

Embarkation Hub Checklist

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Radiant RFID, LLC

Provided (yes/no)	Item	Responsible party
	Tables	
	Chairs (Evacuees, typists, staff)	
	Extension cords	
	Adequate power capabilities/outlets to handle device load	
	Stanchions or ropes	
	Signage	
	Pens	
	Evacuee forms: English and Spanish	
	Clipboards or tables to fill out forms	
	Zip ties for pet / med tags	
	Printer for bus manifest printing	
	Cots	
	Cones/ropes	
	Duct tape (Tape down cords for safety)	
	Cover for outdoor personnel (especially pc's which cannot be seen in bright sun)	
	Water	
	Staff identification (vests or other easily identifiable markings)	
	Medical staff	
	TV or other diversion for children / evacuees	
	Fans	
	Public Information staff on-site	
	Wi-fi, land line or satellite communications for internet	
	Security personnel	
	Ambulances for local transport needs	