This is a recommended stock list for a shelter with up to 200 occupants. Items should be restocked after use and routinely checked to ensure they remain within expiration dates and are operational.

| Item  Tick the items you have | Quantity | Further details |
| --- | --- | --- |
| **Basic tools** | | |
| Multi-tools or basic toolkits | 1 kit |  |
| Duct tape | 2 rolls |  |
| Heavy duty gloves | 5 sets |  |
| **Cleaning supplies** | | |
| Disinfectant wipes and sprays, floor cleaner | 2 of each product |  |
| Mop, bucket, broom and dustpan | 1 of each item |  |
| Rubbish bags – small, medium, large | 3 rolls of each |  |
| **Crowd control** | | |
| Barrier tape or temporary dividers | 2 rolls |  |
| High visibility vests to identify shelter staff | 10 |  |
| **Hygiene products** | | |
| Hand sanitiser | 2 units |  |
| Toilet paper | Dependent on maximum occupancy | Up to 100 –  Over 100 - |
| Paper towels | Dependent on maximum occupancy | Up to 100 –  Over 100 - |
| Disposable gloves | 50 boxes |  |
| Soap | 20 units |  |
| **Lighting** | | |
| Torches | 4 |  |
| Headlamps | 4 |  |
| Solar or battery powered lanterns | 4 |  |
| **Power and technology** | | |
| Power banks | 2 |  |
| Extension cords | 2 |  |
| Power boards | 2 |  |
| UHF handheld radios | 4 | Optional dependent on lay out of shelter |
| AM and FM radio – wind-up or battery operated | 1 |  |
| Megaphone | 1 |  |
| Spare batteries |  | Different sizes and within expiry date to operate all items mentioned above. |
| **Shelter operation supplies** | | |
| Name badges or name stickers | 50 |  |
| Clipboards and notebooks | 5 of each |  |
| Large white board or communications board | 1 |  |
| Signage |  | Printed and laminated as per the emergency shelter toolkit - signage template |
| Printed forms |  | Forms on the DET website Policy and advisory library in Emergency management |
| **Stationery** | | |
| Pens & pencils | 20 units |  |
| White out and erasers | 5 units |  |
| Highlighters | 5 units |  |
| Permanent markers | 5 units |  |
| A4 paper reams | 500 sheets |  |
| Whiteboard markers | 5 units |  |
| Whiteboard cleaner and erasers | 2 units |  |
| Blu Tack | 10 packs |  |
| Scissors | 5 units |  |
| Packing tape | 5 units |  |
| **Medical items** | | |
| First aid kit | 1 |  |
| Large zip lock bags | 20 units | For medical supplies and medicine that needs refrigerated storage – label with permanent markers |
| Face masks | 50 units |  |
| Safe sharps disposal | 1 |  |
| **Weather and nature related items** | | |
| Sunscreen - SPF 30 or higher | 5 units |  |
| Insect repellent | 5 units |  |
| Ponchos | 10 units |  |
| **Storage supplies** | | |
| 20L food grade plastic jerry cans for water | 5 units |  |
| Large waterproof durable rolling duffle bag to store small portable items | 2 units |  |