

Cooling and Warming Shelter, Emergency Internet Access Site

Policies & Procedures

Revision History

Revision	Changes	Date Ratified
Rev 1	Initial Release	Approved by New Brackett Church Board, 11 May 2021
Rev 2	Update policy to include use of Church as Cooling Shelter; reference “current” CDC guidelines; add request that people use earphones for audio entertainment.	Approved by New Brackett Church Board, 17 Aug 2021
Rev 3	Church will offer access to Consolidated Internet when Spectrum Internet is not functional. Replace Stewardship Committee with Buildings & Grounds.	Approved by New Brackett Church Board, 16 May 2023

CONTENTS

1	INTRODUCTION	3
2	CHURCH RESPONSIBILITIES	3
3	FACILITIES	3
4	COMMUNICATIONS	4
5	VOLUNTEERS.....	4
6	EXPECTATIONS OF THOSE SEEKING SHELTER.....	5

1 INTRODUCTION

New Brackett Church is available to the Peaks Island Community as a summer Cooling Shelter during times of high heat and humidity and as a winter Warming Shelter for up to three days during extended power outages. The Church will also provide Wi-Fi access to Consolidated Internet in the event Spectrum Internet services are down. The policies and procedures contained herein detail the responsibilities and expectations of Church Leadership, Church Volunteers and those that would use the Church as a cooling or warming shelter.

2 CHURCH RESPONSIBILITIES

The Church is responsible for

- providing adequate resources for the essential needs and safety of those who would seek shelter;
- communicating to the public when the Church is open as a cooling or warming shelter;
- communicating to the public when the Church is available as a Consolidated internet access site.
- providing volunteers to maintain the Church facilities and assist those in need.

3 FACILITIES

3.1 Generator. The Church generator is capable of providing electricity and heat to the entire facility for three days.

3.1.1 Generator automatically starts when a power outage is detected.

3.2 Power Strips. Power strips will be available for those wishing to charge mobile phones, etc.

3.3 Internet. Consolidated Internet will be available via Wi-Fi when functional.

3.4 Kitchen. The kitchen will be available for the preparation of food during the warming shelter event; volunteers will staff the kitchen.

3.4.1 Church will provide water, coffee and limited food.

3.4.2 Paper products will be made available.

3.4.3 Food from the Food Pantry is available for use, if necessary.

3.5 First Aid Kit and Defibrillator. The locations of the first aid kit and defibrillator will be clearly marked.

- 3.6 Restrooms. Church volunteers will ensure that the restrooms are functional and maintained with paper products during the warming shelter event.
- 3.7 Community Space. Fellowship Hall and the Sanctuary will be available during the cooling and warming shelter events, and when used as an emergency internet access site.
- 3.8 Handicap Accessibility. The handicap ramp will be kept clear of ice and snow during warming shelter events.
- 3.9 The number of people that can be served will be determined at the time of the emergency events and that number will be posted. Any existing COVID or other CDC guidelines will be followed.

4 COMMUNICATIONS

- 4.1 The Pastor, Board Chair or Buildings & Grounds Chair is responsible for determining that the need exists and that the Church should be opened as a cooling or warming shelter or internet access site.
- 4.2 The Pastor, Board Chair, Buildings & Grounds Chair and emergency volunteers will be provided the door codes to access the Church building.
- 4.3 Signage will be posted outside the Church and in front of Hannigan's indicating that the Church is open as an emergency shelter or internet access site.
- 4.4 Prior to the winter season or other times of extreme weather:
 - 4.4.1 The Fire Department, CERT and the Red Cross will be made aware that the Church is available as a cooling or warming shelter.
 - 4.4.2 Notifications will go out through Next Door and PI List that the Church will be available as a cooling or warming shelter, or emergency internet access site. The Church's landline number will be included in the notification.
 - 4.4.3 Notifications to include a list of items that individuals and families should bring to the shelter and what they cannot bring (e.g., pets, firearms).

5 VOLUNTEERS

- 5.1 The Church shall solicit volunteers willing to assist during an emergency shelter event; this includes use as an emergency internet access site. This list shall be available to the Pastor, Board Chair and Buildings & Grounds Chair.
- 5.2 It is the responsibility of the Pastor, Board Chair or Buildings & Grounds Chair to organize the volunteers.
- 5.3 At least two volunteers shall be on the premises during the emergency shelter event.

- 5.4 At least one volunteer shall be trained on the use of the defibrillator; it is recommended that volunteers be trained in basic first aid.
- 5.5 It is the responsibility of the volunteers to clean and maintain the restrooms and kitchen areas, and provide coordination with visitors as needed.
- 5.6 Volunteers are empowered to ask guests to leave the facility if they do not meet the requirements of this document.

6 EXPECTATIONS OF THOSE SEEKING SHELTER

6.1 What to Bring for Overnight Stays

- 6.1.1 Bedding and Pillows
- 6.1.2 Toiletries and Towels
- 6.1.3 Medications
- 6.1.4 Snacks; guests will be asked to limit foods that require refrigeration

6.2 What NOT to Bring

- 6.2.1 Pets are not allowed.
- 6.2.2 Firearms and other weapons are not allowed.

6.3 During the Visit

- 6.3.1 Guests will be asked to register upon entry.
- 6.3.2 During times of COVID or other pandemic, current CDC guidelines will be followed:
 - 6.3.2.1 *Applicable CDC Guidelines will be posted in the online notification and at the entrance to the Church.*
 - 6.3.2.2 *Guests will not be allowed to enter or asked to leave if they do not meet CDC guidelines.*
- 6.3.3 Guests are expected to be courteous and respectful of others at the shelter.
- 6.3.4 Guests are requested to use earphones when listening to audio entertainment.

End of Document