

EMERGENCY FACILITY ORDER FORM

NAME OF FACILITY: _____

FACILITY LOCATION: _____

INCIDENT NAME: _____

CONTACT PERSON REGARDING THIS ORDER: _____

TELEPHONE AND FAX NUMBER(S): _____

- 1. Set of ICS Forms _____ sets
- 2. Set of ICS Vests _____ sets
- 3. Name Tags _____ boxes
- 4. Yellow Tablets (12 to packet - legal size) _____ packets
- 5. "While You Were Out" Pads (pink - 12 to packet) _____ packets
- 6. Ballpoint Pens - Blue _____ boxes
- 7. Ballpoint Pens - Black _____ boxes
- 8. Ballpoint Pens - Red _____ boxes
- 9. Pencils, No. 2 _____ boxes
- 10. Pencil Sharpener _____ each
- 11. Vis-a-Vis Pens - Blue _____ boxes
- 12. Vis-a-Vis Pens - Green _____ boxes
- 13. Vis-a-Vis Pens - Red _____ boxes
- 14. Vis-a-Vis Pens - Black _____ boxes
- 15. Marks-A-Lot Pens (Washable 4 colors per pack) _____ packs
- 16. Yellow Hi-Liters _____ boxes
- 17. Pink Hi-Liters _____ boxes
- 18. Green Hi-Liters _____ boxes
- 19. Blue Hi-Liters _____ boxes
- 20. Paper Clips - No. 1 _____ boxes
- 21. Paper Clips - Jumbo _____ boxes
- 22. Post-It Notes (Small) _____ each
- 23. Post-It Notes (Medium) _____ each
- 24. Post-It Notes (Large) _____ each
- 25. Staples _____ boxes
- 26. Stapler _____ each
- 27. Push Pins (clear, red, blue, white, green, yellow, assorted) _____ boxes each
- 28. Scotch Tape Dispenser _____ each
- 29. Scotch Tape _____ rolls
- 30. Masking Tape _____ rolls
- 31. Duct Tape _____ rolls
- 32. Scissors _____ pairs
- 33. Two-Hole Punch _____ each
- 34. Three-Hole Punch _____ each
- 35. Clipboards (Regular Size) _____ each
- 36. Clipboards (Legal Size) _____ each

EMERGENCY FACILITY ORDER FORM

- | | | | |
|-----|--|-------|---------|
| 37. | Spray Bottles (quart) | _____ | each |
| 38. | Compass Stockton/San Joaquin County Maps | _____ | each |
| 39. | County Map (large) | _____ | each |
| 40. | River/Delta Maps | _____ | each |
| 41. | Fire District Map (large) | _____ | each |
| 42. | Rec. District Map (large) | _____ | each |
| 43. | USGS Quad Map (quad _____) | _____ | each |
| 44. | Drawing T | _____ | each |
| 45. | Yardstick | _____ | each |
| 46. | 2 Tier Stacking Trays | _____ | each |
| 47. | Manila Folders | _____ | each |
| 48. | Hanging Folders (size _____x_____) | _____ | each |
| 49. | Cardboard File Boxes | _____ | each |
| 50. | Vertical Sorter File | _____ | each |
| 51. | White-Out (liquid paper) | _____ | bottles |
| 52. | Stepladders (size _____feet) | _____ | each |
| 53. | Clear Acetate (plastic) | _____ | rolls |
| 54. | Scratch Pads | _____ | each |
| 55. | Status Boards (large) | _____ | sets |
| 56. | Telephone Book (area _____) | _____ | each |
| 57. | Fax Machine (plain paper) | _____ | each |
| 59. | Photocopy Machine | _____ | each |
| 58. | Plain Paper (8 1/2" x 11") | _____ | reams |
| 60. | Plain Paper (8 1/2" x 14") | _____ | reams |
| 61. | Poster Board (size _____x_____) | _____ | sheets |
| 62. | Waste Baskets | _____ | each |
| 63. | Garbage Cans (size _____gallons) | _____ | each |
| 64. | Garbage Bags (size _____gallons) | _____ | boxes |
| 65. | Garbage Dumpster (size _____yards) | _____ | each |
| 66. | Portable Cell Phone | _____ | each |
| 67. | Cell Phone Spare Batteries | _____ | each |
| 68. | Cell Phone Charger | _____ | each |
| 69. | Cell Phone Cigarette Lighter Adaptor | _____ | each |
| 70. | Hard Wired Telephones | _____ | each |
| 71. | Portable AM/FM Radio | _____ | each |
| 72. | Portable Radio (type & frequency _____) | _____ | each |
| 73. | Spare Portable Radio Batteries | _____ | each |
| 74. | Portable Radio Charger | _____ | each |
| 75. | Television (size _____inches) | _____ | each |
| 76. | Extension Cord (size _____feet) | _____ | each |
| 77. | Table (size _____x_____) | _____ | each |
| 78. | Desk | _____ | each |
| 79. | Chair | _____ | each |
| 80. | Flip Chart | _____ | each |
| 81. | Flip Chart Paper Pad | _____ | each |
| 82. | White Board (size _____x_____) | _____ | each |

EMERGENCY FACILITY ORDER FORM

- 83. White Board Eraser _____ each
- 84. Chalk Board (size _____x_____) _____ each
- 85. Chalk Board Eraser _____ each
- 86. Bulletin Board (size _____x_____) _____ each
- 87. Coffee Maker (size _____ cups) _____ each
- 88. Coffee Cups _____ rolls
- 89. Coffee Cream _____ boxes
- 90. Coffee Stir Sticks _____ boxes
- 91. Coffee Sugar _____ boxes
- 92. Bottled Water (small bottles) _____ cases
- 93. Portable Toilets _____ each
- 94. Toilet Service once every _____ days
- 95. Toilet Paper _____ case
- 96. Paper Towel _____ rolls
- 97. Batteries, AAA _____ each
- 98. Batteries, AA _____ each
- 99. Batteries, C _____ each
- 100. Batteries, D _____ each
- 101. Batteries, 9 volt _____ each
- 102. Batteries, 6 volt _____ each
- 103. Flashlights, (size _____) _____ each
- 104. Portable Generator (size _____watts) _____ each
- 105. Portable Light Tower/Stand (size _____watts) _____ each
- 106. Fuel Can (size _____gallons) _____ each
- 107. Photocopier Toner Cartridge (model_____, brand_____) _____ each
- 108. Fax Machine Toner/Ink Cartridge (model_____, brand_____) _____ each
- 109. Portable Space Heater (size of area _____x_____) _____ each
- 110. Security Guard (per 12 hour shift) _____ each
- 111. Other Materials _____
