

**COUNTY OF ORANGE SOCIAL SERVICES AGENCY  
POLICIES AND PROCEDURES MANUAL**

**Subject:** Emergency Supplies Replacement/Inventory

**Number:** E 23

**Approved:** Signature on file

**Date:** 9/17/18

**POLICY**

Emergency supplies provided in barrels at each Social Services Agency site are kept to sustain all Social Services Agency employees for up to 72 hours following a disaster in which staff need to shelter in place.

Perishable items provided in the emergency kits consist of food bars, water, batteries, and some medical supplies. These items have a shelf life of five years and shall be replaced on or near the noted expiration.