

**ORANGE COUNTY SOCIAL SERVICES AGENCY**

**ADMINISTRATIVE POLICIES & PROCEDURES MANUAL**

**Subject:** Emergency Supplies Replacement/Inventory **Number:** E 23

**Approved:** Signature on file *Date:* 11-4-13

**POLICY**

Emergency supplies provided in barrels at each Social Services Agency (SSA) site are kept to help sustain SSA employees for 72 hours following a disaster.

Perishable items provided in the emergency kits consist of food bars, water, and batteries. These items have a shelf life of five years and shall be replaced just prior to the noted expiration.

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