

Shelter Staff Sign-in Form Instructions

Shelter staff members sign in when they enter the shelter and sign out when they exit. This form is stored in a secured location when not in use. 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 use this form:

1. Enter the date the form is being used.
2. Consult with the shelter manager if necessary to identify the “DR Number” and the “Shelter Name/Location.”
3. Instruct all workers to complete the columns as follows:
 - a. Enter the staff member’s name.
 - b. Enter the shelter staff member’s Red Cross ID# or partner ID#, if they have one.
 - c. Enter the position the staff member is filling at this time. (Staff members may change positions throughout the operation).
 - d. Enter current contact information where the staff member can be reached. This can be a cell number or email address, depending on available communication methods.
 - e. Enter the time the staff member entered the shelter.
 - f. Enter the time the staff member exited the shelter.
 - g. Enter the total number of hours the staff member worked that day.
 - h. If the staff member has a rental car or is driving a personally owned vehicle (POV), mark the box, circle which type of vehicle the worker has, and enter vehicle information.
 - i. Indicate where the staff member is lodging (staff shelter, hotel name, at home, etc.).
4. Enter the page number and total number of pages at the bottom of each page. Use as many pages as needed.

Shelter Staff Sign-in Form

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

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