

Delta Extreme Weather Response Plan



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Delta Extreme Weather Response Plan 2011-2012

PURPOSE

The Plan maintains an operating structure which provides temporary sheltering resources for homeless people. Shelter resources in the plan are accessible to homeless people during periods of extreme weather. This is a seasonal response which works towards reducing hardships for homeless people during extreme winter weather.

Limitations

The plan should not be used as a permanent solution to housing homeless in Delta. This is a temporary response aimed at reducing the risk to the life and health of homeless people In Delta area.

EXTREME WEATHER ALERT

In Delta, Extreme Weather is defined as Conditions deemed severe enough to present a substantial threat to the life or health of homeless people such as:

- 1 Temperatures at or below -2 degrees Celsius
- 2 Significant snow accumulation and or sleet/freezing rain conditions
- 3 Significant windstorms that may present danger to persons living in wooded areas and/or makeshift shelters (cardboard boxes or lean-tos)
- 4 Periods of extended rain over 3 days creating conditions which make it difficult for people to keep dry

BC Housing acknowledges each community's plan is based on recognition of its own particular conditions, resources and clientele. Because of differences in weather, an "Extreme Weather Response" alert may be enacted in Delta when other Lower Mainland areas may not be facing extreme conditions.

LIMITATIONS OF THE EXTREME WEATHER RESPONSE (EWR)

The site(s) offer a warm place to sleep for a limited amount of time, a warm meal and if required, a one zone bus ticket. There are no enhanced services available at the sites. Due to the nature and purpose of the Extreme Weather Shelter response, the sites should not be considered as permanent shelter sites. Extreme Weather sites open in response to inclement weather events which would put homeless people living outside at risk on a temporary basis.

In order to prevent program drift in the extreme weather response plan, readers need to be aware that the site locations have limited ability to respond to needs. Extreme weather sites have limited ability to respond to needs and cannot operate on a 24-hour basis. Readers must understand that persons who need more resources than a warm place to sleep for a night should not be discharged to these sites.

CO-ORDINATOR

Delta has Extreme Weather Alert Coordinator. The Coordinator or their designate decides when to call an Extreme Weather alert and which shelter(s) will open on any given night of a response. They make decisions based on weather reports, perceived or expressed need for shelter space in the community and availability/ability of personnel at the facilities to open.

EXTREME WEATHER RESPONSE IN ACTION

The Coordinator will continue to work with the Delta EWR Committee to revise the text of this plan as it develops at the end of each season.

Each municipality and all organizations participating in the Extreme Weather Response will have an up to date copy of the Extreme Weather response Plan. An up-to-date version of the Extreme Weather Response Plan will be submitted to the Cities and participating organizations every year prior to November 1st.

Where possible the Delta Coordinator will work on anticipating openings using a “three day window” of lead time to inform sheltering sites, the Regional Extreme Weather Coordinator and BC Housing of possible openings. Extreme Weather sites will open as needed.

Step One: Coordinator calls an Extreme Weather Response

- The Coordinator calls for Extreme Weather Response by 10:00 am on the day it is to start. The Coordinator also informs participating organizations of the anticipated end date.
- The Coordinator follows the ASA activation procedures.
- Mobile outreach is activated for that day and works on contacting the homeless who are outside.
- All designated sheltering sites are notified by phone that they need to open.

Step Two: Notification of the Corporation of Delta

The Coordinator will notify the Corporation of Delta that response has been called.

Step Three: Authorities and Hospitals notified

Fire Departments, After Hours Emergency Services Team, Delta hospital are notified.

Step Four: All other participants informed

All of the organizations listed will be informed at that time. (See list of organizations under “Notification” below).

Step Five: Notification the Response is over

The Coordinator follows ASA deactivation procedures and notifies all sites the response is over. It is at this time any tweaks to the plan may be negotiated, discussed, agreed upon and possibly implemented or recommended to the GVSS.

TRANSPORTATION

If needed, all sites will provide a one zone bus ticket for people to use when leaving in the morning.

EQUIPMENT

Equipment purchased for the Extreme Weather program will be maintained at the sites until it is needed. It will be signed out to the participating sheltering organizations who participate in the Extreme Weather Response and will be returned within 3 days after declaring they are no longer participating in the plan.

MEDIA INQUIRIES

The Coordinator acts as spokesperson for Delta Extreme Weather Response. BC Housing will offer media support in case of major media interest (e.g. if a controversial issue develops) or should it become necessary to coordinate the media response between communities. B.C. Housing has designated Sam Rainboth as their media contact person.

SUPPLIES

The Coordinator where possible will assist all shelters in the plan with needed supplies such as food, blankets, first aid kits and any other equipment needed.

COMMUNICATION BETWEEN AGENCIES

All participating agencies will communicate information relevant to the Extreme Weather Response through the Coordinator and his/her designates during the period of the Response. The intent of this procedure is to minimize confusion and avoid duplication of effort.

VOLUNTEERS AND SUPERVISORS

Each participating shelter will provide volunteers to staff its own shelter space.

TRAINING

The Delta Extreme Weather Response Coordinator will train volunteers and staff

involved in the plan. Volunteers and staff will be trained in areas which support their roles in the plan. The curriculum will be adapted from the Volunteer Manual. Training content will include personal safety techniques, health precautions for volunteers/staff and emergency procedures.

AGENCY RESPONSIBILITIES

Activation plans for each of the site(s) will be developed by the organizations that operate them. Each facility director will manage his/her site, but may call upon other agencies for assistance.

Each agency will:

- 1 Have its shelter premises inspected by the Fire Department to confirm its maximum capacity.
- 2 Provide appropriate numbers of volunteer and staff for its emergency shelter.
- 3 Provide a warm meal for the people accessing the services.

INSURANCE AND CAPACITY CERTIFICATION

BC Housing requires the Coordinator to be satisfied that participating shelter sites have adequate insurance and that they have been inspected by Delta fire officials to determine their appropriate occupancy load before listing them in the Extreme Weather Response Plan as participants eligible for funding.

REPORTING ACTIVITY AND EXPENSES

BC Housing forms will be used to record all intake data and expenses at each shelter. Nightly occupancy reports will be made promptly to Delta EWR Coordinator via e-mail.

After opening sites for the extreme response, each site will ensure that their nightly occupancy reports are sent into BC Housing by 11:00 am the next day.

Invoices to BC housing need to be sent within the periods BC Housing specifies and no later than 2 weeks at the end of the EWR season.

IMPLEMENTATION PERIOD

The extreme weather response is active approximately 10-15 nights a year during the five-month period between November 1 and March 31 as weather conditions occur.

HOURS OF OPERATION

Shelters generally operate between 7:00 pm and 7:30 am. However, each shelter determines its own opening and closing times and communicates them to the Delta EWR Coordinator.

EVALUATION & PLAN REVISION

Data is collected by the organizations involved in the response. It is collated and submitted to the Coordinator on each morning after a response. The Coordinator forwards these documents promptly to BC Housing's Emergency Shelter Program Manager.

The Extreme Weather Planning Group will reconvene before May 31, to assess the implementation of the current Response Plan and to amend it as required for the following season.

CITY ZONING REGULATIONS

Due to the extraordinary and occasional nature of Extreme Weather Shelter use, the City will not enforce its Zoning Bylaw in respect of this use if and when:

- 1) such a use is triggered by an Extreme Weather Response alert;
and ...
- 2) all shelter facilities to be used are identified in the Extreme Weather Response Plan, as approved by the Director of Development Services.

This would be a similar situation to the use of schools, churches and other facilities for

temporary lodging and staging during an emergency/disaster event. There is a clear intent that Extreme Weather Shelters are not intended to be used for permanent housing.

Occupancy limits posted by the Delta Fire Department may not be exceeded in any shelter facility without approval by the Fire Chief. In select cases, an interim Fire Safety Plan including a 24-hour fire watch may be considered to mitigate the lack of sufficient exit capacity with the approval of the Fire Chief.

SITES OPENED AFTER THE EWR PLAN IS SUBMITTED

Due to the nature and processes involved in setting up EWR sites, some may not be ready to operate at the start of the EWR season. After these sites have passed all inspections by the fire dept, the Coordinator will submit an updated the plan. The Coordinator will inform all stakeholders of the sites coming into operation. Notification of a site being opened will include site address, contact details and site capacity.

EXTREME WEATHER SHELTER(S) FOR DELTA

Location: Ladner United Church (9 Mats)

Address: 4960 - 48th Avenue Delta, BC

ACTIVATION/DEACTIVATION NOTIFICATION LIST

James Pratt

Dominic Flanagan

Roberta Randall

Fergus McCann

Paul Woolley

Maryann Anderson

Renata Arnold

Debbi Michthell

Denni Simone

Louise Coupar

Rich Drinovz

Rubina Bedford

Phone calls:

Ladner United Church
4960 - 48th Avenue Delta, BC,

EWR Documents



Delta Extreme Weather Response Notification

Location	Capacity
Ladner United Church 4960 - 48th Avenue Delta, BC,	9 mats

Extreme Site Fire Plans

All extreme weather sites have a written fire plan in place that can be viewed by the Fire Department. A copy of the site fire plan will also be sent to the Delta Coordinator of the Extreme Response to be placed on file for that location. The Delta Coordinator will notify BC Housing and the Regional Extreme Weather Response Coordinator that sites in Delta have a written fire plan in place.

All fire plans will have the following in place:

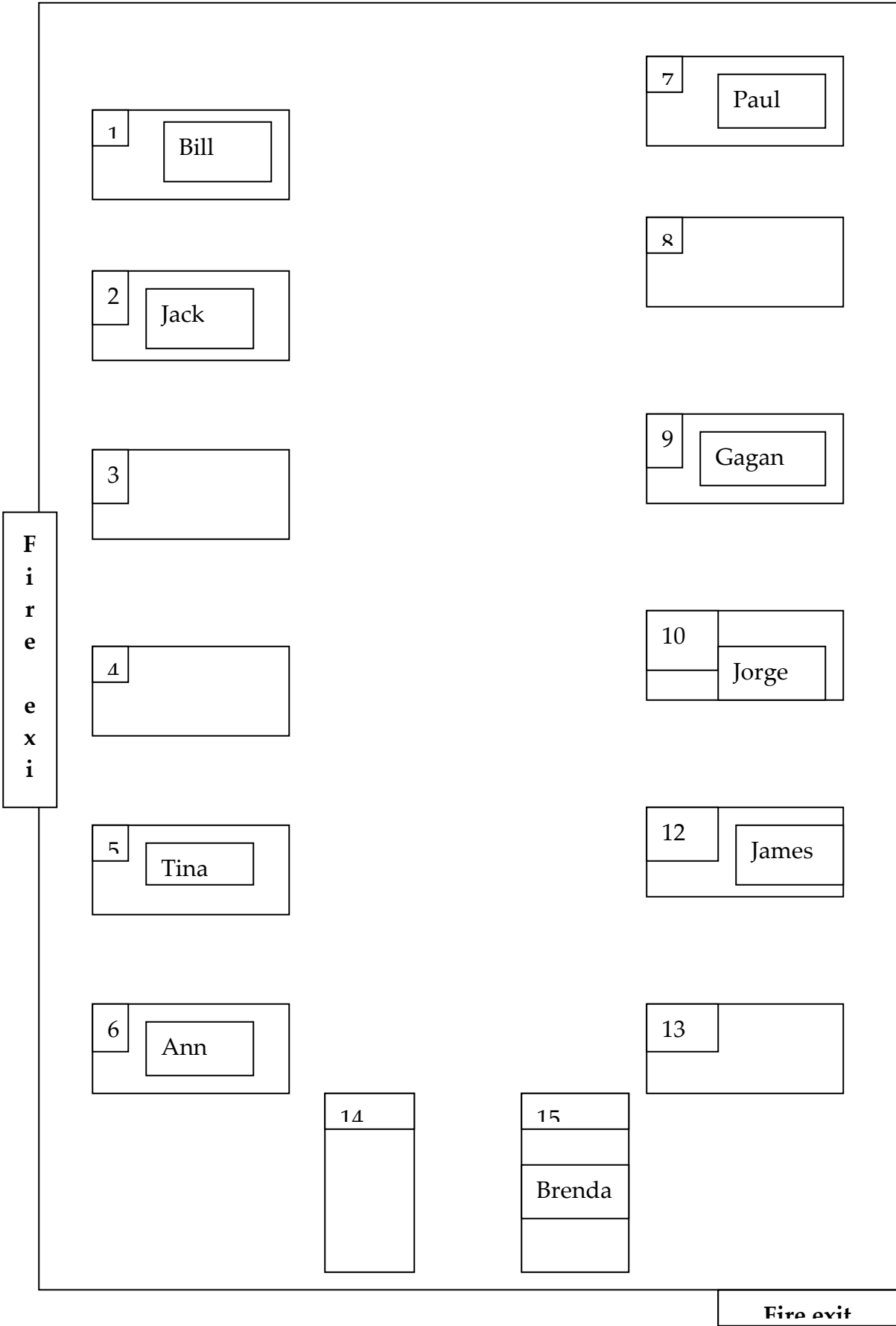
- 1. Diagram /Chart of site bed locations and fire exits**
- 2. Procedure for notifying fire department of a fire at the location**
- 3. Procedure for evacuation which includes a head count, and designated safe meeting area.**
- 4. Method to inform the firefighters attending the site who is in what bed and where that bed is located in the building**
- 5. How to ensure fire fighters have access to the whole building to allow them to inspect the whole building.**

Extreme Shelter Site Fire plan

1. A diagram of all bed location of at that site will be used each night the shelter is in operation. The diagram has all beds numbered in their location at the site.
2. The names of people sleeping in the shelter are written into the bed space on the diagram on a nightly basis upon their admission to the site.
3. Upon admission staff and volunteers will inform the shelter users where the safe meeting site is and direct shelter users to go there in case of a fire.
4. The plan will identify a safe meeting site location where people are to meet when they have left the building.
5. In the event of a fire, staff and volunteers will alert all people who are in the shelter that they are to be evacuated from the site using the fire exits located in the diagram. Staff and volunteers will inform the shelter users where the safe meeting site is and direct shelter users to go there.
6. The names of people sleeping in the location of the bed they are in written in to the bed space on the diagram on a nightly basis upon admission to the site.
7. In the event of a fire staff will
 - Evacuate the site
 - Call 911 and notify the operator there is a fire provide details and ask for assistance
 - Meet at the designated meeting area
 - Do a head count
 - Wait for the Fire Department to arrive on scene
8. Upon arrival of fire fighters, staff will inform the fire fighters of anyone who is missing and give the fire fighters the bed location diagram which has the names and locations of people who were sleeping there and the keys to access the building.

9. Staff will wait for the fire department to inform them it is clear go back into the building.
10. The location will notify the Delta Extreme Coordinator that a fire has occurred and provided a written incident report within 3 days of the event to the Delta Coordinator.

GENERIC BED DIAGRAM



DETAILS OF INCIDENT

Date of Incident: _____ Time: _____ Location: _____

Please note the sequence of events (be objective, factual):
(include how occurred, extent/character, procedure followed, action taken, what is the current status?)

Show location of injury

