

**Appendix 1-2 – Evacuation Transportation Group - Initial Resource Needs Checklist**

✓	Qty.	Description	Purpose/Use	Assigned to:
	10	Handicap Buses	Special Needs Evacuation	Bus Transport Unit Leader
	4	Med Units	Special Needs Evacuation-Level 4	Medical Transport Unit Leader
	2	Large Passenger Vans	Special Needs Evacuation-Level 4	Medical Transport Unit Leader
	1	Copy Machine	Logistics & Documentation	Logs/Doc Coordinator
	1	Fax Machine	Logistics & Documentation	Logs/Doc Coordinator
	2	Laptop Computers	Communications & Documentation	Logs/Doc Coordinator
	3	Multi-line Phones	Communications	Shared Group Use
	1	General Office Supplies Kit*	Communications & Documentation	Logs/Doc Coordinator
	1	ICS Forms Pack**	Logistics & Documentation	Logs/Doc Coordinator
	2	Power strips	Register evacuees & support overall operation	Evacuee Processing Unit Leader
	30	Portable radios with 10 spare batteries	Communications-Internal	Support Services Unit Leader
	1	Large portable bank charger	Communications-Internal	Support Services Unit Leader
	24	Cell phones w/12 volt chargers	Communications-Internal	10-bus units; 4-med units; 2 van units; 8-assembly sites units
	2	Window A/C Units	Supplement Poor Cooling in Division Office (Willie Bauer Room)	Support Services Unit Leader
	50	Cots	Rest & Rehab	Support Services Unit Leader
	2	96-quart Coolers	Food Services	Support Services Unit Leader

*\*Kit Contents: 1 stapler, 1 box staples, 3 rolls scotch tape, 1 box small paper clips, 1 box large paper clips, 5 boxes medium binder clips, 1 box black pens, 1 box red pens, 10 notepads, 6 black sharpie pens, 6 red sharpie pens, 6 clip boards, 5 reams copy paper, 10 poster boards, blank laminated org. charts, grease pencil, 2 packs multi-color dry erase markers, 2 dry erase marker boards)*

*\*\* Pack Contents: 214i form – 100 copies; 211p form – 25 copies; 211e form – 25 copies*