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| 附表1 |
| 上海市红十字备灾救灾中心 |
| 赈灾救助物资发运点验单 |
|  |  |  |  |  |  |
| 时间： | 　 | 地点： | 　 | 　 | 　 |
| 发货情况： | 品名 | 数量 | 单位 |  | 　 |
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| 总计： |  |  | 　 | 　 |
| 仓库管理员： | 　 | 　 | 　 | 　 |
| 装运核对人： | 　 | 　 | 　 | 　 |
| 装运复核人： | 　 | 　 | 　 | 　 |
| **物资发放情况：** | 　 | 　 | 　 | 　 |
| 本批物资发往： |  |  |  | 　 |
| 具体数量： |  |  |  |  | 　 |
| 公路承运商确认： |  |  |  | 　 |
| 现场监管： |
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附表2

上海市红十字备灾救灾中心

赈灾救助物资通行证明

兹证明货运车辆 运送上海市红十字会、上海市红十字备灾救灾中心接受捐赠的 、 等物资，将应急用于 地震救助。

运送日期： 年 月 日。

运送路线：上海市青浦区赵巷镇——上海北郊站。

请给予通行便利。

特此证明。

上海市红十字备灾救灾中心

 年 月 日

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| 附表3 |
| 上海市红十字备灾救灾中心应急发运工作人员分组表 |
|  |  |  |  |  |  |
| **组别** | **应急发运职务** | **姓 名** | **直线电话**  | **手机号码** | **日常职务** |
| 现场总指挥 |  | 　 | 　 | 　 | 　 |
| 现场总协调 |  | 　 | 　 | 　 | 　 |
| 发运组A队 |  | 　 | 　 | 　 | 　 |
| 发运组A队 |  | 　 | 　 | 　 | 　 |
| 发运组A队 |  | 　 | 　 | 　 | 　 |
| 发运组B队 |  | 　 | 　 | 　 | 　 |
| 发运组B队 |  | 　 | 　 | 　 | 　 |
| 发运组B队 |  | 　 | 　 | 　 | 　 |
| 核对组A队 |  | 　 | 　 | 　 | 　 |
| 核对组A队 |  | 　 | 　 | 　 | 　 |
| 核对组A队 |  | 　 | 　 | 　 | 　 |
| 核对组B队 |  | 　 | 　 | 　 | 　 |
| 核对组B队 |  | 　 | 　 | 　 | 　 |
| 核对组B队 |  | 　 | 　 | 　 | 　 |
| 监管组A队 |  | 　 | 　 | 　 | 　 |
| 监管组A队 | 　 | 　 | 　 | 　 | 　 |
| 监管组A队 | 　 | 　 | 　 | 　 | 　 |
| 监管组B队 | 　 | 　 | 　 | 　 | 　 |
| 监管组B队 | 　 | 　 | 　 | 　 | 　 |
| 监管组B队 | 　 | 　 | 　 | 　 | 　 |
| 附表4 |
| 上海市红十字备灾救灾中心 |
| 赈灾救助物资发送清单 |
|  |  |  |  |  |  |
|  物资发往地区： | 红十字会 | 发运站（场） |   |
|  |  |  |  |  |  |
| **物资名称** | **包装数量****(件/箱)** | **总数** | **价值****（元）** | **预估重量** | **预估体积** |
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| 　 | 红十字会 |  |  |  |  |
| 联系人： |  |  |  |  |  |
| 手机： |  |  |  |  |  |
| 地址： |  |  |  |  |  |
| 邮编： |  |  |  |  |  |

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| 附表5 |
| 上海市红十字备灾救灾中心 |
| 为\*\*\*\*赈灾热线电话接听记录 |
| （一般来电） |
| **接听日期** | **捐款咨询** | **捐物咨询** | **志愿服务咨询** | **公示查询** | **票据查询** | **小计** |
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| **累 计** |  |  |  | 　 | 　 |  |
| **注：请在捐款、捐物和志愿服务等栏内以“正”字记录接听电话数量，其他情况请在空格内注明。** |
| **接听人：**  |

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| 附表6 |
| 上海市红十字备灾救灾中心为\*\*\*赈灾热线电话接听记录 |
| （应急来电） |
| **日期时间** | **来电人 姓名/单位** | **联系方式** | **来电事宜** | **来电类别** | **接听人** | **接听处理** | **处理情况** | **处理日期** |
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| 附表7 |
| 上海市红十字备灾救灾中心 |
| 捐赠物资意向登记表 |
|  |  |  |  |  |  |  |  |
| **编号** | **日期** | **捐赠单位/人** | **物品名称** | **单位** | **数量** | **联系方式** | **备注** |
| 1 | 　 | 　 | 　 | 　 | 　 | 　 | 　 |
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| 11 | 　 | 　 | 　 | 　 | 　 | 　 | 　 |
| 12 | 　 | 　 | 　 | 　 | 　 | 　 | 　 |
| 13 | 　 | 　 | 　 | 　 | 　 | 　 | 　 |
| 14 | 　 | 　 | 　 | 　 | 　 | 　 | 　 |
| 15 | 　 | 　 | 　 | 　 | 　 | 　 | 　 |

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| 附表8 |
| 上海市红十字备灾救灾中心 |
| 志愿者\*\*\*服务记录 |
|  |  |  |  |  |  |  |
| **序号** | **日期** | **姓名** | **手机** | **服务时间** | **工作内容** | **备注** |
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| 12 | 　 | 　 | 　 | 　 | 　 | 　 |
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| 14 | 　 | 　 | 　 | 　 | 　 | 　 |
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| 附表9 |
| 上海市红十字备灾救灾中心 |
| 物资预入库日报表 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **物品名称** | **生产厂家（来源）** |  **型号 /规格** | **外包装数** | **单位** | **总件数** | **单位** | **出厂/购入单价** | **捐赠总价（元）** | **联系人** | **电话** | **传真** | **地址** | **邮编** | **email** |
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| **总计** |  | 　 | 　 |  |  |  |  |
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| 附表10 |
| 上海市红十字备灾救灾中心 |
| 物资收发（预）日报表 |
|  |  |  |  |  |  |  |  |  |  |
| **1、物资入库情况：**  |   |   |  |  | **截止日期:** | **年 月 日** |
| **序号** | **类别** | **物资名称** | **单位** | **数量** | **明细数量（件）** | **总价值** | **捐赠方/供货人** | **入库日期** | **备注** |
| 1 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 |
| 2 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 |
| **合计** |  |  |  |  |  | 　 |
| **2、物资发放情况：** |  |  |  |  |  |  |  |  |
| **序号** | **类别** | **物资名称** | **单位** | **数量** | **明细数量** | **总价值** | **发放批次** | **发放日期** | **备注** |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 | 　 |
| **合计** |  |  |  |  |  | 　 |
| **制表人:** |  |  | **复核人:** |  |  | **负责人:** |  |  |
|  |  |  |  |  |  |  |  |  |

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| 附表11物资信息反馈单

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| --- | --- | --- | --- | --- | --- |
| 受助方 |  | 联系人 |  | 联系电话 |  |
| 物资发运 | 发放联系沟通 | □及时（80分以上） □一般（60分-80分） □误时（60分以下）  |
| 建议： |
| 物资发放效率 | □ 快（80分以上） □一般（60分-80分） □拖沓（60分以下） |
| 建议： |
| 运输承运方式 | □满意（80分以上） □一般（60分-80分） □不满意（60分以下） |
| 建议： |
| 物资使用 | 接收物资质量 | □ 好（80分以上） □勉强接受（60分-80分） |
| □损坏或过保质期（60分以下） |
| 建议： |
| 物资发放地区 | □灾民 □困难群众 □在库 □其它  |
| 建议： |
| 受助群众反映 | □ 好（80分以上） □一般（60分-80分） □ 差 （60分以下） |
| 建议： |
| 物资适用性 | □适用（80分以上） □一般（60分-80分） □不适用（60分以下） |
| 建议： |
| 总评 | 贵单位对此次物资发放总的满意度□满意（80分以上） □一般（60分-80分） □不满意（60分以下） |
| 备注注 |  |

 月 日 日受助方盖章：年 月 日

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| 附表12 |
| 上海市红十字备灾救灾中心 |
| 应急接收站工作人员值班表 |
| **日期** | **时间** | **组别** | **值班人** | **应急发运职务** | **直线电话**  | **手机号码** |
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