

ANNEX D Equipment List for Registration Strike Team (Action Plan 3.D.5) to DCFS-EP 2018 Yearly Training Guidance

Team Intent: This team(s) are to be utilized when there is an assisted/CTN evacuation within or out of region. Parish evacuation registration is the responsibility of the Parish. Parishes can request through WEBEOC for assistance in supporting their registration efforts. DCFS-EP will coordinate with LAM and local OEP for support resources required once approved mission is received.

Team should bring at a minimum the following items.

- 1 EA Box of MedTech wristbands for Registration
- 1 EA Box of Manual Registration Tickets
- Personal go-bag, clothing, medicine, and hygiene products for minimum **3** days
- Office supplies, pens, staplers, calculators, note pads, highlighters, etc.

LAM/RC/LNO will coordinate with requesting OEP to ensure our team is resourced with right material. The following will be discussed. DCFS has very limited amount of the following resources.

- Computers – How many and does Parish have on hand? How many does the Parish require? If not, what site does parish plan on using for inputting manual tickets into Phoenix?
- Is Parish staff trained on Phoenix operators?
- Does registration site have AC power?
- Does site have internet connectivity?
- Does Parish have Scanners and Card Swipes on hand?
- Does Parish have a printer and paper on site?
- Need Parish to provide 2 Power Strips.
- Need Parish to provide 50' and 100' Extension Cords.
- Need Parish to provide appropriate amount of Chairs.
- Need Parish to provide appropriate amount of Tables.