



## Cache Location & Inventory

**Neighborhood/Block** \_\_\_\_\_

**Block Lead** (name + address + phone): \_\_\_\_\_

**Cache Custodian** (name + address + phone): \_\_\_\_\_

**Describe the Location of Your Emergency Supply Cache** (address + site + access), e.g., "at far back fence next to easement gate, neighbors can access down driveway and through yard gate":

**Neighbors with Access** - List at least three neighbors on your block who are aware of the cache, and could access it if needed (name + address):

- 1)
- 2)
- 3)
- 4)
- 5)

**Annual Inventory** – I agree to review my block's cache contents annually, every October, using the BNN Inventory Checklist, and will indicate any expired items requiring replacement. I will send this checklist to BNN's Block Leads Coordinator by October 15 each year.

**Relocation** – In the event I leave my neighborhood, I understand the Cache belongs to BNN and I will contact BNN's Block Leads Coordinator for retrieval or reassignment of the Cache.

**NOTE:** BNN reserves the right to inspect and/or retrieve your Cache for any reason at any time.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

☐ If emailed, my typed signature is acceptable

Please email this completed form to: [info@BurlingameNetwork.org](mailto:info@BurlingameNetwork.org)  
Or mail the printed form to: Suzanne Tateosian, 466 Cumberland Drive, Burlingame CA 94010

For more information, visit our BNN website: [BurlingameNetwork.org](http://BurlingameNetwork.org)

## Cache Inventory - Checklist & Requisition

Block Leads agree to inventory block Caches annually in October. Please complete this form and indicate any expired items requiring replacement, and submit it to BNN's Block Leads Coordinator each year by October 31.

### Incident Command Duffle

- \_\_\_ 2 Incident Report Charts
- \_\_\_ 1 Communications Network Chart
- \_\_\_ 5 Sign-in sheets
- \_\_\_ 3 ID lanyards for Team Leads
- \_\_\_ 3 Team description cards
- \_\_\_ 50 Adhesive nametags
- \_\_\_ 5 Pens
- \_\_\_ 2 Sharpies
- \_\_\_ 6 Clipboards
- \_\_\_ 3 Notepads
- \_\_\_ 1 Blue painters tape
- \_\_\_ 1 LED flashlight
- \_\_\_ 2 **D-cell batteries** (for flashlight)
- \_\_\_ 1 Crank radio with flashlight
- \_\_\_ 1 Headlamp
- \_\_\_ 3 **AAA batteries** (for headlamp)

### Wellbeing Duffle

- \_\_\_ 2 Incident Report notepads
- \_\_\_ 2 Notepads
- \_\_\_ 4 Pens
- \_\_\_ 2 Sharpies
- \_\_\_ 2 Clipboards
- \_\_\_ 2 ID lanyards for Team Leads
- \_\_\_ 2 Team description cards
- \_\_\_ 1 Headlamp
- \_\_\_ 3 **AAA batteries** (for headlamp)
- \_\_\_ 1 **Bottle hand sanitizer**
- \_\_\_ 1 Folding stretcher w/bag with blankets and gloves

### Safety Duffle

- \_\_\_ 2 Incident Report notepads
- \_\_\_ 2 Notepads
- \_\_\_ 4 Pens
- \_\_\_ 2 Sharpies
- \_\_\_ 2 Clipboards
- \_\_\_ 2 ID lanyards for Team Leads
- \_\_\_ 2 Team description cards
- \_\_\_ 4 Pair work gloves
- \_\_\_ 1 **Bottle hand sanitizer**
- \_\_\_ 1 Duct tape
- \_\_\_ 1 Blue painters tape
- \_\_\_ 1 Caution tape
- \_\_\_ 2 **Lightsticks**
- \_\_\_ 2 Goggles / Safety glasses
- \_\_\_ 6 N95 dust masks
- \_\_\_ 1 Adjustable wrench
- \_\_\_ 2 Utility knives
- \_\_\_ 1 Gas Shut-off (4-in-1 tool)
- \_\_\_ 1 Pry bar, 15"
- \_\_\_ 2 Hard hats (due for
- \_\_\_ 2 LED flashlights
- \_\_\_ 2 **D-cell batteries** (flashlight)
- \_\_\_ 2 Headlamps
- \_\_\_ 3 **AAA batteries** (headlamp)
- \_\_\_ 4 Garbage bags
- \_\_\_ 1 **Fire extinguisher** (due for service 2024; replace 2030)

### First Aid Duffle

- \_\_\_ 2 First Aid Treatment Log forms
- \_\_\_ 1 Notepad
- \_\_\_ 2 Pens
- \_\_\_ 1 Sharpie
- \_\_\_ 1 Clipboard
- \_\_\_ 1 ID lanyards for Team Lead
- \_\_\_ 1 First Aid Ready Guide
- \_\_\_ 25 Pair disposable gloves, vinyl
- \_\_\_ 10 Sterile pads (2x2")
- \_\_\_ 10 Sterile pads (4x4")
- \_\_\_ 3 Ace bandages
- \_\_\_ 6 Self-adhesive bandages
- \_\_\_ 1 Triangle bandage
- \_\_\_ 10 Butterfly closures
- \_\_\_ 2 Rolls adhesive tape
- \_\_\_ 1 Box antiseptic wipes
- \_\_\_ 20 Band-aids - large & finger-size
- \_\_\_ 10 Packets acetaminophen
- \_\_\_ 10 **Sunscreen packets**
- \_\_\_ 1 Tweezers
- \_\_\_ 1 Scissors
- \_\_\_ 10 **Sterile water packets**
- \_\_\_ 1 **Bottle hydrogen peroxide**
- \_\_\_ 1 **Bottle hand sanitizer**
- \_\_\_ 20 **Antibiotic ointment packets**
- \_\_\_ 1 CPR barrier mask
- \_\_\_ 2 Gallon ziploc bags
- \_\_\_ 2 Sanitary napkins
- \_\_\_ 2 **Ice packs (Instant Ice)**
- \_\_\_ 2 Emergency blankets
- \_\_\_ 4 Splints
- \_\_\_ 1 Tarp (8x10')
- \_\_\_ 1 Headlamp
- \_\_\_ 3 **AAA batteries** (for headlamp)

As you review Cache contents, please check these items for expiration dates:

**Every 3 years (green items); Every 5 years (red items)**

Refresh supplies will be provided pending program funding by the City of Burlingame.

Block Lead Name & Phone: \_\_\_\_\_

Cache Custodian & Address: \_\_\_\_\_

Your Cache Inventory Date: \_\_\_\_\_ Fulfillment Date (completed by BNN): \_\_\_\_\_

Comments or Other Requests: \_\_\_\_\_