

How is it determined to open CB?

- Daily weather reports are sent by Volunteer John O'Brien to the Code Blue Team. He will recommend whether or not the shelter should open.
- *Overnight temps need to be 26 degrees or lower (including wind chill) before CB can be called.*
- Crystal Myers makes the decision to open based on AHTN's weather guidelines and filled volunteer positions in the hub.



If there are Volunteer positions needed to be filled:

- Overnight Team Coordinators- Steve & Jeanne Schlusell
- Transportation Team Coordinators- Lynda Caldwell
- Other positions are filled by Crystal Myers
- Confirmation Coordinators – Tom Drake (Dec/Feb) & Lesley Kelner (Jan/March)

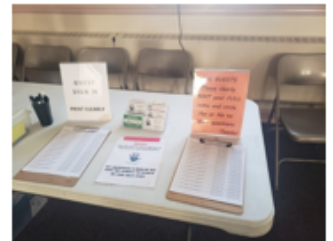
Once the call is made to open Code Blue for the night:

- Confirmations Coordinators will contact volunteers to confirm availability
- Transportation Coordinator will confirm Bus Team
- Shana Hastings notifies the local agencies and FSM hosts
- Crystal updates the website, CB hotline message & FB page

VOLUNTEERS CAN CHECK AHTN WEBSITE OR CALL CB HOTLINE IF UNSURE

Volunteers Arriving to CB Shelter

- Sign in on Volunteer Sign-In sheet, wash/sanitize hands upon entering building. ****ALL VOLUNTEERS MUST WEAR A FACE MASK****
- Put on a Name Badge ****WRITE YOUR NAME WITH DRY ERASE MARKER****
- **1ST Shift Volunteers-** Check in with Shelter Coordinator for assignments. Kitchen staff should report to Kitchen Coordinator for instructions.
- **PM Bus Team-** Be sure to exchange phone numbers with volunteers on other bus and Shelter Coordinator. (Shelter ph# 215.550.3868 x100)
- **Overnight Volunteers-** arrive early to discuss important details with previous shift.
- **AM Bus Team-** help with waking guests, discuss which stops will be made and inform guests which bus to ride. Bus team should also exchange ph# should any issues arise.



Volunteers should update themselves on the Daily Shelter Report located in the Code Blue binder each night.

Guests Arriving at Code Blue Shelter

- **Code Blue doors open at 8:30pm** *Unless the SC makes decision to open earlier. Guests should not be inside before 8:15pm.*
- ***ALL GUESTS MUST WEAR A FACE MASK when entering the shelter*** *Masks are available to anyone in need.*
- All guests should sign-in & indicate if this is their first night at the shelter. (For Intake)
- All guests need to wear a name badge, especially because they are wearing face masks. Guests names are written with SHARPIE marker
- Volunteers should welcome new guests and inform them to choose a cot for the night. Intake volunteers will provide a bedding bag and complete intake form.
- Returning guests should pick up their bedding bag and make their cot before dinner.
- Any guest that arrives to the shelter after light's out at 11:00pm, Overnight Volunteers should complete the intake form.

Should a guest mention that they were recently seen at the hospital or is under doctor's care for any reason they will need a letter stating they are not contagious.



2021-22 CB Shelter Schedule Changes

Guest Shelter Hours : 8:30pm to 6:30am

ALL GUESTS MUST EXIT THE BUILDING NO LATER THAN 6:30AM

PM Buses will depart at 8:00pm – **All passengers MUST wear a face mask while inside AHTN vehicles**

AM Buses will depart at 6:30am NO guests should be on the property after 6:45am.

Volunteer Shelter Hours:

- **Shelter Coordinator**- 7:30pm to 11:00pm
- **Intake Staff** – 7:30pm to 11:00pm
- **Kitchen Staff** – 7:30pm to 10:30pm
- **PM Bus Team Volunteers** – 7:50pm to 10:00pm
- **Overnight Team:** 1st Shift – 10:30pm to 2:30am
- 2nd Shift – 2:30am to 7:00am
- **AM Bus Team**- 6:00am to 8:00am
- ****NEW** Morning Clean-Up Team** – 5:45am to 7:00am



The shelter should be empty & doors locked by 7:00 am

Guest Supply Requests

Only Volunteers are permitted in the supply closet

Ask guests to wait until everyone is settled before handing out supplies. This can be done while guests are eating dinner or during intake.

- Guests are permitted **to one of each item** to ensure we have enough supplies to give everyone throughout the season
- Any guest requests for items not in supply closet should be given to the Shelter Coordinator to put in their report.

****NEW THIS SEASON****

There will be a clip board with a list of supply items, please put a "1" in the column of the item(s) you have given out.

This season we will NOT be using guest supply cards, but an inventory is needed for "cold weather" items for each season.

Morning Volunteers should give out hand warmers to guests before departing to the buses, but no other supplies.

