



# Shelter Visitor Sign-in Form

Disaster Cycle Services Job Tools  
DCS JT-F Respond/Sheltering

## Shelter Visitor Sign-in Form Instructions

All visitors, including visitors from the media, 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

### **Use this form following the steps below:**

1. Enter the first date the form was used.
2. Consult with the shelter manager if necessary to identify the “DR Number” and the “Shelter Name/Location.”
3. If the visitor is from the media, have him/her sign in, and notify the shelter manager to have an escort assigned.
4. Instruct visitors to complete the columns as follows:
  - a. Enter the date the visitor or media representative signed in.
  - b. Enter the visitor or media representative’s name.
  - c. Enter the time the visitor or media representative entered the shelter.
  - d. Enter the time the visitor or media representative exited the shelter.
  - e. Enter the organization the visitor or media representative is from, if the visitor is representing an organization, agency, company, or group.
  - f. Enter current contact information where the visitor or media representative can be reached.
5. Enter the name of the escort who will accompany the visitor or media representative through their entire time at the shelter.
6. Indicate whether or not follow-up is needed. (Ex. The visitor has a question that the shelter manager needs to address.) If follow-up is needed, indicate what the follow-up concern is in the Notes section. Give this sheet to the shelter manager to complete the follow-up activity.
7. Enter any notes that need to be documented. If follow-up is requested, list the nature of the follow-up request.
8. Enter the page number and total number of pages at the bottom of each page. Use as many pages as needed.

# Shelter Visitor Sign-In

Date: \_\_\_\_\_ Incident/DR#: \_\_\_\_\_ Shelter Name/Location: \_\_\_\_\_

Date	Name	Time In	Time Out	Organization	Contact Information	Name of Escort	Follow-up needed	Notes
							<input type="checkbox"/> Yes <input type="checkbox"/> No	
							<input type="checkbox"/> Yes <input type="checkbox"/> No	
							<input type="checkbox"/> Yes <input type="checkbox"/> No	
							<input type="checkbox"/> Yes <input type="checkbox"/> No	
							<input type="checkbox"/> Yes <input type="checkbox"/> No	
							<input type="checkbox"/> Yes <input type="checkbox"/> No	
							<input type="checkbox"/> Yes <input type="checkbox"/> No	
							<input type="checkbox"/> Yes <input type="checkbox"/> No	
							<input type="checkbox"/> Yes <input type="checkbox"/> No	
							<input type="checkbox"/> Yes <input type="checkbox"/> No	
							<input type="checkbox"/> Yes <input type="checkbox"/> No	
							<input type="checkbox"/> Yes <input type="checkbox"/> No	
							<input type="checkbox"/> Yes <input type="checkbox"/> No	
							<input type="checkbox"/> Yes <input type="checkbox"/> No	
							<input type="checkbox"/> Yes <input type="checkbox"/> No	

Enter contact information where the visitor or media representative can be reached during the operation.

Enter the name of the escort who will accompany the visitor or media representative through their entire time at the shelter. If a media representative, the escort is designated by the shelter manager.

If follow-up is needed, indicate what the follow-up concern is in the notes section. Give this sheet to the shelter manager to complete the follow-up activity.

