

COMMUNITY SHARING WARMING SHELTER ACTIVATION LOG

The purpose of this log is to track the activation procedures of the Community Sharing Warming Shelter and take note of ways we can improve our process. Please answer the following questions to the best of your ability.

Date: _____

Site Volunteer: _____

How many clients checked into CSWS?: _____

Were there any conflicts between clients, or between clients and staff/volunteers?: Y/N

People involved:

General description of conflict:

What procedures were taken:

Follow-up needed?:

Were there any medical emergencies (among clients/staff/volunteers)?: Y/N

People involved:

General description of medical emergency:

What procedures were taken:

Follow-up needed?:

Additional notes (Anything you noticed not working or working very well? Any needs of clients/staff/volunteers that were voiced? Any observations of things to be aware of in the future?)
