

## **Sturgis Township Office Weather Related Access Procedure**

As previously agreed upon by the Sturgis Township Board of Trustees, the township offices may be available as a safe harbor for residents in the event of extreme weather conditions and/or power outages. To accommodate residents in these situations, providing staffing is available, the board agrees to make the offices available under the following guidelines:

### **Excessive Heat Warning-**

Definition- Issued within 12 hours of the onset of the following conditions: heat index of at least 100°F but less than 115°F for less than 3 hours per day, or nighttime lows above 80°F for 2 consecutive days.

The offices will be open to residents as a cooling center during the warning period from the beginning of normal office hours (11:00 a.m.) until such time as the warning is canceled or township officials or volunteers are not available for staffing. Check the township website or local radio for actual times. No overnight stays will be permitted.

### **Extreme Cold Warning-**

Definition- Extreme cold warnings will be issued for periods of dangerously cold conditions, whether it is dangerously cold because of temperature and wind, or dangerously cold because of temperature with little or no wind.

The offices will be open to residents as a warming center during the warning period from the beginning of normal office hours (11:00 a.m.) until such time as the warning is canceled or township officials or volunteers are not available for staffing. Check the township website or local radio for actual times. No overnight stays will be permitted.

### **Power Outages-**

Definition- When a power outage occurs in the township and utility companies determine the power will be out for more than 6 hours.

The offices will be open to residents during the outage (providing the offices still have power ) from the beginning of normal office hours (11:00 a.m.) until such time as the power is restored or township officials or volunteers are not available for staffing. Check the township website or local radio for actual times. No overnight stays will be permitted.

During any of the above situations residents are advised to bring their own provisions (food/water) and entertainment as the township has limited space and funds to provide such items. There are two restrooms available (no shower facilities) for use as well as a free Wi-Fi connection. No medical staff will be available; residents should bring their own medications. Residents should plan on using their own cellular telephones thus keeping office telephones available for normal business use or emergency use. Electronic devices may be charged while at the office. No pets will be allowed with the exception of service animals. The office is handicap accessible.

Sturgis Township is providing the opportunity for township residents to find a comfortable place in the event of the above hardship situations. Residents are responsible for the care and behavior of children as well as helping to maintain the overall cleanliness of the facility. At no time shall the use of alcohol, tobacco or drugs be tolerated. Those who violate this provision will be asked to leave the premises. Those using the facilities should also know that the St. Joseph County sheriff's office will be contacted if any resident who engages in illegal, inappropriate or unruly behavior or refuses to comply with the township official and/or volunteer in charge.