



Public Health
Prevent. Promote. Protect.

Department of: HEALTH

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**Board of Chosen Freeholders
County of Burlington
New Jersey**



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15 Pioneer Boulevard
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Mount Holly, NJ 08060-6000

Shelter Rules for Guests
Welcome to Emergency Shelter

If you would like to participate at the shelter today, please review the following instructions and rules in order for you (or your child) to help make this a successful event. Take a few minutes to read this notice as it contains important information that you will need to know about participating in this shelter.

Registration

Please Sign in at the registration area 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 our Individual Client Services and Welfare Information personnel to continue to assist you.

Smoking

You are not allowed to smoke, use matches, or use lighters inside the shelter.

Personal 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. Inform the shelter staff at the Registration table if you have a pet that will need assistance or if you need help in locating a kennel for your pet. Service animals for people with disabilities are not considered pets and will stay with the person requiring assistance.

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. If you have a medical condition or are not feeling well, please contact the Disaster Health Services staff immediately.

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.

Volunteering to help

Shelter residents may be asked to help in the shelter. There are many jobs that do not require special skills or training. Please see the staff if you would like to help.

Telephones and other communication devices

The shelter building phones are reserved for communications with emergency authorities and Town Officials. Charging stations may be set up to allow for you to charge your electronic devices.

Housekeeping

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

Quiet Hours

Quiet hours are enforced in the sleeping area(s) between the posted hours (normally between 11:00 P.M. and 7:00 A.M.). However, sleeping areas 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.

News Media

News media representatives often visit shelter 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.

Special Requirements

If you have any special requirements, such as a special diet, please contact the staff.

Problems and Complaints

Please direct all comments about the shelter operation to the shelter manager or shift supervisor.