###### Equipment, tools, and supplies checklist

This template is:

* for use by the Volunteer Coordinator and their team during readiness
* intended to be amended to reflect actual needs of the Volunteer Coordination team
* intended to have yellow highlights deleted.

Note that during response the procurement and distribution of resources is the responsibility of Logistics, under the CIMS structure.

All items need to be available at alternative sites, and sites need room to expand if the emergency requires more personnel.

All work sites need to provide bathrooms, water, and drink making facilities, and be accessible to everyone.

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| Item | Tick when sourced |
| **For potential workspaces in ECCs/EOCs** | |
| Desks and chairs |  |
| Access to power outlets, multi boxes and extension cords |  |
| Computers with access to intranet, EMIS, the internet, and printers |  |
| Office stationery |  |
| **For CDCs and/or volunteer centres** | |
| Desks and chairs |  |
| Pre-printed signage, plus materials for making temporary signage |  |
| Multi boxes and extension cords |  |
| Computers with access to intranet, EMIS, the internet, and printers |  |
| Cell phones with chargers |  |
| Office stationery |  |
| Emergency supplies of food, water, and first aid equipment |  |
| Supplies for cleaning kitchen areas and toilets |  |
| Volunteer identification vest, cards, or badge |  |
| Waterproof jackets |  |
| Blankets |  |
| Torches and/or headlamps |  |
| **Tools for tasks** | |
| Shovels |  |
| Hard hats |  |
| Dust masks |  |
| Buckets |  |
| Wheelbarrows |  |
| Leather gloves |  |
| Sandbags |  |
| A portable first aid kit |  |