



CITY OF FORT WAYNE

THOMAS C. HENRY, MAYOR

MEMORANDUM OF UNDERSTANDING

The City of Fort Wayne and Winter Contingency/Emergency Shelter Plan Partner Agencies (Salvation Army, Rescue Mission, United Way, Park Center and Just Neighbors Interfaith Homeless Network)

This memorandum outlines the primary responsibilities of the above parties in the implementation of the Winter Contingency/Emergency Shelter Plan in Fort Wayne, Ind.

These organizations will work cooperatively to provide the response and resources to individuals needing shelter from health-threatening conditions related to extreme winter weather in Fort Wayne, Ind.

This agreement will be in effect from July 1, 2015 to June 30, 2016. Renewal of the agreement is subject to evaluation by both parties.

Partner Agencies AGREE TO:

- The Salvation Army shall serve as the “lead agency” among partners. It will set protocol and expectations for behavior of clients and staff, as well as curfews and grounds for dismissal at the shelter.
- Shelter: The Rescue Mission will provide additional overnight accommodations for single men until its space is exhausted. The Salvation Army will provide shelter overnight for single men, single women. The Salvation Army and Just Neighbors will work together to determine emergency space for families and couples.
- Transportation: The Salvation Army and the Rescue Mission will provide transportation from warming shelters or other resource locations to the shelter sites. In extreme cases of need, the Fort Wayne Police Department may be asked to provide transportation.
- Food: Clients needing overnight shelter will be allowed and encouraged to eat at the Rescue Mission during its regular meal times.
- Blankets and bedding: Will be provided by the Salvation Army and/or the Rescue Mission
- Staff: Professional staff will be “in charge” and will direct or dismiss volunteers. Park Center will provide Outreach Team members to help connect clients to services.
- Volunteers: Will be designated volunteers from a partner agency.
- Collaborate with all partners to identify a central spokesperson for media inquiries and updates. 2-1-1 will be updated frequently.
- Collaborate, data share and share metrics between and among members of the Winter Contingency/Emergency Shelter group

City of Fort Wayne AGREES TO:

- Take the lead in activating the Winter Contingency/Emergency Shelter Plan. The City will seek flexibility and support from Partner Agencies as to when the Plan is activated. At the current time, the Plan would be activated because of temperature, wind chill, and/or any other emergency weather situation. Weather factors would include temperatures of 10 degrees or below and wind chills of zero or below.
- Lead media outreach. The City’s Public Information Office will notify media and the public that the plan has been activated. The Public Information Office will also lead social media/website activities to keep the community informed.
- Direct the City of Fort Wayne’s Community Center and/or McMillen Park Community Center to be utilized for warming stations and cooling stations as determined by the Mayor, as needed.
- Development and implementation of outreach and engagement plan for referral agencies and prospective clients for the Emergency Shelter program.
- Collaborate, data share, and share metrics between and among members of the Winter Contingency/Emergency Shelter Plan group

Thomas C. Henry, Mayor
City of Fort Wayne

Date

Partner Agency – Salvation Army

Date

Partner Agency – Rescue Mission

Date

Partner Agency – Just Neighbors

Date

Partner Agency – Park Center

Date

Partner Agency – United Way

Date

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