

**PROFESSIONAL DRIVE-AWAY KIT  
FOR EOC STAFF**

*Note: this is in ADDITION TO your car kit, which should be brought along.*

**CRITICAL PERSONAL PREPAREDNESS:**

- ☐ adequate supply of drinking water for 5 days (1 gallon/person/day recommended)
- ☐ adequate supply of prescription and OTC medications for at least 10 days, or the duration of the assignment, whichever is greater- NOTE: store in briefcase or purse NOT TRUNK
- ☐ if you have a medical condition that limits food choices, check with the EOC staff for a list of food stored at the EOC and supplement as needed. Use guidance from the Car Kit flier. Consult your medical care giver for guidance in selecting food -preservatives, salt, fat, gluten, other.

**Personal supplies:**

- ☐ eye glasses – prescription (reading, computer, sun glasses, other), spare pair, repair kit
- ☐ hearing aid and batteries
- ☐ baby wipes, hand sanitizer
- ☐ deodorant, tooth brush, toothpaste
- ☐ t-shirts, spare underwear and socks
- ☐ sweat shirt, sweat pants and socks for sleeping
- ☐ cot, pillow, sleeping bag, blanket
- ☐ towel, wash cloth, soap
- ☐ trash bags, toilet paper
- ☐ other personal support items for austere circumstances
- ☐ \$10 roll of quarters for drink and snack machines, pay phones
- ☐ Family/friends contact information in writing (phone, e-mail, street address)

**Communications equipment: Note- cell phones should allow use while recharging**

- ☐ GETS card
- ☐ WPS card
- ☐ Cell phone
  - ☐ car charger
  - ☐ wall charger
  - ☐ solar charger
  - ☐ spare battery
- ☐ Solar/crank radio
- ☐ Radio
  - ☐ car charger
  - ☐ wall charger
  - ☐ solar charger
  - ☐ spare battery
- ☐ Satellite phone
  - ☐ car charger
  - ☐ wall charger
  - ☐ solar charger
  - ☐ spare battery

Note: getting equipment that uses a USB connection for charging can limit the number of chargers needed.

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## Computer equipment:

- ☐ Laptop
  - car charger
  - wall charger
  - solar charger
  - spare batteries
- ☐ Apple computer for GIS/PIO staff, with pre-loaded software
- ☐ Thumb drive
- ☐ Digital camera
  - car charger
  - wall charger
  - solar charger
  - spare batteries
- ☐ Small portable printer
  - cables to connect to various computers
  - paper
  - spare cartridges
- ☐ Tablet computer, PDA, SMART Phone or other small computer
  - car charger
  - wall charger
  - solar charger
  - spare batteries

Note: getting equipment that uses a USB connection for charging can limit the number of chargers needed.

- ☐ AC extension cord with at least 3 plug-in slots
- ☐ Appropriate software for each computer
  - Internet connection
  - Office Suite (Word, Excel, others)
  - GPS
  - GIS
  - CAD
- ☐ Program files to support the EOC work
  - Maps
  - As-builts
  - Plans
  - VPN Information for personal/home laptop
  - Web addresses to support work on another computer (you do not own)
  - Directories – department phone list, relevant contracts contacts
  - Forms, regulations, EOC training manual, other essential documents

**Paper copies of relevant plans and maps**

- ☐ ICS forms
- ☐ Area maps
- ☐ VTA Emergency Operations Plan
- ☐ VTA Call-out list
- ☐ Maps of critical facilities in the county
- ☐ VTA employee phone lists
- ☐ VTA employee emergency contact lists

**Office Supplies**

- ☐ Pens, pencils, sharpener, eraser, ruler
- ☐ Scissors, string, twine, multi-tool (e.g. Leatherman), screw driver with changeable heads
- ☐ Portfolio or clipboard and spare paper pads
- ☐ Laptop desk or small folding table and chair
- ☐ Paper clips, binder clips, magnetic clips, Post-It Notes, box of push-pins
- ☐ Scotch tape, electrical tape, package tape, duct tape, painters tape
- ☐ Stapler and staples