

Baca County Division of Emergency Management Emergency Shelter Staff Sign in Sheet

Emergency or Disaster Name: _____ **Shelter/Department Manager** _____

Shelter: _____ **Approx. Number Sheltered :** _____

| Date | Time In | Circle AM/PM | Sign Name/ Print Name | Telephone Number | Home Agency/Dept. | Emergency Function Performed Admin/custodial/ Food Srvc/ Shelter Worker | Date | Time Out | Circle Am/Pm | Number of Hours Worked | Do not Use Area. |
|--------|---------|--------------|-----------------------|------------------|-------------------|---|--------|----------|--------------|------------------------|------------------|
| 6-1-08 | 08:00 | AM PM | Jane Doe Jane Doe | 555-555-5555 | Assembly of God | Shelter Worker | 6-1-08 | 08:00 | AM PM | 12 | |
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I hereby certify that the above employees were authorized to work and that the above dates and times are correct.

_____ Shelter Administrator _____ Date

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- 1. Print sign in sheet and make copies for shelter use. Employees are required to sign in and sign out.**
- 2. Fill out top portion of Sign in Sheet.**
- 3. Print information legibly. All of the information on this form is important and required to track hours for possible reimbursement.**
- 4. All shelter staff should use this sign in sheet, i.e. Administrators, Custodial, Food Service and General Shelter Workers. This serves multiple purposes-location of personnel during emergencies and possible reimbursement.**
- 5. When entering time in and time out, please make sure AM or PM is circled. Employees should sign in and sign out every time they leave the shelter or when their shift is over.**
- 6. Verify that time in and time out is entered for all employees.**
- 7. Verify that hours worked is correctly calculated by employee.**
- 8. At NO time should an individual work beyond 12 hours without authorization from the Shelter Administrator or Representative at the EOC. Note name of Representative that gave authorization and date/time.**
- 9. Each page must be signed by Shelter Administrator. Review before signing.**
- 10. Fax the sign in sheets to Riley Frazee, Baca County Division of Emergency Management, Fax No. 719-523-6776 and deliver or send originals to the EOC by US Postal Service.**