

Emergency Equipment Checklist

Once alternate locations have been identified, that location will need to be equipped in order to serve our clients in the most efficient manner possible. Suggested equipment could be purchased and stored off-site for possible future use, however this is very costly and is poor use of an agency's funds. A better alternative is to identify office supply stores which could provide and deliver the needed equipment on short notice either on a lease or purchase basis.

Suggested equipment includes:

- Laptop computers with wireless technology
- WIFI routers and hubs
- Ink jet printers with extra ink cartridges
- Photocopy machine
- Fax machine
- Ink Pens
- Legal Pads
- Copy/printer paper
- Lightweight desks or tables
- Extension cords
- Multiple outlet cords
- Fans
- Flashlights and extra batteries
- Weather radio
- Portable radios and/or televisions

Most of the equipment listed above assumes continued electrical and telephone service, which may not be available in actuality. Since electrical service is not readily available following a disaster, the agency may want to purchase a portable generator to keep in storage. Additionally, it may take some time to get regular telephone service back in use. The agency may want to maintain an information sheet for clients to use in the event of a disaster which provides cell phone numbers of agency personnel.

In extreme cases, telephone lines, cellular phone towers and electrical lines may be severely damaged so that repair cannot be accomplished quickly. Each agency may want to investigate the possibility of satellite telephone and internet communication as an alternative to standard means communication in common use. You might also consider contacting a Telephone Answering Service that could take and log calls made to your agency until such time as you can get back into service.

