

Emergency Supply Kit

For Child Care Resource & Referral Agencies

This is a basic list of items to include in an emergency supply kit. You may identify more items based on the needs of the staff at your Child Care Resource and Referral (CCR&R) agency. Items should be stored in a waterproof backpack or wheeled bin, duffel bag or garbage can.

	Short-Term Emergency evacuation up to 6 hrs.	Long-Term Emergency sheltering up to 72 hrs.
Important Papers	 Emergency information for each staff member Written emergency plan Business continuity plan Reloation site agreement and maps 	 Emergency information for each staff member Written emergency plan Business continuity plan
Water	 1-2 gallons of water for every four people 	One gallon per person per day
Food	 Non-perishable food (i.e.: granola bars, crackers, etc.). Consider food allergies. Disposable paper products 	All short-term supplies in larger quantity PLUS: Canned fruits and meat Non-electric can opener
First Aid	Small first aid kit	Large first aid kit
Sanitation	 Tissues Toilet paper Paper Towels Hand sanitizer Disinfecting wipes Masks and face coverings Other personal protection equipment (PPE) 	 All short-term supplies in larger quantities PLUS: 5 gallon plastic bucket and toilet seat Large garbage bags/plastic bags of various sizes Feminine hygiene supplies

Short-Term Emergency

Long-Term Emergency

Comfort & Safety

- Emergency blankets
- Pair of work gloves
- Flashlight with batteries or crankstyle
- Paper and pen
- Dust/filter masks (1 per person)
- · Utility knife or multi-tool
- Emergency cash

All short-term supplies PLUS:

- Glow sticks
- Extra batteries for flashlights
- Waterproof tarps, duct tape and plastic sheeting

Communication

- NOAA weather radio (battery or crank powered)
- Cell phone charger
- · Portable power pack

All short-term supplies PLUS:

- Walkie-talkie
- Landline phone (not cordless)
- Signal/flare





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