



ST. FRANCES CABRINI SHELTER

MARCH 1 THROUGH APRIL 5, 2017

OPERATIONAL PLAN

MISSION

Provide a safe shelter for 15 women identified by the Santa Clara County Department of Social Services

VISION

As part of Village House, an Inter Faith Shelter of Hope, St. Frances Cabrini will participate in a rotational housing program sheltering medically fragile homeless women throughout 2017. This initiative is supported by the Diocese of San Jose and currently there are approximately 18 faith based congregations supporting the initiative.

OPERATIONAL PLAN

St. Frances Cabrini Church will offer the use of the Parish Center to house a maximum of 15 homeless women. The 15 women will be identified by their assigned Social Worker Libby Echavarria, the women assigned to her caseload.

City and County ordinance allow for no more than 15 women to be housed at any one time. Ordinance also allows for housing not to exceed 35 days in a calendar year.

OPERATIONS OUTLINE

Organization and Management

See attachment A for SFC Shelter Organization

The Shelter is Staffed, funded and operated by volunteers and contributions, with Administrative support from the Parish.

Insurance

a. SFC Parish Insurance has been deemed appropriate and adequate for this usage of the Parish Facility.

Guest Selection and Documentation Process

Client selection will be solely handled by Libby Echavarria DSS Santa Clara County

Selection Criteria (Attachment B)

Guests previously selected by Ms. Echavarria will be carried over from the previous shelter housing to SFC

Ms. Echavarria will provide the list of names and available information to SFC. This information will be shared by the Intake Team responsible for the initial and daily checks of the guests. Ms. Echavarria will remain the point person for coordination with case workers of the guests.

Welcoming Schedule of Activities

Reception / Intake will occur in the foyer of the Parish Center entry way.

Cots will be set up in the Living Room, Garden room, on the first floor, Counting room and the Library on the second floor.

Guests will shower and be provided overnight clothing

A warm Dinner and Breakfast will be provided in the Kitchen of the Parish Center.

SFC will have name badges for the guests to receive upon arrival each night and turned in each morning at departure

Keys to lockers with lanyards will be provided to the guests

Guest check in and check out forms will be used

Guest Information (Attachment C)

Participant agreement and rules

Chores will be mainly the responsibility of the volunteers. Guest will be responsible for their personal items, preparing bedding in the evening, removing sheets or preparation for laundry. Other chores may be discussed in daily meetings.

Clothing towels bedding hygiene

Expectation for guests and volunteer: Bedding Clothes, Laundry

Shower location

Hygiene Kits

Maintenance schedule (showers bathrooms to be cleaned daily)

Meals Daily schedule for meals will be attached (Maile Figone Contact Person)

Breakfast Monday through Friday will be prepared by onsite staff in the SFC kitchen, served and clean up by those same volunteers. Breakfast is provided seven days a week (Sunday – Saturday).

Dinners may be prepared off site, purchased or prepared on site. The assigned volunteer will also serve and clean up the meal.

Overnight Schedule and Security

Requirements of volunteers

Role of volunteers

One volunteer assigned upstairs, one assigned downstairs. To remain awake at night.

Volunteers will be required to familiarize themselves with emergency plans, procedures and evacuation procedures.

Fire Procedures.

All rooms equipped with Carbon Monoxide and smoke alarms. All newly purchased with new batteries (3-1516)

Volunteers

Intake and Registration

Security

Floor Monitors

Floater/Locker attendants

Meals

Upon arrival for the first time, all volunteers will review the volunteer book for responsibilities and check in with the Intake Supervisor or Site Manager.

All Volunteers will attend training prior to assigned volunteer position

Communication

a. All volunteers will be assigned Radios.

b. Two cell phones will be established at the intake desk, one for the guests to call in, and one for volunteers to call in.

Security

a. Two security staff will patrol the facility perimeter each evening; two volunteers will patrol the facility perimeter each morning.

b Security staff will be familiar with the facility layout, and direct/escort the guests to and from the property each morning and evening

c. Security staff will wear orange vests to identify themselves, and be equipped with radios which will connect to the intake desk

GENERAL OPERATION

The Shelter will provide housing for 15 unaccompanied women, no children, guests or pets are allowed

Hours of Operation

The Shelter will operate from 7 PM to 7 AM daily from Wednesday March 1st, through Wednesday April 5th. Guests must leave the property by 7 AM, and may not return prior to 7 PM. Once entering the shelter, there will be no in and out privileges.

A Daily Schedule will be attached (Attachment)

Guests will be provided bus passes, and will be provided VTA routes to and from the SFC campus via their Case Managers.. In addition, guests will be transported to and from daily warming centers by SFC volunteers and parish Staff.

12. Onsite Supervision

Onsite supervision will be provided during the hours of operation. A minimum of seven (7) volunteers will be on site for the evening and morning hours of operation.

During the hours 11 PM to 4 AM a minimum of seven (7) volunteers and Parish Staff will be onsite for emergencies. All volunteers will have attended a training session or —had the operation manual reviewed before beginning their volunteer shift.

In case of emergency, contact the Santa Clara County Sheriffs Department, using the Land Line in the Parish Office on the desk of Sue Butler.

The trained caseworker assigned to the women can be contacted for advice or information, only by the Intake Desk or Project Coordinator. If individual problems occur with one of the guests, the Intake Desk or Project Coordinator will contact the assigned Social Worker.

At 7 AM, shelter guests will be transported to Warming Centers where they will spend the day. They will not remain on SFC property during the daytime hours. Warming Centers during the March - April SFC schedule include Good Samaritan Episcopal Church and Almaden Hills United Methodist Church.

FACILITIES MANAGEMENT

Cleaning and general maintenance will be provided by the Parish Staff currently, on site providing cleaning services to the Parish Office. Bathrooms will be cleaned daily, all trash removed at 7 AM. If additional maintenance or cleaning is required, contact Dave Citrigno (double check) for Maintenance, and the Project Coordinator or intake Desk for cleaning issues.

Property, or decisions relative to the Parish Center, will be made by Father Hendrickson, and the Project Coordinator, and the SFC Building Committee.

EMERGENCY PLANS

Attachment C and D are floor plans of the two levels of the Parish Center. Each diagram will be posted in all sleeping areas, and general hallways. All residents, and volunteers will familiarize themselves with the

emergency plans, escape routes, and the floor plans. These are in the " Emergency Procedures" portion of this Shelter Information Binder.

SCHOOL INFORMATION

SFC school operates Monday through Friday and daycare opens at 7 am, and closes at 6 PM. The school should be considered in full operation during those hours. The guests will be instructed to stay away from the School side of the property, and during evening school events at the school site, gym or Kelly Hall, they are to avoid interaction with students and parents.

The Electronic Gate located on the Camden Avenue Side of the complex will remain closed during school hours of operation.

Parents and students will have full access to the school site during the shelter operation.

All visitors to the SFC school must first go to the main office, and get an identification badge before proceeding anywhere.

ATTACHMENT A

SFC SHELTER ORGANIZATION

Executive Office Fr. Michael Hendrickson

Father Michael Hendrickson (Pastor) Will oversee project as the Parish Pastor

Father Paolo Gobo Parochial Vicar

Priests will be on call via Parish emergency numbers for Shelter emergencies.

Priests will be the drivers for the Shelter Van in the mornings only on an as needed/if necessary basis.

Shelter Director/Coordinator John Dahl

Overall coordinator for the Shelter Project

Coordinate with Shelter partners on planning and logistics

Coordinate with all shelter directors regarding daily operations

Create an operations manual

Create a safety plan

Weekly Liaison with School review security and facility issues

Director Guest Services Libby Echavarria

Work with Catholic Charities to define Guest selection process and criteria.

Provide John Dahl documentation on Guest screening and referrals

Develop guidelines and trainings for volunteers and facilitate when possible trainings.

Provide monthly bus passes

Will be the contact person for the Intake desk to contact with questions or issues

Will continue as the women's case manager for the duration of the shelter.

Director of Clothing / Laundry Frieda Flochinni

Will develop and maintain a laundry schedule

Will maintain the Laundry schedule for volunteers.

Notify Shelter Coordinator of any clothing, towels, or bedding needs on an ongoing basis

Notify Shelter coordinator or maintenance person of any equipment or maintenance needs

Director of Meals Mailie Figone

Develop a menu for morning and evening meals and post throughout the shelter.

Post a list of the volunteers for each day / week

Develop a list of items for guests with special dietary needs

Coordinate the bag lunches to be prepared daily

Develop and post a list of the responsibilities for all volunteers.

Director Personal Needs Mailie Figone

Provide personal hygiene items for our guests

Identify and purchase any clothing needs for our guests

Procure donations of cash or gift cards for clothing hygiene purchases

Director of Security Dan O' Connell

Develop a security plan

Coordinate Security Volunteers, develop volunteer duties

Coordinate equipment: Security vests, radios, flashlights and emergency contact numbers

Identify potential Security issues

Coordinate with the Shelter Director the implementation of the shelter emergency plan

Train volunteers both via training sessions and daily overviews

Assure liaison with School over security issues

Director Maintenance John Dahl

Daily cleanup

Develop facility cleanup plan.

Develop contact numbers for daily and emergency maintenance contact.

Director of Transportation Steve Catching

Assure maintenance and fueling of rental van

Develop Transportation protocols

Develop Transportation Volunteer list

Assist on getting shelter residents in and out on schedule

Director of Volunteer Recruitment and Scheduling Robert Citelli

Monitor ongoing shelter volunteer sign ups.

Answer volunteer questions regarding volunteer opportunities

Provide volunteer updates to Shelter Coordinator and other volunteer coordinators

Troubleshoot IT and sign up issues as they arise

Overnight Site Director Alicia Morales / Intake Desk Supervisor / John Dahl

Coordinate with all Directors as to assignments, volunteer issues, activities, security or medical issues.

Advise Shelter coordinator of any Intake issues

Assure all new volunteers review the facility emergency plan, and assignment responsibilities

ATTACHMENT B

VOLUNTEER POSITIONS

INTAKE DESK

Intake desk will be staffed with two volunteers in the evening, and one volunteer in the morning

Intake desk will have one Volunteer trained in Mental Health modalities

Intake Desk will oversee the evening volunteers in absence of the Project Coordinator, and will sign volunteers in and out

Intake desk will assure the volunteers are familiar with emergency procedures and volunteer assignments and duties

Intake Desk will check in and out all guests, issuing keys and ID cards at night and collecting them in the morning f.Intake Desk will maintain a phone log of all calls and will monitor the two phones assigned to the intake desk

The Intake Desk Volunteer is the de facto supervisor in the morning and evening

All guest issues are to be forwarded to the Intake Desk and Project Coordinator for resolution

Intake desk will maintain a phone list of all shelter directors and shelter related personnel

VOLUNTEER ASSIGNMENTS

ALL VOLUNTEERS MUST HAVE COMPLETED THE TRAINING PROCESS AND REVIEWED PROGRAM RULES AND PROTOCOLS BEFORE VOLUNTEER ASSIGNMENT BEGINS.

ASSIGNMENTS MAY CHANGE DUE TO STAFFING NEEDS

DAILY REQUIREMENTS

1. Check in with the Intake Desk when starting and leaving volunteer assignment.
2. Review the rules and responsibilities the guests must follow.
3. Review the daily schedule and timetable of events (showers, meals, free time, lights out and wake up time).
4. Check in: Make sure all guests have and display their ID badges.
5. New guests: Make sure they are familiar with shelter facilities and emergency plan and evacuation routes.
6. Wear volunteer ID badges always.
7. Make sure the Parish Center is clean and functional
8. Report any safety or maintenance issues to the Project Coordinator or Intake Desk immediately.
9. Attend any meetings, briefings or debriefings as required.
10. Please greet all guests on a nightly basis. Familiarity with the guests will provide a positive relationship with all Shelter staff and guests. The guests will be part of the DSFC community during their stay, so we want to provide a comfortable environment, and allow them to settle into a routine.

FLOOR MONITOR

There will be two floor monitors assigned Morning and evening, one on the first floor, and one on the second floor

All floor monitors must be familiar with the emergency procedures and evacuation plan. All Floor Monitors must be aware of fire, or potential fire risks

FIRST FLOOR

Guests will stay in the Living Room and Garden Rooms on the first floor, and will eat meals in the kitchen also located on the first floor. In addition, guests will access their personal belongings in the PODS storage units accessed via the rear exit door of the Parish Center. Guests may not store more than one small bag with personal goods by/under the cots and must use the PODs for their belongings. Floor Monitors must assure the consistent flow of guests and volunteers from activity to activity.

Assure the Shelter schedule is adhered to.

Floor Monitor should keep the main hallway clear so traffic flow and safety can be assured always.

Keep guests and volunteers from all locked and off limits Parish Center areas.

All smoking is to be done in the Rose Garden area, nowhere else on the facility. Guests are NOT to leave the Parish Shelter Building once they have entered.

SECOND FLOOR

Guests will be housed in two rooms on the second floor. The Counting Room and the Library. Guests may not store more than one small bag with personal goods by/under the cots and must use the PODs for their belongings. The guests will also shower and take care of personal hygiene needs in the Bathroom area located across from the Counting Room.

Priest Offices and Storage is also located on the Second Floor.

Floor Monitors will know the emergency plan and evacuation routes for the second floor.

The Floor Monitor on the second floor will keep all guests and volunteers from accessing the Priests Offices and storage areas. The evening floor monitor will monitor showers for safety and assure the shower and evening schedule are adhered to.

Floor monitors will assure the hallways are clear and accessible for traffic and possible evacuation.

The morning floor monitor will assist in the morning wake up, assist with keeping the guests on track for the morning schedule, personal hygiene, meals and departure.

LOCKER ATTENDANTS/FLOATERS

Our guest's personal belongings will be stored in plastic locked storage bins, each bin will be assigned a guest by number, matching their ID badge, and laundry bag. The storage bins will be in two POPS Units, located behind the Parish Center. The PODS Units will be accessed via the back door of the Parish Center.

Guests will be escorted out the Parish Center first floor hallway by the Floor Monitor. Upon leaving the PODS units, they are to be escorted to the rear gate and return to the Parish Center.

Locker Attendants/Floater will remain in the PODS units when any guest is in the units. The Locker Attendants/Floater will assure the guests access their lockers only, and that the integrity of each locker is maintained. They will be equipped with radios and any issues or conflicts are to be reported to the Intake Desk immediately.

Storage lockers are never to be removed from the PODS units unless authorized by the Shelter Coordinator.

Locker Attendants/Floaters may be called upon to assist in other operational areas during their shifts as may become necessary.

OVERNIGHT

There will be a minimum of two staff volunteering during the "overnight hours" These will be constituted as the 11 PM to 4 AM hours. There may be a third medical volunteer during the overnight hours.

There will be a minimum of one male and one female volunteers during these hours.

Volunteers are to remain awake, and able to respond to any emergencies, IE; fire, natural disaster, medical. If there is a medical emergency the Medical Volunteer is to be summoned.

Volunteers will provide constant supervision of the facility and assure the safety of guests and volunteers.

Any issue that should arise, the Project Coordinator should immediately be advised. All 911 calls should if possible originate from a land line.

Volunteers will be equipped with radios to contact one another.

FOOD PREP / KITCHEN

A BINDER WITH VOLUNTEER DUTIES, AND THE MONTHLY MENU AND MEALS WILL BE IN THE KITCHEN IN THE PARISH CENTER.

MEDICAL

Debbie Casey - RN, is the Director for Medical Services. She has generated a medical bag/ kit which will be stored on site. Medical Protocols are attached.

TRANSPORTATION

Transportation will be provided daily for those guests wishing to attend the warming centers operated during the daytime hours.

A rental van has been procured for the duration of the Shelter operation

All drivers must be insured and hold a valid California Driver's license. **All drivers must be added to the Enterprise Rental Agreement. The rental Office is located at 15011 Los Gatos Blvd in Los Gatos 95032. Phone Number is 408 402 8522**

Transportation in the morning will be provided by the Parish Priests and Deacons only if necessary. Volunteers will staff any necessary morning drives, and all evening drives.

A minimum of two drivers will participate in each trip.

The van will be checked for all safety issues, tires, lights, seat belts, each trip. Before departing the mileage, and time of departure along with the names of the drivers will be provided and logged by the Intake Desk.

Upon arrival at the destination the Intake desk will be called with the arrival mileage, time and destination. Upon departure, the desk will again be notified.

Upon arrival at SFC, the mileage and time will be provided to the intake desk.

Drivers will familiarize themselves with the emergency numbers should an equipment issue to the vehicle occur.

EMERGENCY PLAN

St. Frances Cabrini Parish Shelter Program

15333 Woodard Road San Jose 95124

Main responding San Jose Fire Units will come from Hillsdale Ave and Ross. They will always enter on the Woodard Ave entrance.

SFC is in County Jurisdiction, so the Sheriff's Office should be called in case of emergency.

[Office of the Sheriff](#)

Headquarters

55 West Younger Avenue

San Jose, CA 95110-1721

Phone 1 800 211 2220 or 408 808 4400

Fax 1 408 294-2467

Email: so.website@sherriff.sccgov.org

The land line to be used is in the Parish Office, and is located on the desk of Sue Butler. The office door will be closed but remain unlocked.

The five-week shelter program will house 15 women in the Parish Center.

All sleeping areas have smoke/fire alarms, and carbon monoxide detectors. Fire extinguishers are in the Main Hallways on the first and second floor.

A fire extinguisher is in the Kitchen area.

All volunteers will be equipped with Flashlights.

Eight women will be housed in two rooms on the first floor. They will be in the Living Room and Garden Room.

In case of fire or emergency, women in the Living Room are to be evacuated out the sliding door to the Rose Garden area. There is egress from the Rose Garden area to the parking lot via an unlocked gate. Diagram is attached and posted in the Living Room and First Floor Hallway. They may also be evacuated via the main hallway either to the rear exit of the main hallway, exit via the kitchen to the laundry area, or via the main hallway to the front door of the Parish Center near the Parish Office.

In case of emergency the two women located in the Garden room are to be evacuated either out the back door of the main hallway or via the kitchen out to the laundry room, where they can exit to the side door of the building. They may also be evacuated out the main hallway towards the main exit door located near the Parish Office front entrance.

Diagram is attached and posted in the Garden Room and Hallway.

Second Floor

Three women will be housed in the Library located at the top of the stairs located off the main hallway. In case of emergency women can be evacuated via the stairway located directly next to this room, out the main hall to the main entrance to the Parish Center. They may also be evacuated via the rear door of the main floor,

They may also be evacuated out the rear door of the main floor on the second floor. Emergency routes posted in this room and the second-floor hallway.

Four women will be housed in the "Counting Room", located towards the rear of the second-floor main hallway. Evacuation from the Counting Room can be accessed via the main hallway to the exit located at the rear of the second floor, or via the main hallway to the stairs located at the front of the second-floor hallway, via the stairs to the main level and towards the main entrance to the Parish Center. Emergency routes will be posted in this room and the second-floor hallway.

Any fire or natural disaster should result in immediate evacuation. Any injuries, illnesses suffered during such an event should be handled via 911. Please note this is County Jurisdiction so Police response will be the Sheriff's Office.

MEDICAL

Overnight, we will have An EMT trained or higher level of Medically Certified professional on site. Consult immediately with that identified person regarding any medical issues or emergencies.

When no trained medical staff are on site, confer with the Intake supervisor or call 911. All women that require any trip via ambulance are to be taken to Valley Medical Center (VMC)

Role and Responsibilities Saint Frances Cabrini Shelter Medical Volunteer

Overview

Saint Frances Cabrini will be hosting 15 homeless women for 35 consecutive nights, beginning on March 1, 2017. These ladies are considered "medically fragile". In other words, if they were to remain outside, it's unlikely that they'd survive. This can be due to a variety of reasons. For example, last year one guest suffered from epilepsy; another came to us with asthma, bronchitis, and pneumonia. In general, these ladies are stable and likely won't require much medical attention during their stay with us. However, since they are more fragile than most, and there may be a few minor medical incidents during their stay.

We believe it is prudent to have one medical professional present each night that the shelter is open.

Working Hours and Conditions

One medical volunteer will remain inside the shelter each night, between 9:00pm and 5:30am. A "shelter host" and/or a "shelter minister" will also be present during these hours. The medical volunteer will be provided a cot, linens, and blanket and may either sleep all night, or split the sleeping schedule with the shelter host/minister (at least one volunteer must be awake always, so sleeping arrangements can be negotiated each night between the host and the medical volunteer). In the event of a medical emergency, the host/minister will wake the medical volunteer.

The medical volunteer will be allowed to sleep in a cot in the pastor's office on the second floor.

The shelter will be equipped with a medical bag, which will reside under the medical volunteer's cot for easy access. The medical bag consists of gloves, CPR barrier, a blood pressure cuff, stethoscope, penlight, and basic first aid supplies (see below for a detailed list of all supplies).

Responsibilities

The primary responsibility of the medical volunteer is to provide an initial assessment and provide immediate support for any issues that may occur, as well as to make a judgement call so as not to needlessly overwhelm the system (e.g., are they in respiratory distress or having a panic attack?).

If the medical volunteer determines that one of the residents is experiencing a medical emergency, call 911 and provide basic medical support until help arrives. Our assistance will be limited to BLS only. No O2, Airways, AED, or meds (other than a few OTC meds) will be included in the bag nor should they be brought in!

First aid supplies are included in the bag for any general wound care that may be required.

Contents of the Medical Bag

The bag will contain the basics required to make an assessment, monitor vitals, perform CPR, and provide wound care. It is intended to deliver BLS care only. The bag will include the following contents:

2 Boxes of Gloves (1 Medium; 1 Large)

Goggles

2 - CPR Pocket Masks

Stethoscope

2 - BP Cuffs (1 Regular; 1 Large)

3 - Single-Dose Glucose Gel Tubes

2 Penlights

2 Trauma Sheers

Bactine

Box of Antibiotic Ointment (25 single-use packets)

Box of 2x2 Gauze Pads (100 sterile wrapped)

Box of 4x4 Gauze Pads (100 sterile wrapped)

2 Rolls of Transpore Tape

2 Rolls of Micropore Tape

Box of 3" Gauze Rolls (12 sterile wrapped)

6 - 3" Kerlix Rolls

6 - 2" Self-Adhesive Bandages

4 - 3" Elastic Bandages ● Box of Alcohol Prep Pads ● Box of Band-Aids

2 Bottles of NaCl o Advil

Tylenol

Tums

Zyrtec-D

SECURITY VOLUNTEER BRIEFING DOCUMENT

The following briefing document will be given to each security volunteer crew along with their vests and radios when they check in for their assignments.

St Frances Cabrini Village House Program Security Volunteers Duties

The purpose of the security volunteer activity is to provide a safe and secure arrival and departure environment for our guests as well as at the same time securing the interests of the school and parish during the duration of this project.

Security volunteers should keep in mind that the persons residing at the parish center are our guests and the parish wants to convey a welcoming feeling to them, Volunteers are encouraged to be friendly, hospitable and appropriate in their interaction with the guests.

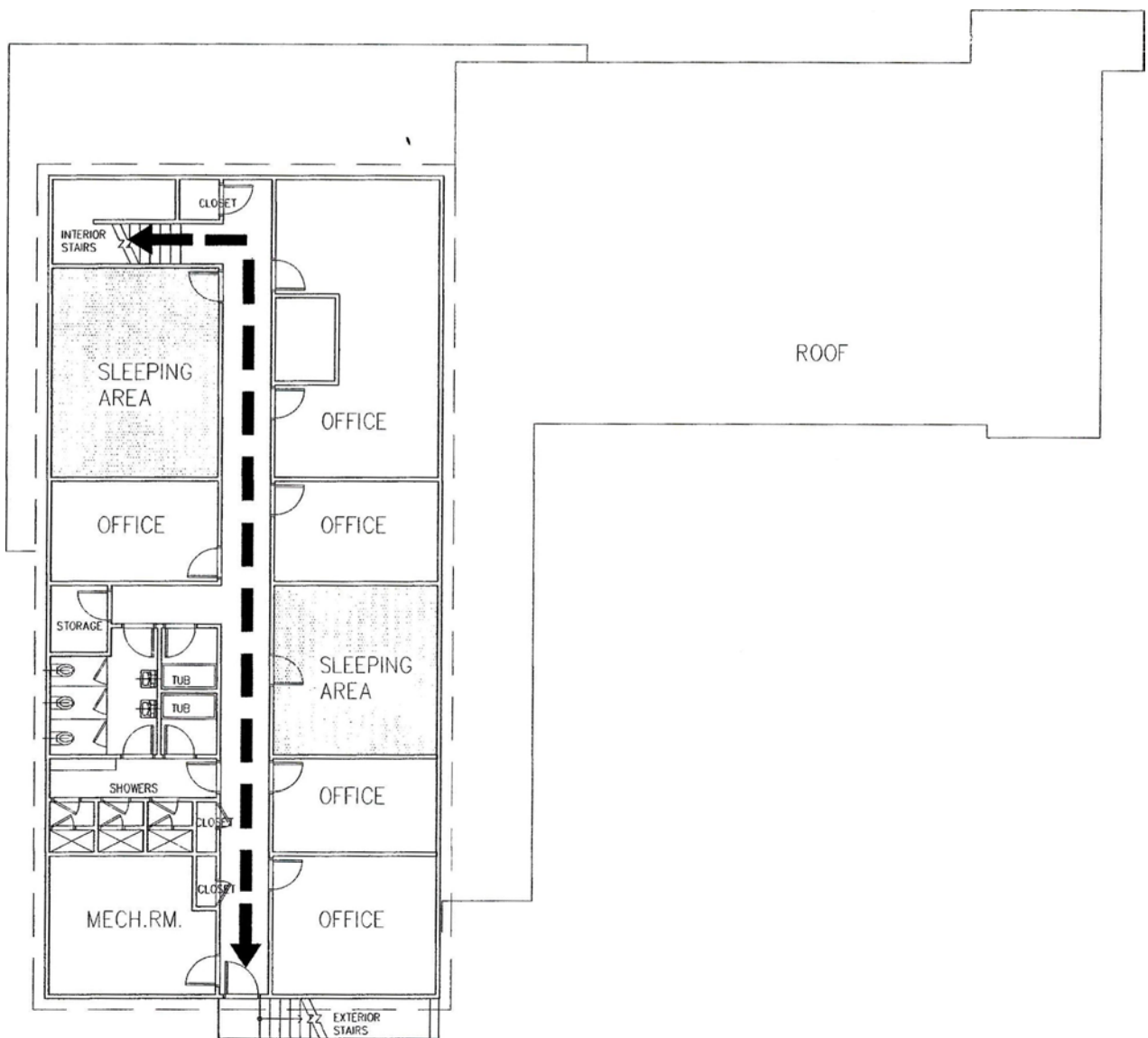
Morning Shift 6:30 AM

1. Upon arrival volunteers are to obtain a security vest radio and if needed, a flashlight from the parish center staff on duty.
2. The duty of the morning security volunteers is to escort the guests to either their own vehicles parked in the lot adjacent to the Parish Center, or to assist in their accessing van transportation provided by Parish Center staff, and finally to assist in the pedestrian exit of those who leave the property on foot Those leaving on foot via the Woodard Ave side should be escorted to the parking lot exit near the priest's quarters. Those leaving via the Camden Avenue side should exit from the driveway near the gym.
3. Keep in mind that the school parents begin dropping off their children for daycare via the Woodard Avenue entrance at 7:00 AM. The daycare is accessed via the south entrance of the primary wing. Parents park both on the Woodard Ave and in the marked spaces in front of the primary wing of the school. Security volunteers should always be with the guests and escort them directly to the exits upon leaving the parish center. Security personnel should not allow any interaction with the children or lingering near the school buildings.
4. In the event of minor questions or difficulties involving the guests, notify the staff at the parish center. If a 911 call is required because of a major emergency, in lieu of a cell phone call, the landline telephone in the parish center should be used to call.
5. The issued radios, with operating instructions included, are for the purpose of communicating between security personnel and the parish center staff as needed.

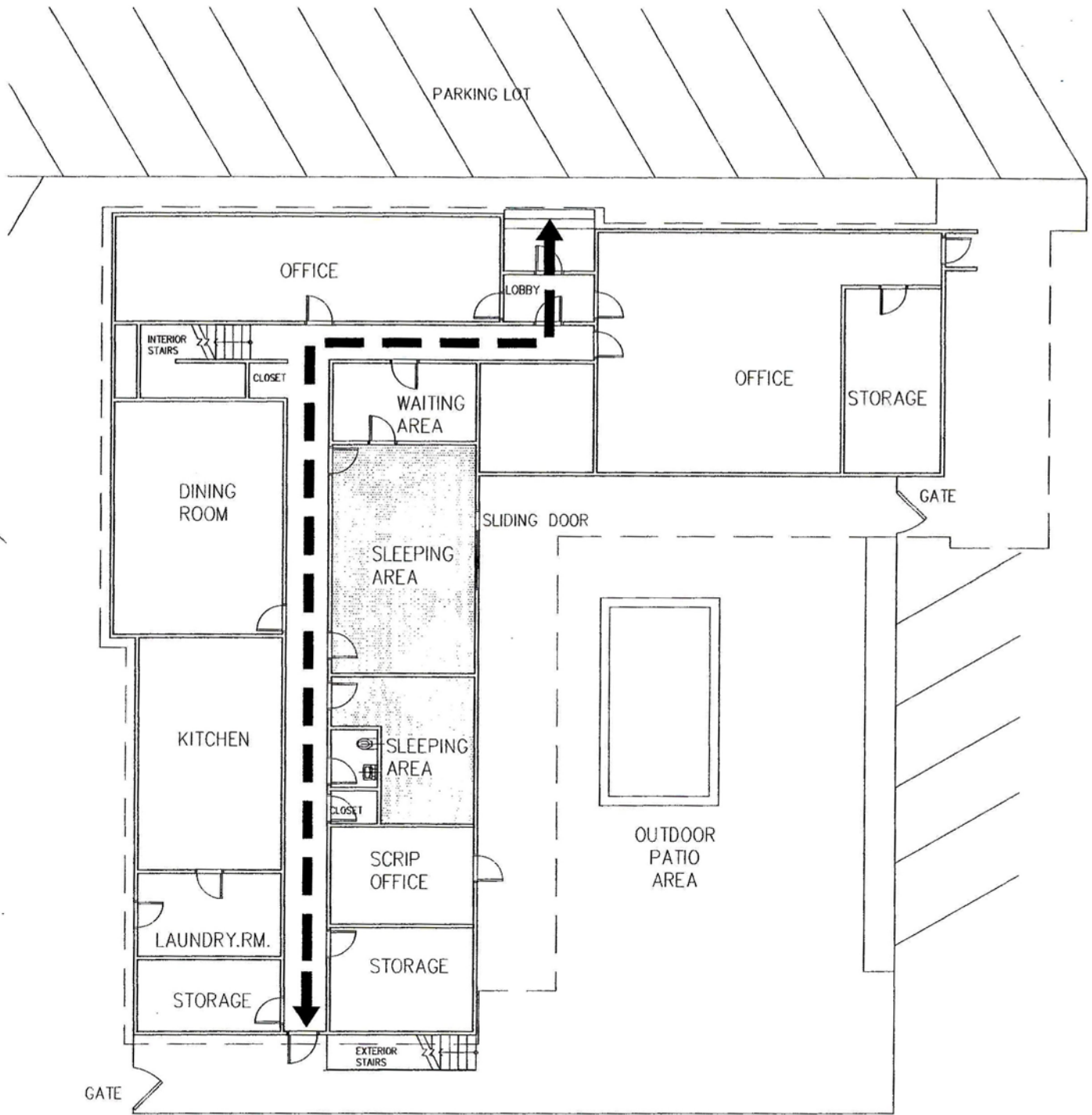
Evening Shift 5:30 PM to 9:00 PM

1. Upon arrival volunteers are to obtain a security vest radio and if needed, a flashlight from the parish center staff on duty
2. The guests have a formal arrival time of 7:00 PM but some will come early via personal transportation, church provided van or pedestrian access via Woodard Ave or Camden Ave.

3. Security volunteers should ensure that those who arrive on foot through the gates as well as those who arrive by the other modes of transportation go straight to the Parish Center. These guests should be escorted to the Parish Center by volunteers.
4. There will be various night time activities involving the parish and school at the gym, the school buildings and Kelly and Essig Halls. The guests are not to be allowed to delay and interact in any of these activities which more than likely involve the schoolchildren. We will be hosting Soup Nights this year for six weeks on each Wednesday night during Lent and the ladies will be joining (Wednesday's only).
5. In the event of minor questions or difficulties involving the guests, notify the staff at the parish center. If a 911 call is required because of a major emergency, in lieu of a cell phone call, the landline telephone in the Parish Center should be used.
6. The issued radios, with operating instructions included, are for the purpose of communicating between security personnel and the parish center staff as needed.



PARISH CENTER
St. Frances Cabrini Second Floor



PARISH CENTER
 St. Frances Cabrini First Floor