

19 Instructions for Using the Special Disaster Operations Daily Time Log

This form is use for tracking both employees and volunteers working at any special disaster operation, including congregate shelters, mass feeding sites, Points of Distribution (PODS), animal care and shelter or other service for disaster survivors.

Every employee or volunteer must sign in for each shift worked. Some may have additional documentation to fill out for their department or organization. American Red Cross staff and Red Cross volunteers do not need to sign-in on this form.

Each activity should have a sign-in location where all employees or volunteers check-in and receive shift instructions. The employee should sign-in and sign-out for each shift and initial the sheet for lunch and break times.

The manager or staff person responsible for attendance should fill out the top row of the form, indicating the date, activity location and the appropriate shift.

Date: Enter today's date.

Shelter, Feeding, or other Activity Location: Enter the street address, building name, or GPS coordinates for the activity or facility.

Day Shift / Night Shift: Circle the appropriate shift.

All employees and volunteers should enter their information on a single line.

Employee's Name: Use the name as it appears on their time card or volunteer registration form. Do no use nick names or aliases.

Signature: Each person must also sign with their signature per FEMA requirements.

Job Assignment: Each person must enter their job assignment. If they have two assignments, enter their primary assignment.

Employee's Department: If the person is an agency employee, they must enter their home department, not their temporary assignment.

Time In: Enter the time they begin work.

Time Out: Enter when they leave for the day.

Lunch Break: Initial for their lunch break. For purposes of legal compliance and good mental health, all employees must take a lunch break.

AM Break: Initial if they have a morning break. If not for compliance with contract provisions or the law, every worker should also take at least one break in the morning and another in the afternoon for mental hygiene purposes.

PM Break: Initial if they have an afternoon break. If not for compliance with contract provisions or the law, every worker should also take at least one break in the morning and another in the afternoon for mental hygiene purposes.