

<b>EOC Go-Kit List</b>				WDM 4-27-2011	
<u>Check-off</u>	<u>Quantity</u>	<u>Recommended Quantity</u>	<u>Item</u>	<u>Details</u>	<u>Need to Purchase/Get</u>
			<b><u>Documents</u></b>		
			Flood Emergency Operations Manual		
			DWR's ICS Field Operations Guide		
			ICT Guidelines		
			Maps of Area		
			Local telephone directory		
			Phone list for ICT members and FOC		
			Listing of area stakeholders		
			Mission critical information on CD/DVD		
			<b><u>EOC Set-up</u></b>		
		1	Desktop with projector		
		4	Laptop (one per section chief)	with internet connectivity	
		2	flash drives		
		12	Blank CD's and cases		
		1	Conference room phone		
		2	Analog Phones		
		2	Phones		
		1	satellite phone	charger and instructions manual	
		1	printer/scanner/FAX Unit	power and UBS cables	
		1 - each	extra ink cartridges	usually need a tri-color and B&W cartridge	
		3	reams of 8.5 x 11 paper	500 sheet ream	
		2	table		
		8	chairs		
		1	portable 3-legged easel with paper		
		1	portable 3-legged whiteboard easel		
		1	Dry Erase for whiteboard		
		2 sets	Dry Erase eraser for whiteboard		
		2 sets	colored marking pens		
		1	masking tape		
		1 bottle	hand sanitizer		
		1 set	SEMS position vests		

		1 container	anti-bacterial wipes		
			<b><u>Backup Power for EOC</u></b>		
		1	generator	3,000 KW minimum	
		1 - 5 gal can	gas for generator		
		1 - quart	oil for generator		
		2 - 50 ft	power extension cord		
		2	power surge protectors	power strip with 4 outlets minimum	
		2	flood lights and stands	double headed floods with adjustable height stand	
			<b><u>EOC Office Supplies</u></b>		
		1	roll of duck tape		
		1	stapler with extra staples		
		1	clear with extra roll of tape		
		1	3 ring hole punch		
		1 box	pencils		
		1 box	pens		
		6	Sharpie felt pens		
		1	file box of forms		
		6	Post-It sticky notes pads		
		1 box	paper clips		
		1 package	index cards		
		6	clipboards		
		6	8.5 x 11 paper tablets		
			<b><u>Emergency Staff Supplies</u></b>		
		2	cases of water	if EOC loses power	
<i>Please contact Bill Mendenhall (billm@water.ca.gov) with any changes/additions</i>					