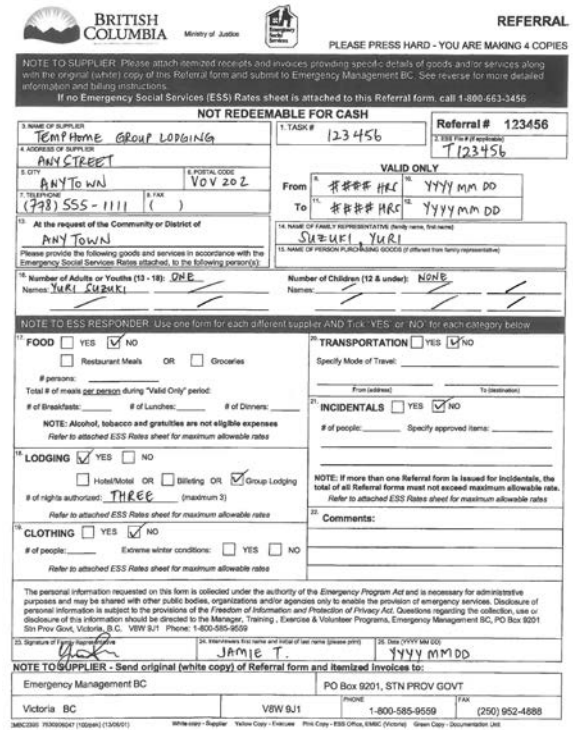


CHECK IN PROCESS

1. Introduce yourself and explain the Check In Process to the evacuee

2. Take the white copy of the Referral Form from the evacuee and turn it over

- Attach the Check In sticker (or sheet) to the back of the form



3. Complete Check In sticker (or sheet)

3a – Bed Assignments


- Determine which bed assignments would be appropriate
- Write evacuee initials on those bed assignments on the Sleeping Area Assignment Log or if another ESS responder is in charge of the Sleeping Area Assignment Log, ask that person for your bed assignments. (All bed assignments are tracked on this list to ensure the same bed is not assigned twice!)
- Write one bed assignment per box on the sticker. Use the evacuee's initials first, then a dash, then the bed assignment number. For example, John Smith is getting bed E1. The code would be JS-E1
- Put a dash through all the boxes you do not use



GL Check In Sticker <i>(place on back of white copy of Referral Form)</i>		
Bed Assignment(s) <i>(e.g., John Smith in row E, bed 1 would be JS-E1)</i>	-	-
Parking Pass Needed <i>(if yes, fill in info below)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Vehicle Licence Plate #		
Parking Pass Provided	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Wristband Code Instructions <i>(start writing to the right of the sticker # – you only have a 4 inch space to write in – if you go beyond 4 inches, the writing may be covered when the wristband is applied)</i>		
<i>(e.g., YYYY/MM/DD – YYYY/MM/DD, Referral Form Box 10 & 12 JS-E1-MM, first & last initial – bed# – facility code)</i>		
Wristband(s) Applied	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Resident Agreement Provided	Yes <input type="checkbox"/>	No <input type="checkbox"/>
ESS Responder Name <i>(first name & last name initial)</i>	20140501	

3b – Parking Pass

- Ask evacuee if parking pass is required
- If no, tick no beside “Parking Pass Needed”
- If yes,
 - Tick Yes beside “Parking Pass Needed”
 - Write licence plate number on sticker
 - Fill in parking pass
 - Give completed parking pass to the evacuee
 - Tick Yes beside “Parking Pass Provided”



GROUP LODGING PARKING PASS

Licence Plate #: _____

From: _____ To: _____
(YYYYMM/DD) (YYYYMM/DD)
(box 10 on Referral Form) (box 12 on Referral Form)

Facility Name: _____
(box 3 on Referral Form)

GL Check In Sticker <i>(place on back of white copy of Referral Form)</i>		
Bed Assignment(s) <small>(e.g., Yuri Suzuki in row E, bed 1 would be YS – E1)</small>	-	-
	-	-
	-	-
Parking Pass Needed <small>(if yes, fill in info below)</small>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Vehicle Licence Plate #		
Parking Pass Provided	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Wristband Code Instructions <small>(start writing to the right of the sticker # – you only have a 4 inch space to write in – if you go beyond 4 inches, the writing may be covered when the wristband is applied)</small>		
<small>(e.g., YYYY/MM/DD – YYYY/MM/DD, Referral Form Box 10 & 12 YS – E1 – T, first & last initial – bed# – facility code)</small>		
Wristband(s) Applied	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Resident Agreement Provided	Yes <input type="checkbox"/>	No <input type="checkbox"/>
ESS Responder Name <small>(first name & last name initial)</small>		
	<small>20140501</small>	

3c – Complete evacuee wristbands

- An example of how to complete the wristband is provided on the Check In sticker
- Write up a wristband for each person, using the example shown on the sticker (sample below)
 - Make sure you leave about an inch before you start writing or if there’s a sticker number, start just to the right of the sticker number and keep within the first 4 inches so that the writing is not covered up once you attach the wristband

6/17/9

YYYY/MM/DD to YYYY/MM/DD
YS – E1 – T

- On the wristband, write the resident’s initials, the bed space they were assigned to, and the initials of the centre. The example shown is as follows:

YS – stands for resident’s name, Yuri Suzuki

E1 – the centre may have a section for families, seniors, men, women, persons with disabilities, etc. This guest was assigned to bed 1 in section E

T – the centre use in this example is Temphome. There may be times when more than one centre is opened so this verifies they were checked into Temphome

- Attach wristbands – do not just hand them to the evacuee(s)
- On the GL Check in Sticker – tick Yes beside “Wristbands Attached”

3d – Ensure evacuees have the Resident Information Sheet (could be a coloured sheet)

- Check to make sure the residents have a copy of the Resident Information Sheet (also known as the Resident Standards of Conduct) which is the detailed list of rules for living in group lodging. They should have received a copy from the Meeter and Greeter
- Give them a copy if they no longer have that one and ask them to read it
- Once they've read it, give them a copy of the Group Lodging Resident Agreement and ask them to read and sign it
- Sign as the witness
- Tick "Resident Agreement Provided" on the GL Check In sticker
- Print your name under "ESS Responder Name"



Group Lodging Resident Agreement

Name (Last, First): _____ Date: _____


Read the Resident Information Sheet that is given to you by the ESS responder. Signing this form is strictly voluntary, however, you must agree in writing to abide by the rules on the Resident Information Sheet before you can be registered into Group Lodging.

By signing this agreement, I acknowledge that I have read and agree to the Resident Information Sheet rules.

Signature of family representative: _____
 ESS Responder Witness: _____

4. Advise the residents that they must sign out each time they leave the premises and sign in each time they return to the premises

- The Sign In/Sign Out Log is kept at the Check In/Check Out desk


Section 3 – Group Lodging Function Aids

RESIDENT INFORMATION SHEET

Welcome
 We hope that your stay here will be as pleasant as possible under the circumstances. Please take a few minutes to read this sheet, as it contains important information that you will need to know about living in this Group Lodging.

Check In/Check Out
 Please check in if you have not already done so. Checking in and out of Group Lodging is required so we have the records necessary to help you. All information is kept confidential. Please leave a forwarding address when relocating out of the Group Lodging. This will allow our Emergency Social Services personnel to continue to assist you if required.

Wristbands
 A wristband will be provided to you when you check into group lodging. Your wristband must be worn at all times. Persons without wristbands will not be permitted in group lodging.

Sign In/Sign Out
 When you come and go from Group Lodging, you will also need to sign in and sign out so responders will know your whereabouts if there is an evacuation.

Smoking
 Smoking and use of matches or lighters are not allowed inside the Group Lodging facility.


Personal Belongings
 The security of your belongings is your responsibility. You can keep your belongings under your cot but valuables should be kept with you at all times.

Children
 Parents are responsible for their children at all times. Do not leave your children unattended.

Pets
 We understand that your pets are very important to you. Public health codes do not allow for pets at this Group Lodging facility. It is your responsibility to make provisions for your pet(s) before entering Group Lodging. If you need help in locating a kennel for your pet, please see Group Lodging staff. Some Group Lodging sites may have pet services nearby; if this is the case, information about this will be provided to you. The only exception to this rule is *registered* assistance animals for persons with disabilities.

Alcohol, Drugs, and Weapons
 You are not allowed to possess or use alcohol or illegal drugs in any part of this facility or even on any other designated Group Lodging properties. No weapons are allowed in the Group Lodging, except those of designated police or security staff.

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Section 3 – Group Lodging Function Aids

GROUP LODGING RESIDENT SIGN IN/SIGN OUT LOG

Group Lodging Location: _____

DATE	NAME	TIME IN	TIME OUT	CONTACT # WHEN OUT	REMARKS

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5. **Place the GL Check Out sticker on the back of the back of the white Referral Form (beside the Check In sticker)**
 - This will be filled out when the residents check out at the end of their stay
6. **Arrange for resident(s) to be shown to their bed assignment and have a facility tour**
7. **Finalize paperwork**
 - Paperclip/staple the Referral Form and GL Resident Agreement together and place in basket for filing
 - Part of this process will be to fill in Sleeping Area Assignment Log which is our written record of bed assignments

GL Check Out Sticker <i>(place on back of white copy of Referral Form)</i>	
Date <i>(yyyy/mm/dd)</i>	
Family Rep <i>(signature)</i>	
Required for updating bed inventory	
<input type="checkbox"/>	<i>Update Sleeping Area Assignment Log by placing blank white label over previous bed assignment(s)</i>
<input type="checkbox"/>	<i>Dispose of/sanitize all bedding from cot(s)</i>
<input type="checkbox"/>	<i>Tag cot(s) for cleaning and arrange for cot(s) to be cleaned as per Group Lodging procedures</i>
<input type="checkbox"/>	<i>Arrange for replacement cots, if required</i>
<input type="checkbox"/>	<i>Place a red post it flag at the top left hand corner of the white copy of the Referral Form prior to refilling</i>
Comments	
ESS Responder Name <i>(first name & last name initial)</i>	20140501

CHECK OUT PROCESS

1. **Find paperwork (Referral Form and attached GL Resident Agreement)**
 - Should be filed in a box in alphabetical order or if not filed yet, then look in the basket for filing
2. **Complete Check Out sticker (or sheet)**
 - Write in the date
 - Have the Family Rep sign
 - Tick items “Required for updating bed inventory” as you complete them
 - Print your name under “ESS Responder Name”
3. **Finalize paperwork**
 - Paperclip/staple the Referral Form and GL Resident Agreement together and place in basket for filing



GL Check Out Sticker <i>(place on back of white copy of Referral Form)</i>	
Date <i>(yyyy/mm/dd)</i>	
Family Rep <i>(signature)</i>	
Required for updating bed inventory	
<input type="checkbox"/>	<i>Update Sleeping Area Assignment Log by placing blank white label over previous bed assignment(s)</i>
<input type="checkbox"/>	<i>Dispose of/sanitize all bedding from cot(s)</i>
<input type="checkbox"/>	<i>Tag cot(s) for cleaning and arrange for cot(s) to be cleaned as per Group Lodging procedures</i>
<input type="checkbox"/>	<i>Arrange for replacement cots, if required</i>
<input type="checkbox"/>	<i>Place a red post it flag at the top left hand corner of the white copy of the Referral Form prior to refilling</i>
Comments	
ESS Responder Name <i>(first name & last name initial)</i>	20140501