

Friendship House 2015 – 2016 Code Purple Manual For Wilmington, DE

Definition:

Code Purple is defined as whenever the temperature or wind chill factor is expected to fall below 15 degrees Fahrenheit during the night-time hours.

Issuing A Code Purple Alert:

A *Code Purple* alert will be issued at the discretion of the Salvation Army usually before noon. As soon as it is contacted Friendship House will inform:

- The host church (SSAM)
- The leader of the volunteer team whose night it is.
- Place notices in the Friendship House Day Centers

The volunteer team leader will alert their team that they are serving that night. If the team leader is having trouble recruiting a team, he or she will call Bill Perkins (559-5716) or Marc Marcus no later than 2:00 PM.

Code Purple Volunteer Teams

Each team will provide *Code Purple* sanctuary in rotation. If a Code Purple night falls on a day when the team is not available, that church will contact the Friendship House coordinator immediately. The Friendship House coordinator will then be responsible for finding an alternative team.

Preparation:

Supplies:

Friendship House: Hot beverages All paper products Cleaning products First Aid Kit	Volunteer Teams: Hot soup for 120 people Bread and/or sandwiches Peanut butter & Jelly
------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------

Set Up:

Friendship House: Start hot beverage urns Sets up the kitchen Supply rest rooms with paper Set up tables	Volunteer Teams: Prepare meal Serve guests
----------------------------------------------------------------------------------------------------------------------	--------------------------------------------------

Code Purple Sanctuary Ordinary Schedule:

2:30 PM	Site preparations by Andrew's Place residents & FH staff person If SSAM, use the Orange St entrance If Old Asbury, use 3 rd St. Entrance
3:00 PM	Admissions FH staff handle admissions at door Hot beverages available
4:30 PM	Volunteers arrive Make or heat 5 – 8 gallons of soup Make 100 – 300 peanut butter and jelly sandwiches
5:00 – 6:30 PM	At la Carte meal of soup and sandwiches
6:30 PM	Supper clean up Hot beverages still available
8:45 PM	Departure of all guests Site cleaned up and secured

Sanctuary Rules:

1. No alcohol, drugs or weapons on the premise
2. No going through other people's possessions
3. No sexually explicit words, actions, pictures, books or videos
4. No loud, violent or abusive behavior of any kind
5. No eating or drinking outside the designated area
6. No smoking inside the building
7. No wandering outside the designated sanctuary area
8. No bathing in the rest rooms.
9. No personal possessions may be left at the sanctuary site.
10. Everyone must leave the sanctuary in a timely manner at 8:45 PM

Storage of Client's Possessions:

Each client is responsible for his or her own possessions. It is not recommended that volunteers agree to hold things for clients, e.g. cash, medicines, etc. Clients who have money or medicines need to keep them on their person. When people leave, all of their stuff needs to go with them.