

Student Affairs Emergency Supplies Standard Checklist

Supplies	Offices /50 Persons	<input checked="" type="checkbox"/>	Residential /500 Persons	<input checked="" type="checkbox"/>
AA batteries*	32		120	
Chem-lites*	12		360	
Clipboards	5		30	
D cell batteries*	24		160	
Duct tape	2 rolls		20 rolls	
Dust masks	10		12 boxes	
Electric lanterns	1		20	
Flashlights	6		100	
Gloves - rubber (kitchen)*	2 pair		2 boxes	
Gloves - work	5 pair		30 pair	
Grease pencils	3		1 box	
Markers*	3		2 boxes	
Matches*	2 boxes		12 boxes	
Paper	5 pads		25 pads	
Pens*	2 boxes		2 boxes	
Safety goggles	5		30	
Scissors	1		8	
Sharpie pens*	4		2 boxes	
Space blankets	10		1 case	
Blankets			250	
Playing cards/entertainment			3 days worth	
Tents (6 person)			30 **	
Water purification tablets			2 boxes	

First Aid Supplies	Offices /50 Persons	<input checked="" type="checkbox"/>	Residential /500 Persons	<input checked="" type="checkbox"/>
Alcohol wipes*	1 box		5 boxes	
Band aids*	1 box		5 boxes	
CPR Pocket mask*	2		6	
Dermicel tape	2 rolls		2 boxes	
Exam gloves (L)*	12 pair		4 boxes	
First aid handbook	1		10	
Kling - 6 inch*	2 rolls		2 boxes	
Saline solution*	1 bottle		10 bottles	
Sterile pads - 4x4*	1 box		6 boxes	
Sterile pads - 5x9*	1 box		6 boxes	
Tampons	1 box		5 boxes	
Trauma dressings*	5		4 boxes	
Triage tags	10		120	
Triangular bandages	5		48	
Tweezers	1		12	

Building/Unit Coordinator Supplies	<input checked="" type="checkbox"/>
Clipboard/paper/pen	1
Emergency Response Plan	1 binder
Hard hat	1
Megaphone	1
Safety vest	1
Whistle	1

Tools (/Building or 250 Persons)	<input checked="" type="checkbox"/>
Caution tape	4 rolls
Garbage bags	2 rolls
Hammer	1
Hard hats	10
Multi-purpose tool	1
Pliers	2
Prybars/Crowbars	2
Radio - AM/FM/TV	1
Rope - 100 feet	2
Screw driver - 4 in 1	2
Stretcher	1
Shovels	2
Tarps	8

Personal Supplies	<input checked="" type="checkbox"/>
Personal medications*	3 day supply
Sturdy boots/warm clothes	

Water/Food (as space permits)	<input checked="" type="checkbox"/>
3 day supply/person of non-perishable ready-to-eat food***	
2 gallons water per person****	

Please note the supply list is being provided as a standard guide for managers, and does not dictate hard and fast requirements. Please adjust list as appropriate for your area.

* Must be checked every 6 months and replaced if needed.

** With the assumption that if no local buildings are usable that people will be evacuated to a safer area of campus.

*** Dining Services has been charged with storing emergency food stocks and providing food service to campus should a disaster occur.

**** The University has a 1 million-gallon reserve water tank above campus that should provide potable water even after a disaster.

Sources: American Red Cross, CERT, and UCB's emergency supply lists.