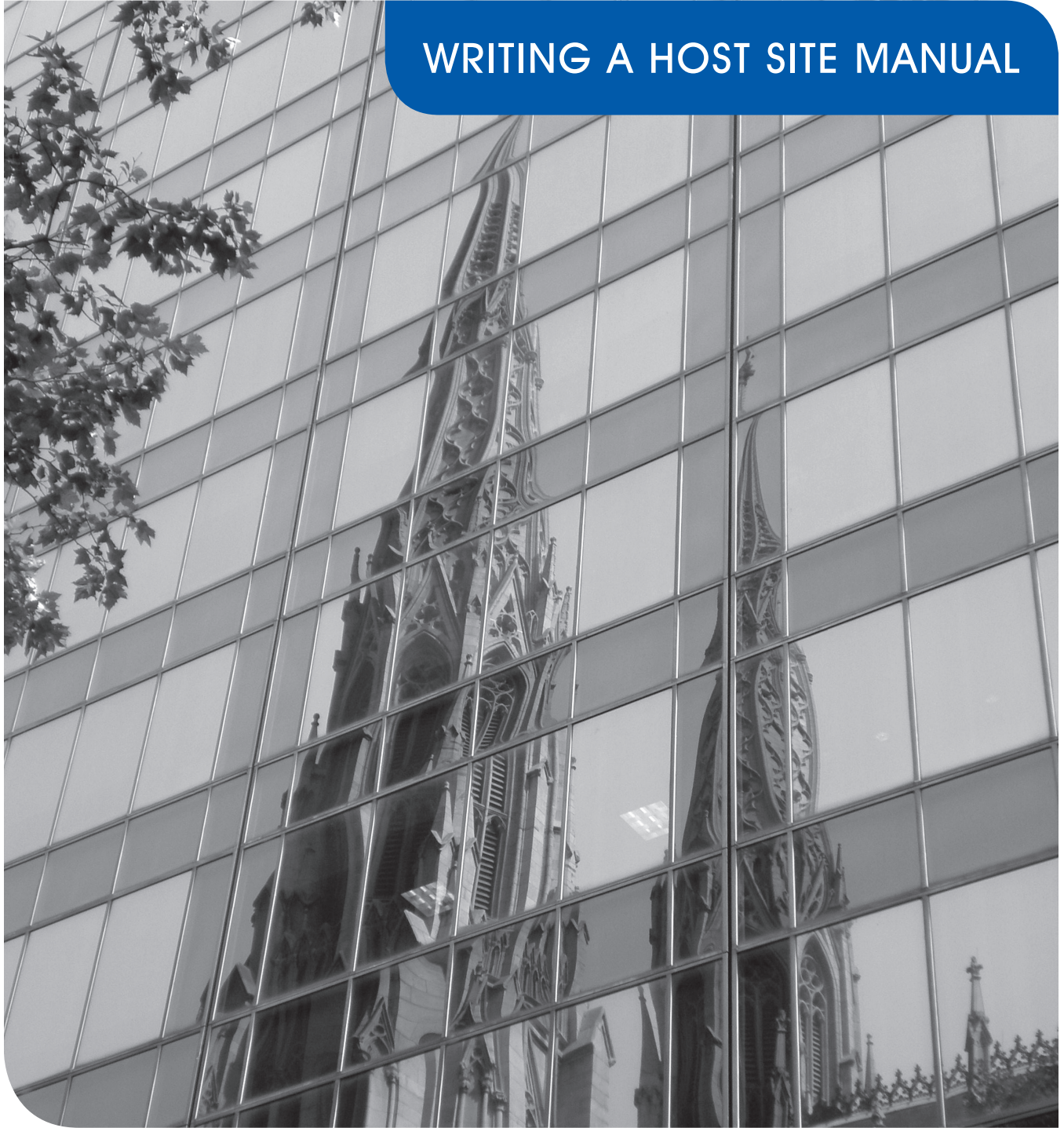


NYC VOLUNTEER GROUP HOUSING PROGRAM

WRITING A HOST SITE MANUAL



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BUILDING PARTNERSHIPS FOR READINESS, RESPONSE, RECOVERY

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This document assists groups wishing to house volunteers in writing a comprehensive Host Site Manual.

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MISSION STATEMENT: THE NEW YORK CITY VOLUNTEER GROUP HOUSING PROGRAM WORKS TO ENSURE THE AVAILABILITY OF HOUSING FOR VOLUNTEER GROUPS SERVING NYC THROUGH SUPERSTORM SANDY NONPROFIT REPAIR AND REBUILD PROJECTS.

What is a Host Site Manual?

A Host Site Manual is a document produced by an organization housing volunteer groups. It should contain all the information a volunteer group would find pertinent to their stay in your area, and all the information a volunteer group needs to know before arriving, so that they can have an enjoyable and fruitful volunteer experience. Use the Host Site Manual as a way to preempt questions from a volunteer group. It should provide your guests with a clear and concise portrait of your facility, program, and what their stay with you will be like.

Who will use the Host Site Manual?

The Host Site Manual is for volunteers who will be staying at your facility. Remember that many of these volunteers will be traveling from far away, and may know little to nothing about your area. When writing the Manual, be as specific to your facility, environment, and disaster as possible. By reading this document, a volunteer who is completely new to your part of the country should know everything they need to know before they arrive. Give the Host Site Manual to a prospective volunteer group as soon as possible, so they can begin preparing for their service trip.



What is in a Host Site Manual?

A Host Site Manual can be a simple document of two or three pages, or it can be a complex and comprehensive document of thirty pages. This depends upon the complexity of the host facility. However, length does not matter as much as content, so long as all the information a volunteer needs is present within the Host Site Manual. The Host Site Manual should include all environmental, social, and situational information that is pertinent to a short-term volunteer group living and working in your area. A good Manual will document everything from number of beds to cell phone signal strength.

When writing your Manual, it may be helpful to refer to the Facility Survey (Attachment 2). The Facility Survey offers a comprehensive look at common issues that may arise when you are housing volunteer groups, such as gender separation and sensitivity to religious needs.

The next section is a list of information that volunteers will find valuable to know before they arrive. There are three basic categories of information which should be included in a Host Site Manual: General Information, Program Information, and Facility Information.

Volunteers will be coming from all around the country, and possibly even other countries, to serve in your area. While some volunteers may have done research about your area and the disaster which affected you, others will have no knowledge about your community or the disaster which affected it. Offer them some basic, generalized information about where they will be living and the disaster they are responding to.

History of the disaster

Although the volunteers coming to stay with you probably have a basic idea of what happened, it may be helpful to give them some information about the disaster they are responding to. Offer volunteers context, such as a short narrative and a few telling statistics, so they have more than just basic knowledge about why they are needed. Perhaps include success stories of what past volunteers have accomplished so that future volunteers are aware of the good that will result from their efforts.

Local history

Give a brief history of your town or city to help volunteers feel more at home during their stay. Tell them what makes your town special and give them a connection to the area and people that they are serving.

Introduction to the local environment

Remember that volunteers may be coming from far away and your local environment may be different from what they are used to. Inform volunteers of normal weather patterns and the natural environment. Many of these questions can be answered accurately by a simple internet search, but the addition of local wisdom will assist volunteers in making packing choices (for example, weather-appropriate clothing, protective gear). Here are some common questions that volunteers should know about:

- Are your seasons mild or harsh?
- Does it rain or snow often?
- What is the predominant environment like? Dry? Swampy? Forested?
- What specialized clothing is required to work outside in your area?
- Are there environmental hazards that are common to your area (e.g. snakes, mosquitoes, etc.)?
- Are there environmental hazards stemming from the disaster (e.g. mold, dust, etc.)?

Religious guidelines

Many organizations that house volunteers are faith-based. It is important that volunteers who will be housed in a faith-based facility are familiar with the host's customs and beliefs. If you are a faith-based organization, please take the time to inform volunteers of your beliefs and traditions, to avoid confusion and complications during their stay.

Please include any information pertinent to volunteers staying in your facility, some of whom may be unfamiliar with your religion. Assume incoming volunteers do not know anything about your faith; what do they need to know in order to respect your beliefs? Provide this important information to your volunteer guests. This could include a short introduction to your religious beliefs and history, but should also include things like dress code, proper titles for religious figures, cooking restrictions, or gender separation requirements.

However, please remember that just as a volunteer group staying at your facility must respect your faith, you must respect the religious freedom of your guests. While inter-religious dialogue is to be embraced, it is highly inappropriate to proselytize volunteers who are being housed in your facility.

The Program Information section of a Host Site Manual should detail the overall policies and program information that would be pertinent to a volunteer group. Here are some suggestions of information to include in this section:

Prerequisites for housing

Organizations housing volunteers normally have pre-requisites for volunteer groups who wish to stay in their facilities. The most common pre-requisites for volunteer groups are insurance and work projects. Volunteer host sites should only accommodate volunteer guests who are fully insured. Volunteer groups should have a work project scheduled before they apply for housing. Volunteer housing location should be as close to the volunteer work location as possible to ensure short commutes and maximum length of work days. Requiring that volunteers have both insurance and a work project before they receive housing will help ensure their time and labor are uncomplicated and productive.

Donations

Decide if you should request a donation from volunteer groups, along with how much the donation should be. (Refer to the Host Site Packet for more information about requesting donations.). Be as explicit as possible when describing your donation policies so there is no confusion between host site and volunteer group. Here is some important donation information that your Host Site Manual should include:

- **Donation amounts:** How does a volunteer group figure out their total donation? Is it per person or per group? Is it a flat amount? Do they need to make more than one type donation?
- **Donation schedule:** When are donations due? Are there separate due dates for different donations?
- **Donation method:** How are donations to be made (e.g. check, cash, money order, PayPal)? If applicable, where should the donation be sent?

Cancellation

Make sure that your Host Site Manual includes a cancellation policy, both for your facility and for your volunteer guests. How long in advance must a cancellation be made? If the host site must cancel, will they assist the volunteer group in finding other housing? Are there consequences to canceling a reservation? If a volunteer group cancels, what happens to the donations they have already made? Ensure that these questions are answered in the Host Site Manual so there are clear guidelines to follow if this happens.

Host Site Contact

It is important to identify a single, stable contact within your organization with whom volunteer groups can communicate. Clearly convey the name and contact information of a member of your organization that will be available to interact with volunteer groups staying in your facility.

AN IMPORTANT REMINDER: VOCABULARY CHOICE IS VERY IMPORTANT WHEN TALKING ABOUT MONETARY EXCHANGES BETWEEN VOLUNTEER GROUPS AND HOST SITES. IN SOME JURISDICTIONS, CHARGING A “FEE” IMPLIES THAT YOU ARE A FOR-PROFIT ORGANIZATION, COMPLICATING MANY TAX AND INSURANCE ISSUES. ALWAYS REFER TO MONETARY EXCHANGES AS “DONATIONS” TO AVOID JEOPARDIZING YOUR 501(C)(3) STATUS.

Offer basic information about the facility where your guests will be staying. Volunteers should be afforded an honest appraisal of the conditions in which they will be living. Most volunteers understand that they will not be staying in a luxury hotel and that volunteer housing is most often in a group setting. Be honest in your assessment of your facility and what staying there will be like. You may want to include a few pictures of your facility.

Facility Description

Give a brief description of what your facility is like physically. Is this a campground, community center, an apartment, or an old rectory? The host site's contact information and street address should be included here, along with specialized directions if your facility is difficult to locate. This would be an appropriate area to include pictures.

Volunteer Restrictions

It is important to note what kinds of volunteers your facility cannot accommodate. Your volunteer living spaces may lack infrastructure that some people need. For instance, if your facility lacks a refrigerator or freezer, it may be inappropriate for insulin-dependent volunteers. Similarly, since not all buildings are compliant with the Americans with Disabilities Act (ADA), it is important to notify volunteers of accessibility issues. Noting this information will help volunteers choose a facility which is appropriate to their individual needs. Below is a list of common groups which need to take into account living environment:

- **Age** – Children and the elderly have special needs that need to be taken into account. While bunk beds may be fine for college students, retirees may find them difficult to enter and exit.
- **Access and functional needs** – Not all facilities are ADA compliant. It is important to inform potential guests whether you are compliant and to what degree.
- **Medical needs** – There are many people with medical needs that are easily met in their normal living environments, but which cannot be accommodated in all volunteer situations. The two most common needs are electricity and refrigeration.
- **Religious needs** – Dietary restrictions and degree of separation by gender are the two most common religious needs, with regard to volunteer housing.

Youth Volunteers

If you are allowing youth volunteers, explicitly state the minimum age for volunteers and your chaperone-to-minor requirements (e.g., 1 chaperone for every 5 minors).

Sleeping Arrangements

Provide volunteers with a comprehensive outline of your sleeping accommodations. The most important information to provide is the level of privacy. Refer to the Facility Survey (Attachment 2) for an in-depth look at what can be notated regarding volunteer sleeping arrangements. Here is a short list of basic questions that you should answer:

- What will volunteers be sleeping on – cots, beds, or bunk beds?
- Are genders housed separately? How are they separated?
- Are there separate sleeping accommodations for married or committed couples?

Restrooms

Your facility should have an appropriate number of restrooms for the volunteers you will be housing. Please notate how many restrooms will be available to your guests and their levels of gender separation. Applicable levels of gender separation can be found in the Restrooms and Showers section of the Facility Survey (Attachment 2).

Showers

Your guests will need to cleanup after a long day of work, but some places that house volunteers do not have shower facilities. Make sure that if you do not have showers, you have an agreement with a location nearby that will allow your guests to use their facilities. Most often this is the local YMCA or community center. If you do have showers, notate levels of gender separation. Applicable levels of gender separation can be found in the Restrooms and Showers section of the Facility Survey (Attachment 2).

Kitchen

Many facilities have kitchens which volunteers are allowed to use. Your Manual should include what kitchen appliances and equipment are available to volunteer groups, and acceptable times to use these facilities. Make sure to highlight and explain, if necessary, any restrictions applicable to the kitchen. If your kitchen is Halal, Kosher, or vegetarian, make sure that this is noted and you inform volunteers of the restrictions this places upon kitchen use.

Meals

Some host sites provide volunteer groups with meals. Please clearly indicate which meals, if any, you will be providing for your volunteer guests. If there is a cost associated with the meals, state this explicitly.

Laundry

Volunteer labor is often dirty work. Inform volunteers of where they will be able to launder their clothes and bed linens. If you do not have laundry facilities on-site, provide volunteers with directions to the closest laundromat.

Transportation

Out-of-town volunteers may not be familiar with the transportation systems common in your area. Provide volunteers with information on the best way to get to your facility, and once there, how they will most likely be traveling between work and host sites. What is the closest airport to your facility? Do people get around using mass transit or personal automobiles? Do not assume that volunteers will know this information without it being given to them. If you are in a large city, providing volunteers with a mass transit map before they arrive is extremely helpful.

Parking

Some volunteer groups will be arriving in personal automobiles or buses. Please indicate in your Manual whether your facility can accommodate these vehicles and to what capacity. If your facility cannot accommodate vehicles, where is the closest place to park?

Storage

Some volunteers may be inclined to bring laptops or other expensive personal equipment. Is there a safe place to store these? If not, you may request that these expensive items be left home. Some volunteers, such as professional plumbers or electricians, may bring their own tools. Is there a secure space to store these tools? Please notate availability of storage for volunteer tools and personal items separately.

Stores

Identify the location of nearby stores that provide services short-term volunteers might need. These would include grocery stores, restaurants, and large retailers. Provide concise directions for how to get to these places.

Recreation

Provide your guests with a short list of things to do or see on their day off. Your local Long Term Recovery Organizations (LTRO) may have already put together a package of suggestions for out-of-town volunteers. Check and see if they already have put together this resource. If not, please compile a short list of local attractions and points of interest. Include in this list activities that are affordable or free and which will appeal to a wide variety of people.

Rules

Include a list of house rules. Your rule set should be comprehensive without being constrictive. Include your alcohol and tobacco policies, especially if use of these products is strictly prohibited on your property. An identical set of rules should also be posted prominently throughout your facility.

Chores

Are there daily chores volunteers must perform? What chores need to be done before a group leaves?

Arrival and Departure

What days and times are preferable for volunteer groups to arrive and depart?

Work Expectations and Free Time

It is important that the work expectations of a volunteer group matches the expectations of the housing group, so make sure that these expectations are indicated in your manual. The standard work week for volunteer groups is six days of work and one day off. For faith-based volunteer groups, the free day usually coincides with a day of worship.

Volunteer Packing List

Make sure the Manual includes a personal packing list specific to your site. This list should include a short list of prohibited items as well. Important things to note are whether or not volunteer groups should bring their own towels, linens, and bedding items. The Sample Volunteer Packing List (Attachment 1) offers an example of what this list might include. Please add or subtract items so that the list is specific to volunteer needs at your host site.

Hosting and organizing volunteers is challenging. It is easier for all parties involved if there is a simple checklist detailing what a volunteer group needs to do and how long before arrival these tasks need to be done. Providing a Pre-arrival Checklist to your incoming volunteer groups will ensure that you both know what needs to be done and when it needs to be done. Ensure that you supply volunteer group leaders with all the materials they need to fill out or turn in long before they are due. Below are some common topics that should be covered in the Pre-arrival Checklist provided to your guests:

Forms

Send the volunteer group leader a packet of all host forms and a list of required documents as soon as possible. Give a firm deadline by which all relevant forms must be filled out and returned. Make sure that volunteer group leaders know when and how you would like these forms submitted.

Donations

Give firm dates as to when you expect all donations to be made. Make sure you are specific about how you would like your donations to be made. (Donations should be made in full at least two weeks in advance of a volunteer group's arrival date.)

Work Projects

Volunteer groups should already have work projects set up before they apply for housing. Make sure that all volunteer groups have contacted a volunteer coordination service or a volunteer rebuild organization long before they begin traveling to your facility.



Writing a Host Site Manual is an important first step in starting a volunteer housing program. It gives you control over your program by setting realistic expectations for volunteers who will be guests in your facility. However the process can seem daunting at times. If you have questions or need advice on how to create this important document, contact the Volunteer Group Housing Program at New York Disaster Interfaith Services (NYDIS) and they will assist you.



NYDIS would like to thank our partner organizations for their input and advice in producing these documents for the unique needs of New York City, some elements of which were adopted from their resources and tool kits: the American Red Cross, the Disaster Response Office of the Metropolitan New York Synod, ELCA; Presbyterian Disaster Assistance, the New York City LTRGs and their Volunteer and Rebuild Committees, and the members of the New York City Volunteer Group Housing Task Force.



These materials were originally produced, in part, by a grant from the American Red Cross.

NYC VOLUNTEER GROUP HOUSING PROGRAM



SAMPLE VOLUNTEER PACKING LIST

This list consideration giving to personal safety and comfort during their stay as well as ensuring the security of the host site. Please refer to the packing list below as guidance for all individuals within the volunteer group.

SUGGESTED VOLUNTEER PACKING LIST:

- Sturdy work clothes (heavy pants and long-sleeve shirts)
- Work boots with ankle support and steel toes
- Sweatshirts
- Work gloves
- Dust masks
- Safety goggles
- Sunhat or safety helmet
- Sunglasses
- Water bottle
- Sunscreen
- First aid kit
- Insect repellent
- Hand sanitizer
- Personal medications
- Personal toiletry items
- Phone and phone charger
- Sleeping bag or a set of single sheets and pillows
- Towels, wash cloths, and shower shoes
- Sufficient debits cards, credit cards, or cash

OPTIONAL ITEMS:

- Tool belt
- Trade tools
- Pad lock for storage locker
- Books

PROHIBITED ITEMS:

- Firearms
- Alcohol
- Illegal drugs
- Prescription drugs which have not been officially prescribed.

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NYC VOLUNTEER GROUP HOUSING PROGRAM



HOST SITE FACILITY SURVEY

Survey conducted by: _____

Date: _____

Facility guide: _____

LTRG representative: _____

GENERAL INFORMATION

Name of organization: _____

Religious affiliation (if applicable): _____

Website: _____

Facebook page: _____

Administrative address:

Street address: _____

City: _____

State: _____

Zip: _____

Neighborhood: _____

County/Borough: _____

Country: _____

Telephone: _____

Fax: _____

Email address : _____

Facility address:

Street address: _____

City: _____

State: _____

Zip: _____

Neighborhood: _____

County/Borough: _____

Country: _____

Telephone: _____

Fax: _____

Email address: _____

Reservations for this site are managed by:

☐ VOAD Agency

☐ Self-managed

☐ Other: _____

HOST SITE FACILITY SURVEY

Reservation Contact:

Name:

Title:

Email:

Primary phone number:

Secondary phone number:

Best time to call:

Host Site Administrative Contact:

Name:

Title:

Email:

Primary phone number:

Secondary phone number:

Best time to call:

Volunteer Group Contact (if different from administrative):

Name:

Title:

Email:

Primary phone number:

Secondary phone number:

Best time to call:

AVAILABILITY INFORMATION

What is needed to make this site viable for housing volunteers?

HOST SITE FACILITY SURVEY

Volunteer capacity:

Are individual volunteers welcome? ☐ Yes ☐ No

Volunteer age groups allowed: ☐ 11 – 13 ☐ 14 – 17 ☐ 18 – 24 ☐ 25+

Additional requirements if hosting youth volunteers (e.g. chaperone to youth ratio):

Is this facility be available year-round? ☐ Yes ☐ No (state availability):

Black-out periods within the above months (major holidays, school days, etc.):

SUGGESTED DONATION

Suggested donation per group per night:

Suggested donation per volunteer per night:

Suggested flat rate donation per group:

Donation method: ☐ Cash ☐ Check ☐ Money order ☐ Other: _____

Additional notes:

TRANSPORTATION

Nearest airport to hosting site:

Approximate driving time from nearest airport:

Distance to nearest subway/train:

Distance to nearest bus service:

Distance to nearest ferry:

Can the host site provide transportation to work sites?

Cost of transport to work sites (if applicable):

Notes on provided transportation:

HOST SITE FACILITY SURVEY

PARKING AND STORAGE

Does the site have a parking lot? ☐ Yes ☐ No If yes, indicate the number of parking spaces: _____

Can the site accommodate buses? ☐ Yes ☐ No If yes, how many buses? _____

Can the site accommodate RVs? ☐ Yes ☐ No If yes, how many RVs? _____

Is the parking lot secured? ☐ Yes ☐ No

Is there street parking nearby? ☐ Yes ☐ No

Is there a parking garage nearby? ☐ Yes ☐ No

If yes, indicate garage hours, cost, and distance from site: _____

Is there secure storage for tools on site? ☐ Yes ☐ No

NEIGHBORHOOD INFORMATION

General description of buildings/campus/site: _____

Cell phone coverage at hosting site (select one): ☐ Excellent ☐ Good ☐ Poor

Mention distance to the following:

Restaurants: _____

Grocery stores: _____

Hardware stores (i.e. Ace, Home Depot, Lowes, etc.): _____

Discount retailers (i.e. Wal-Mart, Target, etc.): _____

Recreational facilities (i.e. parks, theaters, etc.): _____

HOST SITE FACILITY SURVEY

PREFERRED ARRIVAL AND DEPARTURE

Arrival (day of the week):

Arrival time:

Departure (day of the week):

Departure time:

Time restrictions on volunteers being at host site (if any):

Additional comments:

SLEEPING AREAS

Please ensure 40-60 square feet per person.

Number of rooms:

Indicate floor space dimensions for each:

Number of bunk beds available:

Number of separate beds available:

Number of cots available:

Number of floor spots available:

Total sleeping capacity (combine all of the above):

Please list any bedding materials provided (pillows, linens, towels, etc.):

Is there secure storage for personal items on site? ☐ Yes ☐ No

Additional notes on sleeping areas:

HOST SITE FACILITY SURVEY

KITCHEN AND MEALS

Which of the following does the kitchen include? (Indicate number)

☐ Refrigerator

☐ Freezer

☐ Stove

☐ Microwave oven

☐ Dishwasher

☐ Ice machine

☐ Sink

☐ Grill

Is kitchen use restricted?

☐ Yes, Halal ☐ Yes, Kosher ☐ Yes, vegetarian ☐ No

☐ Other

Meals:

Please provide information on any meals your site is able to provide.

Breakfast

Lunch

Dinner

Cost of meals (if applicable):

Additional information:

HOST SITE FACILITY SURVEY

LAUNDRY

Is there a laundry facility on-site? ☐ Yes ☐ No

If yes, state:

Number of washers: _____ Number of dryers: _____

Are they coin-operated? ☐ Yes ☐ No

If no, please identify closest off-site laundry facility:

Distance to off-site facility:

Cost of using off-site facility:

RESTROOMS AND SHOWERS

Restrooms:

Number of stalls (men):

Number of urinals (men):

Number of sinks (men):

Number of stalls (women):

Number of sinks (women):

Number of stalls (unisex):

Number of sinks (unisex):

Number of stalls (access and functional needs):

Number of sinks (access and functional needs):

Showers:

Are showers available on-site? ☐ Yes, indoor ☐ Yes, outdoor ☐ Yes, shower trailers ☐ No

Number of on-site showers (men):

Number of on-site showers (women):

Number of on-site showers (unisex):

Number of on-site showers (access and functional needs):

HOST SITE FACILITY SURVEY

If showers are not available, please list potential options (i.e. YMCA, recreation centers, fitness centers, etc.):

Name of 1st off-site location:

Address:

Days and times available:

Number of showers:

Distance from facility:

Name of 2nd off-site location:

Address:

Days and times available:

Number of showers:

Distance from facility:

GENDER ACCOMMODATIONS

Is this a gender-restricted facility? ☐ Yes, female only ☐ Yes, male only ☐ No

Is there sleeping space for married or committed couples? ☐ Yes ☐ No

Can this facility accommodate transgender individuals? ☐ Yes ☐ No

To what extent can sleeping spaces be isolated by gender?

- ☐ Housed in separate buildings
- ☐ Housed on separate floors
- ☐ Rooms separated by distance
- ☐ Separate rooms side-by-side
- ☐ Separated by dividers
- ☐ Separated by a curtain
- ☐ Beds grouped by gender in open space
- ☐ Not separated

If separated by gender, does each space have its own, private entrance point? ☐ Yes ☐ No

HOST SITE FACILITY SURVEY

How are restroom facilities gender-isolated?

- ☐ Designated separate restrooms ☐ Single-user unisex restrooms ☐ Both

If separate restrooms, indicate manner of separation:

- ☐ Different buildings
☐ Different floors
☐ Different hallways
☐ Same hallway some distance apart
☐ Side-by-side separated by divider
☐ Side-by-side separated by curtain
☐ Side-by-side

Is there a private route from the sleeping area to the restrooms for each gender? ☐ Yes ☐ No

Are shower facilities gender isolated? ☐ Yes, separate facilities ☐ Yes, designated shower times for each gender ☐ No

If separate facilities, indicate manner of separation:

- ☐ Different buildings
☐ Different floors
☐ Different hallways
☐ Same hallway some distance apart
☐ Side-by-side separated by divider
☐ Side-by-side separated by curtain
☐ Side-by-side

Is there a private route from the sleeping area to the showers for each gender? ☐ Yes ☐ No

To what extent can the dining area be separated by gender?

- ☐ Separate rooms
☐ Separated by dividers
☐ Separated by a curtain
☐ Separated by distance
☐ Seating grouped by gender in open space
☐ Eat at separate times/Not separated

Could gender-separated prayer spaces be provided to groups that request them? ☐ Yes ☐ No

HOST SITE FACILITY SURVEY

COMMON AREA AND RECREATION

Is there a common area available for volunteer use? ☐ Yes ☐ No

If yes, check all of the following that are available in the common area:

- ☐ Cable TV
- ☐ WIFI
- ☐ Desks and tables
- ☐ Sofas/chairs
- ☐ Electrical outlets for charging phone, computers, tools, etc.
- ☐ Board games, cards, books, etc.
- ☐ Vending machines

Is there outdoor space available for recreation? ☐ Yes ☐ No

Please describe any additional facilities or materials available for volunteer recreation:

ACCESS AND FUNCTIONAL NEEDS

Is the facility ADA Compliant? ☐ Yes ☐ No

Please indicate all accessibility features available at the site from the lists below.

Access to building:

- ☐ Curb cuts (minimum 35 inches wide)
- ☐ Accessible doorways (minimum 35 inches wide)
- ☐ Automatic doors or appropriate door handles
- ☐ Fixed ramps (minimum 35 inches wide)
- ☐ Portable ramps (minimum 35 inches wide)

Accessible and accommodating restrooms:

- ☐ Grab bars in restrooms (33-36 inches wide)
- ☐ Stall (38 inches wide)
- ☐ Sinks at 34 inches in height
- ☐ Towel dispenser at 39 inches in height

HOST SITE FACILITY SURVEY

Showers:

- ☐ Shower stall (minimum 36 inches by 36 inches)
- ☐ Shower seat (17-19 inches high)
- ☐ Grab bars (33-36 inches wide)
- ☐ Fixed shower head (48 inches high)
- ☐ Hand-held spray unit with hose in showers

Accessible and accommodating cafeterias:

- ☐ Tables (28-34 inches high)
- ☐ Serving line [counter] (28-34 inches high)
- ☐ Aisles (minimum 38 inches wide)

WORK PROJECT

Does your site provide projects for volunteer groups? ☐ Yes ☐ No

If yes complete the following:

Primary contact for project/volunteer coordination:

Organization(s) you partner with on recovery projects:

Please describe the kind of work these projects entail:

In what area are these projects located?

Please provide any additional information regarding these projects including volunteer skills needed:

OTHER FACILITY INFORMATION

Security on site (personnel, cameras, areas locked at night, etc.):

Heating, air conditioning or both?

List animals on site (if any):

HOST SITE FACILITY SURVEY

Host site clean-up requirements: Please describe any requirements you have for volunteers regarding doing chores and clean-up at your facility.

Language assistance capabilities (if any):

Special service offered by the host site (if any):

FACILITY WELCOME NOTE

Please write a short welcome letter for incoming volunteers. This will be in your profile.

SAFETY CHECKLIST

Are there an appropriate number of fire extinguishers, fire alarms, and smoke detectors on site? ☐ Yes ☐ No

Are they inspected regularly? ☐ Yes ☐ No

When is the next inspection scheduled? _____

Is there a fire sprinkler system installed? ☐ Yes ☐ No

Is there a fire/building evacuation plan posted on site? ☐ Yes ☐ No

Is the emergency contact information clearly posted? ☐ Yes ☐ No

HOST SITE FACILITY SURVEY

Does the sleeping area have two exits with at least one leading directly outside? ☐ Yes ☐ No

Are the emergency exits clearly identified? ☐ Yes ☐ No

Are exit routes marked and free of obstructions? ☐ Yes ☐ No

Are there adequate first aid supplies available? ☐ Yes ☐ No

When was the last Fire Department inspection conducted?

Date of Inspection: _____ Fire House # _____

Have fire codes been reviewed? ☐ Yes ☐ No

Are changes needed? ☐ Yes ☐ No

Have local building codes been reviewed? ☐ Yes ☐ No

Are changes needed? ☐ Yes ☐ No

It is highly recommended that organizations have an appropriate insurance policy (at minimum, a million-dollar liability policy) for their facility, and that they contact their insurance provider to inform them of volunteer housing plans.

Is the facility insured? ☐ Yes ☐ No

What liability value of your policy? _____

Have insurance companies been contacted? ☐ Yes ☐ No

Additional Notes: _____

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These materials were originally produced, in part, by a grant from the American Red Cross.

NYC SUPERSTORM SANDY RECOVERY

✓ **FIND HOUSING FOR YOUR VOLUNTEER GROUP**

✓ **SIGN UP YOUR HOUSE OF WORSHIP AS A HOST SITE**

**CONTACT THE NYC VOLUNTEER GROUP HOUSING
PROGRAM STAFF:**

212.669.6100

OR

VOLUNTEERHOUSING@NYDIS.ORG

FOR MORE INFORMATION VISIT THE PROGRAM WEBSITE AT:

WWW.NYDIS.ORG/VOLUNTEERHOUSING



*NYDIS a 501(c)(3) faith-based federation of service providers and charitable organizations who work in partnership to provide disaster readiness, response, and recovery services to New York City. NYDIS and its members seek to mitigate human suffering caused by catastrophes and serve the most vulnerable and under-resourced households and communities affected by disaster.

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**American
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