

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.

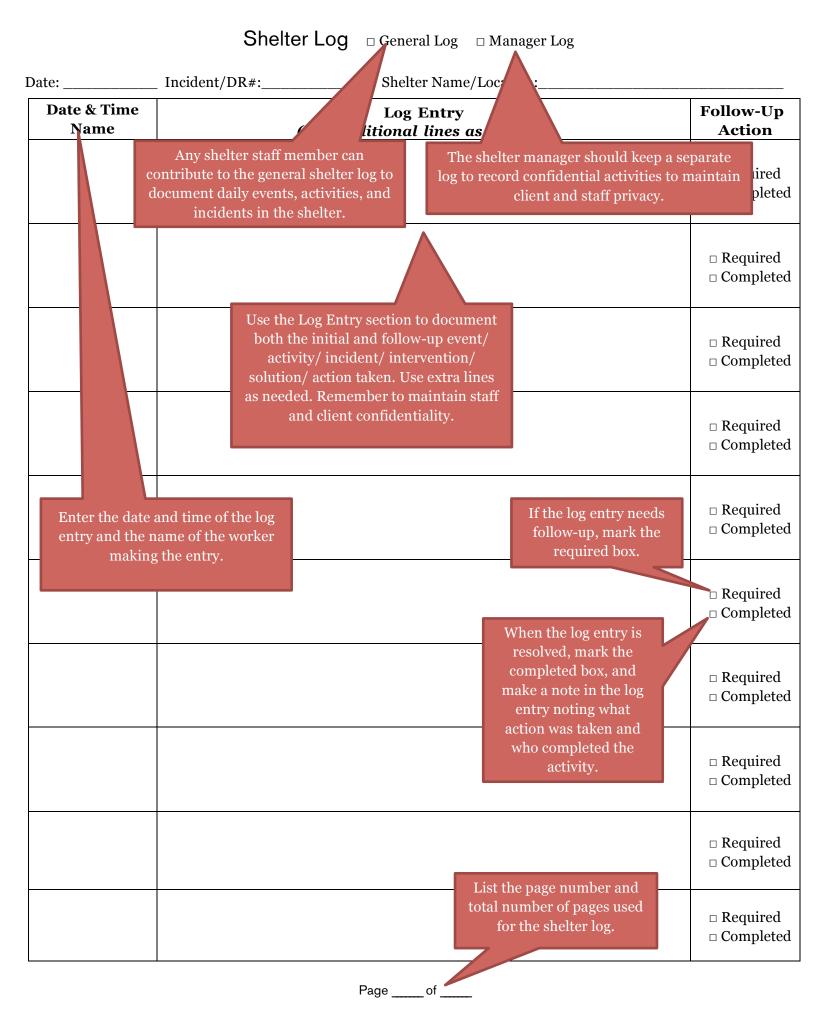
- General Log:
 - All staff members contribute entries regarding:
 - Problems, solutions, and commitments;
 - Information related to client needs;
 - Other information concerning shelter activities or incidents.
 - All information maintains the privacy of our clients and staff.
 - See doctrine sources below for details.
- Manager Log:
 - \circ $\;$ 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.



Date: Incident/DR#: Shelter Name/Location:		ocation:
Date & Time Name	Log Entry (Use additional lines as a	needed) Follow-Up Action
		□ Required □ Completed
		RequiredCompleted

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