## EOC Equipment and Supply Considerations

1. Auxiliary Power:

* Generators.
* Uninterrupted Power Systems.
* Surge Protection

1. Mechanical:

* Lighting.
* Backup systems, equipment.
* Flashlights, batteries, bulbs.

1. Communications:

* Phones.
* Cell phones.
* FAX machines.
* Radios to agencies, organizations.
* Commercial Radios and/or T.V.
* TV Cable and Satellite Connections.

1. Displays:

* Maps.
* Charts/displays.
* Overhead projectors with screens.
* White Boards (electronic whiteboard)
* Bulletin Boards.
* Easels with flipcharts.
* Flipchart pads.
* Video monitors, include VCR, DVD, Blu-Ray or other playback device.

5. Furniture:

* Tables/chairs.
* Computer Work Stations.
* Clocks.

6. Office Equipment (Electric):

* Computers.
* Typewriters.
* Photocopiers.
* Extension cords.
* Surge protectors.

7. Record Keeping:

* Taping system, equipment.
* Cameras (Digital).
* Video cameras.
* Message forms.
* Logs.
* Time tracking software.

8. Documents:

* Plans:
  + - * + Extra copies of key operation’s plans.
* SOPs.
* Resource staffing lists.
* Library of reference materials:
  + - * + Phone Books.
        + Resource Lists.

9. Supplies:

* Pencils, pens.
* Copier/Printer Paper.
* Toner: Copier, Laser Printers.
* Ribbons for Typewriters, Printers.
* Fax paper.
* Writing pads, tablets.
* Post-it-pads, various sizes.
* Binder clips, various sizes.
* Paper clips.
* Assorted rubber bands.
* Masking tape.
* Push pins.
* Marking pens (various colors).
* Grease pencils.
* Staplers, staples, staple removers.
* Scissors.
* Name tags.
* Large manila envelopes.
* File folders.
* Boxes for filing.
* Clipboards.
* Three hole paper punch.
* 3- Ring binders.
* Telephone memo call pads.
* Command Center message forms.

10. First Aid Facility, Supplies:

* Food Service.
* Kitchen, Food Storage, Dining Facilities.
* Non-electric can openers.
* Coffee making supplies.

11. Sanitary, Hygiene Facilities:

* Toilets, supplies.
* Showers.
* Sanitation kits: chemical disinfectants, commode seats, toilet paper.

12. Garbage, Trash Supplies:

* Brooms.
* Sponges.
* Mops.
* Buckets, Pails.
* Disinfectants.
* Trash cans.
* Wastepaper Baskets.
* Shovels.