

Shelter Log Instructions

Use a *Shelter Log Form* to document exceptional circumstances that occur in the shelter. There will be at least two shelter logs: a general log to which all staff members contribute, and a manager log used only by the shelter manager.

- **General Log:**
 - All staff members contribute entries regarding:
 - Problems, solutions, and commitments;
 - Information related to client needs;
 - Other information concerning shelter activities or incidents.
 - All information maintains the privacy of our clients and staff.
 - See doctrine sources below for details.
- **Manager Log:**
 - The shelter manager is the only person who completes the manager log.
 - The manager shelter log contains confidential information, such as:
 - Staff performance issues (positive and negative);
 - Activities involving clients needing to register with local law enforcement;
 - Requests for information from law enforcement;
 - Disclosure of confidential client information;
 - Unaccompanied minors;
 - Issues in the shelter that are escalated for resolution.
 - Both logs are stored in a secured location. The manager log is securely stored where only the shelter manager has access to it.
 - See doctrine sources below for details.

This job tool should be used in conjunction with the following doctrine:

- Sheltering Standards and Procedures
- Job Tool: Operating a Shelter
- Job Tool: Shelter Staffing

Follow the steps below to complete this form:

1. Indicate if this is a “General Log” or a “Manager Log.”
2. Enter the first date the form was used.
3. Consult with the shelter manager if necessary to identify the “DR Number” and the “Shelter Name/Location.”
4. To add log entries:
 - a. Enter the date and time when the event/ activity/ incident took place.
 - b. Enter the name of the shelter staff member who recorded the entry.
 - c. Document all information describing situation or issue. This section should be updated as the follow-up action boxes are checked.
 - d. Indicate “Follow-Up Action:”
 - Required: In the initial log entry, note if the event/ activity/ incident needs follow-up action taken. If known, note the individual completing the follow-up action.
 - Completed: As the event/ activity/ incident is completed, check the completed box and add any pertinent information about the completion, including the completer’s name, to the initial log entry.
5. Enter the page number and total number of pages at the bottom of each page. Use as many pages as needed.

Shelter Log General Log Manager Log

Date: _____ Incident/DR#: _____ Shelter Name/Location: _____

| Date & Time Name | Log Entry <i>(Additional lines as needed)</i> | Follow-Up Action |
|------------------|---|---|
| | Any shelter staff member can contribute to the general shelter log to document daily events, activities, and incidents in the shelter. | <input type="checkbox"/> Required <input type="checkbox"/> Completed |
| | The shelter manager should keep a separate log to record confidential activities to maintain client and staff privacy. | <input type="checkbox"/> Required <input type="checkbox"/> Completed |
| | Use the Log Entry section to document both the initial and follow-up event/ activity/ incident/ intervention/ solution/ action taken. Use extra lines as needed. Remember to maintain staff and client confidentiality. | <input type="checkbox"/> Required <input type="checkbox"/> Completed |
| | Enter the date and time of the log entry and the name of the worker making the entry. | <input type="checkbox"/> Required <input type="checkbox"/> Completed |
| | If the log entry needs follow-up, mark the required box. | <input type="checkbox"/> Required <input type="checkbox"/> Completed |
| | When the log entry is resolved, mark the completed box, and make a note in the log entry noting what action was taken and who completed the activity. | <input type="checkbox"/> Required <input type="checkbox"/> Completed |
| | List the page number and total number of pages used for the shelter log. | <input type="checkbox"/> Required <input type="checkbox"/> Completed |

Shelter Log General Log Manager Log

Date: _____ Incident/DR#: _____ Shelter Name/Location: _____

| Date & Time Name | Log Entry <i>(Use additional lines as needed)</i> | Follow-Up Action |
|-----------------------------|---|---|
| | | <input type="checkbox"/> Required <input type="checkbox"/> Completed |
| | | <input type="checkbox"/> Required <input type="checkbox"/> Completed |
| | | <input type="checkbox"/> Required <input type="checkbox"/> Completed |
| | | <input type="checkbox"/> Required <input type="checkbox"/> Completed |
| | | <input type="checkbox"/> Required <input type="checkbox"/> Completed |
| | | <input type="checkbox"/> Required <input type="checkbox"/> Completed |
| | | <input type="checkbox"/> Required <input type="checkbox"/> Completed |
| | | <input type="checkbox"/> Required <input type="checkbox"/> Completed |
| | | <input type="checkbox"/> Required <input type="checkbox"/> Completed |
| | | <input type="checkbox"/> Required <input type="checkbox"/> Completed |