

Public Alert Instructions

For the Title of the public alert, please use one of these 9 categories (exact text only, feel free to copy and paste)

- Health/Safety-Assault
- Health/Safety-Drugs
- Health/Safety-Harassment
- Health/Safety-Property Damage
- Health/Safety-Weapons on Property
- Health/Safety-Other
- Non-Health/Safety

For the Expiration Date enter that date the ban/restriction ends.

In the body of the Note section enter “Location of Incident:” in bold and then the shelter/site where the offense occurred. Put a blank line, “Notes:” in bold, and then an explanation of what happened and the nature of the restriction (e.g. note if agency wide). (Feel free to copy and paste the template below)

Location of Incident: (Shelter location)

Notes: (Additional Notes)