



# 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.

	<b>Short-Term Emergency</b>	evacuation up to <b>6 hrs.</b>	<b>Long-Term Emergency</b>	sheltering up to <b>72 hrs.</b>
<b>Important Papers</b>	<ul style="list-style-type: none"> <li>Emergency information for each staff member</li> <li>Written emergency plan</li> <li>Business continuity plan</li> <li>Relocation site agreement and maps</li> </ul>		<ul style="list-style-type: none"> <li>Emergency information for each staff member</li> <li>Written emergency plan</li> <li>Business continuity plan</li> </ul>	
<b>Water</b>	<ul style="list-style-type: none"> <li>1-2 gallons of water for every four people</li> </ul>		<ul style="list-style-type: none"> <li>One gallon per person per day</li> </ul>	
<b>Food</b>	<ul style="list-style-type: none"> <li>Non-perishable food (i.e.: granola bars, crackers, etc.). Consider food allergies.</li> <li>Disposable paper products</li> </ul>		All short-term supplies in larger quantity PLUS: <ul style="list-style-type: none"> <li>Canned fruits and meat</li> <li>Non-electric can opener</li> </ul>	
<b>First Aid</b>	<ul style="list-style-type: none"> <li>Small first aid kit</li> </ul>		<ul style="list-style-type: none"> <li>Large first aid kit</li> </ul>	
<b>Sanitation</b>	<ul style="list-style-type: none"> <li>Tissues</li> <li>Toilet paper</li> <li>Paper Towels</li> <li>Hand sanitizer</li> <li>Disinfecting wipes</li> <li>Masks and face coverings</li> <li>Other personal protection equipment (PPE)</li> </ul>		All short-term supplies in larger quantities PLUS: <ul style="list-style-type: none"> <li>5 gallon plastic bucket and toilet seat</li> <li>Large garbage bags/plastic bags of various sizes</li> <li>Feminine hygiene supplies</li> </ul>	

