



Shelter Supply Template Instructions

This optional tool outlines the material resources needed to operate a shelter. This is NOT a tool to be used for readiness activities.

This job tool is used in conjunction with the following doctrine:

- Sheltering Standards and Procedures
- Job Tool: Operating a Shelter

This template is based on a **100 person shelter** for **3 days**. The demographic assumptions below are based on US Census and Centers for Disease Control and Prevention (CDC) data for determining products and quantities in this template.

- 3.25% of shelter population is under 2 years old.
- 6.5% of shelter population is under 5 years old.
- 50% of shelter population is female.
- 12.5% of shelter population is menstruating (25% of the female population).
- 30% of shelter population is obese.
- 30% of shelter population has an access or functional need or disability.

Item Categorization

- Administrative
- Childcare
- Communications and technology
- Dormitory
- Facility
- Feeding
- Personal Care
- Sanitation
- Signage
- Staffing
- Tools

Priority of Need

Priorities listed in this table are generic and apply to most shelters. Actual priority could vary depending on the needs of the shelter population. For example, if there are infants in the shelter, infant formula will become a critical item (A) for that client.

- **A** - Items that are critical for accomplishing sheltering activities.
- **B** - Items that are important and support sheltering activities.
- **C** - Items that sheltering operations could do without for an extended period of time without any direct impact to the mission.

* - Quantity of items needed is dependent on the configuration of the item's unit of measure

Shelter Supply Template

TYPE	ITEM	PURPOSE	CAT.	UNIT	QUANT.	PER PERSON / PER SHELTER
Admin	30-quart Plastic Storage Tub	To store paperwork and admin	B	Ea	5	Per shelter
Admin	Local City and County Maps / Phone Book	To use during a communication outage	B	Ea	1	Per shelter
Admin	Folding Table	To use for initial setup of reception, registration, information, and direct conversations with clients	A	Ea	4	Per shelter
Admin	Chairs	To use for initial setup of reception, registration, information, and direct conversations with clients	A	Ea	10	Per shelter
Admin	Mechanical Pencils	To use for paperwork and organization	B	N/A	*	Per shelter
Admin	Pens (variety)	To use for paperwork and organization	A	N/A	*	Per shelter
Admin	Permanent Markers	To use for paperwork and organization	B	N/A	*	Per shelter
Admin	Markers	To use for paperwork and organization	C	Box	1	Per shelter
Admin	Highlighters	To use for paperwork and organization	C	N/A	*	Per shelter
Admin	Thumb Tacks	To use for paperwork and organization	C	N/A	*	Per shelter
Admin	Safety Pins	To use for paperwork and organization	C	N/A	*	Per shelter
Admin	Tape - Painters	To use for paperwork and organization	B	Roll	1	Per shelter
Admin	Tape - Transparent	To use for paperwork and organization	B	Roll	1	Per shelter
Admin	Rubber Bands	To use for paperwork and organization	C	N/A	*	Per shelter
Admin	3-hole Punch	To use for paperwork and organization	C	Ea	1	Per shelter
Admin	Scissors	To use for paperwork and organization	B	Ea	2	Per shelter
Admin	Stapler	To use for paperwork and organization	B	Ea	2	Per shelter
Admin	Staples	To use for paperwork and organization	B	N/A	*	Per shelter
Admin	Staple Remover	To use for paperwork and organization	C	Ea	1	Per shelter
Admin	Calculator	To use for paperwork and organization	C	Ea	1	Per shelter
Admin	Post-it Notes, Large	To use for organization	B	N/A	*	Per shelter
Admin	Post-it Notes, Medium	To use for organization	B	N/A	*	Per shelter
Admin	Writing Pads	To use for paperwork and organization	A	Ea	2	Per shelter

Admin	Easel Paper Pad/Newsprint	To use for creating signage and information	B	Ea	1	Per shelter
Admin	Index Cards	To use for paperwork and organization	B	N/A	*	Per shelter
Admin	Clipboards	To use for paperwork and organization	A	Ea	2	Per shelter
Admin	Paper Clips	To use for paperwork and organization	B	Box	1	Per shelter
Admin	Accordion Folders	To use for paperwork and organization	B	Ea	1	Per shelter
Admin	Binder, Red	To use for paperwork and organization	B	Ea	1	Per shelter
Child Care	Baby Diapers - Small	To ensure that infants have proper hygiene products	A	N/A	*	Per shelter
Child Care	Baby Diapers - Large	To ensure that infants have proper hygiene products	A	N/A	*	Per shelter
Child Care	Pull Ups - Girls	To ensure that toddlers have proper hygiene	A	N/A	*	Per shelter
Child Care	Pull Ups - Boys	To ensure that toddlers have proper hygiene	A	N/A	*	Per shelter
Child Care	Baby Wipes	To ensure that infants have proper hygiene products	B	N/A	*	Per shelter
Child Care	Baby Bottles with Nipples	To ensure that infants have the proper feeding equipment	B	Ea	3	Per shelter
Child Care	Electrical Receptacle Covers	To ensure that children do not electrocute themselves	A	N/A	*	Per shelter
Child Care	Sip Cups	To ensure continued independence of toddlers / prevent shelter mess	B	N/A	*	Per shelter
Child Care	Toys- Toddler	To stimulate and occupy children	B	N/A	*	Per shelter
Child Care	Toys- Age 3-5	To stimulate and occupy children	B	N/A	*	Per shelter
Child Care	Toys- Age 6-10	To stimulate and occupy children	B	N/A	*	Per shelter
Child Care	Toys- Age 10+	To stimulate and occupy children	B	N/A	*	Per shelter
Child Care	Coloring Books	To stimulate and occupy children	B	Ea	20	Per shelter
Child Care	Crayons	To stimulate and occupy children	B	N/A	*	Per shelter
Child Care	Portable Crib	To keep infants/toddlers safe	B	Ea	2	Per shelter
Child Care	Baby Formula	To ensure infant population is able to eat	B	N/A	*	Per shelter
Child Care	Baby Food	To ensure toddler population is able to eat	B	N/A	*	Per shelter
Child Care	Infant Bathing Basin	To ensure infant safety when bathing	B	Ea	1	Per shelter
Child Care	Toddler Potty Seat	To ensure continued independence of toddlers	B	Ea	2	Per shelter
Child Care	Breast Pump	To ensure that mothers are able to maintain pre-disaster feeding routine	B	Ea	2	Per shelter
Child Care	Nutritional Supplemental Drinks	To ensure that children are receiving adequate nutrition	B	Box	1	Per shelter
Child Care	Breast Milk Storage Bags	To use in conjunction with breast pump	B	Box	2	Per shelter
Comm. & Tech	AM/FM Weather Radio	To use when AM communications systems are down	B	Ea	1	Per shelter

Comm. & Tech	USB Drive with all Updated Documents	To store all of the most up to date doctrine	A	Ea	1	Per shelter
Comm. & Tech	Laptop	To ensure connectivity	B	Ea	1	Per shelter
Comm. & Tech	Cell Phone	To ensure connectivity	A	Ea	1	Per shelter
Comm. & Tech	Ham Radios	To ensure connectivity	B	Ea	2	Per shelter
Comm. & Tech	Extension Cords	To provide connectivity	A	Ea	10	Per shelter
Comm. & Tech	Power Strips	To ensure shelter equipment can charge, and so clients are able to charge their electronics	A	Ea	10	Per shelter
Comm. & Tech	USB Port Strips/Cell Phone Charging Dock	To enhance connectivity, especially for those that do not have a cell phone charger	B	Ea	10	Per shelter
Dormitory	Floor Tarp	To use to cover the dormitory floor and prevent damage to the facility floor	A	N/A	*	Per shelter
Dormitory	Cot - Military	To provide a client with a place to sleep	A	Ea	70	Per shelter
Dormitory	Cot - Universal	To provide a client with a place to sleep	A	Ea	15	Per shelter
Dormitory	Cot - Medical Cot (Inclined Head)	To provide a client with a place to sleep	A	Ea	15	Per shelter
Dormitory	Blanket, White with ARC Logo	To provide to each client to use as a blanket and/or pillow	A	Ea	2	Per person
Dormitory	Pillow	To use for comfort on the cot	C	Ea	1	Per person
Dormitory	Towel	To use for personal hygiene	B	Ea	1	Per person
Dormitory	Ear Plugs	To provide to clients for ease of sleeping	C	N/A	*	Per shelter
Dormitory	Eye Mask	To provide to clients for ease of sleeping	C	N/A	*	Per shelter
Facility	Tape - Caution	To use for routing traffic	C	Roll	1	Per shelter
Facility	Tape - Packaging	To use to put up outdoor signage	A	Roll	1	Per shelter
Facility	Tape - Red Duct	To use when securing electrical cords	B	Roll	1	Per shelter
Feeding	Drink Cambro	To use to serve cold and hot beverages	B	Ea	2	Per shelter
Feeding	Coffee Maker	To use to make coffee	B	N/A	*	Per shelter
Feeding	Non-refrigerated Creamer	To be made available with the hot beverage	B	Mini packet	7.5	Per person
Feeding	Sugar	To be made available with the hot beverage	B	Packet	2.5	Per person
Feeding	Non-sugar Sweetener	To be made available with the hot beverage	B	Packet	5	Per person
Feeding	Food Cambro - Small	To use to serve food	B	Ea	10	Per shelter
Feeding	Food Cambro Liner - Small	To use to protect food quality	B	Ea	2	Per shelter
Feeding	Danishes	To provide for breakfast	B	Ea	2.5	Per person

Feeding	Yogurt Cups	To provide for breakfast	B	Ea	2.5	Per person
Feeding	Dry Cereal – Individual	To provide for breakfast	A	Ea	2.5	Per person
Feeding	Milk	To provide for breakfast	A	Gal	.16	Per person
Feeding	Salty Snack	To provide at the 24-hr snack table	A	Ea	9	Per person
Feeding	Sweet Snack	To provide at the 24-hr snack table	A	Ea	9	Per person
Feeding	Fruit	To provide at the 24-hr snack table	A	Ea	6	Per person
Feeding	Coffee Grounds	To provide at the 24-hr snack table	B	Can	.08	Per person
Feeding	Cups - Hot	To use for drinking hot beverages	B	Ea	6	Per person
Feeding	Bottled Water	To provide at the 24-hr snack table	A	Ea	15	Per person
Feeding	Napkins	To provide during meal times	B	N/A	*	Per shelter
Feeding	Banquet Pack (Spoon, Fork, Knife)	To use to serve individual meals	A	Ea	7.5	Per person
Feeding	Clamshells	To use during meal times	A	N/A	9	Per person
Feeding	Mini Refrigerator/ Cooler	A temperature-controlled cooler/refrigerator is necessary to store certain items (milk, etc.).	B	Ea	1	Per shelter
Personal Care	Privacy Screens	To provide for client privacy	B	Ea	2	Per shelter
Personal Care	Comfort Kit	To provide clients with basic hygiene supplies	A	Ea	1	Per person
Personal Care	Whistle	To provide to those who might need to call the attention of a shelter worker during steady state or an emergency	B	Ea	3	Per shelter
Personal Care	Emergency Blankets	To provide to clients who have come into the shelter due to cold or flooding. While this is also an emergency supply, a distribution site is not always established and/or could take days to set up.	B	Ea	1	Per person
Personal Care	100-person First Aid Kit	To use to address basic medical issues at a shelter (scrapes, etc.)	A	Ea	1	Per shelter
Personal Care	Magnifier	To provide to clients who are visually impaired to help them read registration paperwork	B	Box	1	Per shelter
Personal Care	Wheelchair	To be used by clients with mobility limitations	B	Ea	3	Per shelter
Personal Care	Portable Lamps	To use when there is insufficient lighting to maintain safety	B	Ea	5	Per shelter
Personal Care	Cane	To be used by clients needing mobility assistance	B	Ea	3	Per shelter
Personal Care	Walker	To be used by clients needing mobility assistance	B	Ea	3	Per shelter
Personal Care	Chair, Shower	To provide to clients who need mobility assistance in the shower	B	Ea	1	Per shelter

Personal Care	Commode, 3 in 1	To provide to clients to be used by their cot or in the restroom	B	Ea	3	Per shelter
Personal Care	Socks with a Grip Bottom	To provide to mobility-limited clients to prevent slippage	B	N/A	*	Per shelter
Personal Care	Bell	To provide to those who might need to call the attention of a shelter worker during steady state or an emergency	B	Ea	3	Per shelter
Personal Care	Adult Disposable Briefs - Small/Medium	To make available to clients with incontinence	A	N/A	*	Per shelter
Personal Care	Adult Disposable Briefs - Large/X-Large	To make available to clients with incontinence	A	N/A	*	Per shelter
Personal Care	Sanitary Napkins	To make available to female clients during menstruation	B	N/A	*	Per shelter
Personal Care	Tampons - Regular	To make available to female clients during menstruation	B	N/A	*	Per shelter
Personal Care	Tampons - Super	To make available to female clients during menstruation	B	N/A	*	Per shelter
Personal Care	Fragrance-free Shampoo	To provide to clients who have a sensitivity to the comfort kit product	B	N/A	*	Per shelter
Personal Care	Fragrance-free Body Wash	To provide to clients who have a sensitivity to the comfort kit product	B	N/A	*	Per shelter
Personal Care	Insect Repellant	To make available to clients in insect-prone environments	B	Ea	2	Per shelter
Personal Care	Toilet Paper	To provide in the restroom	A	Roll	.25	Per person
Sanitation	Food Thermometer	To test products that are outside of the purview of feeding (milk, etc.)	B	Ea	1	Per shelter
Sanitation	Bottle All-purpose Cleaner	To maintain the general hygiene of the shelter, and to use for first part of cot cleaning	A	Ea	1	Per shelter
Sanitation	Cot disinfectant	To use to disinfect cots	A	Box	1	Per shelter
Sanitation	Gloves – Rubber (Non-latex)	To wear when cleaning or feeding	A	N/A	*	Per shelter
Sanitation	Gloves - Plastic	To wear when cleaning or feeding	A	N/A	*	Per shelter
Sanitation	Trash Bag – Small	To use for sanitation purposes	B	N/A	*	Per shelter
Sanitation	Trash Bag – Large	To use for sanitation purposes	A	Ea	1	Per person
Sanitation	Ziploc Bags	To use to keep office items organized, or make sandwiches/snacks for clients	B	N/A	*	Per shelter
Sanitation	CPR Mouth Shields	First aid	A	Ea	3	Per shelter
Sanitation	Facial Tissue Box	To make available in communal areas	B	N/A	*	Per shelter
Sanitation	Paper Towels	To clean spills	A	Roll	1	Per shelter
Sanitation	Hand Sanitizer - Lg Pump Bottles	To place in every common area	A	Ea	5	Per shelter
Sanitation	Hand Sanitizer – Individual	To provide to clients	B	Ea	1	Per person
Sanitation	Dish Soap	To clean spills or dishes	A	Ea	1	Per shelter
Sanitation	Sponges	To clean spills	A	N/A	*	Per shelter

Sanitation	Scrub Brushes	To use when cleaning cots	B	Ea	1	Per shelter
Sanitation	Hair Nets	To ensure food safety (may also be used for beards)	A	N/A	*	Per shelter
Signage	Human Trafficking Promotional Materials (Posters, etc.)	To promote human trafficking awareness. All material costs and shipment are covered by DHS Blue Campaign - https://www.dhs.gov/blue-campaign/resource-catalog	B	N/A	*	Per shelter
Signage	Poster Kit	To ensure that clients are aware of pertinent shelter information	B	Pkg	1	Per shelter
Signage	Disaster Relief ID Kit	To ensure that the public can find the shelter	A	Pkg	1	Per shelter
Signage	Shelter Yard Signs	To ensure that the public can find the shelter	A	Pkg	1	Per shelter
Signage	Arrow Signs	To ensure that the public can find the shelter	A	Pkg	1	Per shelter
Staffing	P-Card or Mass Care Procurement Card	To ensure that the shelter manager is able to make purchases	A	Ea	1	Per shelter
Staffing	Red ARC Vests	To identify shelter workforce	A	Ea	4	Per shelter
Staffing	Name Labels	To be able to identify volunteers with a way to display their name if do not have an ARC ID	A	N/A	*	Per shelter
Tools	Flashlight – LED	To use in case of emergency	A	Ea	5	Per shelter
Tools	Flashlight - Red Gel Lens	To use in the shelter at night	C	Ea	2	Per shelter
Tools	Electric Lantern	To use to illuminate the shelter during a power outage	B	Ea	2	Per shelter
Tools	Storage Box for Tools	To assist with minor repairs	B	Ea	1	Per shelter
Tools	Screw Driver – Flat Blade	To assist with minor repairs	B	Ea	1	Per shelter
Tools	Screw Driver - Phillips	To assist with minor repairs	B	Ea	1	Per shelter
Tools	Pliers	To assist with minor repairs	B	Ea	1	Per shelter
Tools	Wrench	To assist with minor repairs	B	Ea	1	Per shelter
Tools	Utility Knife	A multi-purpose tool to assist with opening boxes, packages, etc.	B	Ea	1	Per shelter
Tools	Tape Measure	To use when conducting a facility inspection	B	Ea	1	Per shelter
Tools	Replacement Batteries	To ensure working equipment	B	N/A	*	Per shelter