



Cache Annual Location Tracker

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: Anne@burlingamenetwork.org
Or mail the printed form to: Anne Hinckle, 1616 Sanchez Avenue, Burlingame CA 94010

For more information, visit our BNN website: BurlingameNetwork.org

Cache Inventory - Checklist

Block Leads agree to inventory block Caches annually in October. Please complete this form and indicate any expired items requiring replacement, then 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**

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)
- ___ 1 Headlamp
- ___ 3 **AAA batteries (headlamp)**
- ___ 4 Garbage bags, heavy

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
- ___ 1 Box adhesive tape
- ___ 1 Box antiseptic wipes
- ___ 10 Band-aids - large
- ___ 10 Packets acetaminophen
- ___ 10 **Sunscreen packets**
- ___ 1 Tweezers
- ___ 1 Scissors
- ___ 10 Sterile water packets
- ___ 1 **Bottle hand sanitizer**
- ___ 20 Antibiotic ointment packets
- ___ 1 CPR barrier mask
- ___ 2 Sanitary napkins
- ___ 2 **Ice packs (Instant Ice)**
- ___ 2 Emergency blankets
- ___ 3 Splints
- ___ 1 Tarp (8x10')
- ___ 1 Headlamp
- ___ 3 AAA batteries (for headlamp)
- ___ 1 Bag PPE (1 box gloves, 1 box masks, 2 disposable gowns, 6 safety whistles)

Within Container

- ___ 1 Folding stretcher
- ___ **1 Fire extinguisher**

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 per 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: _____

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