



Date

Shelter Name/County

SHELTERING STAFF

POSITION	NAME	PHONE
Shelter Manager	<input type="text"/>	<input type="text"/>

Total Number of Sheltering Workers

OTHER FUNCTIONS OR ACTIVITIES STAFF

Disaster Health Services

Disaster Mental Health

SHELTER POPULATION

Age Groups (years)	0-3	4-7	8-12	13-18	19-65	65 +
12 Midnight Count (no later than 11:00 pm)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12 Noon Count (no later than 11:00 am)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OPERATIONAL REPORTING

	Cots	Blankets	Comfort Kits	Health Supplies	Signage Kits	<input type="text"/>	<input type="text"/>
# Needed ASAP	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

NOTES

Any Services Needed? Security, Health Dept, Janitorial, Pet Shelter Staff, Nurse, Mental Health, Food, etc.

Preparer Name:

Preparer Signature:

Adapted from National Mass Care Strategy

HI Hurricane Daily Shelter Report Instructions.

1. General Information:

- a. Enter the date when the form is being completed.
- b. Consult with the sheltering lead to identify the Shelter Name/County.

2. Shelter Staff:

- a. Enter the name and phone number of the individuals in each of the listed positions.
- b. Enter the total number of Sheltering workers, including those listed in the Shelter Staff section

3. Other Functions or Activities Staff:

- a. Enter the number of staff members working in the shelter assigned to other functions or activities.

4. Shelter Population:

- a. Enter total individuals present, broken down by age group for each of the time periods.

5. Notes: enter high-level notes.

Notes in this field do not replace notifications to the Sheltering lead.

6. Final Instructions:

- a. Enter the name of the individual preparing the report.
- b. Sign the report.
- c. Submit the report as instructed by the sheltering lead and according to the Job Tool: Operating a Shelter.