

# Code White Policies/Procedures



Advocates for Homeless  
& Those in Need

In the event of bad weather such as snow, ice or heavy rains during CB season, the determination to call a "Code White" (CW) will be made by the Program Consultant pending the following guidelines:

- Local school districts will be CLOSED for the day. Should the CB site that the shelter is currently located at have child care/preschool on site, that program needs to be CLOSED for the day also. *(No CB guests can be in the building when children are also in the building)*
- Depending on the time of the "storm" will determine if CW is called. AHTN will not put the safety of our Volunteers or Guests at risk on unsafe roadways
- Should the Program Consultant determine the need to call CW, the shelter must be staffed throughout the day with a minimum of 2 volunteers for each shift before making the official announcement. Emails will be sent to all volunteers asking for help to staff positions.

## Guest Guidelines

- Should a Code White be announced, all guests who came in for CB should remain at the shelter for the duration of the inclement weather.
- Any guest who chooses to not stay for Code White cannot return to the shelter until it opens again at 9:00pm.
- Guests should remain in the designated shelter area. Any guests found wandering the church or hanging out in other areas of the building could be asked to leave.
- Guests are asked to clean up after themselves should they have a drink or snack at the dining tables when finished.
- Smoke breaks will be assigned by AHTN Volunteers. Any guest wanting to go outside for a cigarette should go during this time and remain in the designated smoking area. Any guest who cannot follow this policy will be asked to leave and cannot return to the shelter until CB opens again. Guests who repeatedly break this rule could lose their privilege to come to the AHTN Shelter.
- During Code White, AHTN will provide books, puzzles, games etc. for guests. All items should be returned when guests are finished so someone else can use them.