

SEVERE WEATHER CENTER MANUAL

Sponsored by the Severe Weather Network

The Severe Weather Network partners with community organizations, agencies, and faith communities to provide emergency, overnight refuge during the winter months for people affected by homelessness in Livingston County, as well as, connects individuals to community action agencies committed to providing the services necessary to assist homeless individuals with the transition into affordable housing.

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SEVERE WEATHER NETWORK

Mission Statement

Severe Weather Network mobilizes community resources providing physical, mental and spiritual refuge for individuals surviving with homelessness in Livingston County.

Vision Statement

The Severe Weather Network (SWN), a collaborative effort with the Salvation Army, the Oakland Livingston Human Services Agency (OLHSA) and local churches, partners with community organizations, agencies and faith communities in an attempt to provide emergency, overnight refuge on life threatening nights during the winter months for individuals affected by homelessness, as well as, to connect homeless individuals with community action agencies committed to providing the services necessary to assist individuals with the transition into affordable housing.

Statement of Faith

The Severe Weather Network is Christian in its nature and foundation. We use Scripture to guide our decisions and we aspire to follow the words of the Old and New Testament, using the teachings and life of Jesus to shape us. We welcome other like-minded individuals and organizations who affirm our vision and mission.

Life Verse

Matthew 25:40 "Truly I tell you, just as you did it to one of the least of these who are members of my family, you did it to me".

Values – REFUGE

Relationships with Christ as our mode (1Corinthians 13:4-7)

Love is patient; Love is not envious or boastful or arrogant or rude. It does not insist on its own way; it is not irritable or resentful; it does not rejoice in wrongdoing, but rejoices in the truth. It bears all things, believes all things, hopes all things, endures all things.

Empowering Change in the community, in our volunteers and in the lives of those we serve (Romans 12:2)

Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is ~ His good and perfect will.

Faithful in prayer (1 Thessalonians 5:16-22)

Rejoice always; pray without ceasing; in everything give thanks; for this is God's will for you in Christ Jesus. Do not quench the Spirit. Do not despise the words of prophets. But examine everything carefully; hold fast to what is good; abstain from every form of evil.

Unified in our purpose and passion (Mark 12:30-31)

Love the Lord your God with all your heart, all your soul, all your mind and all your strength. And love your neighbor as yourself.

Grace given to others even as it has been given to us. (Ephesians 2:8-10)

God saved you by grace when you believed. And you can't take credit for this; it is a gift from God. Salvation is not a reward for the good things we have done, so none of us can boast about it. For we are God's masterpiece. He has created us anew in Christ Jesus, so we do the good things He planned for us long ago.

Excellence in service (Colossians 3:23-24)

Work willingly at whatever you do, as though you are working for the Lord rather than for people. Remember that the Lord will give you an inheritance as your reward, and the Master you are serving is Christ.

OVERVIEW

Strategic Plan

The strategic plan is to move toward full implementation of a community based, emergency Severe Weather Network (SWN) model as outlined within this Severe Weather Center (SWC) Manual.

Structure of the SWN

The SWN is made up of multiple community and church host sites; known as the Severe Weather Centers (SWC) and community partners responsible for providing the volunteers required to operate the SWC. An SWN Board Member is assigned to be the liaison for each SWC site.

- 1) Each SWC Host Site provides the following:
 - A. Facility room(s) or area(s) in which the guests will sleep
 - B. Parking for the guest automobiles
 - C. A kitchen facility with refrigeration storage
 - D. A dining area with tables and chairs
 - E. Bathroom facilities including showers if available
 - F. Access to janitorial cleaning supplies (vacuum, mop, toilet brushes, garbage cans)
 - G. A SWC Host Site Team Coordinator is responsible for insuring volunteer staffing is in place either through the host church or partner churches for each night of the week. This individual is the direct contact person for the SWC and must remain on call at all times the SWC is operational.

2) The Partner Volunteer Team is responsible to provide the following:

- A. A SWC Partner Team Coordinator(s) – This individual(s) is responsible for the recruitment, on-site training, scheduling of volunteers and documenting each volunteer working within the SWC has completed the required course. The Team Coordinator, along with any volunteer who will have interaction with the SWC guests, is required to complete a mandatory SWN Training Course. Overnight hosts requiring on-site training may attend training 15 minutes prior to the beginning of their shift. The SWC Partner Team Coordinator will submit a registration list of volunteers who completed the SWN Training Course to the SWN Committee Member assigned to the host site. This registration will be kept on file at the SWC Host site. **No volunteer, with the exception of meal preparation volunteers and on-call laundry volunteers, will be permitted to volunteer at the SWC without having completed the SWN Training Course.**
- B. A Nightly Volunteer Team - This team consists of a minimum of 3 volunteers, one being male. Volunteer duties are as follows:
 - 1. Registration/Intake Desk
 - 2. Meal Preparation (Meals are prepared off-site)
 - 3. Meal Service
 - 4. Overnight Hosts – 2 Male/2 Female dependent on guest gender at the facility
 - 5. On Call Laundry Volunteers (Depending on the particular needs of the site)

Who is Served

Single men, women and couples without children will be able to access the Severe Weather Center.

Due to limited space in facilities and not wanting to mix populations, families with children, those who are not able to self-ambulate or people with pets will continue to receive hotel vouchers, or access other refuge options. There are separate policies, procedures and processes in place for these populations.

OPERATIONS

Screening

Intake and Screening process:

- 1) Homeless individuals are made aware of the SWN mainly through the Salvation Army, Love INC and OLHSA. Regardless of how each individual is referred to the SWC, each potential SWC guest is required to participate in the OLHSA Intake Process to determine their eligibility. Potential guests are notified by OLHSA intake staff in advance of the SWN Rules and Zero Tolerance Policy. People who are not eligible to access to the SWC facility are encouraged to use family or friends, other refuges, or as a last resort, may be provided a hotel voucher on severe weather nights.
- 2) Emergency Walk-In Guests - Emergency Intake Screening Forms (See Chapter 5) are utilized in the event a non-registered guest is found to be in need of the services provided by the SWC and escorted directly to the SWC by the police.

Reservations

Oakland Livingston Human Services Agency (OLHSA)

Reservation and Intake Process for Guests:

- 1) Guests in need of overnight accommodations will be directed by local agencies to contact OLHSA for information.

NOTE: Voice mail messages are not accepted as a registration.

- 2) Guests must identify themselves with their full name and date of birth.
- 3) If they are determined to be eligible; they will be added by OLHSA to the roster of the SWC.
- 4) If the SWC should need to close for any reason, registered guests with a cell phone number on file will be notified by an SWC Partner Church Coordinator.

Registration Process for Severe Weather Center:

- 1) Prior to receiving guests, the Partner Site Team Coordinator will print the SWC roster for their location in order to know the names and total number of guests eligible to stay at the SWC. Intake staff at OLHSA can see when a facility is at full capacity by watching the roster. When the roster exceeds capacity, the OLHSA intake staff will access other resources to meet guest needs.
- 2) SWC Registration Desk volunteers will do an assessment of each person, as they register at the site. SWC Team Coordinator may deny access to the SWC. The Severe Weather Network has a zero tolerance policy for belligerence, intimidation, verbal abuse, aggressive behavior, and the possession of and/or the utilization of illegal drugs, alcohol and weapons. In addition, guests arriving at the SWC must be able to self-ambulate and communicate coherently.
- 3) Guests in need of refuge escorted to the SWC by law enforcement are required to complete the Emergency In-Take Registration Form and will be welcomed to stay overnight. In order for the guest to be readmitted to the SWC, he/she MUST contact OLHSA the following day to participate in the intake process and ultimately, be registered by OLHSA as a SWC guest. There are no exceptions to this rule.
- 4) Guests who have vehicles may not park their vehicles in the host church site parking lots during the day or at any time other than the hours of 6:00 p.m. to 7:00 a.m. Vehicles will be at risk of being towed from the lot if they are located in the lot during the restricted times.

Transportation Process

- 1) The Severe Weather Network will offer transportation as a resource for any guest who is not able to reach a specific SWC.
- 2) Guests in need of transportation will notify the OLHSA intake staff representative of the need for transportation. OLHSA will notify the Partner Team Coordinator, who will, in turn, arrange for the transportation.

Evening Operations

- 1) The SWC Partner Team Coordinator prints a roster each day of expected guests to be utilized during the guest check in process.
- 2) The SWC Host Site Coordinator(s) is present from 6:00 to 8:00 p.m. each evening.
- 3) The Partner Team Coordinator and volunteers responsible for the registration/intake process and meal service, will arrive to the church by 5:45 p.m. to attend a brief on-site training session and nightly briefing meeting, as well as, to prepare and set up the facility, and to participate in a group prayer prior to the opening of the SWC. In order to provide a safe and welcoming environment, the SWC requires a minimum team of 5 volunteers to open the SWC, the Team Coordinator, 2 Registration Desk

Volunteers, and 2 food servers. Overnight hosts may arrive any time prior to 9:45 p.m. and must attend a brief on-site training session prior to their volunteer shift time.

- 4) ALL VOLUNTEERS must sign in on the SWC Approved Volunteer Registration Roster. This roster records the names of volunteers who have completed the SWC Training Course. ONLY VOLUNTEERS, with the exception of on-call laundry volunteers and food preparation volunteers, whose names are listed on the approved roster will be permitted to enter the SWC and only volunteers completing the SWC training course will be permitted to volunteer at the SWC. Volunteers at the host site must be 18 years old or older.
- 5) Each volunteer will be required to either complete or have on file with the SWN a Volunteer Expectations Form and a Volunteer Liability Form. (See Chapter 5)
- 6) Guest Check-In Process – 6:00 p.m. to 9:00 p.m.
 - a. Check off guests by matching the names on the roster to the guest’s I.D.
 - b. Team Coordinator will do an assessment of each person, as they enter the SWC. Registration/Intake volunteers will conduct a bag search and may deny access to the SWC. The Severe Weather Network has a zero tolerance policy for belligerence, intimidation, verbal abuse, aggressive behavior, and the possession of and/or the utilization of illegal drugs, alcohol and weapons. In addition, guests must be able to ambulate on their own and communicate coherently.
 - c. Completion of Required Documents – Each guest must complete and sign the following documents:
 1. Guest Expectation Form (See Chapter 5)
 2. Guest Liability Waiver Form (See Chapter 5)
- 7) First time guests will be provided a brief orientation, tour of the facility, rules of the SWC, emergency evacuation procedures and the necessary bedding for the evening. Each guest will receive a cot, 2 blankets and a towel for the night.
- 8) Meal Service – Dinner is served between 6:00 p.m. and 8:00 p.m. No food is provided during the overnight hours. Guests are not permitted in the kitchen area of the SWC without permission from the SWC Team Coordinator or SWC Volunteer if the Team Coordinator is not present.
- 9) Showers when available may be utilized in the evening before or after dinner and prior to 10:00 p.m.
- 10) Smoking is permitted in designated area outside of the SWC prior to 10:00 p.m. No smoking during the hours of 10:00 p.m. and 6:00 a.m. All smoking materials must be disposed of in fire safe containers provided.
- 11) Overnight Hosts arrive at or prior to 9:45 p.m.

- 12) SWC Doors are locked at 10:00 p.m. No one is permitted to return to the SWC if they leave after the doors have been locked. Anyone leaving the SWC for the night must sign out.
- 13) A water station is prepared for the overnight hours.
- 14) Lights out at 10:30 p.m.
- 15) Overnight Hosts set out breakfast items and partially prepare the morning coffee.

Overnight Operations

- 1) Emergency contact information, including phone numbers for the Host Site Team Coordinator and the Partner Team Coordinator, as well as, an SWN Manual and SWN Logbook are kept on site and easily accessible.
- 2) One overnight team member is awake at all times throughout the night to handle any situations that may arise. Overnight team members sleep in an area where they have access to the guests in case of an emergency.

Morning Operations

- 1) Wake up time is 6 am. Breakfast items are offered to guests.
- 2) Participants will be asked to assist in cleaning the facility:
 - a. Bathrooms wiped down with sanitizer, including toilet seats, sinks, counters and handles on toilets, stall doors and bathroom doors.
 - b. Floors will be swept and/or mopped, as is appropriate.
 - c. Tables wiped down
 - d. Trash taken to the dumpster, cigarette butts cleared from outdoor smoking space
- 3) If additional nights are not anticipated laundry items are sorted into bins and cots/mats are cleaned.
- 4) Overnight Host volunteers will take a tour of the facility to make sure it is clean, that all items have been correctly stored, laundry is ready for pick up (if applicable), and the facility is ready for the regular daily activities.
- 5) The Overnight Host volunteer will provide any final reporting in the SWC Logbook. Notes should include but not limited to:
 - a. The number of guests (Guest names were checked off as they arrived)
 - b. Were the guests registered through OLHSA or escorted to the facility by law enforcement?
 - c. Incident reports:
 - Information regarding any incidents that occurred during the night should be added to the SWC Logbook in order to alert the next Team Leader. Incidents involving medical or

emotional issues as well as verbal and behavioral issues should be documented on an SWC Incident Form, communicated to the Team Coordinator and noted in the SWC Logbook.

6) The Partner Team Coordinator will follow the facility process regarding supply inventory.

Food Operations

Food volunteers are arranged through the Partner Team Coordinator. Meals will be prepared off-site and then delivered to the host church by 6:00 p.m. A simple but hearty meal for evening, such as chili or soup with a salad and bread is recommended. Breakfast foods should be simple and easy to eat, such as oatmeal, cereal, and breakfast bars. The Partner Team Coordinator notifies the meal preparation volunteer as to the number of guests and volunteers anticipated to dine at the SWC each evening.

Volunteers are encouraged to dine with the guests. All crockpots and serving dishes must be retrieved upon the completion of dinner. No extra food is permitted to be left in the Host site facility.

Food volunteers perform the following:

- Set up dishes and silverware for the dinner
- Ensure all main dishes are hot and ready to be served by 6:45 pm.
- Make coffee, set out tea, hot chocolate, etc.
- Set out glasses and pitchers of water
- Set up a dish rinsing station for guests to clear their own dishes (if paper products are not used)
- The dishes, including crock pots and serving dishes are cleaned.
- All dinner items are put away.
- Kitchen and any appliances utilized are cleaned
- Clean crock pots, containers, and dishes brought by volunteers should be set aside for pick up by the owner.

VOLUNTEERS

Training

The Severe Weather Network provides applicable training for all volunteers. Volunteers who are going to be in direct contact with guests are required to attend the training class prior to volunteering at a SWC. The SWN Steering Committee has enlisted the help of local law enforcement to provide certain modules of the training course.

The following topics will be covered in the SWN Training Course

- SWN Information
- Homelessness and Community Resources
- De-escalation Techniques and Strategies
- Practice & Discussion
- Tour of Church Host Site Facility
- Emergency Processes and Procedures
- SWC Procedures Specific to Each Host Church Site

Upon completion of the SWN Training Program, each volunteer is required to complete and sign the following documents:

- Volunteer Liability Form (See Chapter 5)
- Volunteer Expectations Form (See Chapter 5)

Volunteer Opportunities

Partner Team Coordinator: (6:45 pm-7:00am)

This individual is responsible for the recruitment, training, and scheduling of SWC volunteers. A Team Coordinator is required to be on site each night from 5:30 p.m. to 10:00 p.m. to facilitate, support and empower their team according to the Center guidelines, as well as, assess and manage guest's needs as they arrive at the facility. The Partner Coordinator is “on call” during the SWC operational hours.

Overnight Hosts: (9:45 pm-7:15 am)

Two to Four Overnight Hosts are required (2 Male/2 Female) depending on the gender of guests served at the SWC each severe weather night. They are also part of the on-going assessment of the guests throughout the night to make sure needs are met.

Registration Hosts: (5:45 pm-9:00 pm)

Registration Hosts welcome the SWC guests and are responsible for the check-in process of the guests. They assist with the hospitality and care of the guests as they arrive and become settled within the center.

Food Preparation Volunteers: (5:45pm-6:30pm)

Food Preparation Volunteers provide a hot meal for the guests. Meals are delivered to the SWC at 7pm. Unless registered to be a Meal Server Volunteer, Food Preparation Volunteers may deliver the food and depart the facility prior to the guest’s arrival. Food preparation volunteers are not required to attend SWN Training.

Meal Server Volunteers (6:00 p.m. to 10:00 p.m.)

Meal Server Volunteers are responsible to set up the dining area and beverage station, serve dinner to the guests, dine and engage in conversation with the guests and clean up the dining room and kitchen upon completion of the meal.

On Call Laundry Volunteers:

Laundry Volunteers will be notified by the Partner Host Coordinator each morning by 8:00 a.m. if there is laundry to be cleaned. A designated pick up and drop off site for the host site will be established. All laundry to be laundered will be placed in plastic bags. Clean plastic bags will be included. All laundry should be laundered and returned to the SWC in clean plastic bags no later than 5:30 p.m. Please note all sheets/towels must be laundered prior to the transition of supplies from one SWC facility to another. This typically happens at the end of a month on a Monday morning.

Backup Team (On Call)

The SWC Host Church will have a Backup Team, needed for all areas, as a substitute for any reason that may arise. The Backup Team will consist of the following:

A Host Team Coordinator is on call (5:30 pm- 7:30 am)

ADDENDA

The following SWN forms are attached as part of the manual:

- Volunteer Liability
- Guest Liability Form
- Release Authorization (**NOT REQUIRED to be completed by Guest ONLY Utilized on an “as needed basis” as deemed necessary by a Host Site Coordinator or Partner Church Team Coordinator**).
- Guest Expectations Form
- Emergency Walk-In Intake Registration Form
- Guest Registration Form
- Volunteer Expectations Form

VOLUNTEER LIABILITY FORM

INFORMED CONSENT LIABILITY WAIVER

Please read and sign this form to acknowledge you have read and understand the information presented.

I understand that participating at the Severe Weather Center (SWC) may expose me to weather related hazards that could result in personal harm. I also understand that the SWC cannot and does not guarantee my safety while volunteering / staying in the Center, or while in transit to or from the SWC.

By participating at the Severe Weather Center I am assuming the risks inherent with an overnight refuge facility. As a volunteer, I am releasing the Severe Weather Network, the Severe Weather Center, officers and agents and any of its partner organizations from any liability for claims or lawsuits by the undersigned participant arising out of participation in this program.

By signing this waiver of liability, I understand that I release all of the property owners (private and municipally owned) from all liability and responsibility for any accidents, injuries, problems or any other unfortunate incidents that may occur during my participation in the Severe Weather Network.

I have read and understood all of the aforementioned information. Any questions I had have been answered to my satisfaction. I am participating in the Severe Weather Network of my own free choice.

I have verified that I am 18 years old and able to sign this waiver on my own discretion.

Signature of Participant

Date

Signature of Witness

Date

GUEST LIABILITY FORM

INFORMED CONSENT LIABILITY WAIVER

Please read and sign this form to acknowledge you have read and understand the information presented.

I understand participating in the Severe Weather Network may expose me to weather related hazards that could result in personal harm. I also understand that the Severe Weather Network cannot and does not guarantee my safety while staying in the Center, or being transported to or from such properties.

By participating in the Severe Weather Network I am assuming the risks inherent in seeking winter overnight refuge with a volunteer staffed organization and am releasing the Severe Weather Network, its volunteers, officers and agents and any of its partner organizations from any liability for claims or lawsuits by the undersigned participant arising out of participation in this program.

By signing this waiver of liability, I understand that I release all of the property owners (private and municipally owned) from all liability and responsibility for any accidents, injuries, problems or any other unfortunate incidents that may occur during my participation in the Severe Weather Network.

I have read and understood all of the aforementioned information. Any questions I had have been answered to my satisfaction. I am participating in the Severe Weather Network of my own free choice.

I have verified that I am 18 years old and able to sign this waiver on my own discretion.

Signature of Participant

Date

Signature of Witness

Date

RELEASE AUTHORIZATION

GUEST AUTHORIZATION TO RELEASE/OBTAIN CONFIDENTIAL INFORMATION

Name: _____

Date of Birth: _____ State _____ Gender: male _____ female _____

I understand that my records are protected by the federal HIPPA Privacy regulation. I authorize the recipient of this information to re-disclose it for the purposes stated below and understand that the information may then no longer be protected by HIPAA. I also understand that if the entity releasing information pursuant to this Authorization is subject to 42 C.F.R. Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records, then my records are protected under that federal regulation as well and cannot be disclosed without my written consent unless otherwise provided for in that regulation.

The purposes for which the information is to be used:

- Assessment for Guest compatibility in the Severe Weather Network
- Shared with partner agencies/members of the Severe Weather Network, as appropriate, to assist our guest in connecting to relevant services and the coordination of those services

I understand that I may revoke my authorization at any time, except to the extent that action has already been taken in reliance on it, by informing the Severe Weather Network in writing. Otherwise, my authorization is valid for one year following the date of my signature or until _____. (date specified)

(Guest signature) Date Witness Date

REVOCACTION

I, _____, revoke this authorization effective _____.

GUEST EXPECTATIONS FORM

- 1) Guests must follow all rules listed below and posted at the SWC host site.
- 2) Guests will complete an initial Guest Registration Form.
- 3) Guests will sign in to the SWC each night. Guests will sign out each morning. Any guest departing the center for the night and not returning must sign out.
- 4) Guest check-in time is 6:00 p.m. Once you have checked into the building, you are expected to stay in the building except to smoke before 10 PM or after 6 AM. Making trips back to a vehicle is prohibited.
- 5) Guests must not congregate on the premises or in the immediate neighborhood, at night, prior to check-in, or in the morning after check-out. This expectation is in place to keep us in good standing with our neighborhood; especially with respect to families with children.
- 6) The host site will provide a cot, bedding and a towel.
- 7) Cell phones must be turned off/silenced at lights out.
- 8) For the safety of all, the following are prohibited:
 - a. Bottles containing any form of liquid
 - b. Illegal drugs; or drug paraphernalia.
 - c. Marijuana, Medical Marijuana or Marijuana edibles
 - d. Alcohol, Palcohol or any other form of powdered drink substance
 - e. Weapons
 - f. Pornography
- 9) No smoking inside the host building. Smoke only in the area designated outside the building. This includes both regular tobacco and vapor cigarettes. Only 5 people will be allowed in the smoking area at any one time. Smoking areas will be supervised. All cigarette butts must be disposed of in fire safe containers.
- 10) Do not go into areas other than the lounge/dining area, sleeping area, and bathrooms provided.
- 11) Guests choosing to leave the building after 9 PM will not be allowed to return that night.
- 12) Public display of affection is prohibited. (i.e. kissing; touching; holding hands)
- 13) A zero tolerance policy is in place for alcohol intoxication, drug use, possession of illegal weapons, stealing, destruction of property, fighting or inappropriate language. In an effort to ensure safety, any guest arriving to the SWC under the influence of alcohol or drugs will not be permitted to enter the center. If a guest's behavior is considered threatening, dangerous, or inappropriate (e.g., the guest refuses to cooperate with site rules and expectations), he/she will be removed by a law enforcement officer, and be asked not to return for the season. .
- 14) Local law enforcement will be contacted if an impaired guest has been refused entrance to the SWC and the SWC representative has concerns or knowledge that the impaired guest will be operating a vehicle.
- 15) Guests will park automobiles/bicycles in designated areas. All automobiles and bicycles must be registered with SWC. Automobiles and bicycles may only remain on the SWC premises from 6:00 p.m. to 7:00 a.m.

I UNDERSTAND AND AGREE TO FOLLOW ALL THE AFOREMENTIONED GUEST EXPECTATIONS.

Signed: _____

Date _____

SEVERE WEATHER CENTER

EMERGENCY WALK- IN INTAKE REGISTRATION FORM (FOR GUESTS NOT REGISTERED THROUGH OLHSA)

Date: ____/____/____

SCREENING INFORMATION

Please ask guest for ID prior to moving forward. Check ID: Yes ___ No ___ Comments _____

Where did you stay last night? _____

How long have you been there? _____

What family and/or friends are living in the area? _____

Where have you been staying in the past month? 6 months? _____

Where are you going in the morning? _____

All non-pre-registered guests entering the SWC via escort by police are required to contact OLHSA in the morning to complete a formal Intake Process. Guest will not be readmitted to the SWC without prior authorization from OLHSA.

DEMOGRAPHIC INFORMATION

Name _____ Date of Birth ____/____/____

Phone Number _____

Previous County _____ Currently living in _____

Marital Status: Single ___ Living together ___ Married ___ Separated ___ Divorced ___

Are you currently working? Yes ___ No ___ Where: _____

- Severe Weather Center hours are non-negotiable.
 - Individuals may be released from the shelter before 6:45 a.m. to get to work with notification to Team Leader.
 - Late arrivals must be approved by team and host coordinators.

Have you served in the military? Yes____ No____

If you are a veteran, we strongly encourage you to connect with the Veterans Administration to receive the benefits to which you are entitled. Let us know if you need assistance to make these connections.

INTAKE QUESTIONS

Please make applicants aware there are no hotel vouchers for single men, single women or couples without children when Center is available.

Do you have any medical conditions, mental health or physical conditions or disabilities that could create a risk to others?

Yes ____ No ____

IF YES:

Which mental and/or medical health provider(s) is overseeing your care? _____

Is your condition stabilized with medications? Yes ____ No ____

If the individual's condition is not stabilized with medications and they are not under the care of a qualified physician, they are not eligible for the Severe Weather Center.

IF NO:

Continue the registration process by completing the following documents IF you feel the individual is a good fit for the Severe Weather Center. Be sure to go over each form, in the listed order, with the guest to ensure understanding prior to signing the forms.

1. Informed Consent Liability Waiver
2. Guest Expectations form

NOTE TO INTERVIEWER:

- The only criteria that would prevent someone from registering for the Severe Weather Center are twofold:
 - Having been asked to leave the center previously this year.
 - Violent offenses against persons or self in the last year.
 - Medical/mental health conditions, not stabilized by medication, which could create a risk to others.

**SEVERE WEATHER CENTER
GUEST REGISTRATION FORM
TO BE COMPLETED BY ALL GUESTS**

NAME _____ DATE OF BIRTH _____

PHONE NUMBER _____

DRIVER'S LICENSE NUMBER OR STATE ID INFORMATION

Driver's License Number _____ Issuing State _____

State ID Number _____ Issuing State _____

AUTOMOBILE INFORMATION

MAKE _____ MODEL _____ YEAR _____

LICENSE PLATE NUMBER/ISSUING STATE _____

EMERGENCY CONTACT INFORMATION

NAME _____ RELATIONSHIP _____

PHONE NUMBER _____

ADDRESS _____
Street City State

If you have food allergies or medical related conditions/concerns you would like to share with the SWC volunteer staff, please describe them below. This information will be utilized should you require medical assistance while residing at the SWC.

VOLUNTEER EXPECTATIONS FORM

As a volunteer of the Severe Weather Network and Severe Weather Center, I agree that I am at least 18 years of age and will abide by the following SWN/SWC Rules/Regulations/Policies:

All volunteers interacting with the SWC guests must have completed the SWN Training Course prior to serving at the SWC.

All volunteers will arrive on time to their scheduled shifts/assignments. If for any reason a volunteer needs to cancel their shift assignment, they must provide their Team Coordinator advance notice when possible.

The SWC has a zero tolerance policy for the possession and/or consumption of alcohol and illegal drugs, the possession of weapons, belligerence, intimidation, verbal abuse, aggressive behavior, stealing and the possession of pornography.

Volunteer vehicles must be parked in the designated areas of the SWC

Smoking is permitted in the outside designated area between the hours of 6:00 p.m. and 10:00 p.m and after 6:00 a.m. in the morning. All cigarette butts must be disposed of in proper fire safe containers.

Cell phone usage should be kept to a minimum during volunteer times at the SWC and all phones must be placed in the silent mode after 10:30 p.m.

Volunteers must remain in the designated areas of the SWC as deemed by the SWC unless granted permission by the Host Site Team Coordinator.

Public displays of affection are prohibited (kissing, touching, holding hands)

Photographs are not permitted to be taken without prior permission of an SWC Team Coordinator.

Overnight hosts will rotate sleep schedules to ensure at least one host guest remains awake at all times.

All medical incidents and SWC rules/policy violations must be documented by the completion of the SWC Incident Report Form, reported to the Team Coordinator, and noted in the Daily SWC Log Book.

Volunteer Name (Printed)

Volunteer Signature

Date

Organization For Which You Represent