

VOLUNTEER EXPECTATIONS

1. Complete the following trainings:
 - a. The Salvation Army background check and Safe From Harm training;
 - b. Mental Health First Aid training (within one year); and
 - c. Fire evacuation and fire extinguisher training.
2. Welcome Guests and maintain a calm, safe environment
3. Check in each Guest by having them read and sign the following forms:
 - a. Intake Form;
 - b. Guest Agreement Form; and
 - c. Release of Liability form.
4. Secure Guest's personal belongings.
5. Phone and email local police and fire departments with total number of Guests and total number of non-ambulatory Guests (see contact list on page 3).
6. There will be a total of nine Volunteers:
 - a. Two volunteers with ServSafe Certification (Food Handlers) from 5pm-8pm.
 - b. Two women and two men from 7:30pm to 7:30am to monitor Guests.

VOLUNTEER EXPECTATIONS (CONTINUED)

6.(cont).

c. One Volunteer will solely be designated to Fire Watch. This Volunteer will walk The Salvation Army building every hour on the hour for visual inspection and documentation. (Option: Two people could sign up as the Fire Watch Volunteer each taking a six hour shift).

d. Two Volunteers (Tear Down) to remove cots, launder blankets and reset/clean the designated sleeping areas.

7. Monitor the designated sleeping area(s) throughout the night with Volunteers alternating rest/sleep time.

8. Launder Guest's clothes.

9. If there is an incident with a Guest or between Guests, complete an **Incident Report** (Exhibit 4 - page 13).

10. Coordinate with The Collective if Guests need to be transferred to warming centers in the morning (see contact list on page 3).

11. Uphold the dignity, safety and respect of every Guest.

