

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.