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.

| ItemTick 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 |  |