CDC resource kit checklists

This template is intended as a prompt only. It includes elements that all CDEM Groups must consider, but may be customised according to CDEM Group size, structure, and resources. Brown text can be deleted.

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| A resource kit containing basic portable materials for operation should be available for each potential CDC. Suggested contents of this kit are shown in the checklist below. |
| **Portable resources** | **** |
| CDC signage  |  |
| Signage for all areas, desks, or teams within the CDC (include adhesive or mounting materials such as tape, glue, staples, twine etc) |  |
| ID badges and vests for CDC staff |  |
| Laptops, printers, and equipment for enabling remote internet access |  |
| Printed versions of procedures, checklists, and relevant forms |  |
| Electronic versions of procedures, checklists, and relevant forms |  |
| Stationery items (pens, clipboards, folders, printer paper) |  |
| First aid kit |  |
| Civil defence or survival kit items, such as torches, portable radios, and batteries |  |

*Note that rows may be added to include more detail, such as quantity and specific item type.*

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| A range of resources related to the facility also need to be identified, located, and (if possible) stockpiled for use in each CDC.If these resources are centralised (rather than stored at each potential facility), a transport and distribution plan may need to be developed.  |

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| **Facility resources** | **** |
| Desks and chairs |  |
| Stored water |  |
| Catering items (hot water urns, kitchen utensils, gas cookers, supplies of non-perishable food) |  |
| Other household goods (toilet paper, cleaning products) |  |

*Add or delete rows/items as necessary*