



Move Day Procedures

Code Blue Move Day should take place on the 1st of each month, unless a host site requests a different day. *(EX: Should a holiday fall on the 1st of a month, the church may ask for us to move on the 2nd)* Move Day will be confirmed by the Program Consultant at the Host Site meeting held in November. **Volunteers can register to help Move Code Blue supplies & AHTN Buses through the Volunteer Hub.**

Once all dates are confirmed then the following steps should be completed:

December 1st:

- Code Blue supplies will be brought from God's Garage into the shelter at Emmaus. All supplies brought into the shelter will be what is moved into the next shelter.
- Guests will be asked if they can help with the move and arrangements will be made to bring them to/from Emmaus. *(Should AHTN guests are on site to help with the move, NO children under 18 years will be allowed inside the shelter)*
- 1 bus driver is needed to help move supplies from the garage to the shelter with the White Bus.
- Volunteers with pick-up trucks are asked to help move supplies also.
- Local Media will be onsite to announce the start of CB and give AHTN exposure in the community. (Program Manager sets this up)

January, February & March:

- The Program Consultant will reserve a U-Haul (17' minimum) truck to be picked up the morning of the move and then returned after. *(total rental time shouldn't be more than 4 hours)*
- 2 AHTN (trained) Bus Drivers are needed to help move AHTN vehicles from shelter to shelter. Our AHTN vehicles remain at the CB Shelter site for the entire month.
- Guests will be asked to help with move & arrangements will be made for them to get to/from each shelter. *(Should AHTN guests are on site to help with the move, NO children under 18 years will be allowed inside the shelter)*
- All CB supplies should be removed from the current shelter and loaded onto the U-Haul truck. This includes: Cots, shelving units, deck bins, blue bins, laundry bins, guests bedding bags, extra bedding supplies, Intake table supplies, guest supplies, bagel cutter, toaster, AHTN phone.
- When arriving to the next shelter, there should be a host site coordinator on site to give directions on where supplies should be setup and provide any additional instructions.
- Shelving units w/guests supplies and the Intake table should be set up right away. If CB is called that evening, cots should also be set up at that time. For those shelters where cots cannot be left up, cots can be put together and stacked off to the site until CB is called.
- Deck boxes/blue bins & guest bedding bags should all be placed where the host site coordinator recommends. Kitchen supplies can go into kitchen.
- AHTN Phone should be plugged in and tested before the next shelter opening.

- Once the Host Site Coordinators feel that everything is in place, volunteers can leave. Arrangements will be made to return guests to their bus stops.

April 1st- returning all CB supplies to God's garage:

- Same procedures as above- U-haul rental, bus drivers to help move vehicles back to Emmaus, Guests/volunteers to help pack up CB supplies and return everything to God's Garage.
- All used bedding should be broken down and prepared for Laundromat. Dirty blankets should be separated white/blue and put into bags. Guest sheets/pillows can be thrown away.
- Laundry Depot should be contacted prior to April 1st to make arrangements for laundry drop off.
- A bus driver should be scheduled to drop off all laundry to the laundromat once the move is completed. (*See Laundry procedures for additional details.*)
- Once clean laundry is returned, all blankets should go into contractor bags for summer storage and placed in back of garage.