

# Shelter Resident Information Sheet

- Welcome** We hope that your stay 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 about living in this shelter.
- Registration** Please sign in at the registration desk if you have not already done so. Registration is required so we have the records necessary to help you. All registration information is kept confidential. Please leave a forwarding address when relocating out of the shelter. This will allow us to continue to assist you and forward any items you might leave behind.
- Smoking** You are not allowed to smoke, use matches, or use lighters inside the shelter.
- Personnel Belongings** We cannot assume responsibility for your belongings. We recommend that valuables be locked in your car, out of sight, if possible. If that is impossible, keep valuable items with you.
- Pets** We understand that your pets are very important to you. For health and safety reasons Fort Stewart does not allow pets inside the shelter. The only exceptions to this rule are service animals for people with disabilities. Proper documentation may be required to verify service animal status.
- Children** Parents are responsible for keeping track of and controlling the actions of their children. Please do not leave them unattended.
- Medical Problems or Injuries** Notify our staff of any medications that you are taking and if you will need a refill. If you have a medical condition, are not feeling well, or have sustained an injury please inform our staff immediately.
- Volunteering to Help** Shelter residents are encouraged to help in the shelter. There are many jobs that do not require special training. Please see the staff if you would like to help.
- Special Requirements** If you have any special requirements, such as a special diet, please contact the staff.

Fort Stewart disaster assistance is free.

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**Alcohol, Drugs, and Weapons** You are not allowed to possess or use alcohol or illegal drugs in any part of this shelter. No weapons are allowed in the shelter, except those of designated police or security staff.

**Telephones** Shelter residents are asked to use the public pay phones located adjacent to the shelter in the phone center. The other shelter phones are reserved for communications with the emergency authorities and the Installation Operations Center.

**Housekeeping** Please help us keep your temporary home clean. Please pick up after yourself and help us with cleanup whenever possible. Food and drinks, other than water, are not allowed in the sleeping area.

**Quiet Hours** Quiet hours are enforced in the sleeping area between 10:00 pm and 7:00 am. However, the sleeping area should be kept as quiet as possible at all times of the day. Some shelter residents may work night shifts or may not feel well and want to sleep during the day.

**Off Limits Areas** The weight rooms, sauna and hot tub are off limits during shelter operations. Please keep your children out of these areas. These areas are clearly marked. If in doubt, see Shelter Layout at the Registration Desk or ask a member of the staff.

**News Media** News media representatives often visit shelters during disaster operations. They are allowed to enter the shelter and to request interviews or photographs. They will ask your permission first, and it is your right to refuse. Please report any problems with the media to the shelter manager.

**Problems and Complaints** Please direct all comments about the shelter operation to the shelter manager or shift supervisor.

**Thank You** Again, we hope that your stay will be as pleasant as possible under the circumstances. Thank you for taking the time to read this sheet, as it contains important information that you will need about living in this shelter. Please see anyone on our staff if you have any questions.

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