



StreetLight Community Outreach Ministries



Hypothermia Shelter
Operating Plan



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Hypothermia Program Prince William County East
Operated by StreetLight Community Outreach
Ministries and Partners



StreetLight Community Outreach Ministries

Timeline: November 01, 2021 to March 31, 2022

Location: Motel-PWC East



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Who We Serve:

- We welcome *single adults and adult-only households* who are experiencing homelessness and seeking shelter. For households with minor children, please contact the Coordinated Entry System (CES) during operation hours at **703-792-3366**. **After hours please call CES to receive instructions that will be on their voice mail.**
- Individuals who are actively under the influence of a substance or actively experiencing mental health concerns are welcome. Staff will evaluate the individuals' present state/behavior with regards to the safety of all other guests and staff.
- Individuals must be able to perform their daily living activities(such as walking, dressing, bathing, and eating) without assistance.



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When Are We Open?

- The hypothermia shelter will be open when weather and/or windchill is 32 degrees or below.
- An email will go out to the providers twice a week on Mondays and Thursdays about weather conditions and the link to the online referral form
- Guests will be able to stay in the hotel during hypothermia night(s). If we have a longer stretch of cold nights, guests are allowed to stay during those days and do not have to check out.



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Facility and Services We Offer:

- 14 hotel rooms: two full-size beds, sleep 2- we will serve 28 total
- Daily cleaning
- Office with around the clock supervision
- Dining area, serving breakfast, lunch and dinner
- Separate entrance
- Laundry room
- Transportation to hotel from designated pick-up location



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Walk-in Process:

- Walk-ins without referrals are strongly discouraged!
- If it does happen, we will evaluate and accommodate the individual(s)-No one will be left in the cold.
- We will evaluate and accommodate walk ins or drop offs after regular pick up times.
- Please put forth your best effort to complete referrals as outlined in the “Referral Process” to limit walk-ins

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Referral Process:

- **Who will send referrals:** Coordinated Entry System (CES) and service providers.
- **Mon-Fri, 8:30am-4:00pm**, CES is the point of contact only for individuals who are not connected to any service providers. Homeless individuals may call **703-792-3366** to receive assistance.
NOTE: CES is closed on weekends.
- **Mon-Fri, 4:00pm-9:30pm**, and **Sat&Sun, 9:00am-9:30pm**, individuals who are not connected to a service provider can call **StreetLight's office** at **703-227-7140** to receive assistance.
- **Mon-Sun, 9:00am-9:30pm**, service providers will use the Eventbrite link sent in the weekly weather email.



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Transportation Process:

- Pick-up Location: Bill Mehr Drop-In-Center, 14716 Potomac Mills Rd, Woodbridge, VA 22192.
- Pick-up Time: We will offer 2 pick up times , **6:30pm and 10pm** daily during hypothermia nights. Staff will be on site between **6:00pm and 10:00pm**. Homeless individuals may arrive during those times.
- CES or any other service provider who has CDBG transportation funds will be responsible for providing transportation through Yellow Cab directly to the hotel for the individual they refer. In that case, pick up location will be determined by referring provider and homeless individual(s). The hotel staff will receive guests between **6pm and 10pm**.
- Only after all CDBG funding is exhausted, service providers may call StreetLight during the hours outlined in the “Referral Process” and we will arrange transportation from the Drop-In-Center to the hotel. Individuals need to provide their own transportation or take public transportation to the Drop-In-Center.
NOTE: Buses are free.
- Please discourage individuals from going directly to the hotel without a referral!



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Eventbrite Referral Process:

Link will be provided in the weekly email for all providers.



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Point of Contact:

StreetLight: 703-227-7140

Email: thermalshelter@thestreetlight.org



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Questions