

Prairie View A&M University

BCP Leadership Team

Exhibit 11: Emergency Operations Center Equipment and Supplies

Description	Quantity	Storage Location
Multi-column paper		
Lined paper		
Envelopes		
Stationary		
FedEx forms		
UPS forms		
Zip code book		
Area code book		
Scissors		
Tape		
Tape dispenser		
Binder clips		
Rubber bands		
Calendars		
File folder		
Liquid paper		
Stapler		
Staples		
Pens		
Pencils		
Erasers		
Highlighters		
Letter opener		
Standard telephones		
Cellular telephones		
Pagers		
Walkie talkies		
Wireless radio		
Desktop PCs		
Laptop PCs		
Modems		
Disks		
CDs		

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Description	Quantity	Storage Location
Laser printers		
Inkjet printers		
Printer paper		
Fax machine		
Fax paper		
Copier		
Copier paper		
Multiple communication lines		
Status media (whiteboard, etc.)		
Portable battery operated radios		
Portable battery operated TVs		
Battery operated clocks		
Battery operated tape recorder		
Extra batteries		
- Flashlight		
- Radios		
- Cell phones		
- Pagers		
- Laptops		
- Clocks		
- TV		
- Tape recorder		
- Battery rechargers		
Telephone directory		
Company phone directory		
Portable lights		
Sleeping provisions for extended stays		
Water for drinking and sanitation purposes		
Water-purifying tablets		
Non perishable food items that do not require cooking		
Paper towels		
Toilet paper		
Large plastic bags		

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Description	Quantity	Storage Location
Bottle and can openers		
Insect repellent		
First-aid kits		
Blankets		
Clothing as needed		
Personal care items (soap, towels, etc.)		
Fire extinguishers		
Cold weather heating equipment (space heater, camping stove)		
Large (12"0 crescent wrench (to turn off gas and water valves)		
Crow bar		
Candles		
Flares		
Duct tape		
Table		
Chairs		
Portable restrooms		
Large buckets		
Hard hats		
Bull horn		
Spare cable		
Plastic sheeting		
Tent		
Copies of the Disaster Recovery Plan		
Forms		
- Flip charts		
- Note pads		
- Special forms		