

# OFFICE 72-HOUR KITS

## Brought From Home/Supplied by Office:

- Aluminum foil
- Antacid tablets
- Aspirin & non-aspirin pain relievers \*
- Cash, spare change \*
- Change of clothing \*
- Chlorine bleach
- Comfort items – Books, cards, hard candy \*
- Contact lens supplies or glasses, if needed \*
- Disinfectant
- Food (see below for examples) \*
- Maps - city and county
- Matches in weatherproof container \*
- Mess kit-Disposable plates/utensils
- Needles and thread
- Paper and pencils/pens \*
- Paper towels
- Personal hygiene items \*
- Plastic garbage bags \*
- Prescription drugs \*
- Rain gear
- Signal flares
- Soap
- Sturdy shoes or boots \*
- Toilet paper \*
- Towels \*

## Food and Water Supply Examples per Person

- Apple Juice: 2 – 7.5 oz. cans (flip top)
- Granola Bars: 2 bars
- Mixed Fruit: 2 – 4.5 oz. cans
- Pork and Beans: 2 – 8 oz. cans
- Peanut Butter: One small jar
- Smoked or dried meats (beef-jerky)
- Tuna: 2 – 3.25 oz. cans
- Unsalted crackers: 4 oz.
- Bottled spring water: 3 gallons

## Purchase Order/Donations

### TOOLS:

- Adjustable wrench, 10in
- Bolt cutters
- Camp hatchet
- Chisel
- Claw hammer
- Crow bar, 18”
- Folding shovel
- Hacksaw & blades
- Nylon tool bag
- Pliers
- Screwdriver set
- Short handle sledge hammer

### SUPPLIES:

- Battery operated radio \*
- Can opener (non-electric)
- Candles
- Compass
- Duct tape
- Dust masks \*
- Emergency solar blankets \*
- Extra batteries
- First aid kit (complete)
- Flashlights \*
- Leather palmed work gloves
- Lightsticks \*
- Plastic Sheeting
- Rope, 100 ft x ½ in
- Safety glasses or goggles \*
- Signal Flares
- Tarp
- Utility/camp knife
- Whistles \*
- Wool blankets

\* Every employee should have a kit that includes at least one each of these items

# ADMINISTRATION KIT

Pack in a portable, weather-resistant container:  
(Backpacks work well)

- ❑ Personnel roster/phone numbers
- ❑ Disaster response manual and facility map
- ❑ First aid kit and manual
- ❑ Battery operated radio
- ❑ Master keys on neck lanyard
- ❑ 2-way radios/extra batteries
- ❑ 8 D cell and 16 AA batteries
- ❑ 4 whistles
- ❑ 4 flashlights
- ❑ 4 pairs of leather palmed gloves
- ❑ 4 pairs of safety glasses or goggles
- ❑ 4 emergency (solar) blankets
- ❑ 4 light sticks (8-12 hr.)
- ❑ 8 dust masks
- ❑ 2 rolls of 2" masking tape
- ❑ 1 roll of duct tape
- ❑ 1 box of 30 gallon garbage bags
- ❑ 2 rolls of toilet paper
- ❑ 1 roll of paper towels
- ❑ 1 small box of plastic cutlery
- ❑ Food and water supply \*

## \* Food and Water Supply Examples One Person

Apple Juice: 2 – 7.5 oz. cans (flip top)  
Granola Bars: 2 bars  
Mixed Fruit: 2 – 4.5 oz. cans  
Pork and Beans: 2 – 8 oz. cans  
Peanut Butter: One small jar

Smoked or dried meats (beef jerky)  
Tuna: 2 – 3.25 oz. cans  
Unsalted crackers: 4 oz.  
Drinking water