





















Quick Reference Guide

Form	Purpose	How / When to Use
Shelter Facility Pre-Opening Inspection (page 78) 	To assess the condition of shelter prior to opening	<ul style="list-style-type: none"> <input type="checkbox"/> Completed by the Shelter Manager while accompanied by the Facility Rep. <input type="checkbox"/> Note the condition of the facility and utility systems <input type="checkbox"/> Record any damage on the form and with photographs <input type="checkbox"/> Share a copy with the Facility Rep.
Accessibility Checklist (page 80) 	To aid in setting up the facility to accommodate those clients with accessibility challenges.	<ul style="list-style-type: none"> <input type="checkbox"/> Can be used by all shelter staff during shelter setup <input type="checkbox"/> Refer to the checklist periodically to ensure the shelter remains accessible
Shelter Manager Opening Briefing Agenda (page 82) 	Provides a guide at the opening briefing for sharing and gathering information.	<ul style="list-style-type: none"> <input type="checkbox"/> Used by the Shelter Manager or the Shelter Shift Supervisor at the initial staff brief
Shelter Staff Sign In / Out Record (page 83) 	To provide a record and contact information of all shelter staff that are currently on shift.	<ul style="list-style-type: none"> <input type="checkbox"/> Located at the staff command/break area <input type="checkbox"/> Sign In/Out when starting and ending your shift and whenever leaving for a break <input type="checkbox"/> Note a good phone number on the form to enable staff to easily contact you
Daily Shelter Report (page 84) 	Provides a snapshot of the number of shelter clients, meals provided and any other shelter operations of note.	<ul style="list-style-type: none"> <input type="checkbox"/> Completed by the Shelter Manager <input type="checkbox"/> Information provided by area supervisors <input type="checkbox"/> The completed form should be shared daily with the EOC

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<p>Shelter Facility Closing Inspection (page 85)</p> 	<p>Used during the final walk-through of the shelter to assess shelter condition and any damages</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Completed by the Shelter Manager while accompanied by the Facility Rep. <input type="checkbox"/> Record any damage on the form and with photographs <input type="checkbox"/> Share a copy with the Facility Rep.
<p>Shelter Registration Form (pages 90 and 95)</p> 	<p>To capture basic information about who is staying at the shelter</p> <p>Available in English and Spanish</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Fill out one (1) form per household to register people staying at the shelter <input type="checkbox"/> Complete when people first arrive and update upon departure <input type="checkbox"/> File alphabetically in location that can only be accessed by shelter workers
<p>CMIST Worksheet (page 96)</p> 	<p>Documents possible considerations for access and functional needs. Serves as a guideline for referral services</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Can be completed at Registration or by Health Services staff <input type="checkbox"/> Does not need to be completed for all shelter clients, but should be used for clients identified as having access needs during the registration process. <input type="checkbox"/> Follow up on assessment by notifying your supervisor of potential client needs
<p>Shelter Rules (page 98)</p> 	<p>To provide shelter clients with information on shelter rules</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Distribute one (1) copy to each household as they enter the shelter for the first time as part of the registration process
<p>Dormitory Map (page 99)</p> 	<p>Documents the location of cots and their assigned number. Also used to document the assignment of shelter clients to cots.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Dormitory Supervisor draws initial map and assigns each cot a number and then gives the form to the Registration Supervisor <input type="checkbox"/> The Registration Team uses the map to assign clients to cots <input type="checkbox"/> Note each clients name next to the number of the cot they are assigned <input type="checkbox"/> Share copies of the map with the Dormitory Team periodically

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Shelter Sign In / Out Record (page 101) 	To track which shelter clients and shelter visitors are currently in the shelter	<input type="checkbox"/> Keep in the Registration Area <input type="checkbox"/> All shelter clients and visitors must sign in/out when entering or leaving the shelter
Cold Storage Medication Log (page 102) 	Provides a record of shelter client medication being stored in (cold storage) refrigeration at the shelter	<input type="checkbox"/> To be kept in the Health Services area and completed by Health Services Staff <input type="checkbox"/> Collect all information when client brings medication to Health Services Area <input type="checkbox"/> Complete form when returning medication to shelter client at check-out
Cold Storage Temperature Log (page 103) 	Provides a record of refrigerated medicine storage at the shelter	<input type="checkbox"/> To be kept in the Health Services area and completed by Health Services Staff <input type="checkbox"/> Note temperature of the medication refrigeration at the beginning of the shift <input type="checkbox"/> Note temperature of the medication refrigeration at the end of the shift
OTC Medication Log (page 104) 	Creates a record of OTC medication taken by shelter clients while at the shelter	<input type="checkbox"/> To be kept in the Health Services area and completed by Health Services Staff <input type="checkbox"/> Complete the requested information each time a shelter client takes OTC medicine
Food Holding Time / Temperature Log (page 105) 	Tracks the temperature of buffet style foods to ensure that hot foods are kept above 135°F and cold foods remain below 41°F.	<input type="checkbox"/> To be kept at Food Services Area <input type="checkbox"/> Completed by Food Service Supervisor or their designee <input type="checkbox"/> Used to ensure hot food stays 135°F and cold food is below 41°F

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<p>Pet Shelter Registration and Agreement (page 106)</p> 	<p>Intake form for pets documenting feeding and medication needs. Also serves as an agreement for pet sheltering services and the expectations of the pet owner.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> To be kept at the Pet Sheltering Area and completed by the Pet Sheltering Staff <input type="checkbox"/> One form should be completed for each pet being housed at the shelter facility
<p>Pet Sheltering Rules (page 107)</p> 	<p>To provide shelter clients with pets staying at the shelter facility with information on shelter rules</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Distribute one (1) copy to shelter client when they register a pet to stay at the shelter facility <input type="checkbox"/> To be kept at the Pet Sheltering Area
<p>Pet Exercise Session Sign-Up (page 109)</p> 	<p>Provides a way for shelter clients to schedule a time to take their pet (dog) to the relief and exercise area.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> To be kept at the Pet Sheltering Area <input type="checkbox"/> Completed by the pet (dog) owner with assistance from the Pet Sheltering Staff <input type="checkbox"/> Staff should encourage pet owners to sign up for times early so as to get the times that work best for their schedule (up to 4 times per day)
<p>Pet Shelter Extended Checkout Log (page 110)</p> 	<p>A log of shelter clients who have opted to temporarily remove their pet from the shelter facility</p>	<ul style="list-style-type: none"> <input type="checkbox"/> To be kept at the Pet Sheltering Area <input type="checkbox"/> Completed by the pet owner with assistance from the Pet Sheltering Staff <input type="checkbox"/> Staff should remind pet owners that pets must be returned to the shelter prior to 6 p.m. in order to be housed that night in the shelter
<p>General Shelter Supplies List (page 111)</p> 	<p>Use as a guide to what supplies should be provided in a shelter</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Use the list as a guide <input type="checkbox"/> Make note of additional items that may be needed and notify supervisor of the need.