



Emergency Supply & Support Center

EMERGENCY SUPPLY & SUPPORT CENTER



COMMITTEE OVERVIEW

The goal of the Hardwick Emergency Supply and Support Center (ESSC) is to offer essential tools, supplies, and support in a timely manner to those impacted by a community disaster. The specific inventory to be collected and distributed will vary depending on the nature of the crisis (e.g., flood, snow or ice storm, power outage, chemical spill, epidemic, heat wave, drought, fire, or regional internet outage).

The word "Support" affirms that the ESSC is prepared to do more than simply distribute materials. Any natural disaster can trigger or recharge anxiety, distress, and hopelessness. The ESSC creates an environment that fosters empathy and comfort, with both a welcoming approach and available skilled volunteers.

This following addendum provides the basic operating procedures to ensure our community's capacity to offer these services when they are initially needed. It includes the following basic step-by-step instructions:

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The Hardwick Neighbor to Neighbor group will take responsibility for overseeing all aspects of the ESSC management when directed to do so by the Town Manager. A team of ESSC Volunteer Coordinators will be identified to serve and mobilize when necessary and ensure a state of readiness.

EMERGENCY SUPPLY & SUPPORT CENTER



ROLES & RESPONSIBILITIES

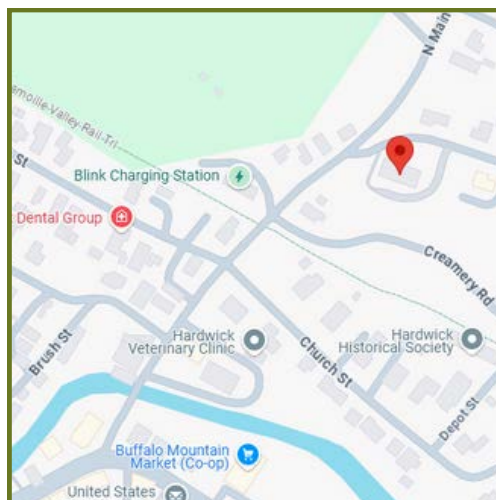
OPERATIONAL DETAILS

TRIGGER: The town manager or LEMP Advisory Committee will contact an ESSC Coordinator to establish the emergency supply and support center.

OVERVIEW: The shared coordination model involves a Team with fellow coordinators and volunteers to mobilize and maintain an Emergency Supply and Support Center to serve the community when the Town Manager declares an emergency/disaster. Coordinators will also ensure a readiness to stand up the Center in as short of a time frame as possible.

ROLES: Coordination of the Emergency Supply and Support Center is best accomplished by a team of 3-4 Hardwick Neighbor to Neighbor volunteers. This team may assign themselves specific "point person" roles (e.g., communication, volunteer recruitment/management, inventory management, Community organizing) while also sharing the day-to-day demands.

LOCATION: The Hardwick ESSC is located in the large community room (adjacent to the parking lot) at:



Senior Center
56 High Street
Hardwick, VT

HOURS OF COVERAGE: Suggested hours of coverage for the Emergency Supply & Support Center is 7:00 AM - 7:00 PM, 7 days a week, for at least two weeks, but the hours are subject to change depending upon needs.



**HARDWICK EMERGENCY
REPORTING HOTLINE**

802-472-5475

**EMERGENCY INQUIRY
RECORDED LINE FOR
UPDATES**

802-472-6120

TO VOLUNTEER



EMERGENCY SUPPLY & SUPPORT CENTER



STANDING UP THE ESSC

CENTER SET-UP

EQUIPMENT & SUPPLIES: Mobilize volunteers to help move equipment and supplies to the Emergency Supply & Support Center. Due to storage constraints, the location of the equipment and supplies will need to be confirmed with town officials. Examples of equipment and supplies include Red Cross Emergency Kits, dehumidifiers, sump pumps, fans, and mucking equipment, etc.

SET UP THE VOLUNTEER TABLE:

- **TABLE 1:** This table serves as a volunteer "desk" and location for information about Hardwick Neighbor to Neighbor and all other resources. All ESSC documentation paperwork (Form notebook, Waitlist and Donation folders, volunteer schedule and contact information, equipment tags) are centralized on this table.
- **TABLES 2 - 3:** Smaller items are displayed on these tables (eg, gloves, cleaning agents, toiletries, sponges, tarps, etc.), with storage for surplus inventory below the tables. The Red Cross Emergency Kits, in white 5-gallon tubs, include multiple items. Break one kit apart and display the contents.

LARGE EQUIPMENT: Set up larger equipment items toward the side/back of the room (dehumidifiers, sump pumps, fans), making sure that all are clearly labeled as belonging to Hardwick Neighbor to Neighbor and that dehumidifiers have loan tags affixed to them. If the identification information is missing, the volunteer notebook will have extra adhesive sheets with this information.

SIGNAGE: Post the vinyl Emergency Supply and Support Center sign in a visible location at the front of the building, under the portico.

VOLUNTEER STAFF: Provide an up-to-date list of volunteer staff ASAP, including the contact information of coordinators and all volunteers.

MENTAL HEALTH INFORMATION: Northeast Kingdom Human Services (NEKHS) or other area Mental Health providers have provided cards with contact information. Note: At times, they have set up an office at the ESSC with limited hours.

FAMILY EMERGENCY PREPAREDNESS (VT EMERGENCY MANAGEMENT PUBLICATION): This pamphlet is stocked in the ESSC inventory and provides basic, helpful information about many aspects of emergency preparedness and response.

HARDWICK NEIGHBOR TO NEIGHBOR CARDS: These cards provide basic contact information (email and phone) for the Hardwick Neighbor to Neighbor volunteer services. This information should be offered to individuals with the advice that even if there is no specific need they can identify now, they may consider keeping it handy for future reference.



EMERGENCY SUPPLY & SUPPORT CENTER



STANDING UP THE ESSC CONT'D

VOLUNTEER MOBILIZATION

SOLICITING VOLUNTEERS:

- Create a Sign-up Sheet for 3-hour shifts, 7:00-7:00, 7 days a week as long as the ESSC will be open. [Link to the volunteer list.](#)
- Email/call all experienced volunteers to fully staff the ESSC ASAP (Coordinators will fill in any uncovered spots).
- Solicit new volunteers, coordinating posts to FPF/Social media with the HNtN Communications Coordinator.
- Reach out to the full list of HNtN volunteers at the Jeudevine Library to recruit from within their social circles.

VOLUNTEER TRAINING:

- Meet any new volunteer prior to their first shift to review the Volunteer Instruction sheet and all forms and protocols.
- Review the "Resources" information available, noting where people can be referred for mental health or other services.
- Review the importance of support/listening, reinforcing that "just listening" is often of great comfort.
- Review the protocol to alert a police officer that you need support/are uncomfortable with the situation and need their help.
- Ensure new volunteers are teamed with experienced volunteers for the first few shifts.

VOLUNTEER ONGOING SUPPORT:

- Encourage volunteers to contact any one of the coordinators at any time (on or off shift) to talk through a situation or question.
- Drop in at the ESSC when possible to talk to volunteers about their experience and offer support/appreciation.
- Fill in for any volunteer shifts that are uncovered.
- When the ESSC has closed, organize a meeting to 1) celebrate, and, 2) reflect on the experience and capture lessons learned, acting on needed changes.



EMERGENCY SUPPLY & SUPPORT CENTER



STANDING UP THE ESSC CONT'D

PUBLICITY & COMMUNICATION

PUBLICITY/COMMUNICATION: Coordinate publicizing the ESSC with the HNtN Communications Coordinator (Jeudevine Library) and Emergency Communication Committee. The Hardwick communications channels list can be found at: [communications channels doc](#).

The committee should ensure the following:

- Widespread dissemination of location, hours, available supplies, and support, including a sandwich board at the Buffalo Mountain Co-Op and 2-3 other locations.
- Install the two ESSC "lawn signs" with arrows pointing to the Center.
- Install the large ESSC sign on the exterior face of the Senior Center.
- Publicize the need for specific donated items.
- Coordinate communication efforts with other town-wide emergency staff, volunteers, and the Emergency Operations Center members.

ANNOUNCING THE EMERGENCY SUPPLY & SUPPORT CENTER IS OPEN: When the Supply Center is activated, hang a sign outside the door and send the following communication information to the appropriate entities on the communications channels list [communications channels doc](#) including Front Porch Forum, The Hardwick Gazette, Hardwick Community TV, Hardwick Neighbor to Neighbor Facebook page, Instagram, Sandwich Board at Jeudevine Library

EXAMPLE SIGN LANGUAGE: See the next page for an example flyer.

The Emergency Supply & Support Center is open!
Location: (include street address)
Hours:

OPEN
7 am - 7 pm

If you need cleaning supplies like mold cleaning spray, scrubbers, sponges, spray bottles, brushes, ammonia, garbage bags, gloves, mopheads, etc., please visit the Supply Center. Please feel free to take what you need.

Do you need a shop vac, dehumidifier, sump pump, or fans? We have several to loan, and if we do not have one of these immediately available, we will put you on the list to get what you need ASAP.

If you have any of these items to loan or give, you can drop them off at the center or contact Hardwick Neighbor to Neighbor to arrange a pickup or drop off. If you still have equipment borrowed from the center, please contact us to return the equipment or renew the loan. Please contact us if you would like to donate money or volunteer.

If you need help, do not hesitate to call. If we cannot help you directly, we will make every effort to put you in touch with those who can secure the help you need, such as housing, transportation, or emotional support.

Contact Hardwick Neighbor to Neighbor at hardwickneighbors@gmail.com or 802-441-3301.



Emergency Shelter & Support Center

56 High Street, Hardwick

OPEN
7 am - 7 pm

**WE ARE HERE TO
SUPPORT OUR
COMMUNITY!**

**Stop by or Call
802-441-3301
7 am - 7 pm**



NEED CLEANING SUPPLIES?

- Mold Cleaning Supplies
- Tarps
- Scrubbers
- Sponges
- Garbage Bags
- Gloves



NEED TO BORROW EQUIPMENT?

- Shop Vac
- Dehumidifiers
- Sump Pumps
- Fans

WANT TO DONATE OR LOAN ITEMS?

Donations of shop vacs, dehumidifiers, sump pumps and fans, or other disaster response supplies in good condition, are appreciated. Drop them off or give us a call at 802-441-3301 to arrange for a pickup. (Note: we do not accept clothing).



HARDWICK EMERGENCY REPORTING HOTLINE

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**EMERGENCY INQUIRY RECORDED LINE FOR
UPDATES**

###-###-####

TO VOLUNTEER



EMERGENCY SUPPLY & SUPPORT CENTER



MANAGING THE ESSC

COORDINATORS DAILY RESPONSIBILITIES

OVERSIGHT DURING AN EMERGENCY:

- Survey inventory on a daily basis, assessing low inventory or absence of needed items.
- Solicit donations from other response groups (e.g., KURRVE) or residents as needed, coordinating the solicitation of items with the HNtN Communications coordinator.
- Purchase supplies as needed, seeking funding from the Civic Standard community funds or other sources.
- Provide an up-to-date list of volunteer staff, including contact information for coordinators and all volunteers.
- Check "Help Request" forms on a daily basis, ensuring that appropriate follow-up has been initiated (often in partnership with the Jeudevine Library HNtN Coordinator).
- Check "Volunteer Notes" to assess potential follow-up. Personally contact any volunteer who reported a difficult encounter or has questions.
- Open and close the ESSC, ensuring that the first shift volunteer has arrived and that the door is locked at the end of the day.
- Check the equipment waitlist and pursue filling these needs.

ESSC RESOURCE LIST: The resource list is tailored to the nature of the immediate emergency and the most likely resources needed to address the specific disaster situation. The list is compiled by an ESSC Coordinator and updated daily, often in conjunction with the Emergency Operations Center personnel. Details about the Hardwick Neighbor to Neighbor assistance should be a constant (e.g. different types of assistance available, contact information). A sample list can be found on the [ESSC Google drive](#).

DONATIONS:

- **FINANCIAL:** Check the notebook daily for financial donations. Bring the donation to the Jeudevine Library with the name and contact information of the donor. It will be deposited.
- **ITEMS (loaned or donated):** Check that all loaned items are returned to the donor. Write a thank you note to all those who donated items, noting these actions on the forms accordingly.



EMERGENCY SUPPLY & SUPPORT CENTER

Questions?
Call an ESSC Coordinator
or the HNtN helpline
at 802-441-3301



VOLUNTEER GUIDE

WELCOME!

Thanks so much for volunteering to help supply our community with essential resources! Here are some basics for your time here:

When someone comes in, just ask them what they need and direct them accordingly. They are welcome to take what they need. Once they have chosen their items, they need to sign out. This helps us know how many folks are being served, what items are most in demand, and what items are not available that we should add to our inventory.

LARGE & SMALL ITEM SIGN OUT PROCESS



LARGE ITEMS: If the person is taking a dehumidifier, sump pump, shop vac, or fan, use the **Sign-Out Form** (found on page D14) and check the boxes for which item(s) they are taking, and be sure to write in the number of the dehumidifier. For all dehumidifier, sump pump, or shop vac loans, fill out a wired **Equipment Tag** (found on page D20) with the item # and return date noted. Attach this tag to the item, and make a point of showing the borrower both the return date and the instructions for "how to return" on the back of the tag.

Explain that they are welcome to the in-demand item(s) for as long as they are needed for disaster mitigation - ideally within a two-week time frame. If the item loan is still needed beyond that time, they can "renew" the loan via email or phone, as outlined on the Equipment Tag. If the Emergency Supply & Support Center is not open or is no longer operational, they should email hardwickneighbors@gmail.com or call 802-441-3301 to arrange for pick-up or drop-off. Note: We do not tag fan loans but appreciate them being returned.

Check to make sure the individual is comfortable with and physically able to install the piece of equipment. If they need help, fill out an **Assistance Request Form** (found on page D19) and follow that process to secure a HNtN volunteer who can provide assistance.

Note any other items that they might have found for their use. File this form in the notebook under the tab for the major item they are taking. If there are multiple large items being loaned, just choose any of the tabs.

If we do not have the larger item(s) they need, complete the **Equipment Waitlist Form** (found on page D15) and put it in the folder labeled "Wait List." We will contact them as soon as we can secure this item.



SMALLER ITEMS: Smaller items (cleaning supplies, PPE, tarps, etc.) are recorded on the bottom of the **Sign-Out Form** (found on page D14). If there is an item that they wish for that we do not have, please make sure we have a phone number and/or email so that we can track down this item and get it to them.

PLEASE INITIAL ALL EQUIPMENT OR DONATION FORMS (INCLUDING A FORM THAT YOU ARE MOVING FROM A WAITLIST STATUS TO THE NOTEBOOK) IN THE LOWER RIGHT HAND CORNER, IN CASE THERE IS A LATER QUESTION ABOUT THE INFORMATION ON THE FORM.

NOTE: You may want to bring a good book! There will be stretches of quiet time and the internet is a bit unpredictable. Check the wall by the door for the internet information.

EMERGENCY SUPPLY & SUPPORT CENTER

Questions?
Call an ESSC Coordinator
or the HNtN helpline
at 802-441-3301



VOLUNTEER GUIDE CONT'D

DONATIONS



If someone wants to **DONATE** an item that they do not want returned to them, complete the **Donated Equipment Form** (found on page D16) and file it in the DONATED ITEMS tab in the notebook.

If someone wants to **LOAN** an item that they want returned to them, complete the **Loaned Equipment Form** (found on page D17) and file this in the LOANED ITEMS tab in the notebook. Please make sure that the Neighbor to Neighbor tag is put on the item and that the owner's name is also visible (you can use a nametag to capture this information).

Please note:

- We are NOT ACCEPTING CLOTHING
- We WILL accept basic cleaning supplies/dehumidifiers/sump pumps, etc.
- If someone comes in with food donations, refer them to the Food Pantry (open 9-11 Thursday, 9-11 Saturday, 12-2 Monday). If the Food Pantry is closed, food donations can be dropped off at the Buffalo Mountain Co-op.

MONEY DONATIONS: If a person wishes to give a financial donation to Hardwick Neighbor to Neighbor, ask them to please fill out the **Hardwick Neighbor to Neighbor Financial Donations Form** (found on page D18). Put this form and the donation in the envelope provided in the plastic sleeve of the notebook labeled "Donations" and file it in the plastic sleeve.

SUPPORT



When individuals are at the center, it provides an opportunity to ask some simple, caring questions about how they are doing and if there are other things they might need that we could help with.

Start with something simple like, "How can we help you?" After offering what we have in stock, ask again. Offer a chair if it seems like they aren't in a rush to leave. You might want to ask, "How are you doing?" or "Would you like to talk to somebody?" (Note: the Resource List will note contact information for Mental Health services). Listening may be the greatest gift!

If a visitor needs specific help or support, use the **Assistance Request Form** (found on page D19). Offer to fill this out with them (you may want to take notes as they talk), or they can fill it out themselves. If it is not urgent, file this in the notebook under the Request for Assistance tab.

If the request is urgent, call the Hardwick Neighbor to Neighbor helpline with this information at 802-441-3301 or contact the ESSC Coordinator to get assistance with the next steps.

ORIENTING THE NEXT VOLUNTEER



Before you leave, please make sure the next volunteer is oriented to the record-keeping system and ways we offer support. If the next volunteer does not show up on time, please call one of the coordinators to assist or problem solve.

If there was any interaction that you would like to share with the Supply Center coordinator (question, needed follow-up, funny story, recommendation to make the Center more efficient etc.) please write it in the notepad tucked into the cover of the notebook. This notebook is checked every morning for items that are waitlisted or a Request for Assistance and any follow-up tasks. If you have any worrisome or troubling interactions, please do not hesitate to call an ESSC Coordinator to talk them through. Your safety is important. If you feel threatened, call 911 or go to the police station next door.

NOTE: You may want to bring a good book! There will be stretches of quiet time and the internet is a bit unpredictable. Check the wall by the door for the internet information.

EMERGENCY SUPPLY & SUPPORT CENTER



VOLUNTEER INSTRUCTIONS QUICK GUIDE

ITEM REQUESTS		
A person comes in and wants...	Form to Fill Out/Documentation	Filing Instructions/Next Steps
1 or more small items (eg cleaning kit, gloves, masks, etc.)	Sign-Out Form	Notebook: ESSC Sign-Out
Large item (e.g. dehumidifier, sump pump, shop vac, fan).	Sign-Out Form Note: Item Tagged with Return Information	Notebook: Equipment Loan tab (based on donated item)
Item is currently unavailable but will be secured.	Equipment Waitlist Form	Notebook: Equipment Waitlist Folder
Other assistance or help requested (e.g. mucking out, transportation, food, etc.).	Assistance Request Form	Urgent: call 802-441-3301 Non-urgent: Notebook: Request for Assistance

DONATED ITEMS		
A person comes in with a donated item for the ESSC...	Form to Fill Out/Documentation	Filing Instructions/Next Steps
Person does NOT want the item returned	Donated Equipment Form	Notebook: Donated Items
Person DOES want the item returned	Loaned Equipment Form Note: Make sure all contact information is recorded & item is marked with the donor's contact information.	Notebook: Loaned Items

FINANICAL DONATIONS		
A person wants to make a financial donation to Neighbor to Neighbor...	Form to Fill Out/Documentation	Filing Instructions/Next Steps
THANK THEM for this tax deductible donation, and note that they will receive confirmation of this donation.	Hardwick Neighbor to Neighbor Financial Donations Form Note: Make sure all contact is recorded for confirmation of tax deductible donation	Put in envelope provided and file in plastic sleeve at back of notebook

EMERGENCY SUPPLY & SUPPORT CENTER



INVENTORY

POTENTIAL INVENTORY RESOURCES

To follow is a list of potential resources for supplies and items the community may need to support recovery efforts.

KURRVE: Meghan Whalen - 802-624-0406 KURRVE is the Long Term Recovery group for our area (Kingdom United Resilience and RecoVery Effort - <https://nekprosper.org/get-involved/flood-recovery-resources/>). They are charged with helping all NEK communities in the event of a disaster. They do have money resources and supplies and are very willing to talk through and secure what is needed.

LeARN - Morrisville Long Term Disaster Relief Group: Jeff Hunsberger 802-730-4033 Jeff works at the Lamoille Family Center and has been very responsive to the inventory needs of Hardwick - repeatedly showing up with a wide variety of items, often without being asked, during the 2023 flood. LeARN is starting an equipment loan service and still considers Hardwick in their catchment area.

Red Cross: Michaela Olan - 802-999-4212 was contacted (2024). She waited to hear Opie's assessment of need and then had 10 Cleaning Kits and 4 cases of water (not sure why the latter) sent to our site. Have subsequently requested another shipment.

Team Rubicon: Team Rubicon has stored a basic supply "sled" in our storage unit. This will serve their volunteer "strike team" but is also available for use by local volunteers. Christopher Dawson christopher.dawson@teamrubiconusa.org 802-355-2152 - VT Planning Coordinator.

Hope Coalition Barre: dan@enough-ministries.org, 802 595 5783

Soliciting Donations: Collaborate with the Emergency Communications Committee to utilize social media venues for this purpose.

CIVIC STANDARD: The Civic Standard has established a fund to help individuals in a wide variety of situations where financial support would be helpful. These funds have also been utilized to purchase inventory for the ESSC (e.g. cleaning liquids, gloves, tarps). Their funds are limited, but they are a potential source for urgently needed supplies that can be purchased locally to stock the ESSC. Contact Rose Friedman to assess access to this potential resource.



EMERGENCY SUPPLY & SUPPORT CENTER



CLOSING THE ESSC

ESSC CLOSURE PROCESS

TRIGGER FOR CLOSING: The ESSC is closed at the request of the Advisory Committee or town manager.

INVENTORY: The remaining inventory is cataloged and stored in a designated storage location. Larger items (dehumidifiers, sump pumps, shop vacs) are cleaned and double-checked to ensure that they are in functioning condition.

DOCUMENTATION:

A summary report is made, capturing:

1. Number of volunteers staffing the center & total shifts covered
2. Number of people served
3. Quantity of the small items distributed
4. Quantity of the large items loaned/distributed
5. Coordinator & volunteer staff reflections (see Reflection & Celebration Gathering below):
 - a. What worked well?
 - b. What could be improved?
 - c. Thoughts for the future?
6. This is an example from the 2024 flood: [July 2024 Supply Center](#). Need to insert link.

TASK GUIDELINES

- The spreadsheet of equipment still to be returned is cross-checked as accurate and develop a plan to recover the equipment.
- All paperwork capturing personal information for returned loaned equipment and small item distribution is deleted/destroyed.
- Copies (20 of each) of all forms, 100 equipment tags, and two pages of sticky labels for equipment donations are replenished in readiness for the next opening and stored in a clearly labeled bin in the storage center/unit. The inventory of items in storage should also be included.
- Copies of any resource materials that will not be outdated should be stored with the paperwork.
- Signage (street signs and ESSC sign) should be cleaned and stored in a readily accessible spot.
- The Coordinators will send a Hardwick Neighbor to Neighbor thank you note to all who loaned or donated inventory to the ESSC.

ENSURE READINESS

- Participate in periodic reviews/updating of information or tabletop exercises.
- Consider possible fundraising to subsidize the purchase of inventory (assessing differing needs in a variety of emergencies).



EMERGENCY SUPPLY & SUPPORT CENTER



SIGN-OUT FORM

Thanks for helping us understand how best to stock the resource center! This information will not be shared beyond the Hardwick Neighbor to Neighbor volunteers managing this center.

NAME	
PHONE	
ADDRESS	
EMAIL	

LARGE ITEMS TAKEN/DEHUMIDIFIED TRACKING NUMBER

ITEM	TRACKING NUMBER	DATE BORROWED	DATE RETURNED	VOLUNTEER INITIALS
Dehumidifier				
Sump Pump				
Shop Vac				
Fan				
Other				

OTHER ITEMS (CLEANING SUPPLIES, PPE, TARPS, ETC.)

I WISH YOU HAD...

Date:		Volunteer Signature:	
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EMERGENCY SUPPLY & SUPPORT CENTER



EQUIPMENT WAITLIST FORM

Thanks for helping us understand how best to stock the resource center! This information will not be shared beyond the Hardwick Neighbor to Neighbor volunteers managing this center.

NAME	
PHONE	
ADDRESS	
EMAIL	

ITEM REQUESTED	DATE REQUESTED	TRACKING NUMBER	DATE BORROWED	DATE RETURNED	VOLUNTEER INITIALS
Dehumidifier					
Sump Pump					
Shop Vac					
Fan					
Other					

NOTES

NOTE: This form should be filed in the “WAITLIST” notebook until the item is secured and the person has picked it up. Once you have noted the date of pick up and your initials, please file it in the larger notebook. If the items taken include a dehumidifier, file it under the “Dehumidifiers” tab.

Date:		Volunteer Signature:	
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EMERGENCY SUPPLY & SUPPORT CENTER



DONATED EQUIPMENT FORM

Thanks for helping us stock the resource center and support our community during a time of need! This information will not be shared beyond the Hardwick Neighbor to Neighbor volunteers managing this center.

NAME	
PHONE	
ADDRESS	
EMAIL	
DATE	

ITEM DONATED

NOTES:

IMPORTANT: Volunteers please put the “Return to Neighbor” tag on the item(s).

Date:		Volunteer Signature:	
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EMERGENCY SUPPLY & SUPPORT CENTER



LOANED EQUIPMENT FORM

Thanks for helping us stock the resource center and support our community during a time of need! This information will not be shared beyond the Hardwick Neighbor to Neighbor volunteers managing this center.

NAME	
PHONE	
ADDRESS	
EMAIL	
DATE	

ITEM LOANED	TRACKING NUMBER	LOANER INITIALS	RETURN DATE

NOTES:

IMPORTANT: Volunteers please put the “Return to Neighbor” tag on the item(s).

Date:		Volunteer Signature:	
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EMERGENCY SUPPLY & SUPPORT CENTER



HARDWICK NEIGHBOR TO NEIGHBOR FINANCIAL DONATIONS

NAME	
MOBILE PHONE	
LANDLINE PHONE	
ADDRESS	
EMAIL	
DATE	
AMOUNT DONATED	
CASH OR CHECK	

NOTES

NEIGHBOR TO NEIGHBOR NOTES & FOLLOW UP:

NOTE: In the DONATION/LOAN folder there are envelopes for both the donation and this form. In this same folder you will find a plastic sleeve/pocket for the envelope.

Date:		Volunteer Signature:	
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EMERGENCY SUPPLY & SUPPORT CENTER

Hardwick
Neighbor to Neighbor



ASSISTANCE REQUEST FORM

Hardwick Neighbor to Neighbor has a large volunteer base — folks willing to assist in many ways. Providing us with the basic information below will help us match your needs with their skills. We will pick these forms up daily and respond to your request ASAP.

NAME	
MOBILE PHONE	
LANDLINE PHONE	
ADDRESS	
EMAIL	
DATE	

BRIEF DESCRIPTION OF WHAT ASSISTANCE YOU NEED:

NEIGHBOR TO NEIGHBOR NOTES & FOLLOW UP:

Date Contacted:		Volunteer Signature:	
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EMERGENCY SUPPLY & SUPPORT CENTER



EQUIPMENT TAGS

<p>HN2N</p> <p>Hardwick Neighbor-to-Neighbor Equipment Loan Tag</p> <p>%%%%%%%%%</p> <p>Name _____</p> <p>Phone _____</p> <p>Address _____</p> <p>+++++</p> <p>● Dehumidifier # _____</p> <p>● Sump Pump # _____</p> <p>● Shop Vac # _____</p> <p>● Other _____</p> <p>● _____</p> <p>+++++</p> <p>PLEASE RETURN BY:</p> <p>_____</p> <p>(2-week loan period)</p>	<p>Please return this item (cleaned, if possible!) as soon as you no longer need it.</p> <p>If you need to hold on to it beyond the indicated return date, please contact us to renew.</p> <p>To return this item: If the Emergency Supply and Support Center is open, drop it off there. (Check HardwickVT.gov to see locations and open hours.)</p> <p>Otherwise, contact us via HardwickNeighbors@gmail.com Or call us at 802-441-3301 to arrange for a drop off time at the Senior Center N-2-N storage, located at 56 High Street in Hardwick</p>
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