

Inclement Weather, Extended Shelter Activation:

Initiation process:

- The MHBHC/Comitis leadership team reviews forecast on Sundays for the upcoming week
- Based on weather forecasts, the MHBHC/Comitis leadership team works with management to put a plan in place for staffing and food needs for the week if there is potential cold weather activation
- The MHBHC/Comitis CEO makes the final call regarding activation of both Comitis and ADRC—typically on a day-to-day basis as the actual vs. forecasted weather unfolds
- Weather that is extremely wet or cold or both and that poses a threat to the well-being and/or lives of people sleeping or living outdoors

Policy	Procedure
Comitis will activate extended shelter operations when there is extreme cold or wet weather	<ul style="list-style-type: none"> ▪ The CEO alerts Comitis management that extended shelter operations are in effect ▪ Comitis staff suspends the lottery and allows everyone in for the night ▪ Comitis chefs are alerted so that they can prepare additional food for dinner ▪ Comitis staff provide guests with food, blankets, and a mat whenever possible ▪ Wake up and dismissal remain the same for all singles overnight shelter guests, and these guests are invited to the ADRC for the day
ADRC will activate overflow shelter operations, for up to 30 single male guests or couples only* when there are extreme or extended weather situations. (typically on the third night of extended shelter at Comitis or if there is a multi-day storm predicted)	<ul style="list-style-type: none"> ▪ The CEO alerts Comitis and ADRC management that extended shelter operations are in effect ▪ ADRC management will work with staff to ensure coverage for overnight activation (two intake and two overnight staff) ▪ All guests will still go through intake at Comitis on the first night of the activation of the ADRC, and Comitis management will work with guests to assign them to the proper location (Comitis or ADRC) ▪ Once the rosters for the pro-longed activation are developed, all guests will report to their assigned site each continuing night of the ADRC activation ▪ Comitis will shelter women, children and elderly or infirm ▪ ADRC will shelter single males or couples only, and will only provide overnight shelter—no other services (computer lab, laundry, etc.) will be provided at night ▪ Comitis chef will prepare extra food for guests who will be at the ADRC and will work with staff to transfer food to ADRC for dinner ▪ **If ADRC loses power, all guests will go back to Comitis. There's 90 minutes of emergency lighting at ADRC.
During APS snow days and cold weather activation during APS winter vacation, CCN will provide additional services, as able	<ul style="list-style-type: none"> ▪ CCN will work with Comitis Family Case Managers to provide extra support and services for families staying at Comitis, including kids activities, etc.