

Emergency Warming Center Activation Guidelines

2023-2024 Winter Season

<u>City of Dover</u> Primary Contact Michael McShane Fire Chief & EMD Office: 603-516-6156 Mobile: 603-534-2478 m.mcshane@dover.nh.gov Secondary Contact Craig Chabot Deputy Chief Office: 603-516-6159 Mobile: 603-970-1694 c.chabot@dover.nh.gov	<u>City of Rochester</u> Primary Contact Dennis Dube Fire Chief & EMD Office: 603-330-7180 Mobile: 603-833-8087 dennis.dube@rochesternh.gov Secondary Contact Mike George Assistant Chief Office: 603-330-7184 Mobile: 603-241-5473 Mike.george@rochesternh.gov	<u>City of Somersworth</u> Primary Contact Bob Belmore City Manager 603-692-9502 bbelmore@somersworthnh.gov Secondary Contact On-duty FD Lieutenant 603-692-3457 Lt. Mike Spinney Lt. Matt Moore Lt. James Drakopoulos Lt. Dan Toof
--	--	--

Emergency Warming Center Operation

The Emergency Warming Center (also referred to as the Willand Warming Center, Warming Center, or Willand Center) located at 30 Willand Drive in Somersworth, NH 03878 is a facility intended for emergency use during extreme temperature or during extreme weather events which pose a credible risk to life-safety for unsheltered or otherwise vulnerable Strafford County residents. The City of Dover originally acquired the property and structure located at 30 Willand Drive in order to be used during the COVID-19 pandemic as an emergency cold weather warming center for use by the Tri-Cities and Strafford County.

The Cities of Dover, Rochester and Somersworth have continued to partner with Strafford County this winter to oversee and deliver warming center operations including planning, provisioning, and execution of emergency overnight operations. On behalf of this partnership, Strafford County executed a Memorandum of Subcontractor Agreement with Karlee's Home Team to operate the Warming Center throughout the 2023-2024 cold weather months on an emergency basis to provide life-safety sheltering for individuals during extreme cold weather events.

Karlee's Home Team, a NH nonprofit corporation with principal offices at 1 Old Dover Road, Suite 10 Unit B, Rochester, NH 03867 has been subcontracted by Strafford County of 259 County Farm Rd, Suite 204 Dover, NH 03820 to operate the Emergency Warming Center.

The primary contacts for Karlee's Home Team, the contracted operator of the Willand Warming Center, are:

- 1) Melena Lugo, 603-866-2860, karleeshometeam2023@gmail.com
- 2) Amy Malone, 603-750-3357, karleeshometeam2023@gmail.com

The primary contact for Strafford County's administration of the contract with the Willand Warming Center operator is:

- 1) Carrie Conway, Programming Coordinator, 603-516-7195, cconway@co.strafford.nh.us

The primary contact for coordination with and between the Tri-Cities EMD's is:

- 1) Chief Michael McShane, Fire Chief and EMD, 603-516-6156, m.mcshane@dover.nh.gov. The City of Dover EMD may also be contacted through Dover Police & Fire Dispatch after normal business hours, 603-742-4646.

Activation Guidelines and Responsibilities

The Willand Warming Center will be open for a limited numbers of hours for a limited number of days starting in late November, 2023 and continuing until April 1, 2024. Open periods will generally be overnight between the hours of 4:00pm and 8:00am dependent upon forecast weather conditions or other emergency needs as may be determined by the Tri-Cities EMD's. The Warming Center shall not be used by individuals who cannot care for themselves. Such persons are to be referred to appropriate medical/personal care facilities, if needed.

As a general guideline, the Emergency Management Directors (EMD's) of Dover, Rochester, and Somersworth declare the need to open the Willand Warming Center on nights when the National Weather Service online forecast for Skyhaven Airport in Rochester (<https://forecast.weather.gov/MapClick.php?lat=43.2808&lon=-70.9275&unit=0&lg=english&FcstType=graphical>) predicts extreme weather conditions meeting pre-established criteria between the hours of 4:00 pm and 8:00 am.

The operator of the Willand Warming Center is responsible for maintaining communication and providing notifications of openings when weather conditions are forecasted to meet Willand Warming Center activation criteria. The Tri-Cities EMD's are responsible for communication with each other and notifying the operator of the Willand Warming Center when other circumstances may necessitate additional activations which may include remaining open during day time hours through extended extreme weather events.

Willand Warming Center staff (Melena Lugo or Amy Malone) will be responsible to monitor the National Weather Service online 7 day forecast for Skyhaven Airport on a continual basis. If the weather forecast meets Willand Warming Center activation criteria, Warming Center staff will contact the Tri-city EMDs with a request to activate the center for the given date(s). After approval has been granted, Willand Warming Center staff will provide notice of a forthcoming activation using, at a minimum, the notification list below. The Warming Center staff will proceed with opening and operating the emergency warming center in accordance with the terms and conditions specified in the Memorandum of Subcontractor Agreement executed between Karlee's Home Team and Strafford County.

Definition of Extreme or Severe Weather

The extreme and severe weather conditions listed below are not absolute and are meant simply to provide the EMDs and Willand Warming Center staff a general set of parameters for determining if/when the forecasted overnight (4pm to 8am) weather conditions necessitate activation of the Willand Warming Center.

- 1) Ambient air temperatures at or below 28 degrees Fahrenheit for more than four consecutive hours.
- 2) Windchill temperatures at or below 20 degrees Fahrenheit for more than four consecutive hours.
- 3) A weather event defined as "blizzard conditions" involving significant precipitation and wind.
- 4) A weather event defined as a "Nor'easter" involving significant precipitation and wind.
- 5) Other weather conditions the EMDs deem extreme or severe may include:
 - a. Unusually quick dropping temperatures
 - b. Heavy snowfall greater than six inches
 - c. Heavy rainfall greater than two inches
 - d. Heavy precipitation in the form of ice or sleet of one half of an inch or greater and temperatures 30 degrees Fahrenheit

Notifications

When an activation is deemed necessary per the National Weather Service forecast and parameters noted above, the Willand Warming Center staff shall notify the following stakeholders via group email but not limited to:

Strafford County

- George Maglaras, Strafford County, Commissioner – georgesmarina@comcast.net
- Carrie Conway, Strafford County, Criminal Justice Programming Coordinator
Community corrections - cconway@co.straftord.nh.us
- Ray Bower, Strafford County, Administrator – rbower@co.straftord.nh.us
- Bob Watson, Strafford County, Commissioner – bobwatson17@yahoo.com
- Deana Rollo, Strafford County, Commissioner – deannarollo14@gmail.com

City of Dover

- Robert Carrier, City of Dover, Mayor – r.carrier@doover.nh.gov
- Mike Joyal, City of Dover, City Manager - m.joyal@doover.nh.gov
- Chris Parker, City of Dover, Deputy City Manager – c.parker@doover.nh.gov
- Michael McShane, City of Dover, Fire Chief & EMD – m.mcShane@doover.nh.gov
- Craig Chabot, City of Dover, Deputy Fire Chief – c.chabot@doover.nh.gov
- David Hanna, City of Dover, Assistant Fire Chief – d.hanna@doover.nh.gov
- Mike Gillis, City of Dover, Director of Media Services – m.gillis@doover.nh.gov
- David Balian, City of Dover Director of Welfare – d.balian@doover.nh.gov
- William Breault, City of Dover, Police Chief – w.breault@doover.nh.gov

City of Rochester

- Paul Callaghan, City of Rochester, Mayor – paul.callaghan@rochesternh.gov
- Katie Ambrose, City of Rochester, City Manager – katie.ambrose@rochesternh.gov
- Dennis Dube, City of Rochester, Fire Chief & EMD - dennis.dube@rochesternh.gov
- Mike George, City of Rochester, Assistant Fire Chief - mike.george@rochesternh.gov
- Matt Wyatt, City of Rochester, Public Information & Community Engagement Manager- matt.wyatt@rochesternh.gov
- Todd Marsh, City of Rochester, Director of Welfare - todd.marsh@rochesternh.gov
- Gary Boudreau, City of Rochester, Police Chief – gary.boudreau@rochesternh.gov

City of Somersworth

- Dana Hilliard, City of Somersworth, Mayor – dhillard@somersworthnh.gov
- Bob Belmore, City of Somersworth, City Manager - bblmore@somersworthnh.gov
- Matt Moore, City of Somersworth FD, Lieutenant – mmoore@somersworthnh.gov
- Mike Spinney, City of Somersworth FD, Lieutenant – mspinney@somersworthnh.gov
- Dan Toof, City of Somersworth FD, Lieutenant – dtoof@somersworthnh.gov
- James Drakopoulos, City of Somersworth FD, Lieutenant – jdrakopoulossfd@somersworthnh.gov
- Louise Oliver, City of Somersworth, Welfare Officer – loliver@somersworthnh.gov
- Timothy McLin, City of Somersworth, Police Chief – tmclin@somersworthnh.gov

Crossroads

- Sandra Beaudry: Crossroads – s.beaudry@crossroadshouse.org
- Melissa Leeman, Crossroads – m.leeman@crossroadshouse.org

SOS

- Leah Costales, SOS – lcostales@sosrco.org
- Ashley Lewis, SOS – ashley@sosrco.org

Wentworth Douglass Hospital-Mass General Brigham

- Brian Nicholson, WDH/MGB, EMS Coordinator – bdnicholson@mgb.org
- Susan Swass, WDH/MGB, Nurse Case Manager - sswass@mgb.org
- Monica Veil Weiss, WDH/MGB, Social Worker – mveilweiss@mgb.org
- Laura Yurkosky, WDH/MGB, Nurse Case Manager – lyurkosky@mgb.org

Strafford Community Action Partnership

- Dan Clark, Strafford Community Action Partnership – dclark@straffordcap.org
- Jim Ricker, Strafford Community Action Partnership – jricker@straffordcap.org
- Betsey Andrews Parker, Strafford Community Action Partnership - bandrewsparker@straffordcap.org
- John Carberry, Strafford Community Action Partnership – jcarberry@straffordcap.org

Each Tri-City EMD is responsible to update [WebEOC](#) for their respective municipalities of warming center resources as requested by New Hampshire Homeland Security and Emergency Management. Each Tri-City EMD is responsible to manage media releases/communications for their respective municipality regarding Willand Warming Center date(s) of operations, hours of operation, etc.

If there are unusual circumstances such as atypical environmental hazards, public health hazards, or changes to routine Willand Warming Center operations which require immediate notice and information to be communicated throughout the Tri-City region, the City of Dover Department of Media Services will develop a media release and distribute in a timely manner. At a minimum, the distribution of any such notices shall be made using the notification list above.

The primary point of contact for the City of Dover Media Services is:

- 1) Mike Gillis, Director of Media Services, 603-516-1641 m.gillis@dover.nh.gov