**Personal Care Site Resources**

The table below provides a list of equipment and supplies needed for personal care site operations. These resource needs may change based on needs of the personal case site residents as well as the type of hazard or threat.

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|  | **Item** | **Comment** |
|  | Plastic gloves | Latex-free |
|  | First aid supplies |  |
|  | Sterile/bottle water |  |
|  | Ice |  |
|  | Coolers |  |
|  | Hand sanitizer | Per H1N1 shelter guidance |
|  | Tissues | Per H1N1 shelter guidance |
|  | Food/snacks |  |
|  | Toiletries | Tooth paste, toilet paper, etc. |
|  | Baby formula |  |
|  | Diapers |  |

**Shelter Resources**

The table below provides a list of equipment and supplies needed to support shelter operations. These resource needs may change based on needs of the shelter residents as well as the type of hazard or threat.

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|  | **Item** | **Comment** |
| **Entrance and Registration** |
|  | Portable ramps |  |
|  | Tables | Ensure enough tables to allow space for privacy while registering shelter clients. Also, allow for enough tables (usually two) for health care officials to conduct interviews with clients. |
|  | Chairs | Two chairs will be placed on the client side of the table and one chair for the registration staff side of the table. |
|  | Registration forms | Registration and healthcare registration forms can be obtained by the American Red Cross (ARC). If a jurisdiction creates its own form, it should capture the names of all of the members of the household, a pre-disaster address and phone number, and a post-disaster address and phone number. The forms should also include a release that permits shelter personnel to release their information through appropriate resources to family members looking for them. Health registration forms should capture all pertinent medical information. |
|  | Pads of paper |  |
|  | Pens |  |
|  | Pet shelter forms | Registration, rules for owners, etc. |
|  | Control sticks |  |
|  | Office supplies |  |
|  | Signage |  |
|  | System for tracking animals and matching them with owners | Bands, computer and printer, etc |
|  | Storage containers |  |

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|  | **Item** | **Comment** |
| **Dormitory4** |
|  | Cots/mats | Adequate number of cots/mats for shelter residents and staff. Twenty percent of cots/mats should be the sturdier and/or accessible for those with a specific need for them. Extra cots/mats should be available in case they malfunction or become soiled. |
|  | Cots (Accessible) | Accessible cots are higher, wider, and sturdier than standard cots for general populations. |
|  | Blankets | Two blankets for each shelter resident and overnight staff plus extras |
|  | Egg crate mattress foam |  |
| **Service Animals in the Dormitory**(Please note that service animals should remain with their owners at all times.) |
|  | Flea spray |  |
|  | Microchip scanner |  |
|  | Animal first aid book |  |
|  | Animal carriers | Ranging in size and stackable if possible |
|  | Animal bedding |  |
|  | Muzzles |  |
|  | Leashes and collars | Various sizes |
|  | Harnesses |  |
|  | Storage containers |  |
|  | Feeding dishes | Disposable for dogs and cats |
|  | Plastic gloves | Latex-free if possible |
|  | Heavy duty gloves |  |
|  | Cleaners and disinfectant |  |

4 Evacuation shelters that are operational for three days or less are not required to have cots and/or blankets.

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|  | **Item** | **Comment** |
|  | Plastic sheeting |  |
| **Personal Items** |
|  | Diapers | Various sizes for adults and children |
|  | Personal wipes |  |
|  | Comfort items | Toothpaste, toothbrushes, soap, mouth wash, razors, and shaving cream(trial size) |
|  | Dark non-prescription sunglasses |  |
| **Play Areas** |
|  | Toys | Appropriate for different age groups |
|  | Children’s books | Appropriate for different age groups |
|  | Outdoor toys | Basketballs, baseball equipment, jump ropes, etc., for supervised play if space is available |
|  | Coloring books and crayons |  |
|  | Television and DVD player |  |
|  | Children’s DVDs |  |
| **Bathrooms** |
|  | Toilet paper |  |
|  | Paper towels | Most supplies are usually already initially available in facility; resupply may be necessary. |
|  | Hand soap |  |
|  | Raised toilet seat | For bathrooms that are not already equipped with ADA equipment |
|  | Shower chair |  |
|  | Bedside commodes and urinals |  |

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|  | **Item** | **Comment** |
| **Communications** |
|  | Television | Television should have ability to access news media at a minimum |
|  | Bulletin board | For posting communications to residents |
|  | Public telephone | For shelter residents |
|  | Public computer/Internet | For shelter residents |
|  | Two-way radios | For shelter staff |
| **Kitchen** |
|  | Paper goods | Hot and cold cups, dinner and snack plates, napkins |
|  | Plastic ware | Forks, spoons, knives |
|  | Serving utensils | Serving spoons and forks, knives, spoodles |
|  | Cooking tools | Pots and pans (if food is not being brought in) |
|  | Cambros | Insulated containers for maintaining food temperatures |
|  | Drinking straws |  |
|  | Ice |  |
|  | Baby formula/food |  |
| **Health Area** |
|  | Health registration forms |  |
|  | Cots/mats |  |
|  | Blankets |  |
|  | Ice packs |  |
|  | Nursing kit | Filled with first aid supplies, blood pressure supplies, etc. |
|  | Mask | To be used for clients with unexplained coughs |

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|  | **Item** | **Comment** |
|  | Hard candy |  |
|  | Medical wraps and bandages |  |
|  | Plastic gloves | Latex-free |
|  | Plastic and regular syringes |  |
|  | First aid supplies |  |
|  | Oxygen | Set-ups for individual use |
|  | Refrigerator | For drug and medical use only |
|  | Expanded medical supplies | Includes insulin, D50, IV/TPN supplies |
|  | Medical waste disposal | Red bags, sharps containers, etc. |
|  | Disposable linens |  |
| **Pet Areas** |
|  | Flea spray |  |
|  | Microchip scanner |  |
|  | Pet first aid book |  |
|  | Pet carriers | Ranging in size and stackable if possible |
|  | Animal bedding |  |
|  | Muzzles |  |
|  | Cat litter trays | Disposable if possible |
|  | Cat litter |  |
|  | Dog and cat toys |  |
|  | Leashes and collars | Various sizes |
|  | Pet harnesses |  |

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|  | **Item** | **Comment** |
|  | Control sticks |  |
|  | Storage containers |  |
|  | Feeding dishes | Disposable for dogs and cats |
|  | Can openers |  |
|  | Plastic gloves | Latex-free if possible |
|  | Heavy duty gloves |  |
|  | Cleaners and disinfectant |  |
|  | Air deodorant |  |
|  | Heavy duty garbage bags |  |
|  | Trash cans |  |
|  | Plastic sheeting |  |
|  | Fans | For keeping pet areas cool |
| **Mobility Equipment** |
|  | Wheelchairs, walkers, canes |  |
|  | Tools for basic wheelchair repair | Include duct tape |
| **Other** |
|  | Signage | Signage should be posted outside the shelter identify the shelter location and to indicate the entrance that should be used to enter. Signage also should be used to designate the different areas (for example, dormitory, play area, etc.), and to communicate shelter rules, etc. |
|  | Office supplies |  |
|  | Caution tape | Rope off areas where clients are not permitted |
|  | Tape | Duct tape and masking tape should be available |

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|  | **Item** | **Comment** |
|  | Hand sanitizer | Should be liberally available, especially in the registration area (keep out of the reach of children) |
|  | Staff telephone |  |
|  | Staff computer/Internet |  |
|  | Janitorial supplies | Mops, buckets, disinfectant, etc. |
|  | Staff vests | To easily identify shelter staff |
|  | Laundry capacity |  |
|  | Walkmans or other items with headphones | For people with cognitive or sensory overload |
|  | Coolers |  |