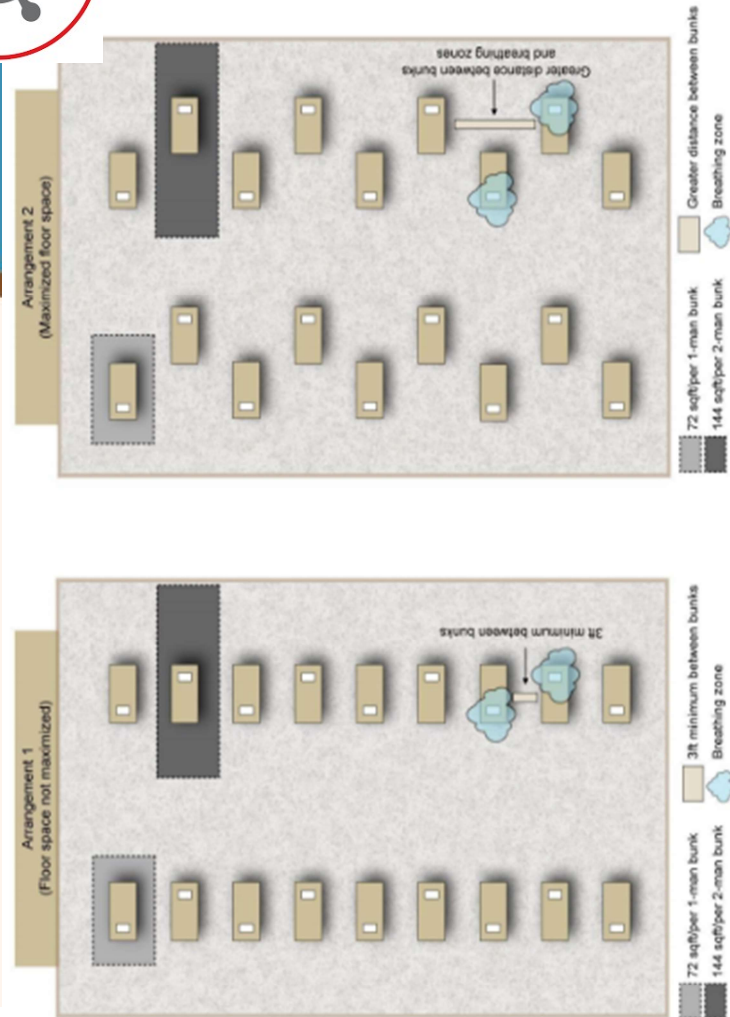
For single beds positioned next to each other (side-to-side):

- At least 6 feet apart AND patient's laying position is head to toe



For beds positioned across from one another (end-to-end)


- Feet of beds are at least 6 feet apart AND patient's laying position is toe to toe.



Before Opening The Shelter

- Make one more walk through the building
- Check the lounge area
- Bathrooms stocked
- Check for safety hazards
- Know the exits

Guest Sign In

- Guest check-in from 6pm – 8pm 
- Perform a symptom screening and check guests' temperatures
- Read the listed rules out loud to the guest
- Ask the guest their name and write it in for them along with time in
- Age and Sex is voluntary, for statistical reason only
- Ticket number – for possessions bag

SHELTER SIGN IN/OUT

Date: ____/____/____ Shelter Site: Salvation Army

- Violation of any of these rules may result in dismissal from the shelter
- Once your personal property bag has been sealed, it may not be opened until you checkout of the shelter. ALL medications will be stored in a Ziploc bag.
- Tobacco & Vape use permitted OUTSIDE only – **NO EXCEPTIONS**
- You will refrain from using alcohol or drugs while a guest on this property
- You will respect the rights of all others using this facility
- You will remain in the areas designated by Shelter Volunteers
- You understand that if you leave this shelter after lights out, you will not be allowed to return until the next activation day
- If you are asked to leave this property, you will do so promptly
- Wake up time is 6 am and you must depart by 7 AM
- By initialing out on this log, you agree that all personal property has been returned to you
- Did you drive a vehicle? (if so, note in security log)

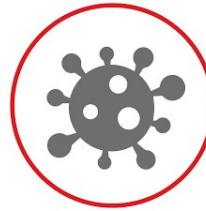
	<u>NAME</u>	<u>AGE</u>	<u>SEX</u>	<u>TIME IN</u>	<u>TICKET NUMBER</u>	<u>TIME OUT</u>	<u>GUEST INITIALS</u>
1.							
2.							
3.							
4.							
5.							
6.							
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11.							

Guest Sign In

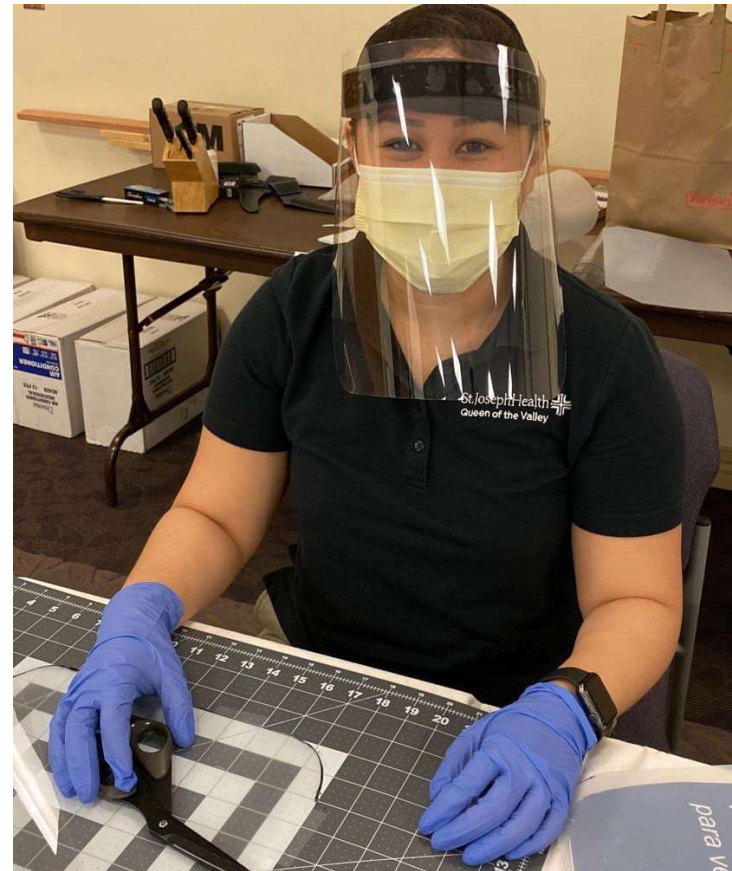
If we do not ask for ID, why keep a sign in sheet?

- Allows for quick count of guests in shelter
- Keeps track of times in and out
- Ensures guests understand basic rules of shelter
- Record that guest received ticket

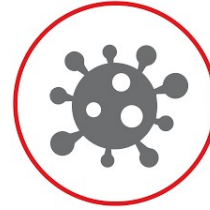
Guest Symptoms Screening



- Before a guest may be allowed to enter the shelter, volunteers must perform a symptoms screening.
- Ask guests to use supplied infrared or temporal thermometers to take and report their temperature. Clean the thermometer with a disinfectant wipe. Volunteers assisting with screening must wear a procedure mask, gloves, and a face shield if a physical barrier is not available.



Screening Questions



1. Determine if the guest has a fever by:

- a) Asking the guest to take their temperature using an infrared or temporal thermometer.
- b) Ask “Have you felt like you had a fever in the past day?”

2. Ask the guest “Do you have a new or worsening cough today?”

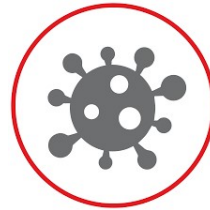
3. Ask the guest “Do you have any of these other symptoms?” and ask each symptom separately for the guest to answer “yes” or “no” for each.

- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Seek medical attention if the guest reports trouble breathing, pain or pressure in the chest, confusion or inability to arouse, or bluish lips or face.

**This is not a comprehensive list of symptoms of acute/severe symptoms requiring medical attention.*

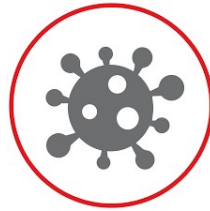
Screening Responses



If a guest has a temperature above 100.0°F OR a new/worsening cough OR any of the less common COVID-19 symptoms:

- i. Provide a face cover or mask for the guest to wear over the nose and mouth, if masks are available and if the guest can tolerate wearing the covering.
- ii. If masks are not available or the guest cannot wear a mask, advise the guest to cover coughs and sneezes with a tissue or elbow.
- iii. Separate the guest from the shelter common areas and away from others or to an area designated for symptomatic guests.
- iv. Notify a site manager and initiate the [COVID-19 Referral Process for Quarantine or Isolation for Community Based Facilities](#).
 - a. Contact Kitsap Public Health District (KPHD) at (360) 728-2235, select option 9 from the menu, and indicate that a referral to Q&I is needed.
 - b. KPHD will call back to determine if a referral to Quarantine or Isolation is warranted. If so, a referral will be made to the Q/I Referral Coordinator and the following steps will be discussed.
 - c. If referral is not warranted the guest can stay at the shelter.

After screening



After guests have completed their screening:

- Ask the guest to sanitize their hands using hand sanitizer, rubbing their hands until they are dry, or guests may wash their hands for 20 seconds at a sink.
- Clean the thermometer with a disinfectant wipe.
- After sanitizing hands, provide the guest with a procedure mask. Guests may wear their own face coverings if they have one.
- Inform the guest they must wear the mask or face covering at all times in the shelter, except for when they are alone at their cot.

Personal Item Intake


What is this?

NEVER, EVER CALL THIS A
TRASH BAG!!!

IT'S A "LARGE, PLASTIC
BAG"!



Personal Item Intake

After guests have washed or sanitized and have put on a mask: 

- Have the guest place their items in bag
- Tape up, or zip tie the top of the bag
- Write guests name on tape for identification
- Once bag is sealed, it may not be opened until check out



Personal Item Intake

- Give the guest one of the tickets
- Tape the other ticket to the bag



Personal Item Intake

- Aids in security of the facility
- Disease control
- Assists in ensuring shelter rules are followed by guests

Guests may keep certain personal items: cell phones, hygiene items, computers, MP3 player, stuffed animal or religious items. Purses and backpacks must be placed in plastic bag and stored!

Personal Item Intake



What if a guest has meds in bag/purse?

- They should get needed meds out before bagging up personal items.

What if feminine products are needed?

- Place in Ziploc bag or other smaller bag. We may have some of those items available.

8 PM Check In Rule

- If no guests arrive prior to 8 PM, that shelter location will close for the night 
- Safety – Those that have arrived after 9 PM have largely been overly intoxicated.
- Screening – The 8pm closing time is determined to give enough time to begin referrals for any guests to Q&I that may be symptomatic. 
- History and research of other facilities has shown that if no guests arrive prior to check-in time, they have likely made other arrangements.
- Gives the first shift time to notify the other shifts before 2nd shift leaves their homes.
- Gives first shift a chance to stow gear and clean up before leaving facility.

Exceptions:

- Guests brought to shelter by police, fire, or emergency services personnel
- Site Managers may approve an after 8pm arrival if there is a legitimate reason (e.g. a work shift prevents the guest from arriving before 8pm)

Lights Out at 10pm

- Doors should be locked and all non-essential electronics should be shut off at 10pm
- Personal electronics that are not disrupting others may be kept on
- Offer one last smoke break before lights out
- Immediately following lights out, perform a security check of the premises



Lights Out


- Guests are not allowed out of the facility after lights out. This is for both your safety and the safety of our guests.
 - Exception: A guest with a service animal needs to be taken out after 10pm.
- If a guest leaves the shelter after lights out, they are not permitted back in until 6PM the following day, if the shelter is still active.
- Special circumstances may be considered and exceptions may be made depending on the situation.

Lights Out

- Remember, Lights Out is not necessarily “Bed Time”
- This is not jail and you are not guards!
- Allows everyone to get 8 hours of sleep

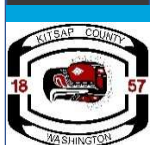


Second Shift Responsibilities

- Wake up guests at 6am for a 7am departure 
- Make sure each guest is signed out and takes possession of their belongings
- Make sure each guest deposits used linens in dirty linen can
- Ensure that all areas of the shelter are clean and disinfected
- Check smoking area for cleanliness
- Check procedures for linens
- Organize paperwork
- Check manual for procedures on returning keys
- No later than 8am, check all doors and make sure shelter is locked

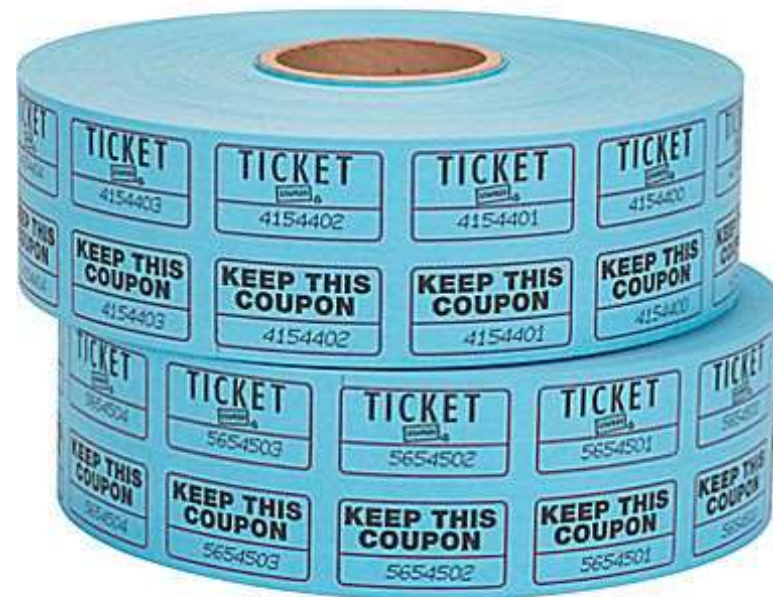
Shelter Shutdown

- Shelters must close daily by 7:00am (6:30am for Kingston). The only exception may be more severe weather!
- Wake up guest at 6:00am
- Make sure guests take all of their belongings, even if they plan on returning that night



Personal Item Claiming

- Tickets must be turned in when items are retrieved in the morning
- If guest loses ticket, wait until all guests have left. There should be a leftover bag.



Sign Out

- Guest Initials that they received items
- Write down time out
- If a guest refuses to sign out, volunteer should write time out and note the circumstances in the Security Log

SHELTER SIGN IN/OUT

Date: ____ / ____ / ____ Shelter Site: Salvation Army

- Violation of any of these rules may result in dismissal from the shelter
- Once your personal property bag has been sealed, it may not be opened until you checkout of the shelter. ALL medications will be stored in a Ziploc bag.
- Tobacco & Vape use permitted OUTSIDE only – **NO EXCEPTIONS**
- You will refrain from using alcohol or drugs while a guest on this property
- You will respect the rights of all others using this facility
- You will remain in the areas designated by Shelter Volunteers
- You understand that if you leave this shelter after lights out, you will not be allowed to return until the next activation day
- If you are asked to leave this property, you will do so promptly
- Wake up time is 6 am and you must depart by 7 AM
- By initialing out on this log, you agree that all personal property has been returned to you
- Did you drive a vehicle? (if so, note in security log)

	<u>NAME</u>	<u>AGE</u>	<u>SEX</u>	<u>TIME IN</u>	<u>TICKET NUMBER</u>	<u>TIME OUT</u>	<u>GUEST INITIALS</u>
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							

Shelter Shutdown

- Ensure that the building is empty and secured
- Complete paperwork
- Clean up any areas used
- Make last round through building
- Lock up building, return key or place back in keybox (depending on location)
- Clean and disinfect commonly touched surfaces



Operating The Shelter



Restrooms



- The restrooms should be checked regularly to ensure they have paper products, soap and hand sanitizer.
- Restrooms can also serve as a hiding place for smoking or drug use.

Spills and Mishaps



- Clean up as soon as possible
- Dangerous to volunteers and guests, particularly those with mobility issues

Donations


- There may be certain items that you can use at the time and it is acceptable to accept those donations at the shelter (toilet paper, pre-packaged snacks, personal hygiene products, etc).
- Other donations should be set up through the Shelter Site Manager during normal business hours unless a donation plan has already been put in place by the facility.
- Not able to store donated items for the shelters.

NO Cash Donations

- Are not accepted at shelter locations during activations
- Can be made by contacting the specific location during normal business hours



Meals and Food

- Providing meals is not within the scope of the Severe Weather Shelter Program.
- It is not the volunteer's job to cook, distribute or clean up meals or meal services. The Severe Weather Shelter Program is not a feeding program.
- Snacks and food this year are limited to pre-packaged items. 

Rides for Guests

- Volunteers may NOT give rides to shelter guests before/during/or after their shifts!

This is very important!

Verification Letters

- Volunteers may NOT write letter for guests confirming that they are homeless and staying (or stayed) at the Severe Weather Shelter
- Instead, refer a guest to the Housing Solutions Center to get an assessment and referral to other shelter and housing programs.

Equipment Failure

- Fix minor problems
- Call building maintenance if possible
- Stay in place if possible
- Do not put yourself in danger
- Notify the Shelter Site Manager



Animals in the shelter

- Pets
- Support/therapy/companion animals
- Service animals



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Service Animals

- As defined by RCW 70.84.021, "service animal" means an animal that is trained for the purposes of assisting or accommodating a disabled person's sensory, mental, or physical disability. **Service animals are welcome at the shelter.**
- Another section of the RCW that relates to Service Animals and food service buildings identifies service animals as **dogs or miniature horses.**
- The Washington Law Against Discrimination (WLAD) clearly defines a service animal as being “trained”. The training part is not defined.
- Not required to wear identification or have identification as a service animal.



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Service Animals

- Recent court cases have determined that the “training” must be above that of regular obedience training that sets the animal apart from a normal house pet.
- How do you know? You really don’t. But you can ask the following:

Is this animal a pet? If the answer is yes, this is not a service animal and can be excluded.

If the person answers that this is a service animal, you may ask a second question.

What is this animal trained to do for you?”

- You may not ask a person to prove they are disabled!



Service Animals

“What is this animal trained to do for you?”

- If the handler refuses to answer, the animal can be excluded.
- If the handler discloses their disability, but refuses to disclose what the animal is trained to do for them, the animal can be excluded.
- If the handler provides documentation or certification that the animal is a service animal, but neither the documentation nor the handler can explain what the animal is trained to do, the business can exclude the animal. (There is no state or federal service animal registry or certification process, so such documentation has no legal meaning and is often purchased on the Internet.)

Service Animals

“What is this animal trained to do for you?”

- If the handler answers only that the animal can sit, stay, lie down, come when called, or do something else related to obedience and good manners, this does not indicate the animal is trained to provide services for a disability, and the animal can be excluded.
- If the handler answers that the animal makes them feel better, helps them calm down, eases their depression, or something similar, this would indicate that it is the animal’s presence alone that helps the handler, and that the animal is not trained to **do a task or provide a service**. Because the animal does not meet the training requirement, the business can exclude the animal.

Service Animals

“What is this animal trained to do for you?”

- If the handler answers that the animal is trained to guide them, help with balance or mobility, alert them to a condition (either physical or situational), pick up or carry items, remind them to take medication, get help, stabilize them during a seizure, redirect their attention from a trigger, or do some other task or provide some service that the person is unable to do themselves or helps with a disability, then the animal is a **trained service animal and must be allowed**. (Washington State Human Rights Commission, 2013)

Service Animals



- Legally, you cannot force a person with a service animal to be in a segregated area but you can offer it.
- If possible, offer guests with service animals their own space in the shelter
- The person and dog must have access to all of the public areas that other have access
- Make sure that the guest understands that they are responsible for their animal (feeding, cleaning, control, etc.)

Assisting Guests With Disabilities



- Mobility Issues
- Hearing Impairments
- Sight Impairments
- Speech Problems
- Mentally Challenged

Child or Vulnerable Adult Abuse

As a volunteer there are 2 important facts that you need to know:

- Severe Weather Shelter volunteers and WA State Emergency Workers are NOT mandated reporters.
- Being homeless is not a reason for child protective services to remove a child. The only reason for CPS to remove a child is if they believe the child is in danger of imminent harm or is being neglected.

“Poverty, homelessness, or exposure to domestic violence as defined in RCW 26.50.010 that is perpetrated against someone other than the child does not constitute negligent treatment or maltreatment in and of itself.” (RCW 26.44.020)

- Information sheets about child abuse and vulnerable adult abuse will be available in the Admin Kit.
- These sheets include the criteria for reporting abuse, phone numbers to contact, and information that needs to be collected to make a report.

Working With The Media

- Remember, privacy of our guests comes first!
- Respond courteously and clearly
- Get the reporter's name and organization and pass this information to the Shelter Coordinator

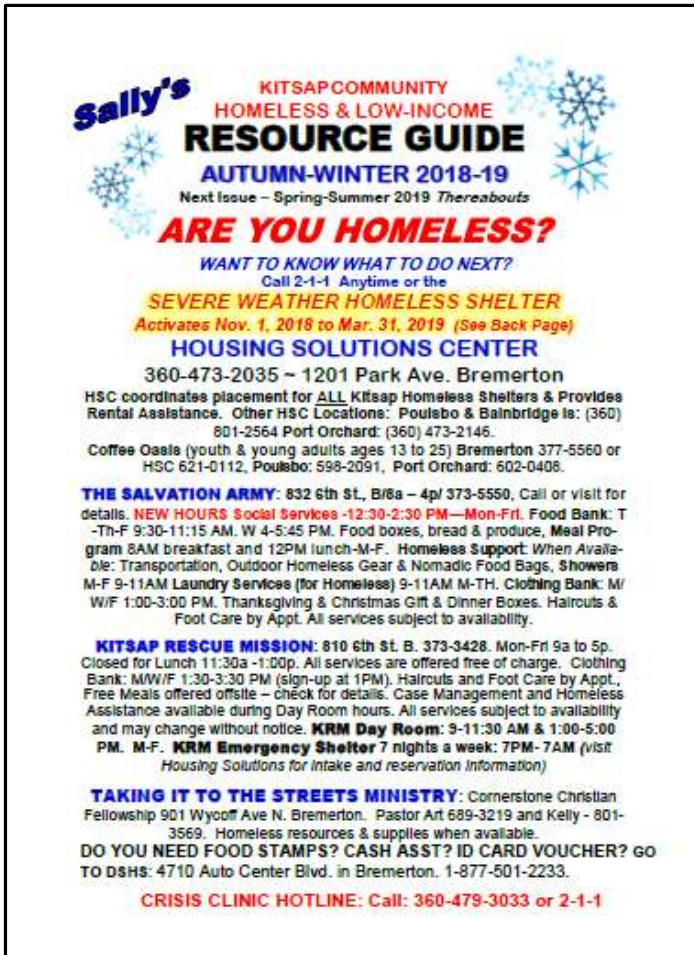


Cameras



- Any camera activity inside the shelter must be approved by Site Manager prior to filming
- Cameras are not allowed in the general guest areas during operations
- Ask one or two guests if they mind being filmed and interviewed

Connections with other services



Sally's KITSAP COMMUNITY HOMELESS & LOW-INCOME **RESOURCE GUIDE**
AUTUMN-WINTER 2018-19
Next Issue – Spring-Summer 2019 *Thereabouts*

ARE YOU HOMELESS?
WANT TO KNOW WHAT TO DO NEXT?
Call 2-1-1 Anytime or the

SEVERE WEATHER HOMELESS SHELTER
Activates Nov. 1, 2018 to Mar. 31, 2019 (See Back Page)

HOUSING SOLUTIONS CENTER
360-473-2035 – 1201 Park Ave. Bremerton
HSC coordinates placement for ALL Kitsap Homeless Shelters & Provides Rental Assistance. Other HSC Locations: Poulsbo & Bainbridge Is: (360) 801-2564 Port Orchard: (360) 473-2146.
Coffee Oasis (youth & young adults ages 13 to 25) Bremerton 377-5560 or HSC 621-0112, Poulsbo: 598-2091, Port Orchard: 602-0408.

THE SALVATION ARMY: 832 6th St., B/8a – 4p/ 373-5550, Call or visit for details. **NEW HOURS Social Services -12:30-2:30 PM—Mon-Fri.** Food Bank: T -Th-F 9:30-11:15 AM, W 4-5:45 PM. Food boxes, bread & produce, Meal Program 8AM breakfast and 12PM lunch-M-F. Homeless Support: When Available: Transportation, Outdoor Homeless Gear & Nomadic Food Bags, Showers M-F 9-11AM Laundry Services (for Homeless) 9-11AM M-TH. Clothing Bank: M/W/F 1:00-3:00 PM. Thanksgiving & Christmas Gift & Dinner Boxes. Haircuts & Foot Care by Appt. All services subject to availability.

KITSAP RESCUE MISSION: 810 6th St. B. 373-3428. Mon-Fri 9a to 5p. Closed for Lunch 11:30a -1:00p. All services are offered free of charge. Clothing Bank: M/W/F 1:30-3:30 PM (sign-up at 1PM). Haircuts and Foot Care by Appt., Free Meals offered offsite – check for details. Case Management and Homeless Assistance available during Day Room hours. All services subject to availability and may change without notice. **KRM Day Room:** 9-11:30 AM & 1:00-5:00 PM. M-F. **KRM Emergency Shelter 7 nights a week: 7PM-7AM** (visit Housing Solutions for intake and reservation information)

TAKING IT TO THE STREETS MINISTRY: Cornerstone Christian Fellowship 901 Wycoff Ave N. Bremerton. Pastor Art 689-3219 and Kelly - 801-3569. Homeless resources & supplies when available.

DO YOU NEED FOOD STAMPS? CASH ASST? ID CARD VOUCHER? GO TO DSHS: 4710 Auto Center Blvd. in Bremerton. 1-877-501-2233.

CRISIS CLINIC HOTLINE: Call: 360-479-3033 or 2-1-1

- Sally's Resource Guide
- Housing Solutions Center
- MEALS in Kitsap County



Shelter Safety and Security



Safety and Security

There is nothing more important than the safety and security of our guests and volunteers! Safety is everyone's responsibility!



When To Call for Help

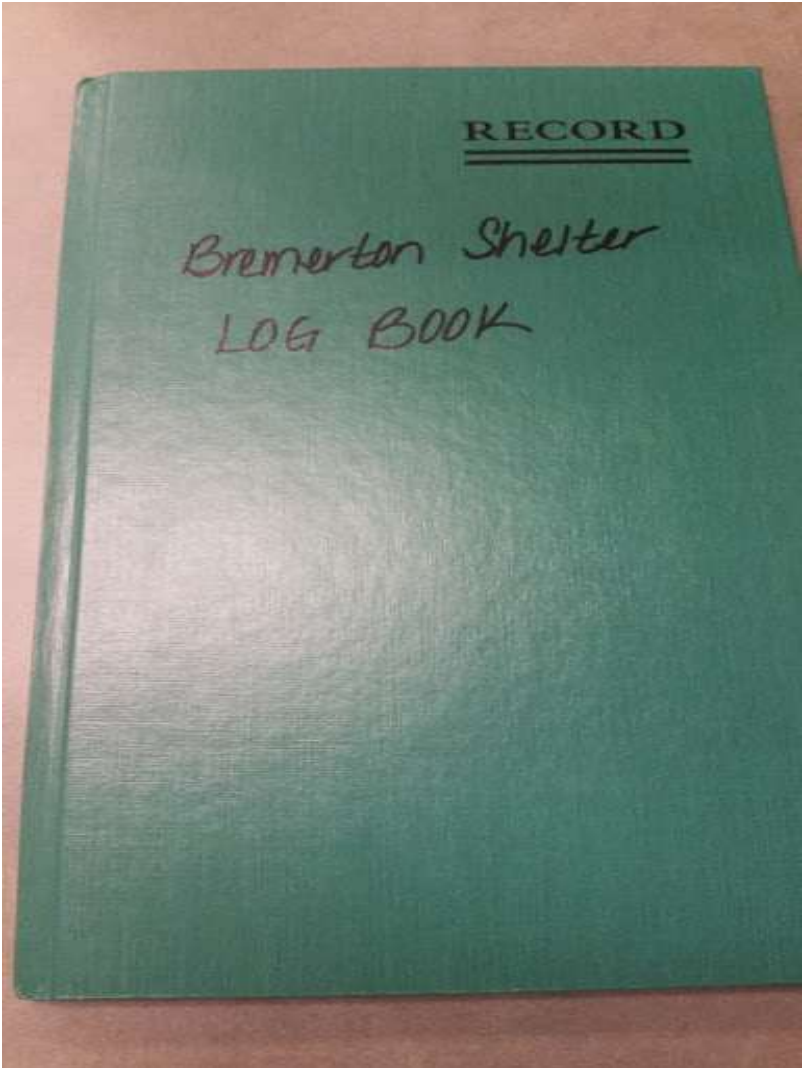
- Medical emergency
- Serious incidents
- Building damage
- Equipment damage



Who To Call for Help

- **Site Manager**
 - Depends on the site, phone number on the back of the Operations Handbook
- **KCHHD On-call Person**
 - Kirsten Jewell, phone number is on the back of the Operations Handbook
- **911**
- **Crisis Line**

The Shelter Security Log



Shelter Security Log

- Record times and dates of incidents
- Keep a record of vehicles in the parking lot
- Record security rounds
- Example Entries:

11/13/2009 8:22pm - Noticed new vehicle in parking lot, Blue Ford F-150 truck, license ABC-123. Unknown if it belongs to one of the guests

11/13/2009 11:30pm - All quiet

Shelter Security Log

Examples of Incomplete Entries:

3 vehicles in parking lot (non-descriptive)

Fight among two guests (what guests? What happened?)

Guest got mad and left early (who and circumstances)

Jerry was banned from shelter for shooting up drugs repeatedly in bathroom (who the heck is Jerry?)

One volunteer did not show up for shift (ok, which one and did you contact the Site Manager?)

REMEMBER!!

- We are not a law enforcement agency.
- You do **NOT** have the right to physically search any person or their belongings.
- Do not touch a guest's personal items, unless assistance is requested
- You are permitted to do a “visible” search for weapons or contraband (more on this later)

Securing The Building

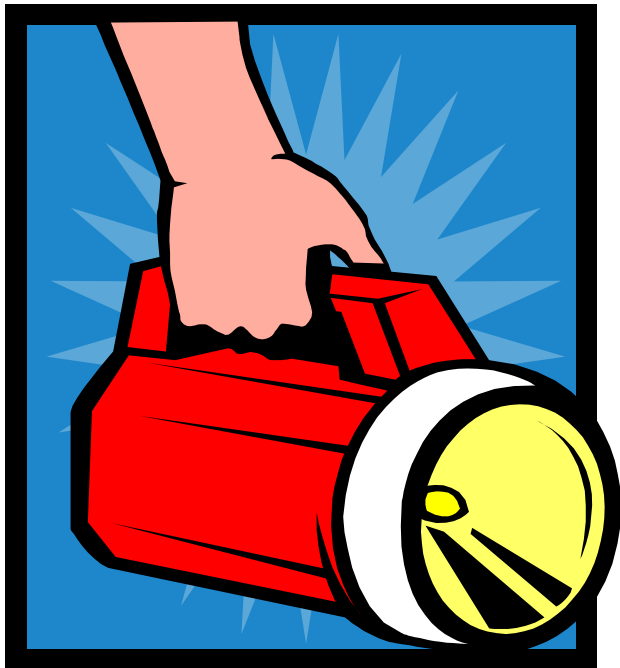
- Doors should be locked at 10 PM
- Nobody should leave or enter the facility after lights out at 10 PM unless escorted by police, fire, or emergency services personnel
- During hourly rounds, make sure all doors and windows are closed and locked



Severe Weather

- Always monitor the structure of the building
- Look for leaks, cracks or other problems with the facility during security rounds
- Watch for snow build up or flooding outside of the facility
- Try to keep walkways and doorways clear

Power Outages



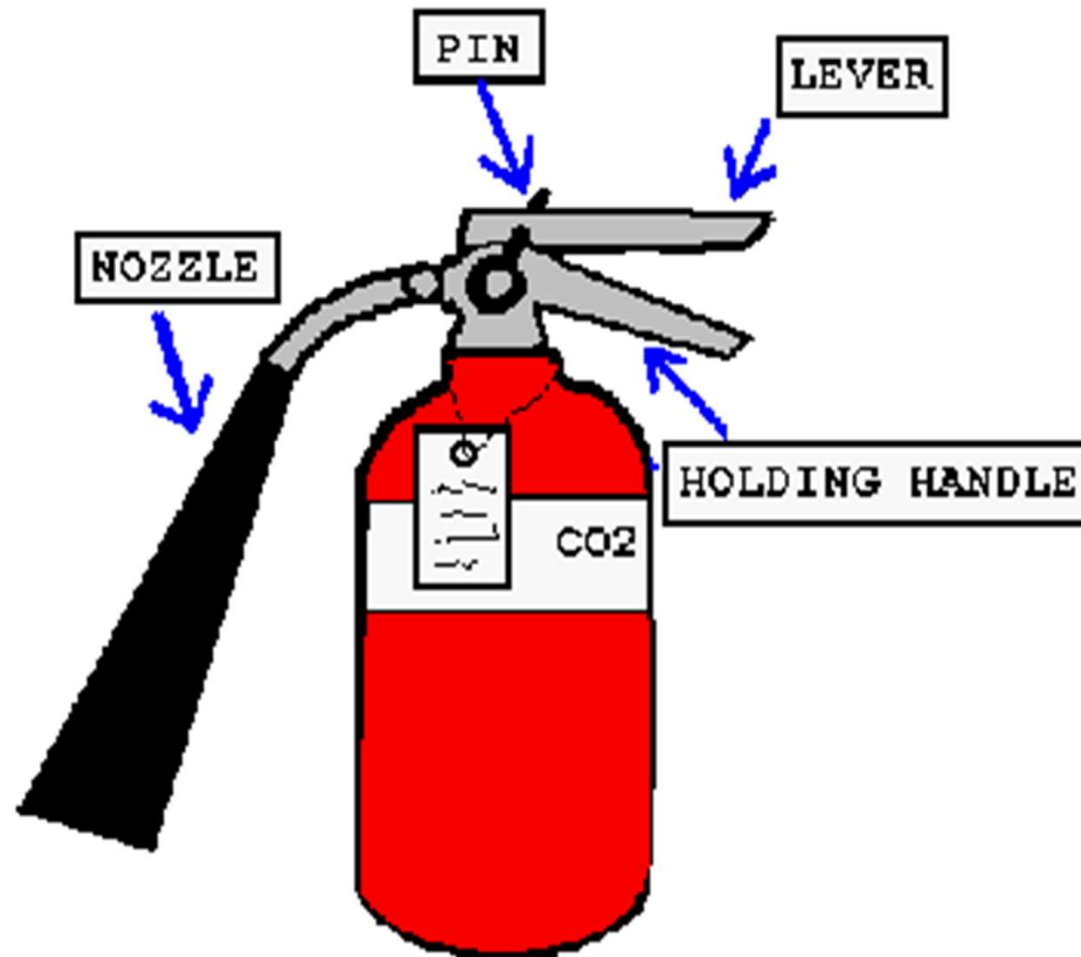
- Advise guests to stay in place
- Safety lights may come on
- If a guest needs to move around the facility, escort them with a flashlight

Shelter Fires 16-17

- April 16 – Massachusetts Shelter
- Sept 16 – Biloxi, MS
- Oct 16 – Large homeless shelter - D.C.
- March 17 – Honolulu, HI



Fire Safety



Fire Safety



Call 911

Earthquake

- Drop, Cover and Hold!
- Before you exit, assign volunteers to check exit routes for safety
- Exit building and meet at designated area
- Have guest and volunteers take all belongings
- The Shelter now is closed!
- Take roll call
- Contact the Shelter Site Manager



Weapons

Weapons (or anything that may be used as a weapon) are not to be carried around in the shelter at any time!

While you are not permitted to physically search a person or their belongings, you may visibly search.

If you see something suspicious, ask the guest if they are carrying a weapon. Advise them that weapons have to be stored with their belongings or they will have to leave.

What To Do

- Avoid a confrontation
- Explain the shelter policy on weapons
- Assure the guest of safety in the shelter
- If the guest refuses, ask them to leave
- Last resort, Call 911
- “Trespass” repeat offenders

Weapons and Volunteers

- Volunteers are NOT permitted to carry weapons of any kind while serving in the shelter
- Kitsap County resolution 143-1998 - A Resolution Relating to the Prevention of Workplace Violence
- Kitsap County prohibits possession of any weapons by officers, employees and volunteers, while conducting county business, while on the job, and while on the worksite.

Drugs and Alcohol

- Drugs and alcohol are not permitted to be kept with a guest in the building at any time
- Prescription medications are allowed
- You are not permitted to confiscate any illegal drugs or alcohol

Hard to Tell!

Drug or Vitamin?



Drugs and Alcohol

Insulin



Drugs and Alcohol

Insulin

- Remember, do not jump to conclusions – a needle doesn't necessarily mean an addict
- Tell the person that you have to verify medications to be kept by guests and ask to see insulin bottle
- If they will not show you insulin, ask them to lock up any drugs or paraphernalia they may have on them with personal items in bag

Drugs and Alcohol

- Use your best judgement
- Containers with past expiration date on bottle
- Various colored pills in bottle
- Common sense



Drugs and Alcohol

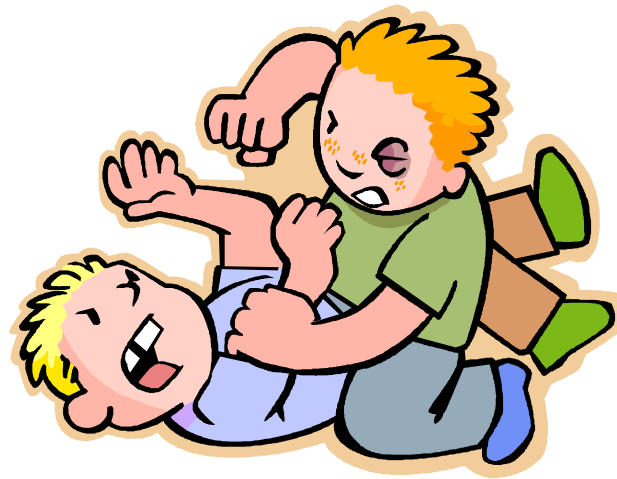
- Avoid a confrontation
- Explain the shelter policy
- Ask the guest to leave
- If the guest refuses, call the police
- Do not try to be an addiction counselor
- “Trespass” repeat offenders



Altercations

- Physical altercations are rare
- Once a disagreement turns physical, do not attempt to break up fights
- Highest priority: avoid physical harm to you or guests

De-Escalation
Training



THANK YOU!!



Make a World of Difference