

## STAFF PERSONAL EQUIPMENT GUIDELINES

Equipment needs to be packed and carried with you in case you are deployed from work:

### ENOUGH CLOTHING FOR FIVE DAYS:

Uniform Shirts	Pillow
Uniform Cap	Towels
Jeans	Watch/Alarm Clock
Socks	Coat
Shorts	Wind Breaker
Underwear	Gloves
T-shirts (personal)	One (1) pair of Tennis Shoes
Bras (if needed)	Boots
Thermal Underwear	
BDU's	
Cold Weather Jumpsuit	

### Additionally, take the following:

- Sun Screen
- Insect Repellent
- Driver's License
- State Identification (DOC)
- Two (2) Laundry Bags
- Sleeping Bag (we will provide them if needed, however some staff prefer their own)
- Additional blankets

### At least a two week supply of the following:

Shampoo	Conditioner
Soap	Toothpaste
Toothbrush	Lip Balm/Chapstick
Lotion	Prescription Medication
Sun Glasses	Hand Lotion

## INMATE PROPERTY CONTROL GUIDELINES

Ensure the inmates have the following and cover any shortages from Intake or the Warehouse if needed.

- \_\_\_ 2 PAIR OF JEANS
- \_\_\_ 1 PAIR OF RED SHORTS
- \_\_\_ 3 T-SHIRTS
- \_\_\_ 1 SWEATSHIRT
- \_\_\_ 3 BLUE LONG SLEEVE SHIRTS
- \_\_\_ 2 PAIR OF SOCKS
- \_\_\_ 1 PAIR OF SHOES AND 1 PAIR OF WORK BOOTS (ONE BEING WORN)
- \_\_\_ 2 PAIR OF LONG UNDERWEAR
- \_\_\_ 1 JACKET
- \_\_\_ 1 STOCKING CAP
- \_\_\_ 2 TOWELS
- \_\_\_ 1 LAUNDRY BAG
- \_\_\_ 6 PAIR UNDER WEAR
- \_\_\_ 1 SET OF RAIN GEAR
  
- \_\_\_ SHAMPOO
- \_\_\_ TOOTHBRUSH
- \_\_\_ TOOTHPASTE
- \_\_\_ PRESCRIPTION MEDICATION - IF NEEDED (TAKE 2 WEEKS SUPPLY)
- \_\_\_ COMB/PICK
- \_\_\_ BASEBALL CAP
- \_\_\_ DEODORANT
- \_\_\_ SUNSCREEN

**NOTE:** Each inmate is responsible to secure all remaining property in their locker and make sure it is locked.

## FIRE CREW CHECKLIST GUIDELINES

**ADMINISTRATIVE BAGS (#1, #2, #3) will be secured in the Fire Cache until needed.**

Crew Alpha List (12)	Escape Packets	DOC Phone # list
DR's/Addendum	UIR's	Accident Reports
Media Release Form	Tape Recorder	Envelopes
Envelopes/Stamps	Sheet Protectors	Clip Board
Grease Pencils	Release of Public Information	Paper Clips
Pens	Staplers	Rubber bands
Pencils	Staples	Post-its
High lighters	Fire Camp Post Order Book	Extra Batteries
Blank Crew Sheets		
Handbook - Inmate Prohibitive Conduct		

### SUPPLY BOX

(100) Flex Cuffs	(4) Flashlights	(3) Radios w/AA Batteries
Scissors/Sewing Kit	Battery Packs	Contamination Kit
Disposable Camera	Maps	Compass
Cotton Gloves	Flagging	String
Restricted Area Signs	Garbage Bag liners	Lantern Mantels
Matches		

**HYGIENE SUPPLIES: The Crew Supervisor will be responsible for ensuring additional supplies are loaded into transport vehicles prior to departing the institution.** Additional supplies will be in a pre-packed container located in the Fire Cache. Contents are as follows:

(1CS) Toilet Paper	Shoe Laces	(24) Towels
(2bx) Razors	(2bx) Toothbrushes	(1cs) Paper Towels
(1bx) Picks/combs	(1cs) Soap	(1bx) Baking Soda
(1 gal) bleach	(1bx) Laundry Soap	(1bx) Shaving Cream

<b>FIRE CAMP FIRST AID KIT</b>		
Stock Level	Order Quantity	Item Description
6		4 x 4 Sterile Gauze
4		ABD's (8" x 10" Pads)
8		Adhesive Bandages (Extra Large)
10		Adhesive Dressings (Coverlet Knuckle)
15		Adhesive Bandages (Regular Band-Aid)
10		Adhesive Dressings (Fingertip)
2		Conforming Gauze Bandage (4" x 5' yds)
2		Eye Pads
2		Kerlix 6-Ply 4 ½" x 4.1 yds
1		Triangular Bandage Box
2		Xeroform Petroleum Bandages (Burn Injury)
2		Ace Wrap
10		Alcohol Wipes
2		Cloth Tape
1		Cold Pack
2		CPR Micoshields
1		EMT Scissors
1		Goggles
4		Habistat Wipes
8		Latex Exam Gloves
4		Plastic Biohazard Bag (Small Laboratory)
12		Antibiotic Ointment Packets
80		Antacid Tablets
20		Aspirin Tablets
20		Tylenol Tablets
1		Eye Irrigation Solution