

The background of the slide features a large, faded seal of the Royalston Emergency Management Agency. The seal is circular with a grey border containing the text "EMERGENCY MANAGEMENT AGENCY" at the top and "ROYALSTON, MA" at the bottom. The center of the seal is divided into four quadrants by a cross. The top-left quadrant contains a red Maltese cross, a common fire department symbol. The top-right quadrant contains a grey Maltese cross with a central circular emblem. The bottom-left quadrant contains a grey diamond-shaped hazard symbol with a document inside. The bottom-right quadrant contains a grey radiation warning symbol. Two thin horizontal lines are positioned above and below the main title.

# EOC in a Box

WHAT I DID WITH MY EMPG

JIM BARCLAY, EMD  
ROYALSTON, MA

# Problems Addressed

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When Standing Up the EOC – Numerous necessary items left behind in “regular” office

ICS Forms require so much initial data entry haven’t been able to use them in first IAP

Unable to track the use of assets with sufficient proof to justify reimbursement

Unable to keep track of volunteer hours and donated resources for reimbursement

In fact, unable to keep track of assets in general

Unable to fill out forms that come into the EOC in hardcopy form

Unable to organize and maintain numerous forms and documents

# The Solution

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- The EOC in a box.
  - Western Digital MyCloud
  - Panasonic CF 54 Toughbook with Windows and Office
  - Pathagoras Software
  - Wasp Commercial Asset Management Software
  - Wasp barcode reader
  - Wasp barcode printer
  - Canon P215 II scanner
  - Paperport Software
- A Few Hours Sweat Equity

# First Piece of the Solution

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WESTERN DIGITAL MYCLOUD

## Step 3 – Open Events





After the lights are on  
and  
Kuerig is filled

	Name	Date modified	Type	Size
★	2008	4/8/2014 3:38 PM	File folder	
★	2009	4/8/2014 3:40 PM	File folder	
★	2010	4/8/2014 3:40 PM	File folder	
★	2011	4/8/2014 3:41 PM	File folder	
★	2012	4/8/2014 3:41 PM	File folder	
★	2013	1/26/2015 10:51 AM	File folder	
★	2014	7/4/2014 12:27 PM	File folder	
	2015	10/21/2015 4:23 PM	File folder	
	Forms	10/23/2015 5:23 PM	File folder	
	Images	8/19/2015 5:19 PM	File folder	
	Phrases	8/25/2015 2:01 PM	File folder	
	Publicity	7/6/2014 8:34 AM	File folder	
	Recovery Assistance	4/8/2014 3:41 PM	File folder	
	Template	10/23/2015 4:45 PM	File folder	
	Town Info	7/1/2015 12:49 PM	File folder	
	2014-08-07 EMU CHARTER RESOLUTION	8/27/2014 7:28 PM	File	15 KB

Network › WDMYCLOUD › Jim › Royalston › Emergency Management › REMA › Events › 2015 ›

## Copy Templates to Current Year

(Right Click and Drag)

Name	Date modified	Type	Size
 1-10-15 Blizzard	10/23/2015 3:56 PM	File folder	
 6-23-15 Storm	6/23/2015 5:38 PM	File folder	
 9-11-15 250th	9/23/2015 2:16 PM	File folder	
 Template	10/29/2015 2:14 PM	File folder	

# Rename Templates

Using a Standard Format

Name ^		Date modified	Type	Size
✦	1-10-15 Blizzard	10/23/2015 3:56 PM	File folder	
	6-23-15 Storm	6/23/2015 5:38 PM	File folder	
	9-11-15 250th	9/23/2015 2:16 PM	File folder	
	11-4-15 Disaster	10/29/2015 2:14 PM	File folder	

# Open The New Folder














“Stuff” you usually need

Network > WDMYCLOUD > Jim > Royalston > Emergency Management > REMA > Events > 2015 > 11-4-15 Disaster >				
	Name ^	Date modified	Type	Size
➤	📁 AAR-IP	9/8/2015 9:34 PM	File folder	
➤	📁 Declarations	10/21/2015 4:27 PM	File folder	
➤	📁 Documentation	10/21/2015 4:27 PM	File folder	
➤	📁 IAP 1	10/29/2015 2:14 PM	File folder	
➤	📁 IAP 2	10/29/2015 2:14 PM	File folder	
➤	📁 IAP 3	10/29/2015 2:14 PM	File folder	
➤	📁 Images	10/21/2015 4:27 PM	File folder	
	📁 Sit Reps	8/16/2015 12:17 PM	File folder	
	📁 Weather Reports	8/16/2015 12:18 PM	File folder	



# Open IAP 1

Here are the dreaded forms AND - - -

Network > WDMYCLOUD > Jim > Royalston > Emergency Management > REMA > Events > 2015 > 11-4-15 Disaster > IAP 1				
Name	Date modified	Type	Size	
 ics 211 Incident Check	8/25/2015 7:10 PM	Microsoft Word D...	15 KB	
 ics201 Incident Briefing	9/8/2015 7:08 PM	Microsoft Word D...	19 KB	
 ics202 Incident Objectives	9/8/2015 9:19 PM	Microsoft Word D...	16 KB	
 ics203 Organizational Assignments	9/8/2015 7:45 PM	Microsoft Word D...	20 KB	
 ics204 EMS Branch Assignments	10/19/2015 3:40 PM	Microsoft Word D...	20 KB	
 ics204 Fire Branch Assignments	10/19/2015 3:40 PM	Microsoft Word D...	17 KB	
 ics204 Police Branch Assignments	10/19/2015 3:35 PM	Microsoft Word D...	20 KB	
 ics205 Incident Radio Communications P...	9/8/2015 9:18 PM	Microsoft Word D...	17 KB	
 ics206 Medical Plan	9/8/2015 8:15 PM	Microsoft Word D...	17 KB	
 ics207 Organization Chart	9/8/2015 9:11 PM	Microsoft Word D...	18 KB	
 ics211A Volunteer Roster	9/8/2015 9:13 PM	Microsoft Word D...	16 KB	
 ics215 Planning Worksheet	8/25/2015 7:40 PM	Microsoft Word D...	19 KB	
 Significant Event Log	10/17/2015 5:19 PM	Microsoft Word M...	27 KB	

# First Piece of “Magic” Software














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PATHAGORAS



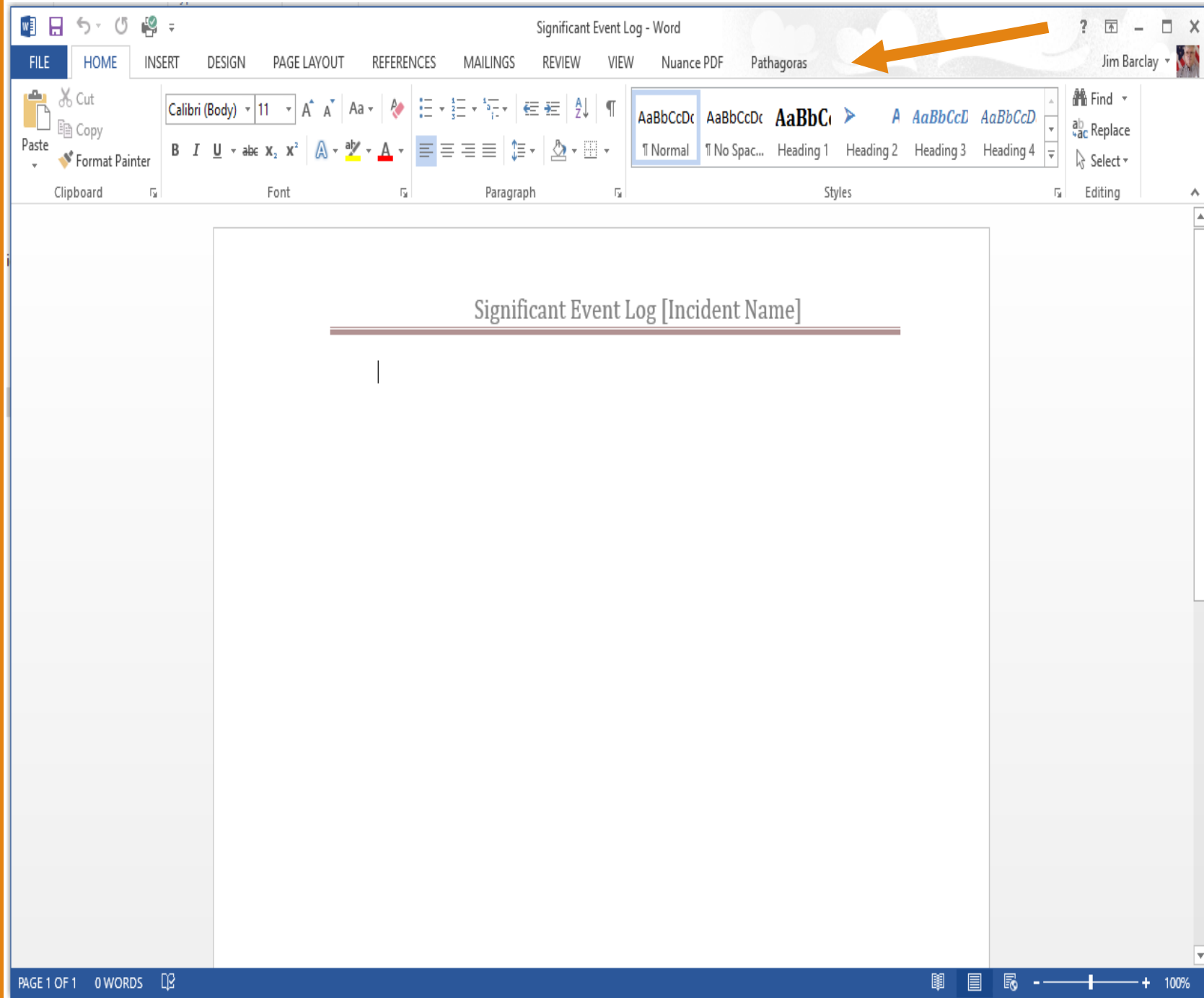
# Open Event Log

Could choose any form in this director

Network > WDMYCLOUD > Jim > Royalston > Emergency Management > REMA > Events > 2015 > 11-4-15 Disaster > IAP 1				
Name	Date modified	Type	Size	
 ics 211 Incident Check	8/25/2015 7:10 PM	Microsoft Word D...	15 KB	
 ics201 Incident Briefing	9/8/2015 7:08 PM	Microsoft Word D...	19 KB	
 ics202 Incident Objectives	9/8/2015 9:19 PM	Microsoft Word D...	16 KB	
 ics203 Organizational Assignments	9/8/2015 7:45 PM	Microsoft Word D...	20 KB	
 ics204 EMS Branch Assignments	10/19/2015 3:40 PM	Microsoft Word D...	20 KB	
 ics204 Fire Branch Assignments	10/19/2015 3:40 PM	Microsoft Word D...	17 KB	
 ics204 Police Branch Assignments	10/19/2015 3:35 PM	Microsoft Word D...	20 KB	
 ics205 Incident Radio Communications P...	9/8/2015 9:18 PM	Microsoft Word D...	17 KB	
 ics206 Medical Plan	9/8/2015 8:15 PM	Microsoft Word D...	17 KB	
 ics207 Organization Chart	9/8/2015 9:11 PM	Microsoft Word D...	18 KB	
 ics211A Volunteer Roster	9/8/2015 9:13 PM	Microsoft Word D...	16 KB	
 ics215 Planning Worksheet	8/25/2015 7:40 PM	Microsoft Word D...	19 KB	
 Significant Event Log	10/17/2015 5:19 PM	Microsoft Word M...	27 KB	

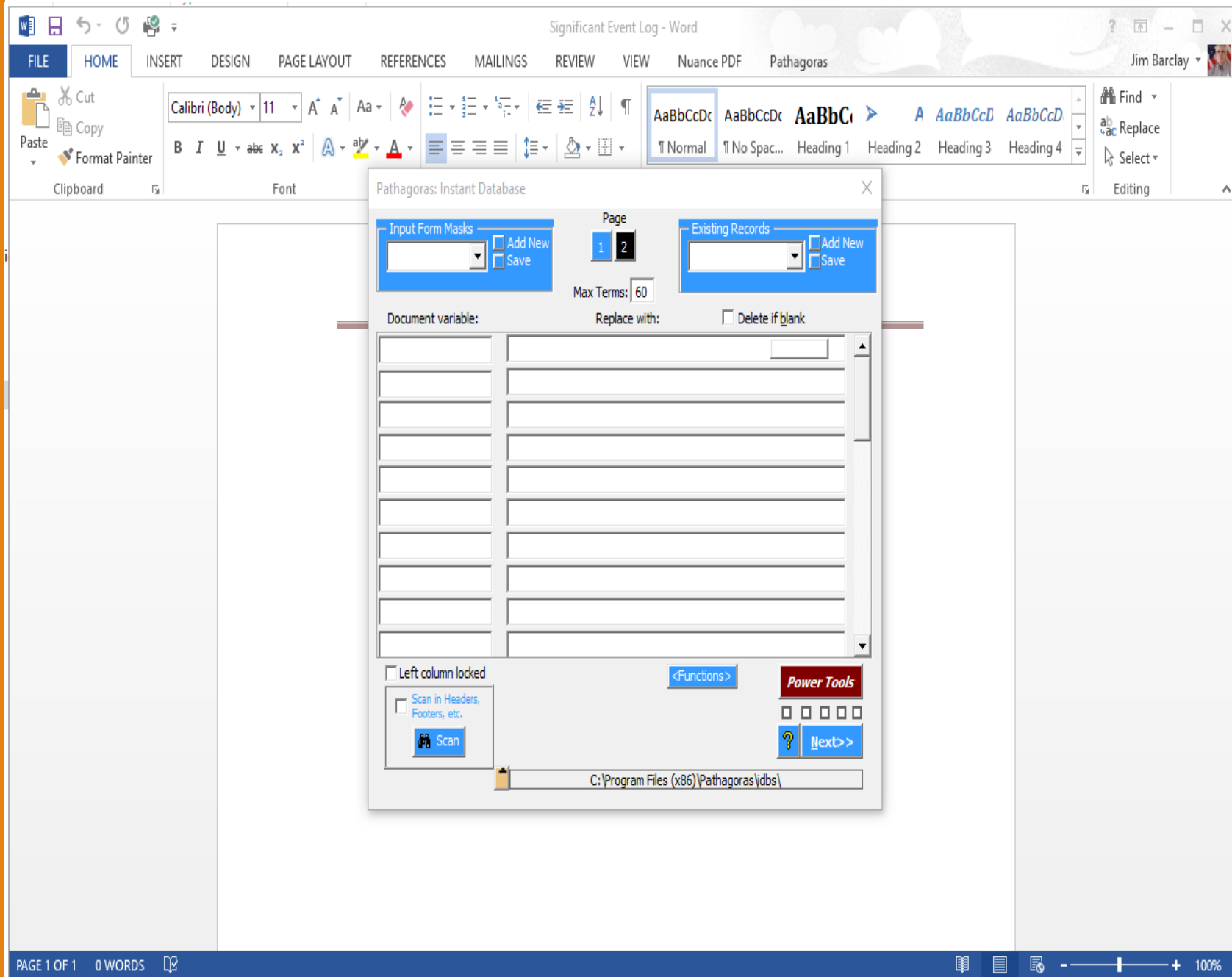
# Pathagoras

Instruments Word



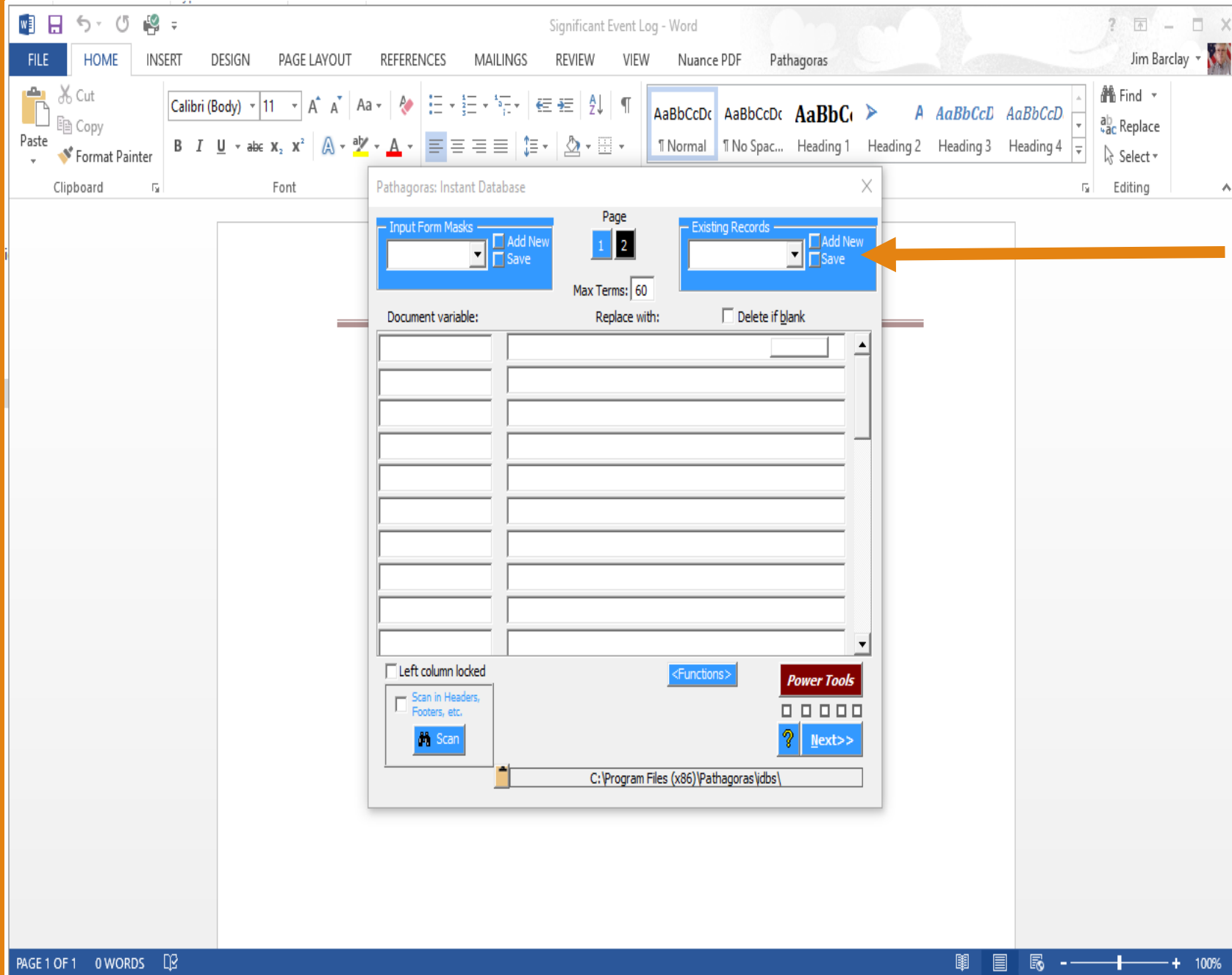
# Can Scan All Documents for Variables

Presents an easy tool to insert replacement values



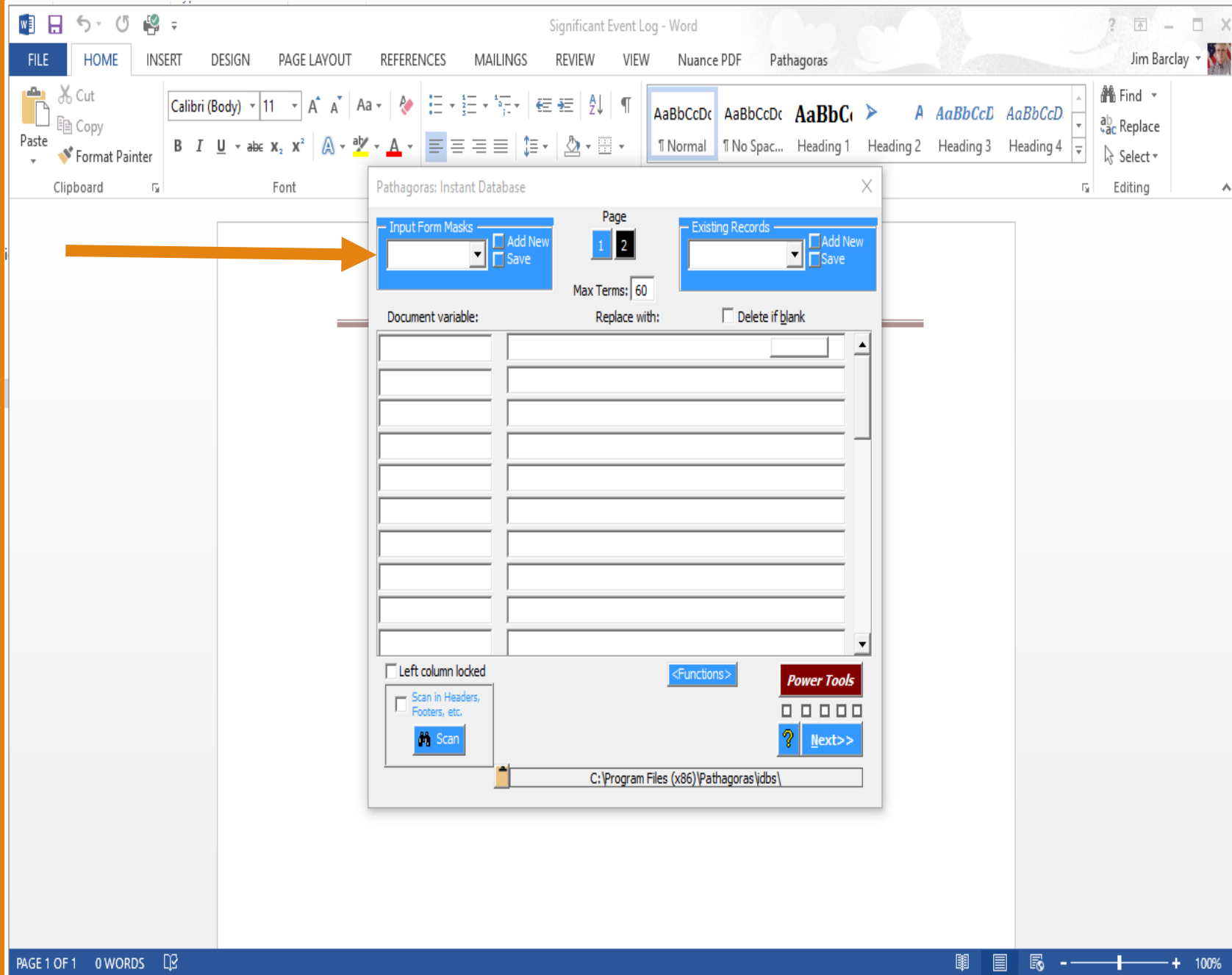
# Can Store A Complete Set of Replacements

Only useful if you expect the exact same event to occur again!



# Can Store Partially Completed Records as a Mask

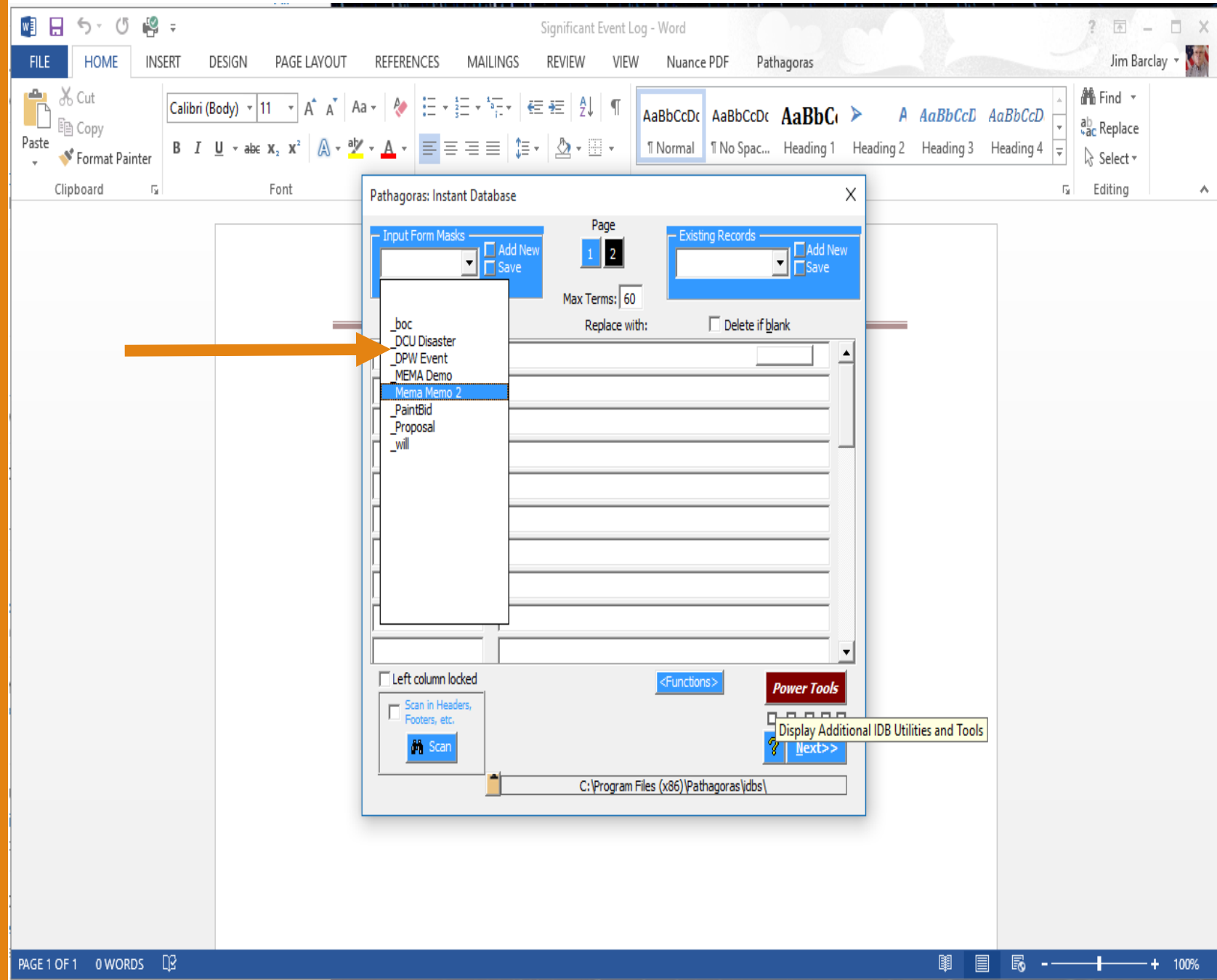
Most useful in our application



# In Royalston Most Events Have Some Commonality

DPW events involve roads closed

Fire events involve, uh, well, fire





# The Pre-started Mask Called DCU Disaster

Many variables already completed

Pathagoras: Instant Database

Input Form Masks: ☐ Add New, ☐ Save, ☐ Delete

Existing Records: ☐ Add New, ☐ Save

Page: 1 2

Max Terms: 60

Document variable: Replace With: ☐ Delete if blank

[Incident Name]	
[Briefing Date]	
[Briefing Time]	
[IAP Start Date]	
[IAP Start]	
[IAP End Date]	
[IAP End]	
[Incident Commander]	
[Pio]	
[Liaison]	
[Safety]	Jim Draper
[Operations Chief]	Pat Carnevale
[Operations Deputy]	Bruce Augusti
[Planning Chief]	Jim Barclay
[Planning Deputy]	Zeff Zukowski

Alphabetize variables. ☐ Embed variable names w/in document. ☐ Auto Scan

Manually Edit IDB source file. ☐ Enable DragDrop

Open folder containing IDB files. ☐ 'Whole Folder' Search/Replace

Go to selected variable. ☐ Print/Transfer Variables ☐ Conform ☐ Clear Values

EDIT MASK

Move Up  Move Down

Insert Row  Delete Row

Clear All

Screen Sizer

External Database Link

Mail Merge

More Tools

Close 'Tools'

PAGE 1 OF 1 0 WORDS 100%

# If The Variable Contains the Work “Date”

Click the green box next to the variable  
Select Today

Pathagoras: Instant Database

Page 1 2

Max Terms: 60

Document variable: [Incident Name] DCU Disaster

[Briefing Date]

[Briefing Time]

[IAP Start Date]

[IAP Start]

[Briefing Date] Today October 2015

October 29, 2015

[Planning Deputy] Zeff Zukowski

Alphabetize variables. Embed variable names w/in document. EDIT MASK Move Up Move Down Insert Row Delete Row Clear All

Manually Edit IDB source file. Auto Scan

Open folder containing IDB files. Enable DragDrop

Go to selected variable. Whole Folder Search/Replace

Highlight each variable in yellow. Internal (hidden) variables

Print/Transfer Variables Conform Clear Values

Import Export Screen Sizer External Database Link Mail Merge More Tools Close Tools

PAGE 1 OF 1 0 WORDS 100%

# Complete the Remaining Replacements

Things you don't have a replacement for will not show up at all

The screenshot shows a Microsoft Word document with the Pathogoras Instant Database (IDB) window open. The IDB window displays a list of variables and their corresponding values, along with various tool options for editing and managing the database.

**Pathogoras: Instant Database**

**Input Form Masks:** Add New, Save, Delete

**Page:** 1, 2 (Max Terms: 60)

**Existing Records:** Completed Record, Add New, Save

**Document variable:** Replace with: Delete if blank

Document variable:	Replace with:
[Incident Name]	DCU Disaster
[Briefing Date]	November 4, 2015
[Briefing Time]	13:00
[IAP Start Date]	November 4, 2015
[IAP Start]	15:00
[IAP End Date]	November 4, 2015
[IAP End]	23:59
[Incident Commander]	Kurt Schwartz
[Pio]	Peter Judge
[Liaison]	Christine Packard
[Safety]	Jim Draper
[Operations Chief]	Pat Carnevale
[Operations Deputy]	Bruce Augusti
[Planning Chief]	Jim Barclay
[Planning Deputy]	Zeff Zukowski

**EDIT MASK**

- Alphabetize variables.
- Manually Edit IDB source file.
- Open folder containing IDB files.
- Go to selected variable.
- Highlight each variable in yellow.
- Internal (hidden) variables
- Print/Transfer Variables
- Reverse
- Clear Values
- Embed variable names w/in document.
- Auto Scan
- Enable DragDrop
- 'Whole Folder' Search/Replace
- Move Up
- Move Down
- Insert Row
- Delete Row
- Clear All
- Import
- Export
- Screen Sizer
- External Database Link
- Mail Merge
- More Tools
- Close 'Tools'

**Word Status Bar:** PAGE 1 OF 1 0 WORDS

# Click “Next”

Screen goes kind of funky for 60 seconds

Pathagoras: Instant Database

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILING

Clipboard Font

Calibri (Body) 11 A A Aa

B I U abc x<sub>2</sub> x<sup>2</sup> A ab A

Page 1 2 Max Terms: 60

Input Form Masks: Add New Save Delete

Existing Records: Completed Record Add New Save

Document variable: Replace with: Delete if blank

[Incident Name]	DCU Disaster
[Briefing Date]	November 4, 2015
[Briefing Time]	13:00
[IAP Start Date]	November 4, 2015
[IAP Start]	15:00
[IAP End Date]	November 4, 2015
[IAP End]	23:59
[Incident Commander]	Kurt Schwartz
[Pio]	Peter Judge
[Liaison]	Christine Packard
[Safety]	Jim Draper
[Operations Chief]	Pat Carnevale
[Operations Deputy]	Bruce Augusti
[Planning Chief]	Jim Barclay
[Planning Deputy]	Zeff Zukowski

Left column locked

Scan in Headers, Footers, etc. Scan

\* = variable exists in this document

Hide variables not present in this document.

& hide completed variables.

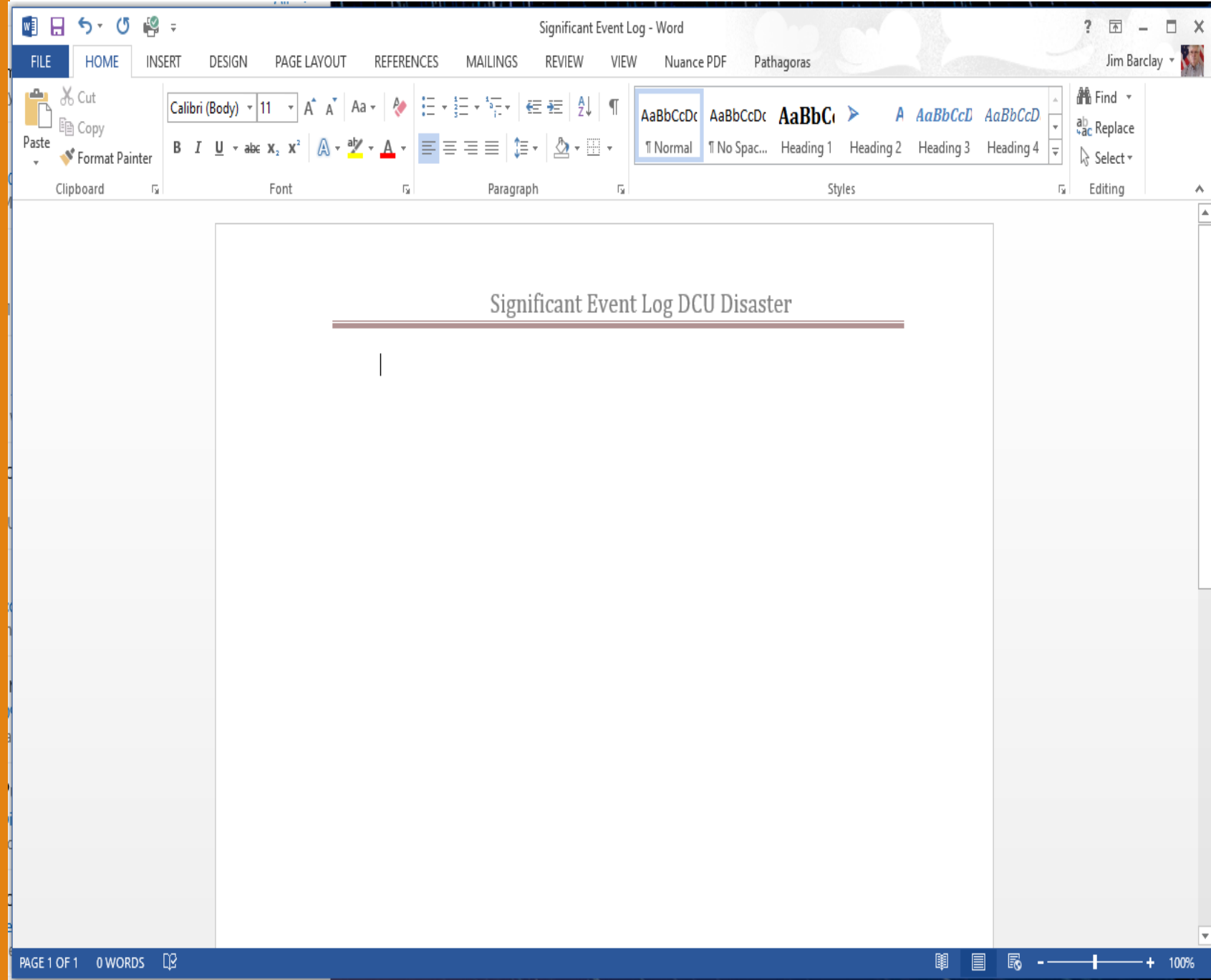
<Functions> Power Tools

? Next>>

PAGE 1 OF 1 0 WORDS 100%

# Variables Have Been Replaced

The Event Log is ready to use



# Even the 206 is Ready

A more complicated form

Microsoft Word window: ics206 Medical Plan [Compatibility Mode] - Word

File Home Insert Design Page Layout References Mailings Review View Nuance PDF Pathagoras DESIGN LAYOUT

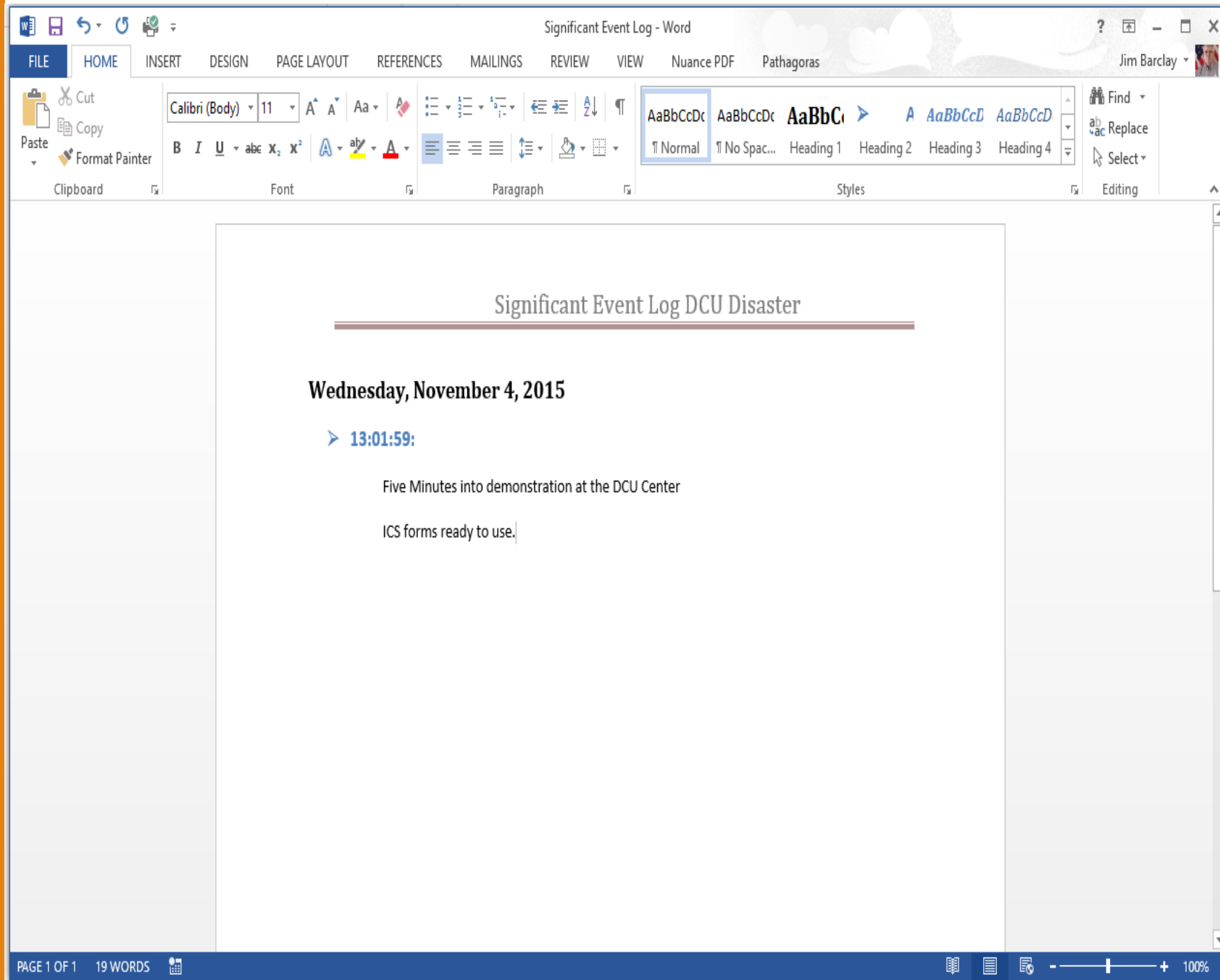
Clipboard Font Paragraph Styles Editing

Find Replace Select

MEDICAL PLAN		1. Incident Name DCU Disaster	2. Date Prepared November 4, 2015	3. Time Prepared 13:00
4. Operational Period	Start Date: November 4, 2015	Start Time: 15:00		
	End Date: November 4, 2015	End Time: 23:59		
5. Incident Medical Aid Station				
Medical Aid Stations	Location	Paramedics Yes No		
On Site	Fire Station 2			
Off Site	Camp Caravan			
Remote	Fire Station 1			
6. Transportation				
A. Ambulance Services				
Name	Address	Phone	Paramedics Yes No	
Woods Ambulance Service	Gardner	Dispatch		
Winchendon Fire Department	Winchendon	Dispatch		
Athol Fire Department	Athol	Dispatch		
B. Incident Ambulances				
Name	Location	Paramedics Yes No		

PAGE 1 OF 1 144 WORDS

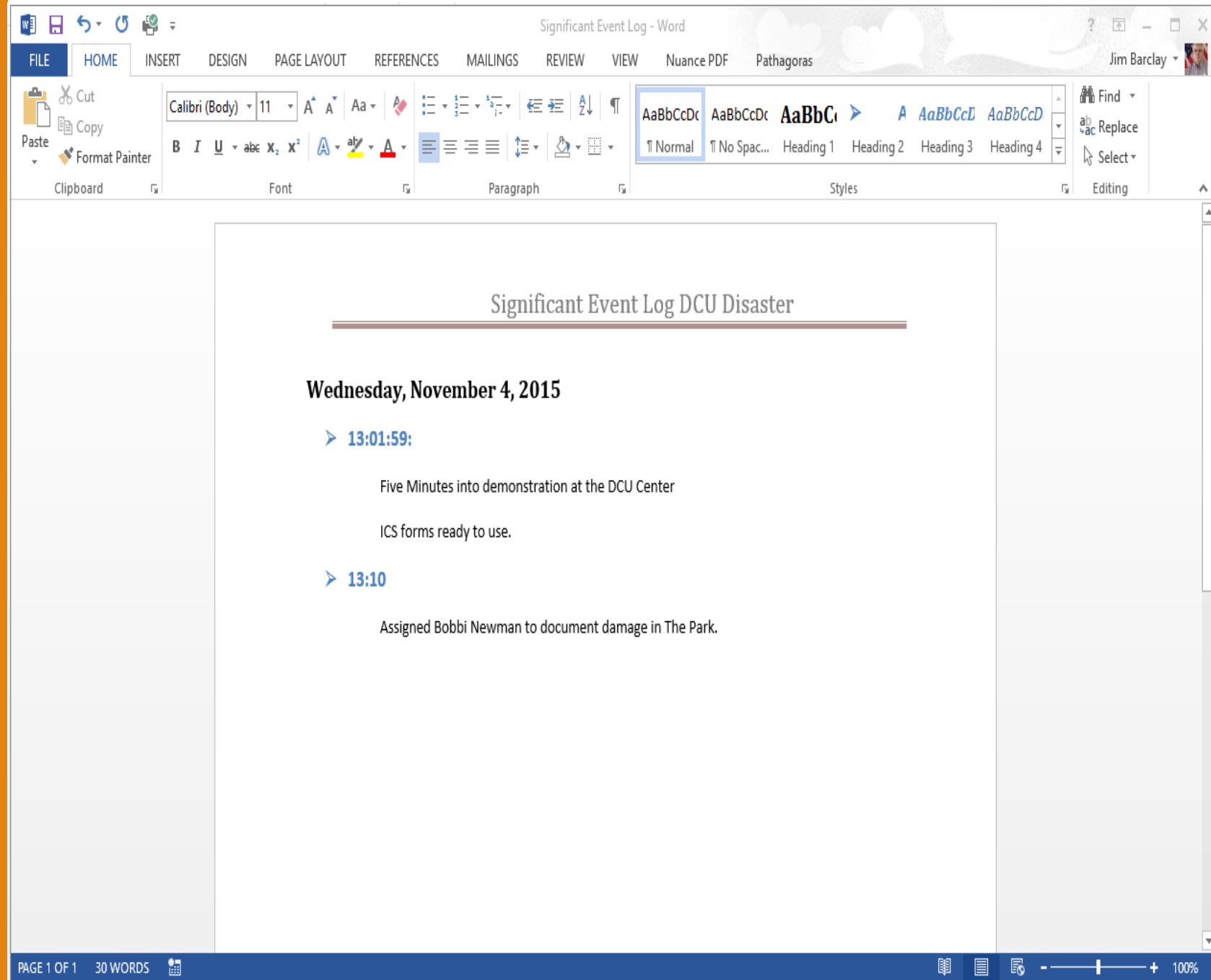
Now We Can  
Start  
Documenting



# A Volunteer!!

Let's give her a GPS enabled camera to document some damage.

FEMA loves that!





# The Next Piece of Magic

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WASP MOBILE ASSET PROFESSIONAL AND ACCESSORIES

Need To Check Out an Asset To Her

MobileAsset - Royalston Emergency Management Agency

File Dashboard Help Alerts

Asset Management

List Assets

New Asset

Move

Check Out

Check In

Transfer Check Out

Audit

Dispose

Maintenance Entry

Calculate Depreciation

Find

Simple Find

Advanced Find

Asset Management

List Forms

Administration

Labels

Reports

Mobility

New

Click the Pin Button to pin/unpin this area.

Upcoming Maintenance List

Schedule Date	Asset Tag	Description	Assigned To
---------------	-----------	-------------	-------------

Record: 0 Of 0

Assets Checked Out List

Asset Tag	Asset Description	Due Date
15007	Light Tower 1	
15008	Sign Board 1	
15010	GPS 13-9	
15011	GPS 13-10	

Record: 1 Of 4

Funding Overview

Enter asset tag to search:

Asset Counts By Type

Asset Type	Count
Canon	1
Garmin	3
Garmin	1
Garmin	4
Hardware	1
Luggage	1
Magnum	1

Asset Counts By Location

Asset Management

EMD

<All>

7:44 PM

10/29/2015

Wasp identifies the item to be checked out

[illegible]

# Enter the Name and Check It Out

[illegible]

For the first time – I know where stuff is at all times!



[illegible]

# A Borrowed Asset via WebEOC



Has a special asset type


New Asset



Asset



Asset Tag: Automatically assigned  Asset Description: 20 kW Trailer Generator 



General Asset Linking Depreciation Picture Attachments Maintenance Contracts Funding Transaction History Custom Fields Dynamic Custom Fields





Site: EOC  Asset Type: Loaned Equipment 




Location: Parking Lot  Asset Type Description: Equipment borrowed during but not owned



Department Code: EMA  Manufacturer: MEMA 

Serial No.:  Model: 

Condition: Good  Vendor Number: 



Hyperlink:   Check Out Length: 0 days  0 hrs 0 min 

Additional Info:  Check Out Lead Time: 0 days  0 hrs 0 min 

Reminder Lead Time: 0 days  0 hrs 0 min 

Depreciation Class:

Category:

Help  Pin All Print Tag On Save - Copies: 0  Save Close

# Another Piece of Magic

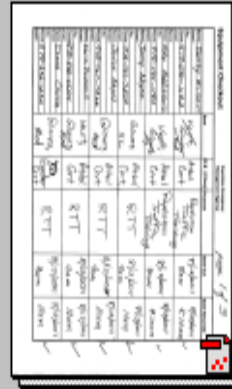
---

PAPERPORT

# Handwritten Volunteer Sign In Sheets

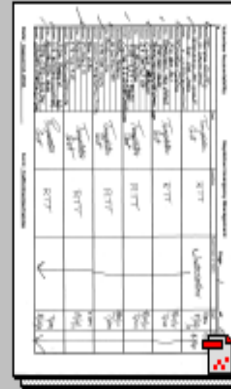
Need to know what they were doing

Need to capture this and keep it



A handwritten volunteer sign-in sheet with multiple columns for tracking time and tasks. The columns include 'Name', 'Start Time', 'End Time', 'Task', and 'Notes'. The sheet is filled with handwritten entries, including names like 'John Doe', 'Jane Smith', and 'Bob Johnson', along with times and task descriptions.

Volunteer List 1



A handwritten volunteer sign-in sheet, similar to the first one, with columns for 'Name', 'Start Time', 'End Time', 'Task', and 'Notes'. It contains handwritten entries for volunteers like 'Alice Brown', 'Charlie Green', and 'David White', with their respective times and tasks.

Volunteer List 2



# Add A Field Anywhere

Now part of the document

## Volunteer Accountability

## Royalston Emergency Management

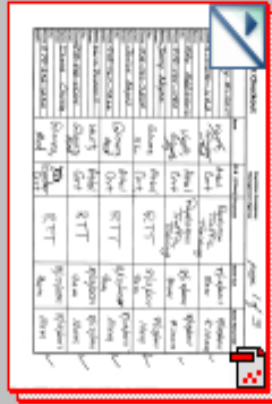
## Pumping Residential Cellars

Page 1 of 5

	Task	Location	Supervisor or team	Start	Finish
✓ Name: Theresa Griffiths Street: 12 DRURY LANE City: TEMPLETON, MA 01468 Phone: 978-939-7370 email: t.griffis@gmail.com	Templeton Cert	RTT	Instruction	7pm 8/12/11	8/12/11 4:30p
✓ Name: RICHARD CURTIS Street: P.O. BOX 361 City: TEMPLETON, MA 01468 Phone: 978-580-6620 email: TEMPLETONEND@GMAIL.COM	Templeton Cert	RTT		8/12/11 7pm	
✓ Name: Caleb Watson Street: 29 Central St City: Baldwinville Phone: 978-939-4313 email: Caleb1216@msn.com	Templeton Cert	RTT		8/12/11 7pm	

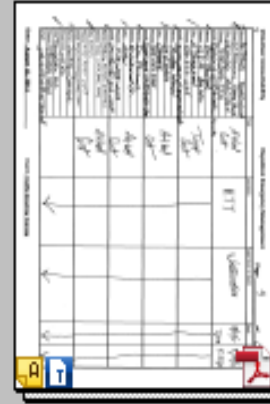
# Need to Make a Note on Page 3?

Pull it out just like you would with a real stack of paper



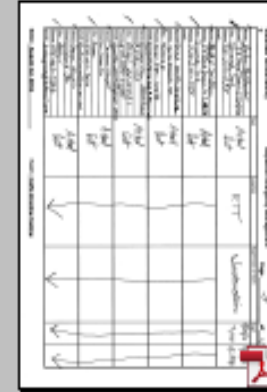
Volunteer Name	Address	City	State	Zip	Phone	Email	Notes
John Doe	123 Main St	Anytown	CA	90210	555-1234	john.doe@email.com	
Jane Smith	456 Oak Ave	Anytown	CA	90210	555-5678	jane.smith@email.com	
Bob Johnson	789 Pine Rd	Anytown	CA	90210	555-9012	bob.johnson@email.com	
Alice Brown	101 Elm St	Anytown	CA	90210	555-3456	alice.brown@email.com	
Charlie Davis	202 Maple Dr	Anytown	CA	90210	555-7890	charlie.davis@email.com	
Diana Evans	303 Birch Ln	Anytown	CA	90210	555-2345	diana.evans@email.com	
Frank Green	404 Cedar St	Anytown	CA	90210	555-6789	frank.green@email.com	
Grace Hall	505 Birch St	Anytown	CA	90210	555-0123	grace.hall@email.com	
Henry King	606 Cedar St	Anytown	CA	90210	555-4567	henry.king@email.com	
Ivy Lee	707 Elm St	Anytown	CA	90210	555-8901	ivy.lee@email.com	
Jack Miller	808 Maple St	Anytown	CA	90210	555-2345	jack.miller@email.com	
Karen Wilson	909 Oak St	Anytown	CA	90210	555-6789	karen.wilson@email.com	
Leo White	1010 Pine St	Anytown	CA	90210	555-0123	leo.white@email.com	
Mia Black	1111 Elm St	Anytown	CA	90210	555-4567	mia.black@email.com	
Noah Gray	1212 Maple St	Anytown	CA	90210	555-8901	noah.gray@email.com	
Olivia Brown	1313 Oak St	Anytown	CA	90210	555-2345	olivia.brown@email.com	
Peter Green	1414 Pine St	Anytown	CA	90210	555-6789	peter.green@email.com	
Quinn Hall	1515 Elm St	Anytown	CA	90210	555-0123	quinn.hall@email.com	
Rachel King	1616 Maple St	Anytown	CA	90210	555-4567	rachel.king@email.com	
Samuel Lee	1717 Oak St	Anytown	CA	90210	555-8901	samuel.lee@email.com	
Tina Miller	1818 Pine St	Anytown	CA	90210	555-2345	tina.miller@email.com	
Uma Wilson	1919 Elm St	Anytown	CA	90210	555-6789	uma.wilson@email.com	
Victor White	2020 Maple St	Anytown	CA	90210	555-0123	victor.white@email.com	
Wendy Black	2121 Oak St	Anytown	CA	90210	555-4567	wendy.black@email.com	
Xavier Gray	2222 Pine St	Anytown	CA	90210	555-8901	xavier.gray@email.com	
Yara Brown	2323 Elm St	Anytown	CA	90210	555-2345	yara.brown@email.com	
Zoe Green	2424 Maple St	Anytown	CA	90210	555-6789	zoe.green@email.com	

Volunteer List 1



Volunteer Name	Address	City	State	Zip	Phone	Email	Notes
John Doe	123 Main St	Anytown	CA	90210	555-1234	john.doe@email.com	
Jane Smith	456 Oak Ave	Anytown	CA	90210	555-5678	jane.smith@email.com	
Bob Johnson	789 Pine Rd	Anytown	CA	90210	555-9012	bob.johnson@email.com	
Alice Brown	101 Elm St	Anytown	CA	90210	555-3456	alice.brown@email.com	
Charlie Davis	202 Maple Dr	Anytown	CA	90210	555-7890	charlie.davis@email.com	
Diana Evans	303 Birch Ln	Anytown	CA	90210	555-2345	diana.evans@email.com	
Frank Green	404 Cedar St	Anytown	CA	90210	555-6789	frank.green@email.com	
Grace Hall	505 Birch St	Anytown	CA	90210	555-0123	grace.hall@email.com	
Henry King	606 Cedar St	Anytown	CA	90210	555-4567	henry.king@email.com	
Ivy Lee	707 Elm St	Anytown	CA	90210	555-8901	ivy.lee@email.com	
Jack Miller	808 Maple St	Anytown	CA	90210	555-2345	jack.miller@email.com	
Karen Wilson	909 Oak St	Anytown	CA	90210	555-6789	karen.wilson@email.com	
Leo White	1010 Pine St	Anytown	CA	90210	555-0123	leo.white@email.com	
Mia Black	1111 Elm St	Anytown	CA	90210	555-4567	mia.black@email.com	
Noah Gray	1212 Maple St	Anytown	CA	90210	555-8901	noah.gray@email.com	
Olivia Brown	1313 Oak St	Anytown	CA	90210	555-2345	olivia.brown@email.com	
Peter Green	1414 Pine St	Anytown	CA	90210	555-6789	peter.green@email.com	
Quinn Hall	1515 Elm St	Anytown	CA	90210	555-0123	quinn.hall@email.com	
Rachel King	1616 Maple St	Anytown	CA	90210	555-4567	rachel.king@email.com	
Samuel Lee	1717 Oak St	Anytown	CA	90210	555-8901	samuel.lee@email.com	
Tina Miller	1818 Pine St	Anytown	CA	90210	555-2345	tina.miller@email.com	
Uma Wilson	1919 Elm St	Anytown	CA	90210	555-6789	uma.wilson@email.com	
Victor White	2020 Maple St	Anytown	CA	90210	555-0123	victor.white@email.com	
Wendy Black	2121 Oak St	Anytown	CA	90210	555-4567	wendy.black@email.com	
Xavier Gray	2222 Pine St	Anytown	CA	90210	555-8901	xavier.gray@email.com	
Yara Brown	2323 Elm St	Anytown	CA	90210	555-2345	yara.brown@email.com	
Zoe Green	2424 Maple St	Anytown	CA	90210	555-6789	zoe.green@email.com	

Volunteer List 2



Volunteer Name	Address	City	State	Zip	Phone	Email	Notes
John Doe	123 Main St	Anytown	CA	90210	555-1234	john.doe@email.com	
Jane Smith	456 Oak Ave	Anytown	CA	90210	555-5678	jane.smith@email.com	
Bob Johnson	789 Pine Rd	Anytown	CA	90210	555-9012	bob.johnson@email.com	
Alice Brown	101 Elm St	Anytown	CA	90210	555-3456	alice.brown@email.com	
Charlie Davis	202 Maple Dr	Anytown	CA	90210	555-7890	charlie.davis@email.com	
Diana Evans	303 Birch Ln	Anytown	CA	90210	555-2345	diana.evans@email.com	
Frank Green	404 Cedar St	Anytown	CA	90210	555-6789	frank.green@email.com	
Grace Hall	505 Birch St	Anytown	CA	90210	555-0123	grace.hall@email.com	
Henry King	606 Cedar St	Anytown	CA	90210	555-4567	henry.king@email.com	
Ivy Lee	707 Elm St	Anytown	CA	90210	555-8901	ivy.lee@email.com	
Jack Miller	808 Maple St	Anytown	CA	90210	555-2345	jack.miller@email.com	
Karen Wilson	909 Oak St	Anytown	CA	90210	555-6789	karen.wilson@email.com	
Leo White	1010 Pine St	Anytown	CA	90210	555-0123	leo.white@email.com	
Mia Black	1111 Elm St	Anytown	CA	90210	555-4567	mia.black@email.com	
Noah Gray	1212 Maple St	Anytown	CA	90210	555-8901	noah.gray@email.com	
Olivia Brown	1313 Oak St	Anytown	CA	90210	555-2345	olivia.brown@email.com	
Peter Green	1414 Pine St	Anytown	CA	90210	555-6789	peter.green@email.com	
Quinn Hall	1515 Elm St	Anytown	CA	90210	555-0123	quinn.hall@email.com	
Rachel King	1616 Maple St	Anytown	CA	90210	555-4567	rachel.king@email.com	
Samuel Lee	1717 Oak St	Anytown	CA	90210	555-8901	samuel.lee@email.com	
Tina Miller	1818 Pine St	Anytown	CA	90210	555-2345	tina.miller@email.com	
Uma Wilson	1919 Elm St	Anytown	CA	90210	555-6789	uma.wilson@email.com	
Victor White	2020 Maple St	Anytown	CA	90210	555-0123	victor.white@email.com	
Wendy Black	2121 Oak St	Anytown	CA	90210	555-4567	wendy.black@email.com	
Xavier Gray	2222 Pine St	Anytown	CA	90210	555-8901	xavier.gray@email.com	
Yara Brown	2323 Elm St	Anytown	CA	90210	555-2345	yara.brown@email.com	
Zoe Green	2424 Maple St	Anytown	CA	90210	555-6789	zoe.green@email.com	

Volunteer List 2 (2)

Open That Page  
and Add Note

Volunteer Accountability

6

Name: John Balzano

Street: 98 East Main ST Apt 74

City: Orange, MA

Phone: 978-544-1193

email:

Name: Beth J. Miller

Street: 98 East Main ST Apt 74

City: Orange, MA

Phone: 978-544-1193

email:

Name: John Hoffenbacher

Street: 212 South St

City: Athol

Phone: 978-790-4386

email: SW.Hoffenbacher@athol.com

Note - EMD

injured right eye but did not require transportation to a hospital. Report to be filed by supervisor.

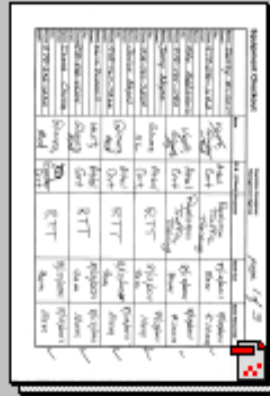
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Agency Management

Page 3 of 5

	Supervisor or team	Start	Finish
RTT	Instruction	8/12/11 7 pm	8/12/11 9:30p
Athol Cert			
Athol Cert			

Close the  
Annotated Page



Volunteer List 1

NAME	PHONE	EMAIL	ADDRESS	CITY	STATE	ZIP	DATE	TIME	STATUS
John Doe	123-456-7890	john.doe@email.com	123 Main St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Jane Smith	987-654-3210	jane.smith@email.com	456 Elm St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Bob Johnson	555-111-2222	bob.johnson@email.com	789 Oak St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Alice Brown	444-333-4444	alice.brown@email.com	101 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Charlie Davis	333-222-3333	charlie.davis@email.com	202 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Diana Evans	222-111-2222	diana.evans@email.com	303 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Frank Green	111-000-1111	frank.green@email.com	404 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Grace Hill	000-999-8888	grace.hill@email.com	505 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Henry King	999-888-7777	henry.king@email.com	606 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Ivy Lee	888-777-6666	ivy.lee@email.com	707 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Jack Miller	777-666-5555	jack.miller@email.com	808 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Karen Nelson	666-555-4444	karen.nelson@email.com	909 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Leo Ortiz	555-444-3333	leo.ortiz@email.com	1010 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Mia Parker	444-333-2222	mia.parker@email.com	1111 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Noah Quinn	333-222-1111	noah.quinn@email.com	1212 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Olivia Reed	222-111-0000	olivia.reed@email.com	1313 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Peter Scott	111-000-9999	peter.scott@email.com	1414 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Quinn Taylor	000-999-8888	quinn.taylor@email.com	1515 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Rachel White	999-888-7777	rachel.white@email.com	1616 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Sam Young	888-777-6666	sam.young@email.com	1717 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Tina Ziegler	777-666-5555	tina.ziegler@email.com	1818 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Uma Adams	666-555-4444	uma.adams@email.com	1919 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Victor Baker	555-444-3333	victor.baker@email.com	2020 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Wendy Clark	444-333-2222	wendy.clark@email.com	2121 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Xavier Evans	333-222-1111	xavier.evans@email.com	2222 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Yara Foster	222-111-0000	yara.foster@email.com	2323 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Zoe Garcia	111-000-9999	zoe.garcia@email.com	2424 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active

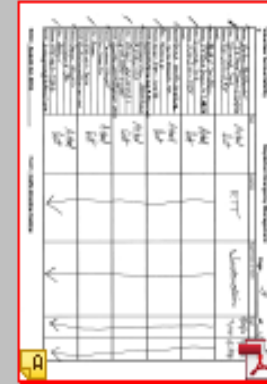
Volunteer List 1



Volunteer List 2

NAME	PHONE	EMAIL	ADDRESS	CITY	STATE	ZIP	DATE	TIME	STATUS
John Doe	123-456-7890	john.doe@email.com	123 Main St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Jane Smith	987-654-3210	jane.smith@email.com	456 Elm St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Bob Johnson	555-111-2222	bob.johnson@email.com	789 Oak St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Alice Brown	444-333-4444	alice.brown@email.com	101 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Charlie Davis	333-222-3333	charlie.davis@email.com	202 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Diana Evans	222-111-2222	diana.evans@email.com	303 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Frank Green	111-000-1111	frank.green@email.com	404 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Grace Hill	000-999-8888	grace.hill@email.com	505 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Henry King	999-888-7777	henry.king@email.com	606 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Ivy Lee	888-777-6666	ivy.lee@email.com	707 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Jack Miller	777-666-5555	jack.miller@email.com	808 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Karen Nelson	666-555-4444	karen.nelson@email.com	909 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Leo Ortiz	555-444-3333	leo.ortiz@email.com	1010 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Mia Parker	444-333-2222	mia.parker@email.com	1111 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Noah Quinn	333-222-1111	noah.quinn@email.com	1212 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Olivia Reed	222-111-0000	olivia.reed@email.com	1313 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Peter Scott	111-000-9999	peter.scott@email.com	1414 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Quinn Taylor	000-999-8888	quinn.taylor@email.com	1515 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Rachel White	999-888-7777	rachel.white@email.com	1616 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Sam Young	888-777-6666	sam.young@email.com	1717 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Tina Ziegler	777-666-5555	tina.ziegler@email.com	1818 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Uma Adams	666-555-4444	uma.adams@email.com	1919 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Victor Baker	555-444-3333	victor.baker@email.com	2020 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Wendy Clark	444-333-2222	wendy.clark@email.com	2121 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Xavier Evans	333-222-1111	xavier.evans@email.com	2222 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Yara Foster	222-111-0000	yara.foster@email.com	2323 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Zoe Garcia	111-000-9999	zoe.garcia@email.com	2424 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active

Volunteer List 2



Volunteer List 2 (2)

NAME	PHONE	EMAIL	ADDRESS	CITY	STATE	ZIP	DATE	TIME	STATUS
John Doe	123-456-7890	john.doe@email.com	123 Main St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Jane Smith	987-654-3210	jane.smith@email.com	456 Elm St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Bob Johnson	555-111-2222	bob.johnson@email.com	789 Oak St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Alice Brown	444-333-4444	alice.brown@email.com	101 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Charlie Davis	333-222-3333	charlie.davis@email.com	202 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Diana Evans	222-111-2222	diana.evans@email.com	303 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Frank Green	111-000-1111	frank.green@email.com	404 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Grace Hill	000-999-8888	grace.hill@email.com	505 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Henry King	999-888-7777	henry.king@email.com	606 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Ivy Lee	888-777-6666	ivy.lee@email.com	707 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Jack Miller	777-666-5555	jack.miller@email.com	808 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Karen Nelson	666-555-4444	karen.nelson@email.com	909 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Leo Ortiz	555-444-3333	leo.ortiz@email.com	1010 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Mia Parker	444-333-2222	mia.parker@email.com	1111 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Noah Quinn	333-222-1111	noah.quinn@email.com	1212 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Olivia Reed	222-111-0000	olivia.reed@email.com	1313 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Peter Scott	111-000-9999	peter.scott@email.com	1414 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Quinn Taylor	000-999-8888	quinn.taylor@email.com	1515 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Rachel White	999-888-7777	rachel.white@email.com	1616 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Sam Young	888-777-6666	sam.young@email.com	1717 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Tina Ziegler	777-666-5555	tina.ziegler@email.com	1818 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Uma Adams	666-555-4444	uma.adams@email.com	1919 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Victor Baker	555-444-3333	victor.baker@email.com	2020 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Wendy Clark	444-333-2222	wendy.clark@email.com	2121 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Xavier Evans	333-222-1111	xavier.evans@email.com	2222 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Yara Foster	222-111-0000	yara.foster@email.com	2323 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active
Zoe Garcia	111-000-9999	zoe.garcia@email.com	2424 Pine St	Anytown	CA	90210	10/15/2023	10:00 AM	Active

Volunteer List 2 (2)

Put it Back in the Stack



Volunteer List 1

Volunteer Name	Age	Gender	Phone	Address	City	State	Zip	Notes
John Doe	35	M	555-123-4567	123 Main St	Anytown	CA	90210	
Jane Smith	42	F	555-987-6543	456 Oak St	Anytown	CA	90210	
Bob Johnson	28	M	555-234-5678	789 Pine St	Anytown	CA	90210	
Alice Brown	55	F	555-345-6789	101 Elm St	Anytown	CA	90210	
Charlie Davis	60	M	555-456-7890	202 Maple St	Anytown	CA	90210	
Diana Evans	30	F	555-567-8901	303 Cedar St	Anytown	CA	90210	
Frank Green	45	M	555-678-9012	404 Birch St	Anytown	CA	90210	
Grace Hill	50	F	555-789-0123	505 Spruce St	Anytown	CA	90210	
Harry King	38	M	555-890-1234	606 Willow St	Anytown	CA	90210	
Ivy Lee	25	F	555-901-2345	707 Ash St	Anytown	CA	90210	
Jack Miller	65	M	555-012-3456	808 Hickory St	Anytown	CA	90210	
Karen Wilson	40	F	555-123-4567	909 Poplar St	Anytown	CA	90210	
Leo White	52	M	555-234-5678	1010 Sycamore St	Anytown	CA	90210	
Mia Young	33	F	555-345-6789	1111 Magnolia St	Anytown	CA	90210	
Noah Black	48	M	555-456-7890	1212 Dogwood St	Anytown	CA	90210	
Olivia Gray	58	F	555-567-8901	1313 Redwood St	Anytown	CA	90210	
Peter Hall	37	M	555-678-9012	1414 Cypress St	Anytown	CA	90210	
Quinn Scott	43	F	555-789-0123	1515 Juniper St	Anytown	CA	90210	
Ryan Adams	53	M	555-890-1234	1616 Fir St	Anytown	CA	90210	
Sarah Baker	29	F	555-901-2345	1717 Palm St	Anytown	CA	90210	
Timothy Clark	62	M	555-012-3456	1818 Olive St	Anytown	CA	90210	
Uma Lewis	41	F	555-123-4567	1919 Cherry St	Anytown	CA	90210	
Victor King	56	M	555-234-5678	2020 Peach St	Anytown	CA	90210	
Wendy Lee	36	F	555-345-6789	2121 Plum St	Anytown	CA	90210	
Xavier Miller	46	M	555-456-7890	2222 Apple St	Anytown	CA	90210	
Yara Wilson	51	F	555-567-8901	2323 Banana St	Anytown	CA	90210	
Zoe White	31	F	555-678-9012	2424 Grape St	Anytown	CA	90210	
Adam Black	61	M	555-789-0123	2525 Lemon St	Anytown	CA	90210	
Bella Gray	44	F	555-890-1234	2626 Lime St	Anytown	CA	90210	
Carl Hall	54	M	555-901-2345	2727 Orange St	Anytown	CA	90210	
Dora Scott	34	F	555-012-3456	2828 Pear St	Anytown	CA	90210	
Ethan Adams	64	M	555-123-4567	2929 Raspberry St	Anytown	CA	90210	
Fiona Baker	49	F	555-234-5678	3030 Strawberry St	Anytown	CA	90210	
George Clark	59	M	555-345-6789	3131 Tangerine St	Anytown	CA	90210	
Helen Lewis	39	F	555-456-7890	3232 Ugli Fruit St	Anytown	CA	90210	
Ivan King	69	M	555-567-8901	3333 Watermelon St	Anytown	CA	90210	
Jane Lee	44	F	555-678-9012	3434 Zucchini St	Anytown	CA	90210	
Kyle Miller	54	M	555-789-0123	3535 Pumpkin St	Anytown	CA	90210	
Laura Wilson	34	F	555-890-1234	3636 Turnip St	Anytown	CA	90210	
Mark White	64	M	555-901-2345	3737 Potato St	Anytown	CA	90210	
Nora Black	49	F	555-012-3456	3838 Onion St	Anytown	CA	90210	
Oscar Gray	59	M	555-123-4567	3939 Garlic St	Anytown	CA	90210	
Pamela Hall	39	F	555-234-5678	4040 Herb St	Anytown	CA	90210	
Quinn Scott	69	F	555-345-6789	4141 Basil St	Anytown	CA	90210	
Ryan Adams	49	M	555-456-7890	4242 Parsley St	Anytown	CA	90210	
Sarah Baker	59	F	555-567-8901	4343 Cilantro St	Anytown	CA	90210	
Timothy Clark	39	M	555-678-9012	4444 Dill St	Anytown	CA	90210	
Uma Lewis	69	F	555-789-0123	4545 Fennel St	Anytown	CA	90210	
Victor King	49	M	555-890-1234	4646 Chives St	Anytown	CA	90210	
Wendy Lee	59	F	555-901-2345	4747 Onion St	Anytown	CA	90210	
Xavier Miller	39	M	555-012-3456	4848 Garlic St	Anytown	CA	90210	
Yara Wilson	69	F	555-123-4567	4949 Herb St	Anytown	CA	90210	
Zoe White	49	F	555-234-5678	5050 Basil St	Anytown	CA	90210	
Adam Black	59	M	555-345-6789	5151 Parsley St	Anytown	CA	90210	
Bella Gray	39	F	555-456-7890	5252 Cilantro St	Anytown	CA	90210	
Carl Hall	69	M	555-567-8901	5353 Dill St	Anytown	CA	90210	
Dora Scott	49	F	555-678-9012	5454 Fennel St	Anytown	CA	90210	
Ethan Adams	59	M	555-789-0123	5555 Chives St	Anytown	CA	90210	
Fiona Baker	39	F	555-890-1234	5656 Onion St	Anytown	CA	90210	
George Clark	69	M	555-901-2345	5757 Garlic St	Anytown	CA	90210	
Helen Lewis	49	F	555-012-3456	5858 Herb St	Anytown	CA	90210	
Ivan King	59	M	555-123-4567	5959 Basil St	Anytown	CA	90210	
Jane Lee	39	F	555-234-5678	6060 Parsley St	Anytown	CA	90210	
Kyle Miller	69	M	555-345-6789	6161 Cilantro St	Anytown	CA	90210	
Laura Wilson	49	F	555-456-7890	6262 Dill St	Anytown	CA	90210	
Mark White	59	M	555-567-8901	6363 Fennel St	Anytown	CA	90210	
Nora Black	39	F	555-678-9012	6464 Chives St	Anytown	CA	90210	
Oscar Gray	69	M	555-789-0123	6565 Onion St	Anytown	CA	90210	
Pamela Hall	49	F	555-890-1234	6666 Garlic St	Anytown	CA	90210	
Quinn Scott	59	F	555-901-2345	6767 Herb St	Anytown	CA	90210	
Ryan Adams	39	M	555-012-3456	6868 Basil St	Anytown	CA	90210	
Sarah Baker	69	F	555-123-4567	6969 Parsley St	Anytown	CA	90210	
Timothy Clark	49	M	555-234-5678	7070 Cilantro St	Anytown	CA	90210	
Uma Lewis	59	F	555-345-6789	7171 Dill St	Anytown	CA	90210	
Victor King	39	M	555-456-7890	7272 Fennel St	Anytown	CA	90210	
Wendy Lee	69	F	555-567-8901	7373 Chives St	Anytown	CA	90210	
Xavier Miller	49	M	555-678-9012	7474 Onion St	Anytown	CA	90210	
Yara Wilson	59	F	555-789-0123	7575 Garlic St	Anytown	CA	90210	
Zoe White	39	F	555-890-1234	7676 Herb St	Anytown	CA	90210	
Adam Black	69	M	555-901-2345	7777 Basil St	Anytown	CA	90210	
Bella Gray	49	F	555-012-3456	7878 Parsley St	Anytown	CA	90210	
Carl Hall	59	M	555-123-4567	7979 Cilantro St	Anytown	CA	90210	
Dora Scott	39	F	555-234-5678	8080 Dill St	Anytown	CA	90210	
Ethan Adams	69	M	555-345-6789	8181 Fennel St	Anytown	CA	90210	
Fiona Baker	49	F	555-456-7890	8282 Chives St	Anytown	CA	90210	
George Clark	59	M	555-567-8901	8383 Onion St	Anytown	CA	90210	
Helen Lewis	39	F	555-678-9012	8484 Garlic St	Anytown	CA	90210	
Ivan King	69	M	555-789-0123	8585 Herb St	Anytown	CA	90210	
Jane Lee	49	F	555-890-1234	8686 Basil St	Anytown	CA	90210	
Kyle Miller	59	M	555-901-2345	8787 Parsley St	Anytown	CA	90210	
Laura Wilson	39	F	555-012-3456	8888 Cilantro St	Anytown	CA	90210	
Mark White	69	M	555-123-4567	8989 Dill St	Anytown	CA	90210	
Nora Black	49	F	555-234-5678	9090 Fennel St	Anytown	CA	90210	
Oscar Gray	59	M	555-345-6789	9191 Chives St	Anytown	CA	90210	
Pamela Hall	39	F	555-456-7890	9292 Onion St	Anytown	CA	90210	
Quinn Scott	69	F	555-567-8901	9393 Garlic St	Anytown	CA	90210	
Ryan Adams	49	M	555-678-9012	9494 Herb St	Anytown	CA	90210	
Sarah Baker	59	F	555-789-0123	9595 Basil St	Anytown	CA	90210	
Timothy Clark	39	M	555-890-1234	9696 Parsley St	Anytown	CA	90210	
Uma Lewis	69	F	555-901-2345	9797 Cilantro St	Anytown	CA	90210	
Victor King	49	M	555-012-3456	9898 Dill St	Anytown	CA	90210	
Wendy Lee	59	F	555-123-4567	9999 Fennel St	Anytown	CA	90210	

Volunteer List 1

Volunteer List 2									
Volunteer Name	Age	Gender	Phone	Address	City	State	Zip	Notes	
John Doe	35	M	555-123-4567	123 Main St	Anytown	CA	90210		
Jane Smith	42	F	555-987-6543	456 Oak St	Anytown	CA	90210		
Bob Johnson	28	M	555-234-5678	789 Pine St	Anytown	CA	90210		
Alice Brown	55	F	555-345-6789	101 Elm St	Anytown	CA	90210		
Charlie Davis	60	M	555-456-7890	202 Maple St	Anytown	CA	90210		
Diana Evans	30	F	555-567-8901	303 Cedar St	Anytown	CA	90210		
Frank Green	45	M	555-678-9012	404 Birch St	Anytown	CA	90210		
Grace Hill	50	F	555-789-0123	505 Spruce St	Anytown	CA	90210		
Harry King	38	M	555-890-1234	606 Willow St	Anytown	CA	90210		
Ivy Lee	25	F	555-901-2345	707 Ash St	Anytown	CA	90210		
Jack Miller	65	M	555-012-3456	808 Hickory St	Anytown	CA	90210		
Karen Wilson	40	F	555-123-4567	909 Poplar St	Anytown	CA	90210		
Leo White	52	M	555-234-5678	1010 Sycamore St	Anytown	CA	90210		
Mia Young	33	F	555-345-6789	1111 Magnolia St	Anytown	CA	90210		
Noah Black	48	M	555-456-7890	1212 Dogwood St	Anytown	CA	90210		
Olivia Gray	58	F	555-567-8901	1313 Redwood St	Anytown	CA	90210		
Peter Hall	37	M	555-678-9012	1414 Cypress St	Anytown	CA	90210		
Quinn Scott	43	F	555-789-0123	1515 Juniper St	Anytown	CA	90210		
Ryan Adams	53	M	555-890-1234	1616 Fir St	Anytown	CA	90210		
Sarah Baker	29	F	555-901-2345	1717 Palm St	Anytown	CA	90210		
Timothy Clark	62	M	555-012-3456	1818 Olive St	Anytown	CA	90210		
Uma Lewis	41	F	555-123-4567	1919 Cherry St	Anytown	CA	90210		
Victor King	56	M	555-234-5678	2020 Peach St	Anytown	CA	90210		
Wendy Lee	36	F	555-345-6789	2121 Plum St	Anytown	CA	90210		
Xavier Miller	46	M	555-456-7890	2222 Apple St	Anytown	CA	90210		
Yara Wilson	51	F	555-567-8901	2323 Banana St	Anytown	CA	90210		
Zoe White	31	F	555-678-9012	2424 Grape St	Anytown	CA	90210		
Adam Black	61	M	555-789-0123	2525 Lemon St	Anytown	CA	90210		
Bella Gray	44	F	555-890-1234	2626 Lime St	Anytown	CA	90210		
Carl Hall	54	M	555-901-2345	2727 Orange St	Anytown	CA	90210		
Dora Scott	34	F	555-012-3456	2828 Pear St	Anytown	CA	90210		
Ethan Adams	64	M	555-123-4567	2929 Raspberry St	Anytown	CA	90210		
Fiona Baker	49	F	555-234-5678	3030 Strawberry St	Anytown	CA	90210		
George Clark	59	M	555-345-6789	3131 Tangerine St	Anytown	CA	90210		
Helen Lewis	39	F	555-456-7890	3232 Ugli Fruit St	Anytown	CA	90210		
Ivan King	69	M	555-567-8901	3333 Watermelon St	Anytown	CA	90210		
Jane Lee	44	F	555-678-9012	3434 Zucchini St	Anytown	CA	90210		
Kyle Miller	54	M	555-789-0123	3535 Pumpkin St	Anytown	CA	90210		
Laura Wilson	34	F	555-890-1234	3636 Turnip St	Anytown	CA	90210		
Mark White	64	M	555-901-2345	3737 Potato St	Anytown	CA	90210		
Nora Black	49	F	555-012-3456	3838 Onion St	Anytown	CA	90210		
Oscar Gray	59	M	555-123-4567	3939 Garlic St	Anytown	CA	90210		
Pamela Hall	39	F	555-234-5678	4040 Herb St	Anytown	CA	90210		
Quinn Scott	69	F	555-345-6789	4141 Basil St	Anytown	CA	90210		
Ryan Adams	49	M	555-456-7890	4242 Parsley St	Anytown	CA	90210		
Sarah Baker	59	F	555-567-8901	4343 Cilantro St	Anytown	CA	90210		
Timothy Clark	39	M	555-678-9012	4444 Dill St	Anytown	CA	90210		
Uma Lewis	69	F	555-789-0123	4545 Fennel St	Anytown	CA	90210		
Victor King	49	M	555-890-1234	4646 Chives St	Anytown	CA	90210		
Wendy Lee	59	F	555-901-2345	4747 Onion St	Anytown	CA	90210		
Xavier Miller	39	M	555-012-3456	4848 Garlic St	Anytown	CA	902		

# Wrap Up

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When I return a borrowed asset I just “dispose” of it and pull the tag off.

- It is no longer in my inventory, but - -
- The system remembers that it was so I have the detail needed for reimbursement

Every piece of hardcopy paper that came into the EOC has been scanned, titled, annotated when necessary and filed.

Much of what is needed for reimbursement is on the MyCloud in a form that makes reimbursement easy

All that was really needed was a clean, warm, well lighted space with Internet access and a phone.

- Coffee is a plus
- A bathroom is a huge plus

# Let's Go Live for a Minute

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# Thank You

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Jim Barclay, EMD

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