

LOOKOUT EMERGENCY AID SOCIETY

Shelter in a Box Contents

1. binder of materials, signs, instructions and reference material
 - a. Includes forms for volunteers to sign that are Waivers of Liability. NOTE: Have volunteers sign 2 copies, they retain one, and one comes to Lookout.
 - b. valuables envelopes – is for registering secure storage for cash and or valuable material
 - c. message pad
 - d. bus tickets – 2 books – ask admin for refills (restricted to people to/from shelter, treatment)
2. Volunteer Handbook – this is to be given to each volunteer to keep
3. log book
4. Box of gloves (large), to be used for handling all dirty laundry, all food, all mats (used), during cleaning
5. package of paper towels
6. flashlights, 2, with extra batteries for the flashlights
7. small clear garbage bags for personal belongings and garbage
8. large garbage bags
9. labels for personal belongings
10. masking tape
11. painters tape – use for posting signs. If it doesn't work, then use masking tape.
12. clips
13. petty cash pad for issuing bus tickets, including when someone needs to be moved to a different site.
14. number of pens, including red ink
15. small pencils for clientele to use
16. paper clips, box
17. highlighters – 2 colours
18. envelopes – large, letter and small brown
19. guest file cards
20. red dots for valuables/abusable meds, if turned in
21. black marking pen
22. small post-it notes
23. container of quat disinfectant plus spray container – with instructions (residual cleaner)
24. emergency toilet paper – 4 rolls
25. bleach for disinfecting all surfaces (use ratio in instructions)
26. bleach cleanser (e.g. comet) for toilets, sinks, etc.
27. sleeve of disposable cups; bowls (or large cups to use as bowls) and plates. Also plastic spoons, forks, knives
28. emergency food supplies – enough for 3 days of dried soup, coffee, tea, condiments
29. smoke detectors – 5
30. motion alarms for hanging on doors – X 3

31. door bell, X2
32. fire extinguisher
33. personal alarm
34. First Aid kit – WCB approved
35. cell phone and cell phone charger.