

# Disaster Coordinator's Go Kit

## Equipment

- Battery Operated Clock (optional)
- Battery Operated Radio

## Office Supplies

- Felt pens (set of 4 dry-erase)
- 1 highlighter
- Pens (box of 12)
- Pencils (box of 12, sharpened)
- 2 lined pads of paper
- Copy paper (about 25 sheets)
- 2 sheets from flip chart pad
- 3x5 cards (pack of 100) & file box
- 1 dozen filed folders & labels
- 3 hanging file folders & labels
- Push pins (pack of 25)
- 1 clipboard
- Stapler & staples
- Masking & scotch tape
- Name Tags
- Post-its, 3 packs of 3" x 3"
- 1 Post-it fax pad
- 1 dozen #10 envelopes
- 1 medium binder clip
- Scissors
- Pencil Sharpener
- Eraser (dry-erase)
- Paper Clips (box of 100)
- Disposable Camera

## Forms, Lists & Maps

- Emergency Phone List
- Job Checklists
- Volunteer Intake Forms
- Other forms – volunteer/staff time logs, etc.
- City & County Maps