

Community Warming Center - Municipal Daytime Disaster Facility

- _____ 1. The Municipal EM Director makes the decision to activate a Warming Center.
- _____ 2. The Municipal EM Director contacts the Facility Manager to determine if the Facility is available and gains authorization to use the Facility.
- _____ 3. The Facility Manager unlocks the facility in preparation for its use as a Warming Center.
- _____ 4. The Facility Manager inspects and tests the Facility generator, if it has one.
- _____ 5. The Municipal EM Director contacts the Warming Center Manager and requests the assistance of their volunteers.
- _____ 6. The Municipal EM Director issues a 2-way radio to the Warming Center Manager.
- _____ 7. The Warming Center Manager contacts the Warming Center Team and builds a work schedule.
- _____ 8. The Warming Center Manager will work with the Municipal EM Director to acquire food, plates, cups and tableware and other supplies.
- _____ 9. The Warming Center Manager sets up a Volunteer Sign-In Desk. As volunteers arrive, they sign in and receive a work assignment. (They should sign out when they leave).
- _____ 10. A briefing is provided to all Warming Center volunteers on the hours of operation, the services to be provided, and any communication, utility and facility related issues.
- _____ 11. A Warming Center volunteer will inspect and prepare all cooking and feeding utensils, tableware and equipment. The volunteers will prepare food, if this service is provided.
- _____ 12. A Warming Center volunteer inspects and prepares the bathrooms.
- _____ 13. The Warming Center Manager prepares a list of additional supplies needed and provides the list to the Municipal EM Director.
- _____ 14. Warming Center volunteers organize the Facility to fit the Warming Center operation. (Dining Area, Kitchen, Bathrooms, Entertainment Room, etc).
- _____ 15. A Warming Center volunteer will set up a Visitor Registration Desk to sign-in/out visitors and to answer questions about the Warming Center.
- _____ 16. A Warming Center volunteer will place a large sign board out by the road to let residents know that this Facility is now a Warming Center and that it is open. (Post the open hours and the Warming Center phone number if there is room on the message board).
- _____ 17. Warming Center volunteers will provide hot food, coffee, tea, cold drinks and snacks, if the Center is providing this service.

- _____ 18. Warming Center volunteers can set up games and/or other entertainment for visitors. This can include card games, board games, books, coloring books, etc.
- _____ 19. The Warming Center Manager and Municipal EM Director will advertise through different media, that the Warming Center is open.
- _____ 20. Warming Center volunteers will set up an Information Board inside the Warming Center. They can post news bulletins, news reports, and storm information. Visitors can post offers of supplies and services or their need for assistance (such as snow plowing, fire wood or animal care).
- _____ 21. The Warming Center Manager will track all of the Warming Center's expenditures and keep copies of all receipts.
- _____ 22. Periodically, the Warming Center Manager will update the Municipal EOC of the status of the Warming Center.
- _____ 23. The Warming Center Manager will ensure the receipts, bills and invoices, plus the list of expenditures are turned over to the Municipal EM Director.
- _____ 24. The Warming Center Manager will provide the volunteer and the visitor sign-in sheets to the Municipal EM Director.
- _____ 25. The Warming Center volunteers will clean up the Warming Center facility.
- _____ 26. The Warming Center Manager will account for all equipment, materials and supplies used.
- _____ 27. The Warming Center Manager will coordinate with the Facility Manager to inspect the Facility and to ensure that the Facility is secured.
- _____ 28. The Warming Center Manager will notify the Municipal EM Director when the Center is officially closed.