

**TEMPORARY EMERGENCY COLD WEATHER SHELTERS**  
**ADMINISTRATIVE POLICY**

Definition

Temporary Cold Weather Emergency Shelter: Provides for November 1, 2019 through March 31, 2020 for housing for the homeless at the below mentioned church facility.

Application Process

Location Address \_\_\_\_\_

Name of Location \_\_\_\_\_

**Owner or Owner's representative shall submit and self-certify the following:**

- ☐ Sleeping areas to be located on ground floor, or on other floors with approved exiting
- ☐ Smoke detectors shall be located in all sleeping areas and connected to a central station monitor
- ☐ No cooking is allowed on the premises, unless in an approved kitchen facility, by approved staff
- ☐ On-site adult staff ratio of one member per eight overnight guests. On duty staff shall remain awake/alert
- ☐ Floor plan showing dimensions with exits and door swing

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Shelter Contact (please print)

\_\_\_\_\_  
Phone Number

Permanent shelters with approved fire safety equipment and exits are not subject to the requirements of the emergency cold weather temporary administrative policy.  
FEMA and Red Cross shelters occupied during a declared City/County/State emergency are not subject to the requirements of the emergency cold weather temporary administrative policy.  
The above temporary administrative policy is to remain in place until approved, cancelled, or modified by the Yakima City Council.