



Volunteer Emergency Call-Out Process

AHTN understands that emergencies arise and they could cause you to be unable to attend your scheduled shift. Please follow these steps should you need to “Call Out” from Code Blue:

- **ALL VOLUNTEERS:** If you know at least 24 hours in advance of your shift that you cannot attend, please cancel yourself from the hub.
- Should something come up the day of your shift, please inform the Confirmation Team Volunteer OR email Crystal Myers so that the Code Blue team can find a replacement for you as quickly as possible.
- **OVERNIGHT VOLUNTEERS**:** Should you need to cancel your position AFTER 8:00pm, please call the shelter and notify the Shelter Coordinator so that the “On-Call” Volunteer can be contacted to come in. If you know earlier in the day that you cannot make your shift, please let the Overnight Team Coordinator, Steve Schlussel know or Crystal Myers so that someone can contact the On-Call Volunteer.

-Should a 2nd shift Volunteer have an emergency close to their scheduled time and they are unable to make it in, they should call the shelter and notify the 1st shift Overnight staff so that they can call the 2nd shift On-Call Volunteer to come in & cover the shift.

****There should ALWAYS be 2 volunteers working the overnight positions from 10:30 pm until 7:00 am.** The reason we have the “On-Call” Volunteer position is to help with any emergency situations. It is highly suggested that any Volunteer not comfortable driving in bad weather conditions please do not sign up for the Overnight Positions as we cannot be short staffed. Extreme cold and bad weather usually mean a busy night at the shelter for us.

Emergency Contact Information

Code Blue Shelter: 215-550-3868 ext. 100

Crystal Myers: Cmyers@ahtn.org OR 267.261.1681 (cell)

Steve Schlussel: sschlussel@atlanticconcrete.com OR 267.280.7391 (cell)