

GUIDE FOR VOLUNTEERS

FBC WARMING STATION

A shift supervisor from the Griffin Police Department will check in with you at the beginning of their respective shifts (Shifts change at 6:00 am and 6:00 pm). Officers and/or Deputies will drop-in periodically throughout the duration of the operation of the warming station. Fire personnel from Spalding County and the City of Griffin Fire will drop-in as well.

- A) If you have an emergency dial 911.**
- B) Have a volunteer “check-in” persons in need (guests) and record their name/s on the log sheet provided.**
- C) Discourage or prohibit individuals from bringing in food or drink (especially drinks).**
- D) Do not allow luggage, shopping carts, back-packs to be brought into the shelter. Small items may be placed inside the entry way but large items must remain outside. No weapons are allowed.**
- E) Once guest enter do not allow them to come and go especially at night.**
- F) If an individual is under the influence of drugs or alcohol do not allow them in without screening from law enforcement or fire.**
- G) If guests are belligerent or appear to be having a mental episode notify Police or Fire for screening.**
- H) If a guest shows up with a pet please request assistance from police or fire as they are not allowed in the building.**
- I) Smoking is not allowed in the building and guests should not enter and exit for this purpose.**
- J) Guest must remain in the authorized areas.**
- K) If a person refuses to follow rules or needs to be escorted out notify Police or Fire or **if an Emergency dial 911.****