

Utah JIC in a box

Contents

Office supplies

- Stapler: 2
- Staples: 15,000
- Staple remover: 1
- Tape: 1 Scotch tape dispenser with roll, 2 replacement rolls
- Markers: Highlighters (1 package), Black permanent (3)
- Dry-erase markers: 5
- Dry erase erasers: 1
- Pens: 1 box blue, 1 box red, 1 box black
- Pencils: 12
- Pencil sharpeners: 2
- Paper: 3 legal pads, 1 steno pad, 3 5X8 pads
- Voicemail log book: 2
- Inbound/outbound call register: 1
- Phone message book: 1
- 3-hole punch: 1
- Post-it Notes: 1 package of 12 3x5 pads (or equivalent),
- Paper clips: 2 boxes of 100
- File folders: 10 (five each of center and right tabs)
- File folder labels: 1
- Clipboards: 2
- Skinny masking tape: 1 roll
- Duct tape: 1 roll
- Flip chart markers: 1 package
- Folders: 6 (3 white, 3 blue)
- Rubber bands: 1 box
- Ruler: 1

Accessories (e.g. clothes, other supplies)

- Back pack (needed)
- PIO vest or PIO shirt (needed)
- Poncho or umbrella (needed)
- Flashlight (needed)
- Battery-powered radio (needed)

Electronics (computers, memory stick, CDs, mouse, etc.)

- Portable printer (needed)
- Laptop/tablet (needed)

Digital camera (needed)
USB drives: 2 packages of three
CDs: 1 pack of 50
USB digital card reader (needed)
Nice webcam (needed)
Mouse: (needed)
Pay-as-you-go cell phone (needed)

Other

First-aid or other medication: (needed)
Snacks (needed)
Drinks (needed)

Contact lists and information (paper and electronic versions)

Copy of 10 codes: 1
Utah PIO Association roster (needed)
Utah Division of Emergency Management roster (needed)
Stuff from guidelines folder (needed)
Standard Operating Guidelines or EOP (needed)
pre-scripted messages and template releases. (needed)
maps (needed)
agency letterhead (needed)