

# ST ANTHONY – TIGARD, OR – SEVERE WEATHER SHELTER StA-SWS SHELTER SCHEDULE

**4:30 PM** Sign Tenders distribute sandwich board signs around campus

**4:45 PM** Greeter/Servers arrive

- Make coffee and prep hot water
- Set serving area and tables
- Set out sleeping pads and distribute bedding

**4:00 PM** Oversight person arrives to oversee Shelter Guests and assist with Shelter activities

**5:30 PM** Guests arrive - Greeted at shelter door by Greeters/Servers

- Have each Guest sign Guest Register (**Please print names for those whose handwriting is illegible**).
- Review house rules with Guests. Have Guests sign form first visit each year
- Guests select sleeping location. Wash up for dinner

**5:15 PM** Food arrives

- Final preparation of food for serving
- By 6 PM Host/Monitors have arrived and are situated and assist with settling guests

**6:00 PM** Family style Supper served

**6:00 PM** Shower Monitor arrives

- Set up entry way for showers
- Secure roster of persons taking showers
- Begin showers at 6:30 PM. Host Monitor may bring first guest for shower

**6:30 PM** Clean up food preparation and set out supplies for breakfast

**7:00 PM** Greeter/Servers depart. Oversight person may leave now or when second H/M arrives

**7:00 PM** Social time (card games, board games, continue with 15 minute showers)

**8:30 PM** Last shower is completed and shower is wiped down. Water to shower is turned off

**9:00 PM** Doors are locked

**9:30 PM** Lights out -Monitors on duty

**5:00 AM** Wake Up

**5:45 AM** Oversight Person arrives to debrief overnight activities and oversee guest departure

**6:00 AM** Breakfast and Cleaning Person arrives

- Monitors begin cleaning shelter assisting as need be cleaning person
- Refer to punch list or job description for details of cleaning procedures

**6:30 AM** All Guests checked out and departed from Church Campus.  
Oversight person usually stays until Cleaning Person is finished.

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## **Procedure to Secure Volunteers by Job Coordinators when StA-SWS is Open**

Weather conditions are vigorously monitored through winter months (11/1 through 3/31) Severe Weather alert is emailed by SWS Steering Committee Chairman to committee members.

- Weather situation is assessed by Weather Watcher members and consensus is reached to open the shelter or not.
- Every effort will be made to make the decision to open the Shelter by 5 PM the night before an open decision is made.
- Decision is made to open the shelter and Monitor/Host Coordinator is notified.
- M/H caller is contacted and proceeds to contact volunteers until 2 H/M are secured.

### **Two Monitor/Hosts are located:**

Chairman notifies the Steering Committee the Shelter is open; the Coordinators or their telephone volunteers secure:

- G/S, Food, Laundry, Shower Monitor and Sign Tender volunteers to round out the staffing of the Shelter
- The phone volunteer stops calling people when needed volunteers are secured to staff the shelter the nights the shelter is open
- The volunteer coordinators and chairman are notified who will be volunteering

Chairman completes and sends the notification dates the StA-SWS shelter will be open with as great an advance notification as possible to Washington County Emergency Shelter/Housing Services coordinator

Chairman sends-mail notification to Tigard Police, TV Fire District and St Anthony Parish and School: Pastor, Custodial Service and staff, and other interested persons and agencies.

The Shelter can open only if there are two identified Monitor/Hosts to staff the shelter. A great effort is made to identify open nights in advance of severe weather (32 degree F and below with wind chill and flooding conditions taken into consideration). When possible the Shelter is open for a succession of nights. Signs are posted at the St Anthony Business Office door and on the banister above the Chapter Room, Tigard Library, and St Vincent de Paul Food Pantry so homeless will be able to plan to come in from inclement weather. Police, social workers, and the library also advise the homeless when the Shelter is available.

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**ADDENDUM - A**

StA-SWS Telephone Policy  
St Anthony's Catholic Church – Tigard  
Chapter Room  
9905 SW McKenzie St  
Tigard, OR 97223  
503 639-4179

**Always** arrive for your staffing position with your own charged cell phone.

Call **503 629-0111 Tigard Police non-emergency dispatch**

**or**

Call **911 for Washington County Emergency dispatch.**

When calls are made you will need to provide the respondent with this information:

**St Anthony's Church – Tigard Chapter Room  
9905 SW McKenzie St  
Tigard, OR  
Your cell phone number  
Describe the situation.**

If you are unable to spend time talking on the phone, you will need to provide the address; **leave the call live** so the person on the other end of the phone may listen to the activity as it unfolds on your end of the phone. Dispatch will have been requested and started to St Anthony's by this time. **Send someone with a flashlight to the curved drive on McKenzie St to help the emergency vehicles locate the Shelter by waving the lit flashlight.**

If a situation develops quickly and a volunteer needs to rely on another volunteer to make the 911 call (you may not want to alert the guests involved that the police are being called):

- The Volunteer in the situation uses the code words "**Jesus Mary and Joseph or JMJ**" loud enough for the second volunteer to hear.
- Second volunteer calls 911 per Addendum A and leaves the call live.
- First Volunteer works with situation and moves out of the Shelter to the stairwell or better up the stairs and to the sidewalk. Second Volunteer sends a guest with a flashlight to McKenzie Street to guide the police to the Shelter situation.

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- Second Volunteer stays with the guests in the Shelter.
- Call an Oversight person until you reach one
- Report is prepared for the StA-SWS Steering Committee Chair and Parish Priest.
- Committee will be notified and any trespass procedure will be activated. Contact will be made with Annette Evans and the other Shelters will be notified as needed.

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**ADDENDUM B**  
**Emergency Procedures**

IF THIS HAPPENS:

ACTION TO BE TAKEN:

Blown Electrical Circuit

**Go To:** Boiler Room Panel inside Boiler Room  
(Behind double doors to the right as you enter the  
Boiler Room) Look for switch marked with blue tape  
and reset switch.  
Circuits in food prep area may accommodate:  
1 Microwave & 1 Coffee Pot  
OR  
1 Crock Pot & 1 Coffee Pot  
**NOT 1 Crock Pot & 1 Microwave**

Water issues

**Call Carol - Cell:** 503 799-3980, Home: 503 620-  
4117.  
TOUCH ONLY BIG handle  
DO NOT TOUCH ANY HANDLE FOR HOT WATER  
Call Assistant Custodian: Greg Borsch

Smell Gas

**VACATE**  
Call Gas Company 1 800 882-3377  
Call Carol  
Call Assistant custodian: Greg Borsch

In Case of Fire

**Vacate** either via outside stairwell or interior stairwell  
and exit building through door to  
left of stairwell.  
Call 911  
Call Carol  
Call Assistant Custodian: Greg Borsch

Randomly check Carbon Monoxide  
Monitor within Chapter Room

Report irregular readings to Chairperson

**Power outage in Church Building**

**Locate various flashlights and extra batteries.  
Locate emergency burner with sterno canisters and  
metal cooking pot to prepare cooked items. All of  
these cooking items are stored in the far left locked  
cabinet. There are canned food items in the "food  
pantry" to the left of the sink.**