



Reception Centre Kits

Suggested Contents

Categories:

- ✓ ESS Identification
- ✓ A set of signs
- ✓ Stationery Items
- ✓ Equipment/Miscellaneous
- ✓ First Aid
- ✓ RC Operational Guidelines – Function Checklists and Function Aids

ESS Identification

Vests – colour coded

- Reception Centre Manager – Green
- Information Officer – Red
- Safety Officer – Red
- Liaison Officer – Red
- Operations Section Chief and personnel – Orange
- Planning Section Chief and personnel – Blue
- Logistics Section Chief and personnel – Yellow
- Finance Section Chief and personnel - Grey

Name Tags (Photo ID – if possible) with first name only

Signage (in alphabetical order)

Some signs have pictograms and all signs have enough space to write the words of the sign in another language.

Blank sign (to make sign if needed)

Child Care

Communications

- Directional Arrows
- First Aid
- Health Services
- Information
- Inquiry about Family and Friends
- Media
- Out of Bounds
- Personal Services (to be changed to Emotional Support)
- Pet Care
- Reception Centre – large outdoor sign with name of community and space to display signs of ESS Support Organizations
- Registration, Food, Clothing, Lodging and Other Needs
- Registration Only
- Staff
- Transportation
- Volunteer Services
- Washrooms

Stationery Items

- Assorted Rubber Bands
- Masking, duct and scotch tape
- Clip Boards
- Brown Envelopes
- Paper Clips (large), spring clips
- Pens, pencils, erasers and sharpeners
- Scissors
- Pads of Lined Paper
- Staplers, staples and staple removers

- Filing Box
- Carbon Paper
- Thumb Tacks
- Ruler
- Package of File Cards
- Felt Marking Pens

Equipment/Miscellaneous

- Antibacterial hand wipes
- Disposable gloves, palm gloves
- Flashlights with cones for use at night
- AM/FM transistor radio and batteries
- Megaphone
- Whistle
- Ziplock bags and large plastic garbage bags
- Ball Twine, 3/8" Nylon Rope
- Plastic Barrier Tapes

First Aid

- First Aid Kit
- Disposable Gloves
- Cold Packs
- Survival Blankets
- Triangular Bandages

Reception Centre Operational Guidelines

- Function Checklists and Function Aids