



SAFETY /  
EMERGENCY SITE  
PLAN



BBCC SAFETY/EMERGENCY PLAN.  
LAST UPDATED DECEMBER, 2015

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# BAPTIST BIBLE COLLEGE OF THE CARIBBEAN

## SAFETY / EMERGENCY SITE PLAN

### Overview

#### Purpose

The Baptist Bible College of the Caribbean (BBCC) Emergency Response Plan (ERP) provides direction in the event of an emergency. It is the goal and purpose of this plan to protect the safety and security of those associated with BBCC should an emergency occur. The effective use of this plan will help:

- Protect life and safety of individuals.
- Reduce property and environmental damage.
- Minimize disruption and economic losses.
- Shorten the recovery period.

To ensure effective implementation of this plan, all personnel designated to carry out specific responsibilities are expected to know and understand the policies and procedures outlined in this document and other associated supporting documents. Communication, training and periodic drills will ensure adequate performance if the plan must be carried out. Appropriate public officials should also be consulted since control may be exercised by government agencies in major emergencies and additional resources may be available. The College's response to a major crisis will be conducted within the framework of this plan except when directed otherwise by the president or the president's appointed representative. The plan includes a chain of command that establishes decision-making authority during an emergency. The Dean of men and Dean of women are the likely staff members who may put the plan into action, as they are most likely to be on sight in the event of an emergency.

## Scope and Definition

An emergency is defined as a sudden state of danger that occurs unexpectedly and that demands immediate action to protect the health and safety of individuals within the institution. The following are examples of emergency situations:

- Bomb threat
- Earthquake
- Hurricane
- Fire / Explosion
- Hostage situation
- Campus shooting
- Terrorist incident

## Health, Safety, and Welfare

The College Safety Officer is the Administrator, though the President has ultimate responsibility for ensuring that safety requirements are met. This person is required to identify health and safety issues around the College and to institute action to address any concerns. Other personnel may be appointed to take specific responsibilities within the College. This section details a number of the College's health and safety measures which are in place.

## First Aid

One staff member will maintain a current basic first aid competency by attending the relevant First Aid course offered by the Red Cross or equivalent. This person will act as the College First Aid Officer and maintain the first aid box which is located in the Registrar's Office.

## Crisis Management Response Structure

In the event of an emergency, the Dean(s) or designee will contact the Administrator of the College, to report the emergency.

The Administrator will convene (via conference call if necessary) and decide whether to declare a state of emergency, start the process of notifying the community and media if

necessary, and review and discharge responsibilities as detailed in the plan (below). The Administrator will convene the Emergency Response Team (ERT) (to be ascertained) to participate in the execution of the plan.

### Update and Drill

The ERT and designees will review and update this plan each December or more frequently, as needed. ERT members will practice emergency procedures on a regular basis and will obtain training or re-training as needed.

### Emergency Response Team Responsibilities

The manner in which college personnel and equipment are utilized during an emergency will be determined by the ERT under the direction of the Administrator or his designee. The ERT will remain in effect until the Administrator or his designee deems the College ready to return to normal operation.

### Emergency Level Definitions and Responses

In all types of emergencies, once outside agencies arrive on the scene (i.e., Police Department, Fire Service, National Emergency Management Office, etc.) these agencies will assume control of the operations. The ERT will act as resources to these responders.

### Response Actions for Individuals

**Emergency -  
Call 911/999**

**(Ambulance,  
Fire, Police,  
and  
Hazardous  
Conditions)**

**Hospital  
(A&E) 456-  
1955/ 456-  
1185**

**NEMO****(456 2975/  
458 6366)**

Response actions for individuals are incident specific. Each emergency is different and knowing what actions you need to take for each type of threat will impact the decisions and preparations you make. Recognizing the potential

hazard, in advance, will help to prepare you, your co-workers, other students and your family for the emergency, and assist with recovery after the incident has past.

Some incidents, including weather related emergencies come with advanced “watches” and “warnings”. Know what actions you need to take before disaster strikes. For those emergencies that happen without advanced notice, such as a fire, medical emergency, leak or odor, knowing who to call initiates the proper emergency response.

- Know the local emergency numbers for your area, and program them into your mobile device.
- Make sure that telephones within your offices or other areas have the appropriate stickers with the correct **emergency number**.
  - Your health, safety and overall well-being is extremely important. Make sure that you don't place yourself at risk, and avoid dangerous situations that could result in illness or injury.
  - If you sustain an injury during an emergency situation, resources that are already stretched will now have to be directed to you.

## Be prepared and responsible

- Preparation, including “survival kits” (see attached checklist) with a 3 day supply of non-perishable food, water, flashlight with batteries, your medication, toiletries, soaps and sanitizers are always appropriate.
- Know the specific BBCC emergency response plans. They will identify the most appropriate places to go in the event of an emergency, and the actions you should take for specific incidents.

## Emergency Procedures

In the case of an emergency situation, the College will send out alert notifications and inform you of your next steps via the various modes of communication. In the meantime, it is a good idea to familiarize yourself with our recommended actions.

We may ask you to do one of two common actions: evacuation or shelter in place.

## Evacuation and Shelter-in-Place

### Evacuation

Evacuation is the best option when conditions outside are safer than inside.

If an evacuation is announced, it is important that every occupant of the affected building(s) evacuate immediately. Always comply with the instructions of emergency responders (police officers, firefighters, NEMO) during an evacuation. In some emergency situations, building occupants will be instructed to shelter in place. In that event, it is important not to leave the building until instructed to do so by emergency responders.

At times, exit routes may be blocked by smoke, or toxic fumes, debris, human threat, or fire. At those times, or if you are physically unable to evacuate through exit routes, it is safer to call 911/999 to report your location and await aid.

Evacuation drills ensure the sufficient and safe use of available exits. Proper drills familiarize occupants with orderly, controlled exiting and help to prevent panic in the event of an actual emergency.

### When An Evacuation Announcement Is Made

- Take the closest and safest way out (use secondary route if primary route is blocked or hazardous).
- Assist those needing special assistance.
- Do not stop to pick up your belongings.
- Go to designated assembly area.
- Check for injuries.
- The designated official should take attendance and report discrepancies to emergency response personnel.
- Wait for further instructions (public address system and/or text message).

Staff, faculty, and students working in non-primary buildings should use the above guidelines and get at least 200 feet away from the structures to maintain personal safety and allow first responder access.

## Shelter-in-Place

Shelter-in-Place events usually take place when the risk is outside (e.g., severe weather or volcanic eruption). In order to minimize your exposure to the risk, you will be asked to move to a secure building space.

Shelter-In-Place will be signaled by emergency alerts to the campus community. Upon the Shelter-in-Place alert, immediately seek shelter inside the closest sturdy building.

1. If already indoors, remain in place until directed to leave. Resist temptation to go outside until give the "All Clear" signal.
2. Faculty members who are conducting class should remain in their classroom.
3. Close all doors and windows, turn off air conditioning units where possible, and wait for further instruction. Stay away from windows and doors or any unsecured objects that may fall.
4. **DO NOT** leave until the "All Clear" signal is received from emergency personnel. The College will disseminate information - including the all-clear to exit a building - as soon as it is available through the use of the emergency notification systems.

## Severe Weather

If you see or hear threatening weather (i.e.: hurricane, high winds, lightning, thunder, etc.) or hear that a warning has been issued for your area -

1. Seek shelter and get inside immediately to an interior room or hallway.
2. Shut all doors and windows.
3. Stay away from exterior windows and doors.
4. **DO NOT** go outside until the storm has passed.
5. After the storm has ended be aware of downed wires and falling objects.
6. Do not re-enter the building until cleared to do so by emergency personnel.
7. If you witness an explosion in another building call 911/999 or NEMO at **456-2975** immediately to report the explosion.

## Earthquake Preparedness

### Earthquake Response

Emergency  
Call

(999) or 911 (Ambulance, Fire, Hazardous Mat, Police) Since an earthquake's magnitude cannot be predetermined, everyone must initiate emergency precautions within a few seconds after the initial tremor is felt.

1. If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves, and heavy equipment. **During an earthquake exit the building only after the shaking has stopped.**
2. If outdoors, move away from utility poles and buildings. **Always avoid power or utility lines as they may be energized.**
3. After the initial shock, evaluate the situation and if emergency help is necessary, call **911 or 456 2975**. Be prepared for aftershocks.
4. Report damaged facilities to **456 2975**.
5. Gas leaks and power failures create special hazards. Do not light a match or smoke.
6. Once outside, move to emergency assembly area or another clear area at least 150 yards from the affected building.
7. Keep streets and walkways clear for emergency vehicles and personnel. If requested, assist emergency personnel.
8. Do not return to an evacuated building unless directed to do so by the emergency unit
9. If an alarm sounds, follow established building evacuation procedures (see above Site Emergency Evacuation Plan).
10. Should you become trapped in a building, **DO NOT PANIC!**
  - If a window is available, place an article of clothing outside the window as a marker for rescue crews.
  - If there is no window, tap on the wall at regular intervals to alert emergency crews of your location.
  - Emergency personnel will check buildings immediately after a major earthquake.

## Hurricane Plan

### Categories

There are 5 categories of hurricanes. They are characterized by their sustained winds with category 1 being the least severe and category 5 being the most significant:

- **Category 1** - Minimal winds 74 - 95 mph
- **Category 2** - Moderate winds 96 - 110 mph
- **Category 3** - Extensive winds 111 - 130 mph
- **Category 4** - Extreme winds 131 - 155 mph
- **Category 5** - Catastrophic winds > 156 mph

**Hurricane Shelters-** Areas of refuge to be used in the event of a hurricane should be a substantial building with limited glass. Basements can be used as emergency shelters during a Hurricane or other high wind emergency.

## Hurricane Preparedness

We highly recommend assembling a [3 Day Emergency Preparedness Kit](#).

### 1. Preparation

BBCC has an established emergency response plan for Hurricanes, and other high wind emergencies. Review the emergency procedure with fellow students/colleagues. Do not listen to rumour. Stay tuned to a radio and listen to the bulletins issued by local and regional media. Do not make unnecessary telephone calls.

### 2. Suspension of Service

All Instructions such as canceling classes, closing of buildings, releasing of employees, special instructions and the relocation of students will be done by word of mouth, email or phone.

### 3. Facility, Staff, Student, and Visitor Action

- Clear desk tops, tables and other horizontal surfaces of all paper and other articles susceptible to water damage in case windows are broken.
- Protect books, valuable papers and equipment by covering with plastic sheeting, garbage bags and masking tape, otherwise protect by storing inside cabinets, files, or boxes or remove to interior rooms.
- If you can, move desks, file cabinets, worktables and bookcases away from windows or open doorways.
- If windows are open; shut close and latch them.
- Drop all venetian blinds, close slats and draw curtains.
- Close and lock all doors.

- Turn off lights and electrical equipment. Unplug equipment and turn off air conditioners.
- Backup all individual personal computers, keeping a copy of all files on disk at a location other than Baptist Bible College of the Caribbean.
- Leave campus as soon as possible.
- Tell someone you are leaving.

### **Preparation before Hurricane Strikes**

1. All furniture including beds should be pulled away from the windows. Electronic equipment (TV, stereo, computer, etc.) should be placed off the floor, preferably in a closet.
2. Since the floors can get wet, all articles such as shoes, rugs, clothes, bags, suitcases, etc., should be placed on closet shelves or in dresser drawers.
3. All loose objects should be placed in drawers or closets. Paper, books, etc. should not be left on tops of desk or dressers.
4. Valuables should be placed in safekeeping. Closets and drawers should be closed throughout the hurricane. All doors should be locked when the occupants are not in the room.
5. Those students, who reside in facilities that are equipped with bathtubs, are requested to clean the tub and fill it halfway with water. If the hurricane is a major storm, the water supply may be cut off. If this is the case, the water in the tubs will be needed for washing and flushing toilets. Fill several small containers with water for drinking purposes. If more drinking water is needed, it will be available through the staff as soon as possible.
6. All windows must be closed tightly. All blinds/curtains should be closed.
7. Any resident who owns a car should see that the emergency brake is set and placed in park. All windows should be closed and the doors locked.
8. Each student should provide his or her own flashlight in case of power failure. Do not use candles or other flame-type lighting under any circumstances, fire is uncontrollable during a hurricane. Use battery powered lighting only!
9. Residents should provide their own snack items. Dining Services will provide food for the students at the dining hall.

10. Residents should notify someone of their destination prior to leaving campus. This is necessary for accountability reasons.

### **Facilities**

1. Verification of appropriate staff (on call) for Emergency Response.
  2. Ensure there is a sufficient amount of plywood and heavy duty plastic.
  3. Make sure all cell phones as well as portable radios are fully charged.
  4. Fueling all vehicles on Campus in advance of the storm.
  5. Securing all construction projects, ensuring that all possible flying debris is eliminated.
- Facilities manager should evaluate potential tree issues such as;
    - branches around power lines
    - damaged or weakened limbs (especially in road and sidewalk areas)
  - All generators (if installed) should be fueled and tested

### **Procedures during the Hurricane**

1. It is essential that during the storm all remaining residents stay indoors throughout the entire hurricane, for maximum protection. If you are not familiar with a hurricane, there is always a lull in the storm when the eye passes through the area. Once the eye passes through, the storm begins again, but from the opposite direction. **STAY INDOORS.**
2. Residents must follow the instructions of College designated officials. First Aid and/or food service will be made available whenever the storms passes or power is restored.
3. Do not attempt to open windows or doors to see what is happening outside.
4. Report all accidents, injuries, broken windows, or excessive water to the appropriate official.
5. Telephone calls should be made only in case of emergency.

### **After the Hurricane**

Report any known damage to a representative of the National Emergency Relief Team.

Check that your electricity connection is intact and wait for word from the Electricity Company that power has been restored to your area before turning power back on.

Use canned goods and non-perishable items which do not require cooking until you can safely prepare hot meals.

Dispose of foodstuff which has thawed out completely.

Use water from your previously stored supplies. Boil all water that is not from your emergency supply.

Listen to your radio for information on damage. Do not venture into the roads unnecessarily.

## Explosion

Immediately take cover under a sturdy table, desk, or other object which can provide protection against flying glass and debris.

1. If possible, call emergency.
2. Evacuate the immediate area of the explosion or the building.
3. Assist injured persons and those with special needs if possible.
4. Go to your designated building evacuation assembly area.
5. Remain in your building evacuation assembly area and wait for further instructions from ERT or other emergency personnel.

## Fire

The major cause of death during a fire is smoke inhalation. If your work station is located within an office, know in advance exactly how many doors you will have to pass along your evacuation route before you reach the nearest exit door. If heavy smoke is present, the exit signs above the doors may be hidden by the smoke. Knowing in advance how many doors you must pass will allow you to crawl or crouch low while counting the number of doors, so you will know when you reach the exit door (even if you can't see that it is the exit).

### If you discover a Fire:

1. Activate the nearest fire alarm and alert others.
2. Evacuate the building, closing doors behind you. Go to your designated evacuation assembly area.

3. Call 911/999 to provide details about the fire.
4. Do not re-enter the building until authorized by emergency personnel.

### When a Fire Alarm Sounds

1. Evacuate – Walk to the nearest exit closing doors between you and the fire.
2. Assist persons with special needs if possible. Contact emergency services (911/ 999) or Fire Service at **457 1211 extension 257** for assistance.
3. Notify fire personnel if you suspect someone is trapped inside the building.
4. Gather outside at designated evacuation assembly area, and do not attempt to re-enter the building until instructed to do so by fire department personnel or other authorized personnel.

### If Trapped in a Room

1. Wet and place cloth material around or under the door to prevent smoke from entering the room.
2. Close as many doors as possible between you and the fire.
3. Be prepared to signal to someone outside.

### If Caught in Smoke

1. Drop to hands and knees and crawl toward exit. Stay low as smoke will rise to ceiling level.
2. Count the doors as you pass so you will know when you reach the exit door.

### If Forced to Advance Through Flames

1. Hold your breath.
2. Move quickly.
3. Cover your head and hair.
4. Keep your head down and your eyes closed as much as possible.

### Hazardous Materials

If you detect a strange odor or witness people showing signs of chemical exposure:

1. Move away from the hazard to a safe location.
2. If it is an emergency situation or if anyone is in danger, call **911/999** or A&E **456 1955**.
3. Follow instructions of emergency personnel and be prepared to evacuate or shelter in place.
4. Alert others to stay clear of the area.

5. Notify emergency personnel if you have been exposed to the hazard or have information about the release.

## Power Outage

1. Move cautiously to a lighted area. Exits may be indicated by lighted signs if the emergency power is operating.
2. Turn off and unplug computers and other voltage sensitive equipment.
3. To report localized outages, contact VINLEC Emergency (24 hours) at **456 1540**.
4. Consult the emergency kit guide to prepare yourself for prolonged outages.

## Health Emergencies

If a situation is obviously life-threatening, such as heart attack, choking, or severe injury: From any available phone dial **911/999**. Give specific information as to the nature of the problem and the specific location of the injured person

If a situation is obviously life-threatening, such as a heart attack, choking or severe injury, always call **911/999** for ambulance transportation to a hospital.

- Tell the **911/999** operator as much information about the injured person's location, gender, age and nature of the injury.
- **DO NOT** attempt to move the injured person.

## Violent Threat or Act

If you see a person acting suspiciously, someone violently threatening /injuring someone or a person with a weapon...

1. Do not attempt to resolve the situation alone.
2. Do not physically confront the person and do not block the person's access to an exit.
3. Do not let anyone into a locked building/office.
4. Keep away from the area and alert others to the danger.
5. Call **911/999**. Provide as much information as possible about the person and his or her direction of travel.
6. Follow instructions of emergency personnel.
7. If told to seek safe shelter, get inside immediately and lock doors.

## Suspicious Package or Object

If you have any reason to believe that a letter or parcel is suspicious, **DO NOT** take a chance or worry about embarrassment.

- **DO NOT** touch the package or object.
- **DO NOT** tamper with the package or object.
- **DO NOT** attempt to move the package or object.
- **DO NOT** open the package or object.
- **DO NOT** put the package or object in water or an enclosed space, such as a drawer or box.
- Isolate the package or object and evacuate the immediate area.

### Characteristics of Suspicious Packages

- Special deliveries, foreign mail, or air mail.
- Restrictive markings such as “Confidential” or “Personal.”
- Excessive postage.
- Handwritten or poorly typed addresses.
- Incorrect titles.
- Misspelled words.
- Stains or discoloration on the package.
- Excessive weight.
- Rigid, lopsided, or uneven envelopes.
- Protruding wires or aluminum foil.
- Excessive tape or string.
- Visual distractions such as illustrations.
- No return address.

## Shelter

Several facilities on campus have been identified as emergency shelters. (Boys' Dormitory/ Chapel). Depending on the type of the incident, persons may be relocated to one of them as determined by the College Administrator.

## Terminating an Incident

An incident will be considered terminated upon the determination of the Emergency personnel, that no state of emergency still exists and that normal operations may resume, excepting buildings that may remain closed for extended periods for repair or overhaul.

## Telephone Bomb Threat Checklist

Time: Call received \_\_\_\_\_am/pm Terminated \_\_\_\_\_am/pm

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Exact Wording of the Threat

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Gender of Caller: \_\_\_\_\_ Race: \_\_\_\_\_

Age: \_\_\_\_\_ Length of Call: \_\_\_\_\_

Number at which call is received: \_\_\_\_\_

Questions you should ask:

- A. When is the bomb going to explode?
- B. Where is the bomb right now?

- C. What does it look like?
- D. What kind of bomb is it?
- E. What will cause it to explode?
- F. Did you place the bomb?
- G. Why?
- H. What is your address?
- I. What is your name?

(Continued next page)

Voice Description:

- |                                    |  |
|------------------------------------|--|
| <input type="checkbox"/> Calm      | <input type="checkbox"/> Nasal           |
| <input type="checkbox"/> Angry     | <input type="checkbox"/> Stutter         |
| <input type="checkbox"/> Excited   | <input type="checkbox"/> Lisp            |
| <input type="checkbox"/> Slow      | <input type="checkbox"/> Raspy           |
| <input type="checkbox"/> Rapid     | <input type="checkbox"/> Deep            |
| <input type="checkbox"/> Soft      | <input type="checkbox"/> Ragged          |
| <input type="checkbox"/> Loud      | <input type="checkbox"/> Clearing Throat |
| <input type="checkbox"/> Laughter  | <input type="checkbox"/> Deep Breathing  |
| <input type="checkbox"/> Crying    | <input type="checkbox"/> Cracking Voice  |
| <input type="checkbox"/> Normal    | <input type="checkbox"/> Disguised       |
| <input type="checkbox"/> Distinct  | <input type="checkbox"/> Accent          |
| <input type="checkbox"/> Slurred   | <input type="checkbox"/> Familiar        |
| <input type="checkbox"/> Whispered |  |

Recognize Voice? If so, who do you think it was? \_\_\_\_\_

Background sounds:

- |  |  |
|--|--|
| <input type="checkbox"/> Street noises | <input type="checkbox"/> Factory Machinery |
| <input type="checkbox"/> Television    | <input type="checkbox"/> Animal noises     |
| <input type="checkbox"/> Voices        | <input type="checkbox"/> Clear             |
| <input type="checkbox"/> PA System     | <input type="checkbox"/> Static            |
| <input type="checkbox"/> Music         | <input type="checkbox"/> Local             |

House noises       Long Distance  
 Motor                 Booth  
 Office machinery     Other \_\_\_\_\_

Threat Language:

Well spoken       Incoherent  
 Foul                 Taped  
 Irrational         Message read by threat maker

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_

## Emergency Preparedness 3 Day Kit

December, 2015

Baptist Bible College of the Caribbean Health and Safety recommends that you use the following checklist to develop an emergency preparedness kit to ensure you are ready in case a disaster occurs.

**The following supplies are recommended for your emergency preparedness kit:**

Water, one gallon per person per day

Food, at least a three-day supply of non-perishable food

- Canned foods
  - *Canned fish and meat*
  - *Canned fruits*
  - *Canned vegetables*

- Dried fruits
  - Whole grain crackers
  - Nuts
  - Granola bars
  - Dry cereals
- 
- ✓ Battery-powered radio and extra batteries
  - ✓ Flashlight and extra batteries
  - ✓ First aid kit
  - ✓ Thermometer
  - ✓ Whistle to signal for help
- 
- ✓ Scissors and tweezers
- 
- ✓ Moist towelettes for sanitation
  - ✓ Manual can opener for food
  - ✓ Garbage bags and plastic ties for personal sanitation
  - ✓ Rain gear
  - ✓ Paper cups, plates, plastic utensils, paper towels and toilet paper
- 
- ✓ Paper and pencil
  - ✓ Personal hygiene items
  - ✓ Disinfectant
  - ✓ Prescription medications (if needed)
  - ✓ Utility knife
  - ✓ Toothbrush and toothpaste
  - ✓ Bar of soap
  - ✓ No Rinse Shampoo
  - ✓ Facial Tissues (small packet)

- Small deodorant
- Bible