

**2019 Annual Homeless Harrisburg Homeless Veterans Stand Down  
February 15<sup>th</sup> through February 17<sup>st</sup> 2019  
Schedule of Events**

Friday, January 19<sup>th</sup>

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|---|---|
| <b>8:00 am-7:00 pm</b>                      | <b>Drop-off and Donation area open (building 2)</b>   |
| 8:00 am-12:00 pm                            | Set-up facilities at Harrisburg Military Post (Volunteer Team) <ul style="list-style-type: none"><li>• Set-up shower area (building 7)</li><li>• Set-up check-in station (building 2 and 7)</li><li>• Set-up and store cots (building 2)</li><li>• Set-up interview areas (building 2)</li><li>• Set-up secure trailer (inside building 2)</li><li>• Set-up TV/break area (building 2)</li><li>• Set-up Service provider area (building 2)</li><li>• Set-up Haircut area (building 2)</li></ul> |
| 11:00 am-12:30 pm                           | Set-up and prepare lunch for Volunteer Teams <ul style="list-style-type: none"><li>• Prepare serving area for lunch</li><li>• Prepare lunch</li><li>• Clean-up</li></ul>  |
| <b>1:00 pm-2:00 pm</b>                      | <b>Lunch is served to Volunteers</b>  |
| <b>2:30 pm-6:30 pm</b>                      | <b>Shower facility operational (building 7)</b>   |
| <b>2:30 pm-6:30 pm</b>                      | <b>Check-in station operational (building 7)</b>  |
| <b>STAND DOWN BEGINS FOR VETERAN GUESTS</b> |   |
| <b>2:30 pm-6:30 pm</b>                      | <b>Check-in Guests (building 7)</b> <ul style="list-style-type: none"><li>• Clothing issue, shower, stow personal effects</li><li>• Label and store prescription meds</li><li>• General intake and assessment</li><li>• Guests take part in activities and service</li></ul>  |
| 3:00 pm-5:00 pm                             | Set-up and prepare dinner (VFW District 18) <ul style="list-style-type: none"><li>• Prepare serving area for dinner</li><li>• Prepare dinner</li><li>• Clean-up</li></ul>   |
| <b>3:00 pm-7:00 pm</b>                      | <b>Services and Activities are available for veterans</b> <ul style="list-style-type: none"><li>• Haircuts</li></ul>  |

- Employment and housing Services
- Other Services (as available)

**5:30 pm - 6:30 pm**

**Dinner is served (VFW District 18)**

- Prepare and serve meals to guests and volunteers
- Pre-stage kitchen for Saturday breakfast

**6:00 pm-10:00 pm**

**Open time and activities**

- Guest speakers (if available)
- Movies/TV
- Games
- 12 Step Meeting (in separate area)

**7:30 pm**

**Overnight Team conducts turnover with day Team(s)**

- Check List of Veterans staying overnight
- Review Medications and distribution instructions
- Meet with PA Guard Security Team
- Review evening and morning schedules

**8:00 pm-8:00 am**

**Overnight Team in Place**

**10:00 pm-7:00 am**

**Quite and Sleeping time (Volunteers)**

Saturday, January 20<sup>th</sup>

**5:00 am -7:00 am**

**Set-up and prepare for breakfast (VFW District 18)**

- Prep serving area for breakfast
- Prepare breakfast
- Clean-up

**6:00 am**

**Wake-up call (first lights on)**

**6:30 am-7:30 pm**

**Set-up and operate shower area (building 7)**

**7:00 am**

**Reveille**

- All guests up and cots/bags stored
- Names of Veterans staying are forwarded to check-in team

**7:00 am-8:00 am**

**Breakfast is served (VFW District 18)**

- Prepare and serve meals to guests and volunteers
- Pre-stage kitchen for Saturday lunch
- Set-out continental breakfast items for follow-on guests

8:00 am-9:00 am

Service Provider Set-up at Harrisburg Military Post

- VA and Vet Center exam vehicle(s) (adjacent to building 2)
- DMVA vehicle (adjacent to building 2 near TV Entrance)
- Directional Signs Posted to Vet, Volunteer, Agency check-in areas to include reserved parking areas
- General Check-in, Ambassador Station ready (building 7)
- Shower Station ready (building 7)
- Volunteer/Agency Check-in table ready (rear building 2)
- Gear/Clothing issue area ready (rear building 2)
- VA check-in station (building 2 guest entrance area)
- VA service areas ready (building 2)
- Agency/Service Provider tables ready (building 2)
- Set-up Haircut area (building 2 near break area)
- Break area ready (building 2)
- Transport Area (building 2)

**9:00 am-3:30 pm**

**Services and Activities are available for veterans**

- VA Services
- Housing Services
- Employment Readiness Services
- Basic Needs
- Advocacy providers
- Supportive Services
- Legal Services
- Quality of life Services (haircuts, etc.)
- Other Services and Speakers (to be announced)

**10:30 am-11:30 pm**

Set-up and prepare for Lunch (VFW District 18)

- Unload and store supplies
- Prep serving area for lunch
- Prepare lunch

**11:30pm-1:30 pm**

**Lunch is served** (VFW District 18)

- Serve meal to guests and volunteers
- Clean-up
- Prep kitchen for dinner

**12:00pm-12:30 pm**

**Presentations and General Announcements**

12:00pm-4:00 pm

Prepare veteran's items for Sunday distribution (Volunteer Team)

3:30 pm-4:30 pm

Service Providers breakdown areas

**4:00 pm-5:00 pm**

**Non-Overnight Veteran Guests Depart Stand Down**

- 3:30 pm-5:30 pm Set-up and prepare for dinner (VFW District 18)
- Prep serving area for dinner
  - Prepare dinner
- 5:00 pm-5:30 pm Check Names of Veteran Guests who will stay over
- 5:30 pm-6:30 pm Dinner is served** (VFW District 18)
- Prepare and serve dinner
  - Prep kitchen for Sunday breakfast
  - Prep serving area for evening snack
  - Clean-up
- 6:00 pm-10:00 pm Open time and activities (Volunteers to assist with activities)
- Activities
  - Movies/TV
  - Games
  - 12 Step Meeting (in separate area)
- 7:30 pm Overnight Team conducts turnover with day Team(s)
- Check List of Veterans staying overnight
  - Review Medications and distribution instructions
  - Meet with PA Guard Security Team
  - Review evening and morning schedules
- 8:00 pm-8:00 am Overnight Team in Place**
- 8:00pm-9:00 pm Snacks served** (Overnight Team and/or Volunteers)
- Prepare and Serve Snacks
  - Clean-up
- 10:00 pm-7:00 am Quite and Sleeping time**

Sunday January 21<sup>st</sup>

- 5:00 am-7:00 am** Prepare breakfast and travel lunches (VFW District 18)
- Set-up for breakfast
  - Prepare breakfast
  - **Prepare travel/bagged lunches**
- 6:00 am wake-up call (first lights on)
- 6:15 am-7:30 pm Set-up and operate shower area (building 7)
- 7:00 am Reveille**
- All guests up and cots/bags stored

<b>7:00 am - 8:00 am</b>	<b>Breakfast is served (VFW District 18)</b> <ul style="list-style-type: none"><li>• Prepare and serve breakfast</li><li>• Clean kitchen</li><li>• Sort food for distribution</li><li>• Full clean-up and packing of items</li></ul>
<b>8:00 am - 10:00 am</b>	<b>Issue Veteran's items and prepare for departure (Volunteers)</b> <ul style="list-style-type: none"><li>• Issue clothing items and packs</li><li>• Issue bagged lunches</li><li>• List veteran departure destinations and assign transport</li></ul>
<b>9:00 am-11:00 am</b>	<b>Veterans Depart</b> <ul style="list-style-type: none"><li>• Transport veterans</li><li>• Return vehicles to appropriate sites</li></ul>
<b>8:00 am - complete</b>	<b>Clean-up and pack-out (Volunteers)</b> <ul style="list-style-type: none"><li>• Clean-up shower area (building 7)</li><li>• Clean-up sleeping area and stow cots (building 2)</li><li>• Pack trailer/truck (inside building 2)</li><li>• Clean-up TV/break area (building 2)</li><li>• Final clean-up kitchen area (building 2)</li><li>• Remove items</li></ul>
TBD	Final walk-through, site turnover, Stand Down ends

