



APPLICATION TO OPERATE AN EMERGENCY SHELTER

This page is for informational purposes only. Applicants are not required to return this document.

GUIDANCE: OPERATIONS PLAN COMPONENTS

The organization's Operations Plan for Shelter should include the following, at a minimum:

1. Planned operating hours, including timeframes for clients to enter and exit shelter each night.
2. Annotated diagram of facility used for shelter: indicate ingress and egress, sleeping location and spaces clients will have access to. Diagram may be annotated by hand or a conceptual drawing; technical or architectural documents not required.
3. Protocol for how guests will enter your shelter.
4. Staffing plan, including training and supervision.
5. Plan for notifying clients at least 7 days in advance about shelter deactivation, including visible posting of notice.
6. Protocols or mitigation strategies to protect public health from communicable disease (if applicable).
7. Compliance with ADA standards (if applicable).
8. Care plan for households who are medically fragile (if applicable).
9. Coordination with other shelter providers, Anchorage Health Department and the Anchorage Coalition to End Homelessness (if applicable).

REQUIRED INFORMATION

All applicants must review and understand the following information, in accordance with AMC 16.120.

By signing the application, the applicant affirms the following:

1. All applicants must review AMC 16.120, AHD Policy # 10-001, Anchorage Fire Department Fire Prevention Division Policy # 17-10, and SOA Infectious Disease Control Plan. Non-compliance with the requirements of these codes, policies and plans may result in suspension or revocation of designation. Facilities and organizations will be given a reasonable amount of time (as determined by the Director of AHD or the Fire Marshal) to correct any non-compliance issues.
2. Religious assemblies and churches designated as emergency shelters may provide shelter to families and individuals who are not under the influence of alcohol or controlled substances not prescribed to the individual.
3. Inebriate reception centers shall not ask or require any person admitted after 8:00 p.m. to leave the center before 8:00 a.m. the following day without good cause, regardless of intoxication or incapacitation level. Persons may leave voluntarily if otherwise released by the center.
4. Understand the referral responsibilities for operating a shelter, including but not limited to:
 - a. Abused Women's Aid in Crisis (AWAIC) Crisis Line is point of intake for families needing shelter, either via direct contact or via referral from 2-1-1.
 - b. Covenant House Alaska (CHA) is the point of intake for unaccompanied youth (age 13 to 17, without a parent or guardian present) and transition-age youth (age 18 to 24).
 - c. Unaccompanied youth under 13 must be referred to the Alaska Office of Children's Services (OCS), or alternatively the Anchorage Police Department (APD).
 - d. Shelters providing shelter to families with children must inform those families of the services offered by the Anchorage School District's Child in Transition (CIT) Program.
 - e. Muni Public Transportation, AWAIC and the Anchorage School District Child in Transition (CIT) program provide transportation.
5. Accepted applications last for 24 months from the date of acceptance. It is the responsibility of the sheltering agency to contact the Department at least 90 days prior to the expiration of the emergency shelter designation, in order to renew the designation.
6. If the contact person(s) changes, organizations must provide new contact information to the Department within one week of the time of change.