

Home

Guides

This document provides guides on how to utilize various tools throughout the emergency management plan. This includes the La Goyco dashboard, enrollment and wellness forms, and the inventory system. This is a valuable resource that members of La Goyco should utilize to aid in integrating new tools. We grouped the guides in their respective sections, which you can navigate to using the Document tabs feature.

List of Posters

Below are various posters and charts that La Goyco can utilize internally and send out to the community.

Logo

- [Goyco's first draft logo](#)

For Goyco's use

- [Inventory Management Poster \(English\)](#)
- [Inventory Management Poster \(Spanish\)](#)
- [Team Coordinators \(Spanish\)](#)
- [Goyco Organization Chart \(English and Spanish\)](#)
- [Volunteer Roles Poster \(English\)](#)
- [Volunteer Roles Poster \(Spanish\)](#)

For community use:

- [Hurricane Go-Bag Poster \(English\)](#)
- [Hurricane Go-Bag Poster \(Spanish\)](#)

- [Earthquake Preparedness Poster \(English\)](#)
- [Earthquake Preparedness Poster \(Spanish\)](#)

- [Hurricane pre/during/post \(English\)](#)
- [Hurricane pre/during/post \(Spanish\)](#)
- [Emergency Contacts and Phone Numbers Poster \(Spanish\)](#)
- [Household preparation poster \(Spanish\)](#)
- [Hazards poster \(Spanish\)](#)
- [Wellness check program poster \(Spanish\)](#)
- [Community plan Pamphlet \(English\)](#)
- [Community plan Pamphlet \(Spanish\)](#)
- [Committee Checklists \(English\)](#)
- [Committees \(English\)](#)

Instagram Compatible Posts:

- [Supplies](#)
- [Household prep](#)
- [Sheltering](#)
- [Hazards Awareness](#)

Dashboard

Dashboard

Goyco Data Dashboard

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Enrolled Residents

Name	Email	Address	Number of Residents	Children (Under 16)	Elderly (60+)	Phone Number	Skills	Newsletter	WhatsApp Alerts	Volunteer	Profile Link	Delete Resident
Eric	ekli@wpi.edu	18 Calle Marseilles Apt 1A, San Juan, PR 00907	6	0	0	+11234568675	Plummer / Plomeria	No	Yes / Si	Yes / Si	View Profile	
Scott Justo	sjjusto@wpi.edu	1479 Avenida Ashford, Condado del Mar, San Juan	1	0	1	+17743140176	helping develop Goyco plan	Yes / Si	Yes / Si	Yes / Si	View Profile	
Carmen Gutierrez	N/A	Calle Diez de Andino #110 Ocean Park Tower Apt. 607, San Juan, PR 00911	1	0	1	+17875296525	N/A	Yes / Si	Yes / Si	No	View Profile	
Maria Sanchez	N/A	Condominio Ocean Park Tower 110 Calle Diez de Andino Apt. 1305, San Juan, PR 00911	1	0	1	+17873949511	N/A	No	Yes / Si	No	View Profile	
Arcadia Rivera Fuentes	N/A	Condominio Ocean Park Tower 110 Calle Tito Matos Apt. 1509, San Juan, PR 00911	1	0	1	+17875684105	N/A	No	Yes / Si	No	View Profile	
Marielle Descartes	marielle.descartes@use.salvationarmy.org	115 Calle Taft, San Juan, PR 00911	1	0	0	+17876244777	N/A	Yes / Si	Yes / Si	Yes / Si	View Profile	
N/A	lenemerceduc@gmail.com	N/A	N/A	0	0	+N/A	N/A	N/A	N/A	N/A	View Profile	

Master Sheets:

Master Sheets

Panel:

Data Dashboard Guide - English

Forms

Forms



Enrollment: [Enrollment Guide - English](#)

Wellness Check: [Wellness Check Guide - English](#)

Inventory

Inventory

Goyco Data Dashboard

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Inventory:

Search Items

Item Name ↑	Quantity	Description	Actions
Water (Singular Gallon)	− 8 +	One gallon Jugs	REMOVE
Hoe	− 6 +	N/A	REMOVE
Chocolate bars (Scott Testing!)	− 1000 +	N/A	REMOVE
Espresso	− 34 +	My Coffee	REMOVE
TestNoDesc	− 1 +	N/A	REMOVE

Add New Item:

Item Name

Quantity

0

Description

ADD ITEM

☰

Inventory System Guide - English

Volunteering

Volunteering



 Volunteering Guide - English

MyMaps

MyMaps



Public Facilities: [Public Facilities Guide - English](#)

Hurricane Shelters: [Hurricane Shelters Guide - English](#)

House Emergency Preparedness

House Emergency Preparedness



 House Emergency Preparedness - English