

# Blackstone Valley Emergency Shelter

## VOLUNTEER CHECKLIST

### 6:30 - 11pm Shift

#### Checklist – initial after completing each task

- \_\_\_\_\_ Arrive at 6:30pm and turn on lights and review registration materials.
- \_\_\_\_\_ Manually turn on the heat in the Fellowship Hall. We are required to keep the heat set to 68 degrees between the hours of 7am and 11pm, and 64 degrees between the hours of 11pm and 7am. The thermostat will need to be reset every four hours.
- \_\_\_\_\_ Shovel snow and ice ramp if necessary.
- \_\_\_\_\_ Put signs on both Cottage Street entrances instructing people to use the Ramp Door located on Spring Street
- \_\_\_\_\_ Begin setting up the room for guests by setting up the room dividers and removing half of the tables and chairs from each room. Dollies to transport the tables and chairs are located in the small storage area next to the men's restroom.
- \_\_\_\_\_ Unlock the ramp door at 7pm and have a volunteer monitor the door from 7 to 9pm to ensure that guests arrive safely and proceed directly downstairs. To help the registration process flow smoothly, only use this door to welcome our guests.
- \_\_\_\_\_ Complete "Registration Forms" for first time guests and review "Guest Information Sheet." Ensure that they also sign the "Guest Sign in Sheet." Start a new file for each first time family unit and include their completed Registration Form.
- \_\_\_\_\_ If a guest has already completed a registration, have them sign the "Guest Sign In Sheet" and pull out their to review and have on hand for the evening.
- \_\_\_\_\_ Lock outside doors at 9pm. No new guests are permitted after 9pm, unless escorted by the Police or Fire Departments.
- \_\_\_\_\_ Once the doors are locked for the night, call the Northbridge Fire Department at 508-234-2111 to report the total number of overnight guests and volunteers.
- \_\_\_\_\_ If no guests arrive by 9pm, the Shelter is closed for the evening. Call remaining volunteers to let them know that their service is not needed. Make sure to turn off the lights and lock the doors on your way out.
- \_\_\_\_\_ Complete any Incident Reports as needed and be sure to notify the Shelter Coordinator in the morning.

#### Notes

- Guest must remain in the Fellowship Hall and downstairs restrooms. Monitor guests and make sure that they do not wander into the other areas of the church for their own safety and for the safety of the property.
- By law, each guest needs at least 8x4 feet of personal space for their sleeping mat and belongings, which means that we are only able to sleep eight adult men in the Men's Sleeping Area, seven adult women in the Women's Sleeping Area and one parent / legal guardian and up to four minors in each of the two Family Rooms.
- Quiet Time begins at 10pm
- For safety purposes, the ramp outside the church needs to remain shoveled and ice free for the duration of the Shelter. Please shovel and salt as needed during your shift.
- Please remain awake for the duration of your shift.

# **Blackstone Valley Emergency Shelter VOLUNTEER CHECKLIST 11pm - 3am Shift**

## **Checklist – initial after completing each task**

- \_\_\_\_\_ Check in with previous shift and find out how many people are present and if any of them have special needs. Review Registration forms and note any medical conditions.
- \_\_\_\_\_ Guest must remain in the Fellowship Hall and downstairs restrooms. Monitor guests and make sure that they do not wander into the other areas of the church for their own safety and for the safety of the property.
- \_\_\_\_\_ Manually monitor the heat in the Fellowship Hall. We are required to keep the heat set to 68 degrees between the hours of 7am and 11pm, and 64 degrees between the hours of 11pm and 7am. The thermostat will need to be reset every four hours.
- \_\_\_\_\_ For safety purposes, the ramp outside the church needs to remain shoveled and ice free for the duration of the Shelter. Please shovel and salt as needed during your shift.
- \_\_\_\_\_ Complete any Incident Reports as needed and be sure to notify the Shelter Coordinator in the morning.

## **Notes**

- At this time, the doors should remain locked and guests can only leave in case of an emergency. No reentry will be permitted.
- Please remain awake for the duration of your shift.

# Blackstone Valley Emergency Shelter

## VOLUNTEER CHECKLIST

### 3am – 8am Shift

#### Checklist – initial after completing each task

- \_\_\_\_\_ Check in with previous shift and find out how many people are present and if any of them have special needs. Review Registration forms and note any medical conditions.
- \_\_\_\_\_ Guest must remain in the Fellowship Hall and downstairs restrooms. Monitor guests and make sure that they do not wander into the other areas of the church for their own safety and for the safety of the property.
- \_\_\_\_\_ For safety purposes, the ramp outside the church needs to remain shoveled and ice free for the duration of the Shelter. Please shovel and salt as needed during your shift.
- \_\_\_\_\_ Manually monitor the heat in the Fellowship Hall. We are required to keep the heat set to 68 degrees between the hours of 7am and 11pm, and 64 degrees between the hours of 11pm and 7am. The thermostat will need to be reset every four hours.
- \_\_\_\_\_ Wake guests at 6:45am and encourage them to begin packing their belongings.
- \_\_\_\_\_ If desired, coffee or hot tea may be served as people are preparing to leave.
- \_\_\_\_\_ Escort guests out at 7am and ensure that all guests have left and that the outside doors remain locked. If guests have nowhere else to go, Subway Restaurant downtown provides a safe place for people to warm up.
- \_\_\_\_\_ Complete any Incident Reports as needed and be sure to notify the Shelter Coordinator in the morning.
- \_\_\_\_\_ Once guests have left, spray down plastic mats and return to the Clothing Pantry Room. Return furniture to its original location unless shelter will be open the following night as well.
- \_\_\_\_\_ Clean bathrooms and kitchen as needed. Cleaning supplies are located in the Boiler Room, off of the back of the kitchen.
- \_\_\_\_\_ See “Lockup Procedures” checklist for a complete list of items that need to be completed each morning.

#### Notes

- At this time, the doors should remain locked and guests can only leave in case of an emergency. No reentry will be permitted.
- Please remain awake for the duration of your shift.

# Blackstone Valley Emergency Shelter LOCKUP PROCEDURES

## Checklist – initial after completing each task

*Before you leave for the day, please ensure that the following tasks are completed:*

- \_\_\_\_\_ Return furniture to original location if the shelter will not be open the following night (or if it is a Wednesday morning).
- \_\_\_\_\_ Mats must be disinfected front and back by spraying down both sides with bleach solution, and then wiping down with a paper towel or rag. Allow mats to dry completely, roll mats up for easy storage and return mats to the Clothing Pantry Room.
- \_\_\_\_\_ Clean and inspect bathrooms and kitchen as necessary. Cleaning supplies are located in the kitchen and boiler room.
- \_\_\_\_\_ Turn down heat to 55 degrees in Fellowship hall and both bathrooms.
- \_\_\_\_\_ Inspect entire building to make sure all of our guests have left.
- \_\_\_\_\_ Empty trash and take to dumpster out the back door beside the garage. New garbage bags are located under the small sink in the kitchen.
- \_\_\_\_\_ Turn off all lights.
- \_\_\_\_\_ Ensure that all doors are locked.