

Severe Weather Shelter Operations Detail

Catholic Community Services, with volunteers, materials, and facilities from Kent Lutheran Church, will operate the severe weather shelter at 336 2nd Ave South Kent, WA 98032 between November and March.

This shelter will be activated by the City of Kent Housing and Human Services Manager when low temperatures fall below 32 degrees for 24 or more consecutive hours AND/OR snow accumulation exceeding or expected to exceed 3 inches in depth AND/OR other conditions deemed severe enough to present a substantial threat to life or health of homeless persons.

How activation happens (The City of Kent's Role):

Between the months of November and March, the City of Kent will monitor winter weather conditions and determine if/when the severe weather shelter should be opened. The City will contact Kent Lutheran Church (KLC) and Catholic Community Services (CCS) at least 12 hours before the shelter should be open to accept clients (before 9:30AM). CCS and KLC will then contact the City within 2 hours to confirm that staffing, volunteers, and facility are ready.

The City will declare that the SWS is open and make the public announcement.

The Announcement:

"The City of Kent is activating Severe Weather Shelter at Kent Lutheran Church.

Kent Lutheran Church, 9 P.M. to 7 A.M.

336 2nd Avenue South

Kent, WA 98032-5849

9 P.M. – Check-in and registration

7 A.M. – shelter closes, clients must vacate

The severe weather shelter (SWS) will be in operation tonight. Priority is given to homeless families with children who are living on the streets or in vehicles, but the SWS will also be available for single women and men. The SWS will be operated by Catholic Community Services staff, and volunteers from Kent Lutheran Church.

Doors for the SWS will open at 9 P.M. Clients must register at the door. As with all shelters, rules for the health and safety of all clients and staff and the broader community will apply.

Please help distribute this activation announcement."

The notice or announcement will be distributed via email to the South King County Forum on Homelessness, Crisis Clinic (2-1-1), Kent School District, Fed Way School District, Kent Ministerial Association, Kent Police, Kent Fire and Emergency Management, Mayor's Office and the City's Media Distribution Lists, Mayor's Leadership Team, Kent Parks Department, and City of Kent Safety Committee.

All efforts will be made to hang signs/posters announcing the SWS opening at City Hall and Centennial buildings, Kent Commons, Kent Alliance Center, and at the Kent Library.

Phone # for information and the announcement will be the City of Kent Housing and Human Services main phone number, 253-856-5070 (staff answer from 8-4; recorded message after hours or when/if City Hall is closed). Information about the shelter will also be available by calling the Crisis Clinic (2-1-1).

Kent Lutheran Church's role:

(1) From November 1 through March 31, when the City declares that a severe weather condition exists that necessitates the opening of a severe weather shelter, the City will ask Kent Lutheran to open a shelter to house up to 50 individuals while the severe weather condition exists. Men will be housed together in one room, women will be housed together in another room, and families will be housed together in a third area. The City understands that there may be circumstances when Kent Lutheran cannot open its facilities due to loss of power, lack of volunteers, etc.

(2) Kent Lutheran will operate the severe weather shelter according to the following *general* schedule:

- 8 p.m. – Prepare the shelter to accept clients
- 9 p.m. to 6:30 a.m. – The shelter will remain open to receive clients
- 6:30 a.m. – Begin shutdown procedures to close the shelter
- 7:00 a.m. – Close and lock the facility *

* The shelter may be opened earlier or remain open later if both the City and Kent Lutheran agree. During these times, staffing will be managed by Kent Lutheran volunteers only.

(3) Kent Lutheran will supply volunteers to prepare shelter mats for use; prepare meals for shelter residents; sanitize, clean, and store shelter mats; and clean the shelter area. Volunteers will also help to monitor over-night shelter with guidance of the paid agency staff.

(4) Kent Lutheran will accept residents who are referred to Kent Lutheran by service providers, emergency services, faith groups, walk-ins, or other referrals.

Catholic Community services Role:

The City will contract with Catholic Community Services to provide trained staff to conduct safety screening of those clients seeking shelter at Kent Lutheran and to monitor and supervise shelter clients throughout their over-night stay in the shelter.

(1) CCS will staff the severe weather shelter according to the following *general* schedule:

- 8:30 p.m. – arrive at the shelter to start intakes
- 9 p.m. to 6:30 a.m. – The shelter will remain open to receive clients
- 6:30 a.m. – Begin shutdown procedures to close the shelter
- 7:00 a.m. – Close and lock the facility *

* The shelter may be opened earlier or remain open later if both the City and Kent Lutheran agree. During these times, staffing will be managed by Kent Lutheran volunteers only (no CCS paid staff).

(2) CCS will be responsible for intake and data collection for each person seeking shelter.

(3) It is ultimately the responsibility of CCS staff to manage residents seeking shelter. CCS is providing trained staff who are knowledgeable of how engage with people in crisis. This is not the responsibility of the volunteers. CCS holds insurance as part of its contract with the City of Kent.

(4) Kent Police are on alert when the shelter is open and CCS staff should call 9-1-1 when an emergency situation occurs.

(5) CCS will call the City of Kent (253-856-5070) at 7:00AM to report the number of people who stayed at the shelter, report problems or shortages, and notify that the shelter is closed for the day or if volunteers are keeping it open.