

## OFFICE AND PERSONAL KIT SUPPLIES.



- Water for 7 to 10 days.**  
1 gallon per day, per person. Prepackaged or fill clean, food-grade containers yourself. Do not use dairy containers to store water. Two liter soda bottles work well (2 bottles = 1 gallon). Larger containers (2.5 gallon or 5 gallon) work well also.
- Non-perishable food for 7 to 10 days.**  
Use foods that do not need refrigeration and use little to no water or cooking to prepare. Foods can be canned or dry. Be sure to include some portable items in case you need to leave home. Include dry formula and baby food if needed. Pack a manual can opener.
- First aid kit/supplies.**  
Include bandages of various sizes, pain & fever reducer, medicine dropper, hand sanitizer, scissors and bandaging tape.
- Shelter Items.**  
Tarp or tent, plastic sheeting and duct tape.
- Items for warmth & sleeping.**  
Blankets or sleeping bags. Also, one set of extra clothing, sturdy shoes, socks, coat, hat, gloves and rain poncho.
- Alternate lighting.**  
Flashlights with extra batteries. A few hand crank flashlights are handy also.
- Communication.**  
Hand crank or battery operated radio with extra batteries (some come with cell phone charger port), cell phone and charger and whistle to signal for help.

### CUSTOMIZE YOUR KIT.

Each family or individual's kit should be customized to meet specific needs, such as medications and child and pet needs. List below your specific family or individual needs and add those items to your kit:

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- Sanitation.**  
Large garbage bags and plastic ties, toilet paper, diapers, hand sanitizer/disinfectant, moist towelettes and household bleach.
- Personal hygiene.**  
Toothpaste/brush, soap, feminine supplies and other personal hygiene needs for you and your family.
- Tools.**  
Utility knife, wrench for turning off utilities if needed, pry bar, axe, rope, duct tape, ABC fire extinguisher.
- General items.**  
Dust masks to filter the air, matches in a water proof container, signal flare, extra cash in small denominations, extra set of car and home keys, a back pack in case you must leave home.
- Personal documents.**  
Copies of insurance policy, birth certificates, driver's license, marriage certificate, social security cards, list of credit cards and bank accounts. You can also store important documents on USB drive. See Important Documents and Records Checklist for more details on what to include.
- Medical & vision aids.**  
Extra supply and list of required medications, extra eyeglasses and/or contacts, contact lens case and multipurpose solution, extra wheel chair battery or cane and other required assistance aids.

### HELPFUL HINTS:

- Store food and water in a cool, dry location.
- Include re-usable place setting, utensils and pot for boiling water.
- Include a compass in your kit and learn how to use it.
- If you can't boil water, you can disinfect it using household bleach. Add 1/8 teaspoon (or 8 drops) of regular, unscented, liquid household bleach for each gallon of water, stir it well and let it stand for 30 minutes before you use it.
- A Boy Scout manual or similar survival guide may be useful.
- Have a few comfort items like books, games, cards and a pad of paper and pens.
- Include a list of friends, family, physicians, kennel and other emergency phone numbers. Keep in mind, your personal address book on your cell phone may not be accessible.