

**Appendix 1-3 – MSNE-Civic Center Division - Initial Resource Needs Checklist**

✓	Qty.	Description	Purpose/Use	Assigned to:
	1	City Transit Bus	Transport individuals who do not meet medical special needs criteria to Westbrook	Liaison/Services Coordinator
	1	Van-Type Vehicle	Pick up and delivery of supplies and personnel	Liaison/Services Coordinator
	1	Truck	Pick up and Delivery of supplies	Liaison/Services Coordinator
	1	Trailer	Pick up of supplies and stretchers	Liaison/Services Coordinator
	6	Luggage carts	Transport luggage	Evacuee Handling Unit Leader
	10	Wheelchairs	Move Citizens	Evacuee Handling Unit Leader
	20	Pet Crates (Assorted Sizes)	Move Companion animals	Evacuee Handling Unit Leader
	20	Pet muzzles (Assorted Sizes)	Move Companion animals	Evacuee Handling Unit Leader
	10	Portable Radios with spare batteries	Communications	Logs/Doc Coordinator
	1	Large portable bank charger	Communications	Logs/Doc Coordinator
	4	Cell phones w/ chargers	Communications	Division Supervisor, Support Services Unit Leader, Evacuee Handling Unit Leader, Air Transportation Unit Leader
	1	Bull horn	Communications - Crowd Control	Liaison/Services Coordinator
	1	Copy Machine	Communication & Documentation	Logs/Doc Coordinator
	2	Print Fax/ Scanner machines	Communication & Documentation	Logs/Doc Coordinator
	2	General Office Supply Kits	Communication & Documentation	Logs/Doc Coordinator
	1000	Registration forms	Communication & Documentation	Evacuee Processing Unit Leader
	8	Laptop computers	Register evacuees & Support operations	Evacuee Processing Unit Leader
	1000	Wrist Bands	Register evacuees	Evacuee Processing Unit Leader
	500	Pet & Equipment tags	Register companion animals and equipment	Evacuee Processing Unit Leader

