

## Heat and Cold Extreme Temperature Contingency Plan



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### Introduction

The Indianapolis-Marion County Division of Homeland Security is responsible for a county emergency management plan which addresses in detail the response to and recovery from major emergencies occurring in Marion County. Recognizing temperature related deaths and illness are many times preventable, the goal of this plan is to protect the population of Indianapolis-Marion County from the effects of excessive heat and cold by mobilizing resources in an expedient and coordinated manner.

The hazards associated with extreme heat and cold, from utility overloads to illness and death, are exacerbated in a large city such as Indianapolis. While Indianapolis is not at the same level of risk as other cities, the greater metropolitan area has experienced its share of heat and cold temperature extremes. It is important to remember deaths alone represent a small portion of the overall impact of a heat wave or extreme cold which also include non-fatal illness and hospitalization, stress on the public safety system during a widespread loss of power, as well as sheer economic impact on the community.

No single agency can perform all the tasks necessary to respond to extreme temperature problems. The foundation of this plan is the **Heat and Cold Emergency Task Force** formed by the Indianapolis-Marion County Division of Homeland Security. This Task Force is a dynamic group with a membership roster that continues to evolve from year-to-year as organizations, needs, strategies, and opportunities change. The core member agencies of the Task Force will remain the same and are as follows:

Indianapolis Department of Public Safety  
Indianapolis-Marion County Division of Homeland Security  
Indy Parks  
Indianapolis Fire Department  
Marion County Public Health Department  
National Weather Service  
American Red Cross  
Salvation Army  
CICOA Aging and In-Home Solutions, Information & Assistance Center  
Coalition for Homeless Intervention and Prevention  
Indianapolis Power and Light Company  
IndyGo  
Indianapolis Department of Public Works  
Marion County Coroner's Office  
Central Indiana Information & Referral Network  
Community Action of Greater Indianapolis  
Concord Center – 1310 S. Meridian, 46225  
Flanner House – 2424 Dr. MLK Blvd., 46208  
Forest Manor – 5603 E 38<sup>th</sup> St, 46218  
George T. Goodwin Center – 3935 Mooresville Rd, 46221  
John Boner – 2236 E. 10<sup>th</sup> St, 46201  
Martin Luther King – 40 W. 40<sup>th</sup> St., 46208  
Mary Rigg Neighborhood Center – 1920 W. Morris St, 46221  
Southeast MSC – 901 Shelby St, 46203  
Wheeler Mission Ministries, 205 E. New York St, 46204

Each task force agency has participated in the creation of this plan and has specific responsibilities in the event of its implementation. The plan is implemented when the threat of extreme heat or cold weather is determined through normal weather monitoring by the Division of Homeland Security. The Division of Homeland Security notifies plan participants through all electronic means available. Each agency plays a vital role in the overall response and recovery from severe

temperature extremes. These agencies combine their respective talents toward solving problems and responding to situations as they arise.

**Legal Authority**

**Indiana Code 36-3, Government of Indianapolis and Marion County**

**Indiana Code 10-4, Civil Defense and Disaster Law of 1975**

Sec. 10 (a) Each political subdivision within this state shall be within the jurisdiction of and served by a department of emergency management responsible for disaster preparedness and coordination of response.

Sec. 10 (j) Each local (emergency management) agency shall prepare and keep current a local disaster emergency plan for its area.

Sec. 10 (k) The local disaster agency shall prepare and distribute to all appropriate officials in written form a clear and complete statement of the emergency responsibilities of all local agencies and officials and of the disaster chain of command.

**Revised Code of the Consolidated City and County Indianapolis/Marion, Indiana  
Title 1, Chapter 251 Department of Public Safety, Article IV, Emergency Management Division**

Sec. 251-403 The Emergency Management Division shall:

- (1) Coordinate and direct the development of a program of emergency management for Marion County. Such a program shall involve all sectors of government and the private sector; shall address all threats or emergencies from all hazards, including natural, technological, man-caused and national security hazards; and shall include mitigation, preparedness, response and recovery activities
- (2) Prepare, disseminate and maintain in current status a county emergency management plan which addresses in detail the response to and recovery from major emergencies occurring in Marion County. This plan shall be the sole emergency management plan for the county and shall be filed in the office of the Marion County clerk. No police or private organizations shall develop emergency operating plans or disaster plans or procedures which are in conflict with the county emergency management plan except where specifically authorized by ordinance, statute, or federal law or regulation.
- (5) Be responsible for monitoring hazardous conditions of any kind in the county, making recommendations to the Director of Public Safety and the Mayor concerning emergency measures and activating the county emergency management plan after the declaration of a local disaster emergency by the Mayor and for coordinating response and recovery operations associated with a major emergency.
- (6) Serve as the civil defense agency for Marion County for the purposes of IC 10-4-1-1 through 10-4-1-27 and shall have all the powers and duties of a department of civil defense under such statutes.

**Sec. 251-407 Emergency communications and warning.**

- (a) The Emergency Management division shall coordinate the development of an emergency communications and warning system which will allow for the dissemination of warning to potential responders and the general public, to effect the notification of appropriate response agencies and individuals and to distribute and receive information to and from potential emergency responders and the general public regarding an emergency condition.
- (b) The Division shall develop and maintain an integrated system for warning the public, which may include the deployment of warning sirens, the development of voice radio systems, coordination of the mobilization of cable television systems, coordination of the county's participation in the emergency broadcast system, and any other appropriate systems which may become available.

**Sec. 251-408 Emergency powers and procedure.**

- (b) The Mayor may, upon declaring a local disaster emergency, take such actions as are appropriate to assure the public well being, safety of public and private property and the environment including, but not limited to, the imposition of travel

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bans on streets and highways; the imposition of curfews; the alteration of normal business working hours; the ordering of the evacuation and relocation of civilian populations; all as may be necessary to effect emergency response and recovery

**Procedure for declaring a local disaster emergency**

**Reasons for declaring a local disaster emergency**

To acquire authority for extraordinary actions such as curfews, evacuations, parking and travel restrictions. To request State and Federal assistance. To provide additional protection from liability to public and private emergency response personnel.

**Authority to declare a local disaster emergency**

The Mayor of the Consolidated City of Indianapolis has the authority to declare a local disaster emergency affecting all or part of Marion County. The effect of such a declaration is to activate the Marion County Comprehensive Emergency Management Plan.

The Mayors of the cities of Beech Grove, Lawrence, and Southport, and the President of the Speedway Town Board, have the authority to declare a local disaster emergency for their jurisdictions. The effect of such a declaration is to activate any local emergency plans for those jurisdictions.

The Mayor of the Consolidated City of Indianapolis and one or more executives of the excluded cities or town may declare a local disaster emergency concurrently. In such cases, the Marion County Comprehensive Emergency Management Plan will take precedence over jurisdictional plans should conflicts occur.

**Procedure**

When the Mayor of the Consolidated City of Indianapolis has determined that an imminent threat exceeds the resource capabilities of the county, he/she will declare that a state of “local disaster emergency” exists in all or part of the county, and direct the Division of Homeland Security, along with legal counsel, to prepare a “Proclamation of Local Disaster Emergency”. The declaration is filed with the Marion County Clerk. Should State or Federal assistance become necessary, a Petition to the Governor of the State of Indiana shall be prepared.

A local disaster emergency declaration is effective for seven (7) days. At the end of seven days, one of the following actions must be taken:

1. The Governor of the State of Indiana declares the county a disaster area, effecting all powers and action 30 days from the date of the Governor’s declaration; or,
2. The City-County Council must approve the continuance of the state of emergency; or,
3. All powers and actions of the declaration expire at the end of the seventh day.

City-County agencies, with the assistance of the Division of Homeland Security, must compile the county’s initial damage assessment and provide it to the State Emergency Management Agency; under a State or Federal disaster declaration must show State and Federal representatives through the damaged areas and provide information concerning the response actions taken; and, maintain logs/records of all actions taken.

**Procedures for requesting State disaster assistance**

All available local resources must be committed prior to determining if State assistance is required.

1. In coordination with the Indianapolis/Marion County Division of Homeland Security, issue a local declaration of emergency.
2. Provide the following information to the Indiana State Emergency Management Agency:
  - Name and title of individual making the request
  - Description of disaster
  - Statement of actions taken
  - Specific help needed
  - Estimate of number of persons affected
  - Estimate of damage to public and private property
3. Confirm your request by fax.

**MAYORAL  
PROCLAMATION  
City of Indianapolis/Marion County, Indiana**

**PROCLAMATION OF LOCAL DISASTER EMERGENCY**

Whereas, Marion County, Indiana has been or is immediately threatened by a natural/manmade/technological hazard and/or nuclear or conventional attack, and;

(Give date, time, situation assessment, and duration of hazard)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Now, therefore, by the authority vested in me as Mayor and principal executive officer of the City of Indianapolis and Marion County, Indiana, I hereby declare a state of emergency exists in the county and that those portions of the Indiana Code which are applicable to the conditions are hereby invoked and have caused the issuance of this proclamation, to be in full force and effect in the county for the exercise of all necessary emergency authority for protection of the lives and property of the people of Marion County and the restoration of local government with a minimum of interruption.

Reference is made to all appropriate laws, statues, ordinances, and resolutions, and particularly to Section 10-4-1-23 of the Indiana Code.

All public offices and employees of Marion County are hereby directed to exercise the utmost diligence in the discharge of duties required of them for the duration of the emergency and in the execution of emergency laws, regulations, and directives-state and local.

All citizens are called upon and directed to comply with necessary emergency measures, to cooperate with public officials and disaster service forces in executing emergency operations plans, and to obey and comply with the lawful directions of properly identified officers.

All operating forces will direct their communications and requests for assistance and operations directly to the Emergency Operations Center.

This proclamation takes effect immediately and shall continue for seven (7) days or until terminated, which ever comes first. This proclamation shall be given prompt and general publicity and shall be filed in the Office of the Clerk for Marion County, Room W122, City-County Building, 200 E. Washington Street, Indianapolis, Indiana 46204.

In witness, whereof, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_ A.D.

Mayor of the Consolidated City of Indianapolis and Successor to the Marion County Board of Commissioners

**PETITION TO THE GOVERNOR OF THE STATE OF INDIANA  
REQUESTING DECLARATION OF A MAJOR DISASTER**

Whereas, having declared Marion County, Indiana a Local Disaster Emergency Area on \_\_\_\_\_ resulting from the following:

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Now, therefore, by the authority vested in me as Mayor and principal executive officer of the City of Indianapolis and Marion County, Indiana, I hereby request that the Governor of the State of Indiana, declare Marion County, Indiana, a Major Disaster Area thus enabling the County to receive State and Federal assistance.

This Declaration takes effect immediately and shall continue for thirty (30) days or until terminated, which ever comes first. This Declaration shall be given prompt and general publicity and shall be filed in the Office of the Clerk for Marion County, Room W122, City-County Building, 200 E. Washington Street, Indianapolis, Indiana 46204, and delivered to the Governor's Authorized Representative, Indiana Government Center South, 302 West Washington Street, Room E208, Indianapolis, Indiana 46204.

In witness, whereof, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ A.D.

Mayor of the Consolidated City of Indianapolis and Successor to the Marion County Board of Commissioners

### Hazard Analysis

#### Heat Wave

A heat wave is a weather condition in which unusually high temperatures and humidity continue for more than two consecutive days in a geographic area. This occurs sporadically in the Midwestern United States and while not as dramatic as other kinds of severe weather, extreme heat can be a life threatening condition. Because heat waves can affect large numbers of people and wide geographic areas, special assistance is often needed. People often believe that a heat wave will abate at any time and as a result, fail to take appropriate precautions.

#### Hazards Associated with Heat Waves

##### Primary Hazards

Unlike other natural hazards that may impact the Indianapolis metropolitan area, heat waves have limited destructive force. The greatest threat posed by heat waves is to the health and welfare of humans and animals. The Center for Disease Control (CDC) estimates that heat waves kill 148-1700 people each year in the United States. ***People at risk are the elderly, children under 6, people in poor physical health, and outside laborers.***

##### Secondary Hazards

Impacts to infrastructure are known to result during prolonged periods of heat.

Roadways buckle under the stress of expansion.

Extreme heat is hazardous to agriculture crops and livestock.

Prolonged periods of heat have resulted in record demands for electricity.

Ozone levels increase dramatically with accompanying adverse health affects.

Crime rates may increase during periods of heat waves according to some research.

##### Fans

Fans can be a source of relief when there is low humidity. ***However, because increased air movement has been associated with increased heat stress when the ambient temperature exceeds approximately 100 F and because fans are NOT protective at temperatures greater than 90 F with humidity greater than 35%, fans should not be used for preventing heat related illness in areas of high humidity.***

#### Extreme Cold

When temperatures drop significantly below normal, staying warm and safe can become a challenge. Extremely cold temperatures often accompany a winter storm causing problems with snow, ice and power failures. Although hypothermia related deaths are common during winter months in states characterized by cold winters, hypothermia and associated deaths also occur in the Indianapolis area.

### Hazards Associated with Extreme Cold

#### Primary Hazards

The greatest threat posed by extreme cold is to the health and welfare of humans and animals. The Center for Disease Control (CDC) estimates that 739 deaths for which hypothermia is the underlying cause occur each year in the United States. *People at risk are the elderly, children under 6, people in poor physical health, and outside laborers.*

#### Secondary Hazards

Impacts to infrastructure are known to result during prolonged periods of cold.

Water main breaks can occur, extensive road damage resulting from frozen water creating potholes, road chemicals can cause corrosion to bridges and sub-surface electrical components.

Snow and ice storms can pose a threat to overhead utilities such as electricity, cable television, and telephone service.

Prolonged periods of cold have resulted in record demands for electricity.

Loss of electricity can cause heat and hot water interruptions which can render housing uninhabitable. Homes may also become too cold due to inadequate heating systems.

Use of space heaters and fireplaces increases the risk of household fires and carbon monoxide poisoning.

Accumulate snow and ice has the potential for widespread disruption of emergency services and transportation operations. Snow in excess of 16 inches can bring transportation to a halt.

### Plan Assumptions

#### Heat Waves

- The Indianapolis metropolitan area will experience periods of extremely high temperature and humidity during the summer season.
- Careful and precise weather monitoring is critical to protect our citizens from severe weather.
- Timely notifications to relevant agencies and the public are important to coordinated preparedness and response.
- Heat adversely affects everyone, however, certain groups are particularly at risk: the elderly, children under 6, people in poor physical health and outside laborers. This plan directs its efforts towards the at risk groups.
- The use of an artificially cooled environment (air conditioning or evaporative cooling units), even a few hours each day, will reduce the risk for heat-related illness and death.
- Public health information about extreme heat should be directed toward the at risk population.
- Persons without home air conditioners or those who lose air conditioning through breakdown or power failure should be assisted in taking advantage of public cooling centers.
- There will be an increased burden on the electrical system of Indianapolis Power and Light Company and possibly water from the Indianapolis Water Company. Coordination with both these utilities is vital.

### Extreme Cold

- The Indianapolis metropolitan area will experience periods of extremely cold temperatures during the winter season.
- Careful and precise weather monitoring is critical to protect our citizens from severe weather.
- Timely notifications to relevant agencies and the public are important to coordinated preparedness and response.
- Extreme cold temperatures may pose an added challenge to members of at risk population groups and limit their access to essential services.
- Some of these at-risk groups will require relocation to warm shelters.
- Accumulated snow or ice has the potential for widespread disruption of emergency services.
- Excessive snow or ice may cause the disruption of overhead utilities such as electricity, cable television, and telephone services.
- Prolonged periods of extreme cold may lead to water main breaks.

### Concept of Operations

The Indianapolis-Marion County Heat and Cold Extreme Temperature Contingency Plan relies on:

- Communication with the Heat and Cold Emergency Task Force member agencies.
- Communication with the at risk population.
- Timely activation of cooling or warming centers and other resources.

### Recognition and Surveillance

- Daily and long range weather forecasts from the National Weather Service.
- Daily call volume of EMS runs from Indianapolis Fire Communications.
- Monitoring of sentinel hospitals by the Marion County Public Health Department as needed.
- Report of an increase in heat related deaths by the Marion County Coroner's Office.

### Response

Response actions will most likely be set in motion by a National Weather Service Outlook prediction of a heat or cold event 48 to 96 hours in advance. Response to a forecasted heat or cold event will begin by convening a meeting of the Heat and Cold Emergency Task Force. Coordinated efforts by all plan participants will be initiated based on a uniform set of action thresholds as outlined in the checklist section. Response may include the following:

- **Public Information:** The most efficient way to protect the citizens of Indianapolis-Marion County during a heat or cold emergency is to help them to protect themselves. Simple safety tips can enable the majority of our citizens to stay safe.
- **Public Education and Outreach:** Each year the member agencies of the Heat and Cold Emergency Task Force will undertake a program to educate the general public on the possible health hazards presented by extremely hot/humid conditions and dangerously cold/windy conditions. This will include an explanation of the Heat Index and Wind Chill Factor and appropriate protective measures. Families, friends, and neighbors will be encouraged to check-in on at risk persons. The Task Force will continue to identify organizations that serve at risk populations and include them in the communications.

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- **Media Releases:** An effective way of getting information to our citizens is through the use of press releases and public service announcements created and issued by relevant agencies. This may include the use of a *Heat or Cold Health Alert* issued by the Marion County Public Health Department at a lower threshold level than the National Weather Service Advisory or Warning. The use of a *Heat or Cold Health Advisory or Warning* will coincide with the *Heat or Cold Advisory or Warning* issued by the National Weather Service. This may be augmented by the use of press conferences or making subject matter experts available to local news shows.
- **Health Line:** The public and health care providers will be invited to call the Health Department main phone line, 221-2000 during normal business hours. Assistance with housing issues, locations of cooling and warming centers, information about the symptoms of heat and cold related disorders and how to avoid them will be available.
- **World Wide Web:** Each year the Indianapolis-Marion County Division of Homeland Security will post a list of heat and cold safety tips on its web site along with updates of any emergency conditions.
- **Emergency Alert System (EAS)** In the event of a true emergency the Chief of the Indianapolis-Marion County Division of Homeland Security may make the decision to activate the Emergency Alert System for a civil emergency message that is carried on broadcast media, cable providers and NOAA Weather Radios to warn the public.

### Cooling and Warming Centers

During a heat or cold emergency individuals must be able to access cooling or warming resources. The Task Force will encourage citizens to seek shelter with family members. Indianapolis/Marion County Division of Homeland Security has identified a number of community centers that may be used for that purpose. Additional sites include libraries and shopping malls open to the public. During times of extreme heat, water recreation activities are available through the Operation Cool Down program coordinated through Indy Parks. If extraordinary events require the establishment of extended hour or 24 hour shelters the American Red Cross will assist in staffing the community centers and/or activate their own shelter sites.

#### COMMUNITY CENTERS

|   |
|---|
| Community Alliance of the Far Eastside, 8902 E. 38 <sup>th</sup> St |
| Concord Center – 1310 S. Meridian, 46225                            |
| Flanner House – 2424 Dr. MLK Blvd., 46208                           |
| Forest Manor – 5603 E 38 <sup>th</sup> St, 46218                    |
| George T. Goodwin Center – 3935 Mooresville Rd, 46221               |
| John Boner – 2236 E. 10 <sup>th</sup> St, 46201                     |
| Martin Luther King – 40 W. 40 <sup>th</sup> St., 46208              |
| Mary Rigg Neighborhood Center – 1920 W. Morris St, 46221            |
| Southeast MSC – 901 Shelby St, 46203                                |

#### INDY PARK FACILITIES

##### POOLS

|                           |                                       |
|---------------------------|---------------------------------------|
| Bethel Park – 2850 Bethel | Krannert Park – 605 S. High School Rd |
|---------------------------|---------------------------------------|

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|   |  |
|---|--|
| Broad Ripple Park – 1550 Broad Ripple Ave       | MLK Park – 601 E 17 <sup>th</sup> St           |
| Brookside Park – 3500 Brookside Pkwy.           | Northwestway Park – 5253 W 62 <sup>nd</sup> St |
| Douglass Park – 1616 E. 25 <sup>th</sup> St     | Perry Park – 451 E. Stop 11 Rd                 |
| Eagle Creek Beach – 7840 W. 56 <sup>th</sup> St | Rhodus Park – 1720 W. Wilkins St.              |
| Ellenberger Park – 5301 E. St. Clair St.        | Riverside Park – 2420 N. Riverside East Dr.    |
| Garfield Park – 2345 Pagoda Dr                  | Sahm Park – 6801 E 91 <sup>st</sup> St.        |
| Gustafson Park – 3130 Moller Rd                 | Thatcher Park – 4649 W. Vermont St.            |
| Indy Island – 8575 E. Raymond St.               | Wes Montgomery Park – 3501 N. Hawthorne Ln     |
| Willard Park – 1901 E. Washington St.           |  |

### INDY PARK FACILITIES

#### SPRAY PARKS

|   |   |
|---|---|
| Andrew Ramsey Park – 310 W. 12 <sup>th</sup> St | Municipal Gardens – 1831 Lafayette Rd                   |
| Arsenal Park – 1400 E. 46 <sup>th</sup> St      | Washington Park – 3130 E. 30 <sup>th</sup> St.          |
| Bowman Park – 3600 Auburn Rd                    | Willard Park – 1700 E. Washington St.                   |
| Christian Park – 1200 English Ave               | Windsor Village Park – 2501 N. Kenyon St.               |
| Douglass Park – 2759 Dr. Andrew J. Brown        | 61 <sup>st</sup> & Broadway Park – 6051 N. Broadway St. |
| Haughville Park – 500 Belleview Pl.             |   |

### Power Outage/Power Reduction

Heat and cold emergencies result in heavy electrical demand. Power outages during these events can force citizens to seek alternate shelter. During a power outage/power reduction the Indianapolis-Marion County Division of Homeland Security may:

- Dispatch a representative to the appropriate Indianapolis Power and Light Company Control Center.
- Dispatch a representative to affected critical facilities to coordinate the provisions of unmet needs.
- Activate the Countywide Emergency Operations Center to coordinate an effective countywide response.

### Review

Each year on or about April 15 the Indianapolis-Marion County Division of Homeland Security will review this contingency plan with the Task Force to:

- Update lists of cooling and warming centers.
- Determine needed changes to the plan's strategy.
- Notify participating agencies to review their portion of the plan.
- Update contact lists.

### Operation Cool Down

Operation Cool Down is a program designed so children, under adult supervision, can enjoy relief from heat. A sprinkler system attached to a fire hydrant will be used to provide neighborhoods a source of water recreation. It greatly reduces the number of illegally opened fire hydrants.

### Operation Cool Down Sites:

#### Indy Parks

Amber Woods, 10182 John Jay Dr St A  
Highland Park, 1100 E. New York St.  
Juan Solomon, 6100 Grandview Dr.  
Spades Park, 1800 Nowland Ave.  
Stringtown Park, 1605 W. Ohio St.  
Talbot & 29th, 29th & Talbot St.

Tibbs & 21<sup>st</sup>, 2100 N Tibbs Ave.

**Heat and Cold Extreme Temperatures Contingency Plan**

***Heat Action Checklist***

| <b>National Weather Service Meteorological Threshold</b>   | <b>Epidemiological Threshold</b>  | <b>Marion County Public Health Department Heat Health Alert Level</b>  | <b>Division of Homeland Security General Action Status</b>   |
|--|---|--|--|
| Heat Outlook or Watch – conditions expected in 1 – 3 days  | None  | Level 1, Task Force alert only   | Alert Task Force to heat contingency plan prepare to implement   |
| ANY 24 hour period with a heat index of 98 F or greater, <b>OR</b> nighttime lows greater than 74 F.                 | None  | Level 2, Heat Health Alert. Issue media releases warning of danger.    | Begin active surveillance for heat illness. Alert Task Force to Level 2. Ask Hospitals to include any heat related symptoms into their documentation to insure accurate reporting.   |
| NWS issues Heat Advisory for heat index at or above 100 - 104 F and/or Max temperature greater than 95 F             | More than one case of heat related illness from a residential, external work or recreational setting. | Level 3, Heat Health Advisory. Issue media releases warning of danger. | Issue media releases warning of danger. Open cooling centers if demand warrants. Advise human service to initiate daily checks on at risk persons. Continue all other activities.  |
| NWS issues Heat Warning for heat index at or above 105 F or higher, with night-time heat index around 74 F or higher | One death due to heat related illness from a residential, external work, or recreational setting.     | Level 4, Heat Health Warning. Issue media releases warning of danger.  | Advise the Director of Public Safety of extreme health danger. Issue media releases warning of danger. Open cooling centers extended or 24 hours if demand warrants. Advise human service groups to continue daily checks on at risk persons. Activate the Countywide Emergency Operations Center to coordinate response. Continue all other activities. |

**Heat and Cold Extreme Temperatures Contingency Plan**

**Cold Action Checklist**

| <b>National Weather Service Meteorological Threshold</b>  | <b>Epidemiological Threshold</b>  | <b>Marion County Public Health Department Heat Health Alert Level</b>  | <b>Division of Homeland Security General Action Status</b>   |
|---|---|--|--|
| Outlook-conditions expected in 48-96 hours.   | None  | Level 1, Task Force Alert only.  | Alert Task Force to review Cold contingency plan and Prepare to implement.   |
| Ambient temperature of +5 or colder and wind speed 10 mph or greater.   | None  | Level 2, Cold Health Alert. Issue media releases warning of danger.    | Issue media releases warning of danger. Begin active surveillance for cold illness. Alert Task Force to Level 2.   |
| NWS Issues Wind Chill Advisory. Wind Chill temperature of -15 F or colder and a wind speed 10 mph or greater. | More than one case of cold related illness from a residential, external work or recreational setting. | Level 3, Cold Health Advisory. Issue media releases warning of danger. | Issue media releases warning of danger. Open warming centers if demand warrants. Advise human service groups to initiate daily checks on at risk persons. Continue all other activities.   |
| NWS issues Wind Chill Warning. Wind Chill temperature of -25 F or colder and a wind speed 10 mph or greater.  | One death due to cold related illness from a residential, external work, or recreational setting.     | Level 4, Cold Health Warning. Issue media releases warning of danger.  | Advise the Director of Public Safety of extreme health danger. Issue media releases warning of danger. Open warming centers extended or 24 hours if demand warrants. Advise human service groups to continue daily checks on at risk persons. Activate the Countywide Emergency Operations Center to coordinate response. Continue all other activities. |

Heat Index Table

**Heat Index Table**

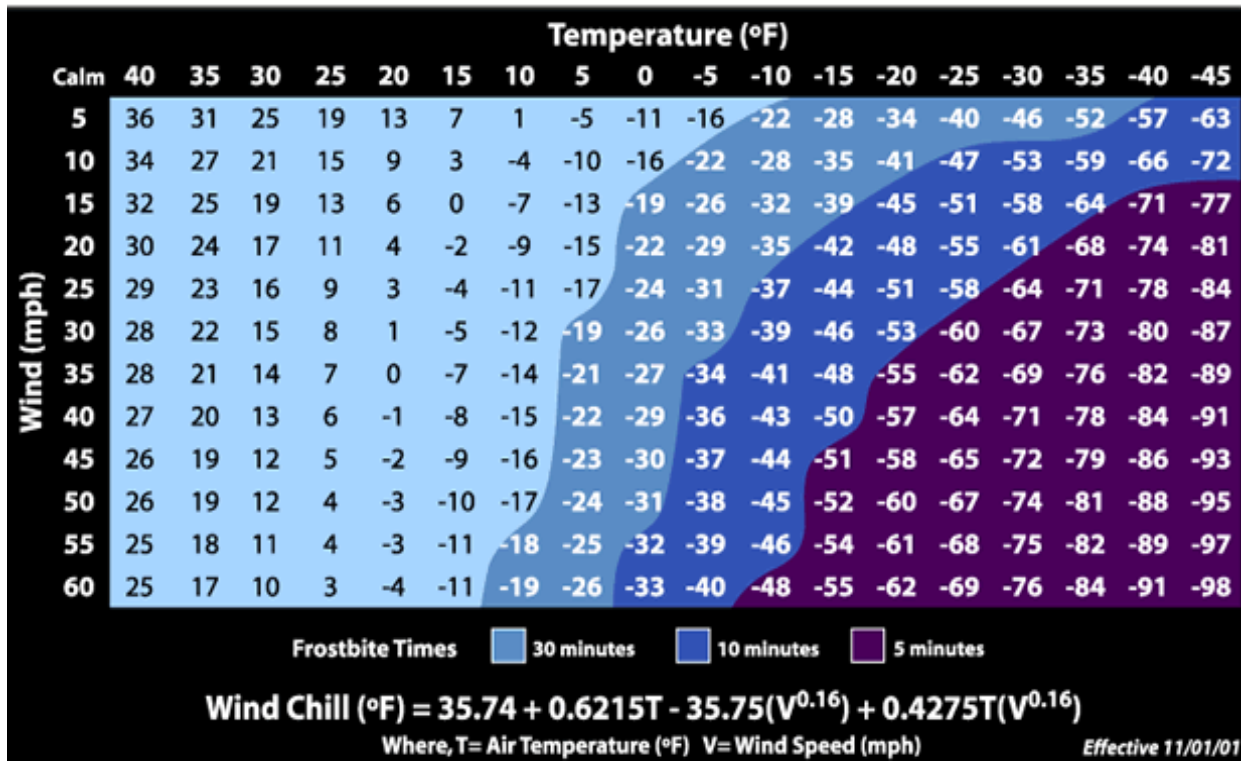
Relative Humidity (%)

|   |     | 40  | 45  | 50  | 55  | 60  | 65  | 70  | 75  | 80  | 85  | 90  | 95  | 100 |
|---|-----|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Temperature (°F)  | 110 | 136   |     |     |     |     |     |     |     |     |     |     |     |     |
|   | 108 | 130   | 137 |     |     |     |     |     |     |     |     |     |     |     |
|   | 106 | 124   | 130 | 137 |     |     |     |     |     |     |     |     |     |     |
|   | 104 | 119   | 124 | 131 | 137 |     |     |     |     |     |     |     |     |     |
|   | 102 | 114   | 119 | 124 | 130 | 137 |     |     |     |     |     |     |     |     |
|   | 100 | 109   | 114 | 118 | 124 | 129 | 136 |     |     |     |     |     |     |     |
|   | 98  | 105   | 109 | 113 | 117 | 123 | 128 | 134 |     |     |     |     |     |     |
|   | 96  | 101   | 104 | 108 | 112 | 116 | 121 | 126 | 132 |     |     |     |     |     |
|   | 94  | 97  | 100 | 102 | 106 | 110 | 114 | 119 | 124 | 129 | 135 |     |     |     |
|   | 92  | 94  | 96  | 99  | 101 | 105 | 108 | 112 | 116 | 121 | 126 | 131 |     |     |
|   | 90  | 91  | 93  | 95  | 97  | 100 | 103 | 106 | 109 | 113 | 117 | 122 | 127 | 132 |
|   | 88  | 88  | 89  | 91  | 93  | 95  | 98  | 100 | 103 | 106 | 110 | 113 | 117 | 121 |
|   | 86  | 85  | 87  | 88  | 89  | 91  | 93  | 95  | 97  | 100 | 102 | 105 | 108 | 112 |
|   | 84  | 83  | 84  | 85  | 86  | 88  | 89  | 90  | 92  | 94  | 96  | 98  | 100 | 103 |
|   | 82  | 81  | 82  | 83  | 84  | 84  | 85  | 86  | 88  | 89  | 90  | 91  | 93  | 95  |
|   | 80  | 80  | 80  | 81  | 81  | 82  | 82  | 83  | 84  | 84  | 85  | 86  | 86  | 87  |
| With Prolonged Exposure and/or Physical Activity:         |     | Extreme Danger: Heat Stroke or Sunstroke likely (130 or greater)                  |     |     |     |     |     |     |     |     |     |     |     |     |
|   |     | Danger: Sunstroke, muscle cramps and/or heat exhaustion likely (105-130)          |     |     |     |     |     |     |     |     |     |     |     |     |
|   |     | Extreme Caution: Possible sunstroke, muscle cramps and/or heat exhaustion(90-105) |     |     |     |     |     |     |     |     |     |     |     |     |
|   |     | Caution: Fatigue possible (80-90)   |     |     |     |     |     |     |     |     |     |     |     |     |
| Where, T=Ambient Dry Bulb Temperature R=Relative Humidity |     |   |     |     |     |     |     |     |     |     |     |     |     |     |

Wind Chill Index Table



# NWS Windchill Chart



### Agency Annexes

The best way to mitigate the effects of a heat or cold event is to leverage all relevant resources in a timely manner. Each agency or organization with a role in the response to a heat or cold emergency is listed here along with a detailed accounting of what they will provide.

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## INDIANAPOLIS/MARION COUNTY DIVISION OF HOMELAND SECURITY

### Preparedness

- Maintain and update the Heat and Cold Emergency Contingency Plan by conducting an annual review with all participants on or about April 15 of each year.
- Monitor the National Weather Service and commercial weather providers.
- Monitor the daily state of the city's health through MCPHD surveillance, Fire Communication, EMS run load, and Marion County Coroner's Office death reports.
- Coordinate with all plan participants:
  - Public information
  - Outreach programs
  - Interagency communication
  - Identification of at risk population
  - Cataloguing of agency resources
  - Cataloguing of emergency shelter facilities

### Response

- Notify all plan participants of plan activation and level through FAX, pager, email, and/or telephone.
- Continue to monitor weather through all available sources.
- Provide press releases to media outlets.
- Request extension of Operation Cool Down and Indy Parks pool hours as appropriate.
- Request extended hours of operation of community centers.
- Request the opening of temporary shelters at Indy Parks facilities as appropriate.
- Request the opening of temporary shelters by the American Red Cross as appropriate.

## MARION COUNTY PUBLIC HEALTH DEPARTMENT

### Preparedness

- Perform an annual review of MCPHD heat/cold plan response activities
- Provide an annual training to MCPHD staff regarding plan elements
- Review and update all printed MCPHD materials related to heat/cold emergencies

### Response

- Activate Heat and Cold Health Line
- Conduct active surveillance of selected emergency rooms

## Heat and Cold Extreme Temperatures Contingency Plan

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- Advise the Division of Homeland Security of any reports of death or more than one heat/cold related illness/injury
- Disseminate medical and health information to the public and media if needed

### INDY PARKS

#### Preparedness

- Be prepared to extend pool hours
- Be prepared to open additional Operation Cool Down sites in parks
- Be prepared to open park facilities as temporary respite shelters

#### Response

- Extend pool hours as long as daylight is sufficient
- Open additional Operation Cool Down sites in parks
- Provide park facilities as temporary respite shelters during both normal and after-hours of operations

### CENTRAL INDIANA COUNCIL ON AGING

#### Preparedness

- Provide training, in conjunction with MCPHD, to utility company field staff on signs, symptoms, and resources
- Provide the CICOA Information and Assistance telephone number, 254-3660, to be used to access information on beating the heat, cooling site locations and mailing material upon request
- Distribution of pertinent information to all CICOA home delivered meal clients and all nutrition sites

#### Response

- Maintain phone or personal contact with all CICOA at risk clients
- Media releases as needed

### COMMUNITY CENTERS

Community Alliance of the Far Eastside (CAFÉ), 8902 E. 38<sup>th</sup> St.

Concord Center – 1310 S. Meridian, 46225

Flanner House – 2424 Dr. MLK Blvd., 46208

Forest Manor – 5603 E 38<sup>th</sup> St, 46218

George T. Goodwin Center – 3935 Mooresville Rd, 46221

John Boner – 2236 E. 10<sup>th</sup> St, 46201

Martin Luther King – 40 W. 40<sup>th</sup> St., 46208

Mary Rigg Neighborhood Center – 1920 W. Morris St, 46221

## Heat and Cold Extreme Temperatures Contingency Plan

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Southeast MSC – 901 Shelby St, 46203

Eagle Creek, 4400 N High School Rd (Salvation Army Shelter) Day Camp (summer 8-5)

Fountain Square, 1337 S Shelby (Salvation Army Shelter)

### Preparedness

- Be prepared to act as a conduit to of information to the public
- All centers will be prepared to adjust hours of operation and programming to accommodate emergency needs and staff capability

### Response

- MC EMA will contact all community centers when heat/cold alerts are issued
- Centers will adjust hours of operation and programming to allow their facilities to be used as respite shelters

## AMERICAN RED CROSS

### Preparedness

- The Red Cross will provide support to the citizens of Indianapolis-Marion County directly and indirectly by supporting the Community Centers of Indianapolis upon activation of this plan at specified extreme temperature thresholds. The Red Cross will be prepared to deliver the following supplies and services:
  - Food and beverage service for sheltered clients and emergency workers
  - Supplies to include comfort kits (basic hygiene items), cots, blankets, and hot/cold containers for food and beverages
  - Volunteer personnel (including Red Cross Health Services when required) to assist Respite Center Operations, especially in times of prolonged shelter operations

### Response

- Maintain contact with the Division of Homeland Security and the designated Community Centers
- Provide services and supplies to designated Community Centers or other Centers of Respite Care designated by the Division of Homeland Security upon request
- Open the Red Cross chapter building at 441 E. 10<sup>th</sup> Street as needed for a Respite Center
- Activate larger emergency shelters from existing agreements upon reaching Level 4 thresholds or when the client population at the Community Centers becomes overwhelming.
- Provide Welfare Information services. This includes but is not limited to, educating Red Cross clients about the importance of contacting family members and encourage them to do so, provide materials to other Shelter and Respite Center operators to assist them in educating their clients about the importance of contacting family members, and to provide information about family communications planning to the public.

## INDIANAPOLIS PUBLIC TRANSPORTATION (IndyGo)

### Preparedness

## Heat and Cold Extreme Temperatures Contingency Plan

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- IndyGo will be prepared to provide emergency transportation to shelter sites as needed and provide buses to be used as temporary shelters

### Response

- Upon request IndyGo will send any spare vehicles to assist with emergency transportation or to act as standing shelters
- IndyGo will distribute heat/cold emergency related information to the rider ship of their system

## SALVATION ARMY

### Preparedness

- The Salvation Army will be prepared to support other City agencies in meeting emergency needs of citizens during periods of extreme temperature by the plan
- Be prepared to provide canteens to specific locations

### Response

- Maintain communication with the Division of Homeland Security
- Provide temperature controlled sites for the homeless at two program centers in Eagle Creek, 4400 N High School Rd, and Fountain Square, 1337 S Shelby.
- Provide canteens to serve specific areas upon request

## MARION COUNTY CORONER'S OFFICE

### Preparedness

- Be prepared to notify the Division of Homeland Security and Health Department of any unusual death cases in which heat or cold is believed to have been a contributing factor

### Response

- The Coroner's Office has two Deputy Coroner's on duty 24/7 to respond to the scene of a death. When heat or cold is believed to have been a contributing factor the Coroner's Office will notify the Division of Homeland Security and Health Department

## INDIANAPOLIS POWER & LIGHT COMPANY

### Preparedness

- Be prepared to suspend disconnects
- Be prepared to notify the Division of Homeland Security of peak level situations

### Response

## Heat and Cold Extreme Temperatures Contingency Plan

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- IPL will suspend disconnects for non-pay when the temperature is at/or below 32 F and at/or above 90 F
- IPL will notify the Division of Homeland Security of pending blackout situations if the event permits

### COMMUNITY ACTION OF GREATER INDIANAPOLIS, INC.

#### Preparedness

- Community Action will be prepared to offer its Summer Cool 2000 fan program.

#### Response

- Community Action will provide fans at no charge to citizens meeting the following criteria:
  - Verification of income for everyone in the household 18 years and older for the past 12 months
  - Social Security cards for everyone in the household
  - Picture identification for the person applying
- Community Action will provide assistance with utility bills when citizens meet the above criteria plus:
  - Must be receiving social security, disability or be over the age of 60
- Community Action will provide air conditioners under the following criteria:
  - Must have a physician's statement of need and be receiving disability or be over the age of 60 or under 6
  - Must not have received an air conditioner from Community Action in the past five years

### WHEELER MISSION MINISTRIES

See attached Homeless Response Annex

### CHIP – COALITION FOR HOMELESSNESS INTERVENTION AND PREVENTION

#### Preparation

- CHIP will serve as a resource for all housing and service providers assisting homeless persons through training and technical assistance, community education, resource development, planning and research.

#### Response

- CHIP will calculate and report homeless shelter capacity to the Division of Homeland Security
- CHIP will serve as the point of contact for the Division of Homeland Security during the activation of the Heat/Cold Emergency Plan and will relay information to the service providers.

### SPANISH LANGUAGE TRANSLATION

- SPANISH language translation will be provided by the City of Indianapolis, Department of Public Safety

**Heat and Cold Extreme Temperatures Contingency Plan**

**CONTACT LIST**

| <b>Agency</b>                                    | <b>Name</b>  | <b>Phone</b>                                 | <b>Pager</b> | <b>FAX</b> | <b>Cell</b>                      | <b>E-mail</b>  |
|--|--|--|--------------|------------|----------------------------------|--|
| American Red Cross                               | Debbie Taylor<br>Chris Gilbert   | 684-4324<br>684-4332                         |              | 684-4328   | 538-2229<br>459-7378             | <a href="mailto:dtaylor@redcross-indy.org">dtaylor@redcross-indy.org</a><br><a href="mailto:cgilbert@redcross-indyg.org">cgilbert@redcross-indyg.org</a>                                     |
| CICOA Aging & In-Home Solutions                  | Laura Boyle<br>Don McPherson<br>Kelli Tungate                                      | 803-6015<br>803-6001<br>803-6077             |              |            | 850-3318                         | <a href="mailto:lboyle@cicoa.org">lboyle@cicoa.org</a><br><a href="mailto:dmcpherson@cicoa.org">dmcpherson@cicoa.org</a><br><a href="mailto:ktungate@cicoa.org">ktungate@cicoa.org</a>       |
| Coalition for Homeless Intervention & Prevention | Michael Butler<br>Michael Hurst  | 630-0853 x 207<br>630-0853 x203              |              |            |                                  | <a href="mailto:mbutler@chipindy.org">mbutler@chipindy.org</a><br><a href="mailto:mhurst@chipindy.org">mhurst@chipindy.org</a>   |
| Community Action of Greater Indianapolis, Inc    | Lee Jackson<br>Main Client # (Meridian St.)<br>Main Client # (46 <sup>th</sup> St) | 524-6960<br>396-1800<br>524-6950             |              |            | 626-1700                         |  |
| Division of Homeland Security                    | Duty Officer   | 327-3900<br>327-7501                         |              | 327-7508   | 414-7082                         | <a href="http://www.indy.gov/dhs">www.indy.gov/dhs</a><br><a href="mailto:DHS@indygov.org">DHS@indygov.org</a>   |
| Indianapolis Power & Light                       | Mark Irving<br>Greg Wood   | 261-8603<br>261-8468                         |              | 630-5709   | 370-7033<br>840-8034             | <a href="mailto:mark.irving@aes.com">mark.irving@aes.com</a><br><a href="mailto:greg.wood@aes.com">greg.wood@aes.com</a>   |
| Indy Parks                                       | Paul Smith<br>Linda Koontz<br>Laura McGilvray                                      | 327-5382<br>327-7377<br>327-7035             | 592-7348     | 592-7348   | 626-3211<br>442-4762<br>442-7578 | <a href="mailto:psmith@indy.gov">psmith@indy.gov</a><br><a href="mailto:lkoontz@indy.gov">lkoontz@indy.gov</a><br><a href="mailto:jmcgilvr@indy.gov">jmcgilvr@indy.gov</a>                   |
| IRN  | Courtney Benson<br>Margarita Guyosso   | 920-4856<br>920-4856                         |              |            |                                  | <a href="mailto:helpline@inri.org">helpline@inri.org</a><br><a href="mailto:latinoissues@imi.org">latinoissues@imi.org</a>   |
| IndyGo   | Dispatch<br>Juan Battle<br>Dwight Benjamin<br>David Perkins                        | 614-9246<br>614-9224<br>614-9227<br>614-9291 |              |            | 491-2249<br>664-1946<br>340-3922 | <a href="mailto:jbattle@indygo.net">jbattle@indygo.net</a><br><a href="mailto:dbenjamin@indygo.net">dbenjamin@indygo.net</a><br><a href="mailto:dperkins@indygo.net">dperkins@indygo.net</a> |
| Marion County Coroner                            | Chief Deputy   | 327-4744                                     | 631-3466     |            |                                  |  |

**Heat and Cold Extreme Temperatures Contingency Plan**

| <b>Agency</b>                          | <b>Name</b>                                       | <b>Phone</b>                     | <b>Pager</b> | <b>FAX</b> | <b>Cell</b>                      | <b>E-mail</b>  |
|--|---|----------------------------------|--------------|------------|----------------------------------|--|
| Marion<br>County Public<br>Health Dept | Shandy Dearth<br>Jeff Larmore<br>Kenneth Mulanya  | 221-3158<br>221-2272<br>221-5913 |              |            | 373-2527                         | <a href="mailto:sdearth@hhcorp.org">sdearth@hhcorp.org</a><br><a href="mailto:jlarmore@hhcorp.org">jlarmore@hhcorp.org</a><br><a href="mailto:kulanya@hhcorp.org">kulanya@hhcorp.org</a>   |
| National<br>Weather<br>Service         | Dave Tucek<br>Daniel McCarthy<br>Staff            | 856-0368 x0359<br>856-0360 x0642 |              | 856-0365   | 517-6616<br>446-9665             | <a href="mailto:david.tucek@noaa.gov">david.tucek@noaa.gov</a><br><a href="mailto:daniel.mccarthy@noaa.gov">daniel.mccarthy@noaa.gov</a><br><a href="mailto:w-ind.webmaster@noaa.gov">w-ind.webmaster@noaa.gov</a>   |
| Salvation<br>Army                      | Bert Williams<br>Jerry Larson<br>Mrj. Keith Welch | 224-1013<br>937-7023<br>937-7001 |              | 937-7010   | 385-9261<br>409-2429<br>695-1078 | <a href="mailto:Bert.williams@usc.salvationarmy.org">Bert.williams@usc.salvationarmy.org</a><br><a href="mailto:Jerry.Larsen@usc.salvationarmy.org">Jerry.Larsen@usc.salvationarmy.org</a><br><a href="mailto:Keith.Welch@usc.salvationarmy.org">Keith.Welch@usc.salvationarmy.org</a> |
| Spanish<br>language<br>Translation     | Mario Garza                                       | 862-0563                         | 761-6517     |            |                                  |  |
| Wheeler<br>Mission<br>Ministries       | Matt Roller<br>Mike McKenzie<br>Cal Nelson        | 687-6795<br>687-6795<br>686-6235 |              | 686-0488   | 331-4900                         | <a href="mailto:mattroller@wmm.org">mattroller@wmm.org</a><br><a href="mailto:mikemckenzie@wmm.org">mikemckenzie@wmm.org</a><br><a href="mailto:calnelson@wmm.org">calnelson@wmm.org</a>   |

**COMMUNITY CENTERS**

| <b>Agency</b>                                 | <b>Name</b>                                      | <b>Phone</b>                                    |          | <b>Cell</b>                          | <b>E-mail</b>  |
|---|--|---|----------|--------------------------------------|--|
| Community<br>Alliance for the<br>Far Eastside | Melissa Drew                                     | 890-3288 X17                                    |          |                                      | <a href="mailto:mdrew@cafeindy.org">mdrew@cafeindy.org</a>   |
| Concord<br>Center                             | Niki Girls<br>Pricilla Flannery<br>Dana Orr      | 637-4376 x11<br>637-4376 x17<br>637-4376 x18    |          | 313-5703<br>765-481-8858<br>902-8357 | <a href="mailto:niki@concordindyg.org">niki@concordindyg.org</a>   |
| Flanner House                                 | Myron Richardson<br>Sandra Green<br>Gerald Ardis | 925-4231 x259<br>925-4231 x258<br>925-4231 x257 | 496-9088 | 920-4460<br>496-8223<br>523-3125     | <a href="mailto:mrichardson@flannerhouse.com">mrichardson@flannerhouse.com</a><br><br><a href="mailto:gardis@flannerhouse.com">gardis@flannerhouse.com</a> |

**Heat and Cold Extreme Temperatures Contingency Plan**

|                               |   |  |  |          |  |
|-------------------------------|---|--|--|----------|--|
| Forest Manor                  | Regina Marsh  | 545-1204   |  | 414-9554 | <a href="mailto:rmarsh@fmmssc.org">rmarsh@fmmssc.org</a>   |
| George T. Goodwin Center      | Toby York   |  |  | 496-1785 | <a href="mailto:tyork@maryrigg.org">tyork@maryrigg.org</a>   |
| John Boner                    | Bill Trimble<br>James Taylor<br>Lovie King (senior svc) | 808-2329<br>633-8210 x2306<br>633-8210<br>633-8210 x2374 |  | 373-5448 | <a href="mailto:Btrimble@jhbcc.org">Btrimble@jhbcc.org</a><br><br><a href="mailto:lking@jhbcc.org">lking@jhbcc.org</a>             |
| Martin Luther King MSC        | Natisha Walker  | 923-4581 X233  |  | 697-7214 |  |
| Mary Rigg Neighborhood Center | Clark Lienemann<br>Cris Feay                            | 639-6106 X233<br>639-6106 x228                           |  | 443-2757 | <a href="mailto:clienemann@maryrigg.org">clienemann@maryrigg.org</a><br><a href="mailto:cfeay@maryrigg.org">cfeay@maryrigg.org</a> |
| Southeast MSC                 | Karen Kouwe   | 236-7400 x224  |  | 752-6790 |  |

**Heat and Cold Extreme Plan Changes**

| <b>Change Nr</b> | <b>Page Nr</b> | <b>Date</b> | <b>Information</b>  |
|------------------|----------------|-------------|---|
| 1                | 19             | Feb 04      | Added new / cleaner Wind Chill Index  |
| 2                | 18             | 18Mar04     | Added new / cleaner Heat Index Chart  |
| 3                | 26             | 18 Mar 04   | Update contact information for Stephen Golden (Indianapolis Housing Police)                                     |
| 4                | 27             | 7 Apr 04    | Changed duty officer to Chief Deputy and added fax number 327-4563  |
| 5                | 23             | 7 Apr 04    | Changed “at risk residents” to “of handicapped, disabled, special needs residents that is updated periodically. |
| 6                |                | 03 Aug 06   | Updated/Removed contact information   |

**Heat and Cold Extreme Temperatures Contingency Plan**

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|    |         |            |   |
|----|---------|------------|---|
|    |         | 14 Nov 07  |   |
| 8  | 17 & 18 | 14 Nov 07  | Changed Heat advisory, Heat warning, Wind Chill Advisory criteria         |
| 9  | 26-28   | 17 Dec 08  | Changed contacts, wind chill chart  |
| 10 |         | 17 June 09 | Made changes to contacts, heat index and locations for SA respite centers |
| 11 | 26-28   | 21 Oct 09  | Made changes to contacts, homeless winter contingency plan                |
|    |         |            |   |
|    |         |            |   |
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|    |         |            |   |

**HOMELESS RESPONSE ANNEX**  
**INDIANAPOLIS, INDIANA**  
**INDIANAPOLIS, INDIANA**  
**WINTER CONTINGENCY PLAN**  
 2009 – 2010

## Heat and Cold Extreme Temperatures Contingency Plan

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The Winter Contingency Plan has been developed to provide relief to the homeless of Indianapolis and central Indiana when inclement weather occurs. It is to be implemented when weather conditions are triggered as outlined below. This plan is intended to serve as a guide to prevent homeless individuals from serious harm or death during the winter season, running from November 1<sup>st</sup> through March 31<sup>st</sup> of each year.

### **POLICY**

A “Weather Night” will be declared when one or more of the following conditions exist:

- The temperature is at or will fall to 32° F (or below) anytime during the overnight period.
- The wind chill factor is at or will fall to 32° F (or below) anytime during the overnight period.
- There are, or will be, blizzard conditions anytime during the overnight period.
- The temperature is at or will fall to 40° F (or below) with damp or wet conditions anytime during the overnight period.

Any individual or agency may learn if a weather night has been declared by calling the Weather Night Info Line at (317) 731-0018. The message will be updated daily by no later than 3:00 PM.

\*NOTE: For both the Men’s and Women’s Overflow Shelters, every night will be a pre-declared Weather Night for the months of January and February (This could change to include part of December contingent upon National Weather Service forecast and/or actual experience.). In other words, every night for 59 consecutive nights beginning January 1<sup>st</sup> through February 28<sup>th</sup> will be a declared “Weather Night”.

### **CORDINATING AGENCY - Wheeler Mission Ministries**

Wheeler Mission Ministries – Shelter For Men is the coordinating agency for homeless men.

Shelter For Men  
520 E. Market Street  
Indianapolis, IN 46204  
Office: (317) 687-6795

Wheeler Mission Ministries – Center for Women and Children is the coordinating agency for homeless women, women with children and families.

Center for Women and Children  
3208 E. Michigan Street  
Indianapolis, IN 46201  
Office: (317) 687-3630  
Pager: (317) 541-6104

**PROCEDURE**

1. By 6:00 PM each day, Wheeler Mission Ministries will contact each agency that has not yet reported to determine available bed capacity.
2. WMM will attempt to fill all its beds before referring to other shelters.
3. Once all the men’s shelters are full, WMM will begin taking overflow at its 520 E. Market Street location.
4. WMM will attempt to fill all permanent beds at the CWC and then all other women and family shelters.
5. The CWC will serve as the point of contact for families seeking emergency housing from November 1<sup>st</sup> thru March 31<sup>st</sup>.
6. Effective November 1<sup>st</sup> HIP will only take 5-6 families into the hotel for emergency housing. Referrals can only be made to HIP Monday and Thursday until 8:30 PM and Tuesday, Wednesday and Friday until 5:00 PM. This program will only exist until the current funding is exhausted.
7. If the CWC cannot locate housing for a family we will house them overnight and begin calling shelters the next morning.
8. Salvation Army has agreed to take families into their domestic violence overflow area **as a last resort**; those **referrals will be made through the CWC** – NOT directly to Salvation Army.
9. In the event there are families consisting of a father, mother and children needing to go into overflow shelter and there are no family units available, the women or women with children must go into the CWC facility and the men will be housed at the LC.
10. Women and women with children may come to the CWC for weather night beds on declared weather nights between the hours of 4:00 PM – 7:00 PM. Intakes after 7:00 PM will be taken by referral only. Those wanting to eat dinner must appear by 5:00 PM.
11. The Men’s Residential Center (MRC) location at 245 N. Delaware Street will only be used in the event of extremely large overflow conditions (or large numbers of disabled men) that cannot be accommodated at the LC location.

**ADDITIONAL INFORMATION**

Non-Weather Nights:

Homeless men must check in between 3:00 PM and 4:30 PM each day. Length of stay rules apply (ten nights anytime during the month). Longer stays are granted for people who are in specific programs at Wheeler Mission such as Working Guest and STEPS. These programs are with prior approval and are not for on the spot housing.

## Heat and Cold Extreme Temperatures Contingency Plan

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Homeless women and women with children seeking shelter on a non-Weather Night should call the CWC to see if any shelter beds are available. Length of stay varies from 30 days to six months depending on program availability and client need. Intakes are completed for available beds from 2:00-5:00 PM each day.

### Declared Weather Nights:

Newly homeless men are admitted whenever they seek shelter. Returning clients are expected to comply with the published times and schedules of regular shelter activities.

### Referrals:

On both Weather Nights and non-Weather Nights, referrals will be accepted from the police, outreach teams, hospitals, and other referring agencies on a 24-hour basis. ***For men:*** outreach teams are asked to call or page one of the numbers listed on page one (1) under Lighthouse Center. ***For women, women with children or families:*** call or page one of the numbers listed under Center for Women and Children to speak with the on-duty staff person before bringing a homeless person in for admittance. With agreement from the on-duty staff person, phone referrals may be accepted from outreach teams.

### Barred Clients:

Please keep in mind that a few clients are barred from some or perhaps all shelters. Therefore, it is imperative to call the on-duty staff person before bringing a client in. We will do what we can to work with the outreach teams to seek alternatives for such individuals.

Gene Green: (09-30-09)  
(Updated 10-16-09)

**Arrestee Processing Center Procedure  
Winter Contingency Plan**

Winter Contingency Plan has been developed to provide relief to the homeless of Indianapolis and central Indiana when inclement weather occurs. It is to be implemented when weather conditions are triggered as outlined below. This plan is intended to serve as a guide to prevent homeless individuals from serious harm or death during the winter season, running from November 1 through March 31 of each year.

1. The Arrestee Processing Officers and the Marion County Sheriff staff will determine if it is a “weather night”. A weather night will be declared when one or more of the following conditions exist:
  - The temperature is at or will fall to 32 degrees F (or below) anytime during the overnight period.
  - The wind chill factor is at or will fall to 32 degrees (or below) anytime during the overnight period.
  - There are, or will be, blizzard conditions anytime during the overnight period.
  - The temperature is at or will fall to 40 degrees F (or below) with damp or wet conditions anytime during the overnight period.

**Note: All nights during the months of January and February 2007 will be considered “weather nights”.**

2. To determine if a “weather night” has been declared call the “weather night” info line at: (317) 731-0018. The message will be updated daily by no later than 3:00 p.m.
3. **Do not escort those persons out of the APC but have them wait in the seating area designated by the Sheriff’s staff.**
4. **The Sheriff’s staff will call Wheeler Mission and make the appropriate arrangements to have individual(s) taken to the appropriate shelter.**

The following are Coordinating Agencies for the Winter Contingency Plan:

Wheeler Mission Ministries  
245 N. Delaware Street  
Indianapolis, IN 46204  
Office: (317) 687-6795  
Pager: (317) 562-8281

Homeless Initiative Program (HIP)  
1835 N. Meridian  
Indianapolis, IN 46202  
Phone (317) 931-3055

Horizon House  
1033 E. Washington Street  
Indianapolis, IN 46202

Indy Dream Center  
3765 N. Post Road  
Indianapolis, IN 46226

**Heat and Cold Extreme Temperatures Contingency Plan**

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Phone (317) 423-8909

(317) 898-5673

Center for Women and Children (Women)

23 N. Rural Street  
Indianapolis, IN 46201  
Office (317) 637-2916  
Pager (317) 543-1555

Outreach Inc

3102 E. 10<sup>th</sup> Street  
Indianapolis, IN 46201  
Office (317) 951-8886