

Internal Shelter Signage Kit

The contents of this kit includes standardized Red Cross signage for shelters. These signs provide information needed for clients staying in or visiting Red Cross shelters and indicate directions to services and parts of the shelter. Included in the kit is removable double-sided tape. Always use a method to affix signage to walls and doors that will not cause damage.

Sign Name	Sign Purpose	# of Signs Per Kit
Initial Signs to Post When Opening a Shelter – 8 ½ x 11		
Shelter	Indicates the site is a shelter. On front door and all entrances to shelter. May also be used when additional signage is needed outside to inform public of shelter location.	5
Entrance	Indicates where the public should enter. At the entrance to the shelter.	2
Accessible Entrance	Indicates the accessible entrances. At all entrances that are accessible. Use with arrow signage to indicate direction.	2
Registration	Informs the location of dormitory registration area. At registration desk in registration area.	2
Sign Language Interpreter	Informs process to request sign language interpreter. At reception and registration desk.	2
Service Animals Welcome	Informs public that Service Animals are welcome. On front door, at reception area and at registration area.	4
No Weapons	Informs Red Policy on no weapons in shelter. On front door, at reception area and at registration area.	4
Face Coverings	Only use this sign when Red Cross leadership determines masks are required at Red Cross shelters. On front door, at reception area and at registration area.	4
Dormitory	Indicates where clients who are sleeping at the shelter are staying. On door leading to dormitory, on walls leading to dormitory with arrow signs.	5
Dormitory Access	Post at the entrance points of the dormitory areas (preference is to use larger poster but can use 8 ½ x 11 if needed).	2
Meal and Snack Area	Indicates area in shelter for meals and snack. At meal and snack area. When a separate area is set-up inside the shelter for snacks you may cross out the “meal”.	3
Arrow	Cut individual arrows and use in conjunction with other signs.	3
Additional Signs to Use as Needed – 8 ½ x 11		
Exit	Post on all doors and hallways that may be used to exit the building.	5
Accessible Exit	Post on all doors and hallways that are accessible and may be used to exit the building in which signage is not already posted.	5
Emergency Exit	Post on any door that should not normally be used as an exit unless there is an emergency, and must remain closed from the outside.	4
Information	Post at information area table, bulletin board and/or where Red Cross workers may be providing information.	2
No Entrance Area	Post at any area of the shelter that should not be used.	4
Smoking Area	Indicates location where smoking is permitted. At the location where site owner and Red Cross has agreed smoking is allowed.	3
Hand Washing	Post at all locations where handwashing stations are available.	6
Quiet Area	Indicates area at shelter where quiet should be maintained. At quiet area location in dormitory and any other area of shelter identified.	2
Nut Free Area	Indicates area of shelter where snacks and meals containing nuts should not be present. Post at location where clients with nut allergies may consume meals and snacks.	2

Restroom: Male	Post on door, and on walls leading to location with arrow signs when signage is not already posted.	3
Restroom: Female	Post on door, and on walls leading to location with arrow signs when signage is not already posted.	3
Restroom: Accessible	Post on door, and on walls leading to location with arrow signs when signage is not already posted.	2
Family Restroom	Post on door, and walls leading to location with arrow signs when signage is not already posted.	2
All-Gender Restroom	Use when there is a single-stall restroom and shelter management determines an All-Gender Restroom is appropriate. Post on door, and walls leading to location with arrow signs.	2
Showers	Indicates direction to showers and can be used when there are limited showers and all genders sign-up for individual use. Post on door, and walls leading to location with arrow signs.	3
Showers: Male	Post on door, and walls leading to location with arrow signs when signage is not already posted.	2
Showers: Female	Post on door, and walls leading to location with arrow signs when signage is not already posted.	2
Showers: Accessible	Post on door, and walls leading to location with arrow signs when signage is not already posted.	2
Health Services Area	Indicates area where Disaster Health Services are available. Post on front of desk or wall behind the designated area.	2
Diapering Area	Indicates area where diapering of children should occur.	2
Recreation	Indicates area where clients may play games, read or other forms of recreation. Post at location in shelter where this area is established.	2
Shelter Management	Indicates where shelter management and staff information is located. Post on front of desk or wall behind the area.	2
Comfort Items	Indicates where clients may obtain comfort items. Post at location in shelter where these will be provided.	2
Charging Station	Indicates area where electricity and charging is available for clients' devices. Post at location where charging station has been established.	2
Isolation Care Area	Indicates area where clients with infectious diseases maintain isolation from the rest of the shelter. Post at location in shelter where this area is established.	2
Food serving safety directions for workers	Provides reminders on basic food safety requirements when serving food in the shelter. Posted on the workers side of the food serving table. This sign is not intended for clients.	2
Larger 28 x40 Poster Signs		
Red Cross Shelter	Indicates this is a Red Cross shelter. Post in most visible locations.	4
Everyone is Welcome	Post outside or near the entrance and reception area.	2
Welcome	Post at entrance and reception area.	2
Guidelines	Post at reception area, dormitory area and eating area.	3
Shelter Rules	Post at reception area, dormitory area and eating area.	3
Dormitory Access	Post at the entrance points of the dormitory areas (preference is to use larger poster but can use 8 ½ x 11 if needed).	2
Please... (Reminders)	Post at reception area, dormitory area and eating area.	3
Schedule	Post at reception area, dormitory area and eating area.	3

Do not leave donations here	Informs public when unsolicited donations cannot be received at a shelter and where they should be taken. Post at reception desk and on exterior front doors where the public may approach with unsolicited items	2
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