

HOMELESS COLD WEATHER SHELTER PROCEDURE

I Introduction

There are over 3,100 sheltered and unsheltered homeless persons residing in Broward County. These persons may be vulnerable to the effects of cold weather when the temperatures reach 45 degrees or below for three (3) consecutive hours prior to sunrise. During the months of November through March all affected interests should pay particular attention to the outdoor temperature.

II Purpose

The plan establishes the organizational concepts for an effective system of sheltering the homeless during periods where the temperature falls at or below 45 degrees. When implemented the procedure will:

1. Reduce the vulnerability of homeless people throughout the County to injury and loss of life resulting from cold weather hazards.
2. Prepare for prompt and efficient response to protect the lives and the health of homeless persons affected by the cold weather.
3. Respond to cold weather situations using all systems and resources necessary to preserve the health, safety and welfare of persons affected.

III Definitions

The cold weather shelters for the homeless are a temporary, emergency-type facility able to provide refuge from temperatures of 45 degrees or below. In the majority of cases these shelters will only be open between the hours of 7:00 p.m. and 7:00 a.m. These are the periods most likely to experience temperatures below 45 degrees.

The 45-degree temperature determination is based on projections by the National Weather Service where by the temperature will reach 45 degrees or below for a minimum of three (3) hours. This temperature includes the effects of wind velocity. It is currently the professional opinion of Broward County that temperatures below this threshold would adversely affect the health of homeless residents within the County.

IV Scope of the Homeless Cold Weather Shelter Procedure

1. Establish a concept of operations spanning the direction and control of a cold weather event from initial monitoring through conclusive actions and replacement of homeless persons to their points of origination.
2. Define an interagency coordination mechanism to facilitate delivery of immediate

assistance, and direction and control of response and recovery resources.

3. Assign specific functional areas of responsibilities to appropriate County and municipal departments and agencies, as well as private sector groups and volunteer organizations.

V Responsibilities

THE BROWARD COUNTY EMERGENCY MANAGEMENT AGENCY

The Broward Emergency Management Agency acts as the monitoring agency for Broward County. When the temperature is forecast to meet the Homeless Cold Weather Shelter threshold, the Broward Emergency Management Division will notify the Human Services Department so Human Services can determine the need to implement the Homeless Cold Weather Sheltering Procedure. The Broward Emergency Management Division's Duty Officer will act as the primary point of contact for the Emergency Management Division.

When temperatures, including wind chill, fall towards 45 degrees, the Broward Emergency Management Division will:

1. Continue to monitor weather forecasts from the National Weather Service as well as advisories from the State Division of Emergency Management.
2. If the National Weather Service predicts that the temperature may fall to or below 45 degrees, contact the National Weather Service Lead Forecaster at 1-305-229-4523 to obtain detailed information on:
 - The predicated low temperature
 - Duration of low temperature
 - Time of day or night that the low temperature will be reached
 - Associated winds during the day and night
3. If the National Weather Service determines that temperatures (including wind chill factor) will fall to or below 45 degrees at a sustained three hours before sunrise, Broward Emergency Management Division will request that Human Services Department implement the Homeless Cold Weather Shelter Procedure.
4. Continue to monitor weather forecasts from the National Weather Service and report weather conditions to The Human Services Department's Homeless Initiative Partnership Division.

THE HOMELESS INITIATIVE PARTNERSHIP DIVISION

Responsible for the provision of special shelters for the homeless upon the determination of

the County.

1. Collect, process, and disseminate weather information received from Emergency Management Division to facilitate sheltering actions through blast e-mail to partnering agencies, no later than 10:00AM on the day of activation:
E- Group, see attachment A
2. Collect, process, and disseminate weather advisories and essential elements of information for use by cold weather shelter providers and other cold weather shelter support personnel.
3. Confirm support agencies ability to implement assigned tasks identified in the Homeless Cold Weather Shelter Procedure:
 - BEMD – Continued weather monitoring
 - City of Ft. Lauderdale – Shelter Capacity
 - Office of Transportation – Transportation of Homeless persons
 - BSO – Shelter Security
 - Wackenhut – Shelter Security
 - Public Communications – Disseminate Press Releases and notification to municipalities
 - Broward County HART – Outreach
 - Jubilee Center – Outreach
 - St. Laurence Chapel – Outreach
 - TaskForce fore Ending Homelessness – Outreach
 - North and South Homeless Assistance Centers – Outreach and overnight sheltering of unsheltered homeless persons
 - Central Homeless Assistance Center – Overnight sheltering of unsheltered homeless persons
 - The Salvation Army – Overnight sheltering of unsheltered homeless persons
 - Covenant House – Outreach and overnight sheltering
4. Confirm shelters are prepared to receive unsheltered homeless persons and determine additional resource requirements.
5. Contact 2-1-1 Broward and the Coalition to End Homelessness, Inc. (CEH) to disseminate the appropriate broadcast e-mail or other communication to alert homeless outreach teams (see outreach attachment) , feeding programs, shelters / helpline callers and other providers to implement this procedure. Send the notification, via e-mail, to the contact group / on business days.
6. Call pick-up points (Pompano City Hall & N 21 Avenue), Homeless Initiative Partnership Division outreach teams, and Cooperative Feeding program as listed on the Attached C: Contact List.

7. Contact the Central Homeless Assistance Center, The Salvation Army and Broward Outreach Center (South and North Homeless Assistance Center) to shelter the homeless when this procedure is implemented.
8. Contact (e-mail or call) the City Manager's Office of the City of Ft. Lauderdale to ask for approval to use the CHAC as cold night shelter (and possibly exceed their allowed capacity). Contact Ted Lawson, the Assistant City Manager at (954) 828-5022 e-mail: tlawson@fortlauderdale.gov. When permission is given, forward to Erika Laverde @ BPHI email: elaverde@bphi.org .
9. Arrange for security with Hollywood PD. Wackenhut armed security is also available as an alternative. When private security is assigned, inform Security Company that a log or timecard with the date, sign in time and sign out time and signatures of the security staff and shelter staff, who verify the accuracy of the timecard, is completed.

Inform shelter staff that the security log or timecard must be forwarded to HIPD Division Director (or designee).
10. Send blast Fax to municipal 911 centers, see Attachment B: Fax Group
11. Coordinate supply and distribution of blankets for locations which may not stock blankets or have insufficient supply.
12. Maintain communication with the Broward Emergency Management Agency to report status and occupancy of shelters.
13. Arrange overflow shelter as needed.
14. Notify shelter operators, Public Communications, Office of Transportation, Broward Sheriff's Office, City of Fort Lauderdale, and any appropriate security company of the discontinuation of cold weather sheltering procedures, when Broward County Emergency Management Division identifies the temperature to not drop below the threshold for cold weather procedures.
14. Upon receipt of security log or timecard, HIPD Director or designee will sign and attached to the security company invoice and forwarded to the fiscal staff for processing of payment. All invoices without this backup documentation will be returned to the Division Director.

BROWARD COUNTY OFFICE OF TRANSPORTATION (OT)

Provide County wide transportation to the homeless to and from cold weather shelters. Pick-up at pre-identified locations should occur no later than 6:30pm in order for guests to arrive at shelters before 7pm. Return transportation should occur at 7:00 a.m. the following

morning to return guests to the original pick-up points.

BROWARD SHERIFF'S OFFICE (BSO) &/OR COUNTY CONTRACTED PRIVATE SECURITY AND POLICE DEPARTMENTS

Provide armed detention deputies at the Central HAC (1 guard per shift), North HAC (1 guard per shift) and Salvation Army (1 guard per shift) with start times at 6 p.m. and an estimated end times at 6 a.m., unless otherwise notified due to weather conditions.

BROWARD COUNTY PUBLIC COMMUNICATIONS

Coordinate and disseminate press releases and other public information, such as opening of cold weather shelters, identification of shelter locations, and requests for supplies upon the request of the HIPD Director or designee.

OUTREACH TEAMS

Broward County Housing Assistance Re-Entry Team (HART), Jubilee Center, St. Laurence Chapel, TaskForce fore Ending Homelessness

1. Conduct outreach to pre-identified areas, as identified in Attachment H: *Cold Weather Preparedness Assignments for Mobile Homeless Outreach Teams*. Notify homeless persons, in designated areas, of the cold weather conditions and provide them with information on pick-up points and shelter.
2. Provide transportation as needed.

NORTH AND SOUTH HOMELESS ASSISTANCE CENTER

1. Provide overnight shelter and meals between 7:00PM and 7:00AM unless sheltering time is extended, due to weather conditions, by HIP Director or designee.

When private security is assigned to the shelter, ensure that a log or timecard with the date, sign in time and sign out time and signatures of the contractor and shelter staff, who verify the accuracy of the timecard is maintained, and send to HIPD.

2. Conduct in-reach.
3. Report shelter status and census to HIPD.

CENTRAL HOMELESS ASSISTANCE CENTER

1. Provide overnight shelter and meals between 7:00PM and 7:00AM unless time is extended, due to weather conditions, by HIP Director or designee.
2. Conduct in-reach.
3. Report shelter status and census to HIPD designee.

THE SALVATION ARMY

1. Provide pick-up point for Broward County Office of Transportation.
2. Provide overnight shelter and meals between 7:00PM and 7:00AM unless time is extended, due to weather conditions, by HIP Director or designee.
3. Conduct in-reach.
4. Report shelter status and census to HIPD designee.

COVENANT HOUSE

1. Provide overnight shelter and meals between 7:00PM and 7:00AM unless time is extended, due to weather conditions, by HIP Director or designee.
2. Conduct in-reach.
3. Report shelter status and census to HIPD designee.

Attachments:

- A. E Group
- B. Fax Group
- C. Contact List
- D. Homeless Cold Weather Shelter Procedures Flow Chart
- E. Informational Flyer
- F. List of Pick-up Points & Destinations
- G. Sample Cold Weather Emergency Advisory
- H. Outreach Team Assignments

I. Security Guard Attendance Record

Homeless Cold Weather Shelter Procedure Attachment A

E - Group

Abbott, Arnold	Louden, Captain Thomas
Bambury, Marge	Maculeuse, Michel
Boss, Mike	McGowan, Debra
Branch, Cathy	Montfort, Alinda
Brown, Lottie	Morton, Tammi
Brummitt, Ron	Myers, Susan
Buday, Laura	Osley, Danny
Byers, Karen	Sarver, Judy
Cahill, Anthony	Shannon-Goodman, Corey
Campbell, Donnie	Simon, Jeffrey
Courtney	Sinclair, Donald
Cunningham, Patrick	Stapleton, Margaret
Curtis, Sarah	Strickland, Steve
Damato, Steven	Stubbs, Stanley
Diamond, Maryann	Venable, Michele
Dobbins, Tim	Walker, Curtis
Fontanazza, Lt. Louis	Werthman, Steve
Forman, Marti	Whitworth, James
Gallardo, Lilly	Willis, Cynthia
Hansen, Laura	
Ingram, Margaret	
Isaza, Frank	
Jackson, Bell	
Kukin, Betty	
Landi, Pamela	
Laverde, Erika	

**Homeless Cold Weather Shelter Procedure
Attachment B**

Fax Group

Broward County Warning Point

TELEPHONE: 954-765-5100, FAX: 954-797-0943

Coconut Creek Public Safety Dept

TELEPHONE: 954-973-6700, FAX: 954-973-6718

Coral Springs Police Dept

TELEPHONE: 954-344-1800, FAX: 954-346-1357

Deerfield Beach Fire Rescue Dept

TELEPHONE: 954-480-4357, FAX: 954-480-4496

Ft. Lauderdale Police Dept

TELEPHONE: 954-828-5699, FAX: 954-828-5684

Hollywood Police Dept

TELEPHONE: 954-967-4357, FAX: 954-967-4384

Margate Police and Fire

TELEPHONE: 954-972-7111, FAX: 954-935-5436

Miccosukee PSAP

TELEPHONE: 1-305-223-1600, FAX: 1-305-894-2398

Pembroke Pines Communications

TELEPHONE: 954-252-4999, FAX: 954-252-6688

Plantation Police Dept

TELEPHONE: 954-797-2100, FAX: 954-797-2234

Pompano Beach Police Dept

TELEPHONE: 954-786-4200, FAX: 954-786-4319

Seminole Police Department

TELEPHONE: 954-967-8900, FAX: 954-961-7877

Sunrise Police Department

TELEPHONE: 954-746-3600, FAX: 954-572-0527