



## **COLD SNAP PROTOCOL**

### ***Special Attention: Single Adult Shelters and Resource Centers:***

**Guiding Principles:** The intention of this protocol is to guide both shelters and shelter reservation locations of the necessary steps to ensure people are sheltered in inclement weather. When Human Services notifies your facility that we are in Cold Snap operation, please follow the guidelines below.

ANYONE WHO NEEDS SHELTER SHOULD BE ABLE TO OCCUPY ANY VACANT BED AFTER 8:00 PM AT ANY SHELTER/FACILITY FOR ONE NIGHT WHETHER OR NOT THEY HAVE A RESERVATION IN CHANGES.

#### Resource Centers:

- “CAAP BEDS” THAT HAVE NOT BEEN ALLOCATED ARE AVAILABLE FOR ONE NIGHT. HOUSING AND HOMELESS STAFF WILL RELEASE THESE BEDS BY 5:30 PM or EARLIER IF POSSIBLE.
- REMINDER: ANY BEDS RELEASED ON FRIDAY ARE AVAILABLE FOR THREE NIGHTS (FRIDAY-SUNDAY) AND GUEST MUST EXIT ON MONDAY MORNING.

#### Shelters:

- If you have space at your shelter after 8:00 pm, call the Resource Center to let them know you have vacancies.
  - 150 Otis – 557-6339 (7p-12 mid) 7 days/week
  - MSC South – 597-7960 (5p-9p)
  - Bayview – 671-1100 (5p-11p)
  - Glide – 674-6012 Monday- Friday (4p-9p)

**Call Briana Moore at 557-6482 for any other information.**

**POST AND INFORM ALL STAFF**

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