



# **Hurricane Preparedness & Emergency Operations Plan**



This plan shall supersede all other previous Hurricane Preparedness and Emergency Operations Plans for McNeese State University. Some elements of this plan are security sensitive and are not included in this public document.

*March 2023*

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## Forward

The *McNeese State University Hurricane Preparedness and Emergency Operations Plan* is designed to educate the campus community in both protective and precautionary measures to be taken in the event a hurricane or other disaster is projected to impact the Southwest Louisiana area. Potentially hazardous conditions and situations exist in all communities and Southwest Louisiana, home to McNeese State University, is especially vulnerable to hurricanes and severe weather-related events. Considering the capricious nature of weather, our proximity to numerous industrial complexes, ports, critical infrastructure, and waterways, this plan provides flexibility while maximizing safety in an environment where conditions may change rapidly.

This plan provides a framework for the University to protect lives and property, endure, and recover from such an event. Authority and responsibility for direction and control of personnel, resources, and recovery efforts of the University are an integral part of this basic plan. To function effectively during a crisis and coordinate with local and state responders, this plan and McNeese State University abides by the National Incident Management System (NIMS) structure and recommendations.

To ensure one's personal safety and the safety of his or her possessions, all members of the McNeese State University community must be thoroughly familiar with the components of this plan.

Members of the University's Incident Management Team (IMT) shall review and make changes to this plan on an annual basis with the assistance from members of the University's Emergency Preparation team (EPT) and the Emergency Response Team (ERT).

## **Purpose and Priorities**

To protect the lives of faculty, staff, and students before, during, and after a hurricane; to protect and preserve all property of the University before, during, and after a hurricane; to provide continued instruction, business operations, and communication from an off-site location until the University can resume normal operations; to designate essential employees and responsibilities in order accomplish our mission during such a crisis.

This plan details the overall responsibilities, guidelines, and organizational priorities necessary to ensure safe, coordinated service efforts. It sets forth a detailed program for preparation against operations during and recovery following a hurricane.

This plan also provides the core doctrine for individual departmental operating procedures developed for emergency planning, operations, response, etc., to preserve the overall functionality of the University.

Priorities (listed in decreasing level of importance):

- a. Protect the welfare of the population of the University and community.
- b. Protect physical and intellectual property.
- c. Mitigate damages and provide recovery efforts to resume normal functioning of the University.

# Organization and Communication

## EPT and ERT Teams

In the event of an impending tropical storm, the University's Emergency Preparation Team (EPT) will monitor the situation to provide leadership and guidance for the campus community's protection. The EPT is chaired by the University President. The University Provost shall serve as chair in the President's absence and the Executive Vice President for Internal Operations shall chair in the absence of both the President and Provost. The EPT is comprised of all University Vice Presidents, Associate Vice President for Enrollment Management, Dean of Student Affairs, Director of Marketing and Communications, University Police Chief, Director of Facilities and Plant Operations, and Chief Information Technology Officer. They shall make decisions critical to the continued operation of the University before, during, and after a crisis.

The University's **Emergency Response Team (ERT)**, chaired by the University Police Chief unless otherwise specified by the EPT chair, is comprised of the Executive Vice President for Internal Operations, Director of Facilities and Plant Operations, Director of Marketing and Communications, Chief Information and Technology Officer, Director of Human Resources and Student Employment, Athletics Director, Dean of Students, Assistant Vice President for Academic Affairs, Associate Vice President for Enrollment Management, Facilities and Maintenance Manager, Director of University Computing Services, Grounds Manager, Superintendent of Custodial Services, Director of Disability Services and Compliance, and Police Lieutenant. The Executive Vice President for Internal Operations shall serve as chairperson of the ERT in the absence of the University Police Chief or EPT designee. The Director of Facilities and Plant Operations shall serve as chair in the absence of both the University Police Chief/EPT designee and Executive Vice President for Internal Operations. Its purpose is to provide the campus **EPT** situational awareness and critical information and to direct preparation, response, and recovery efforts before, during, and after a crisis.

When necessary, the EPT or ERT chairpersons may temporarily appoint additional University personnel to serve on their respective teams for a particular incident. Temporary appointments shall end upon the incident's conclusion and deactivation is declared.

Once activated, students, faculty, and staff shall be notified of pertinent decisions of the EPT and ERT via the University website, e-mail, local media, campus rapid notification system, and any other appropriate means at the University's disposal. Periodic updates will be provided via the University website and local media until the threat is resolved and deactivation is declared.

## Phases of Operation

**Standby**—When the National Weather Service predicts that a tropical system will enter the Gulf of Mexico, members of the EPT will monitor the projected path and speed of the storm.

**Activation** begins when a declared tropical storm system enters or forms in the Gulf of Mexico. This plan is implemented at the appropriate stage based on its anticipated effects.

**On Alert** – Enacted when a declared tropical storm enters the Gulf of Mexico.

*Action(s):* Members of the University’s EPT and ERT are notified by the President or his designee and placed **on alert** to monitor the threat level (projected path, size, and speed) posed by the system.

**Preparation** – Enacted when a declared tropical storm has entered the Gulf of Mexico and South Louisiana or Southeast Texas is within the predicted landfall zone.

*Action(s):* The University community shall be notified, and all departments shall implement the **preparation phase** of their plan. The University shall remain in this stage until upgraded to levels one or two by the EPT or the system is no longer a threat to the area when the plan will be deactivated.

**Phase One** – Enacted when the University community may experience some of the system's effects, but the system **IS NOT** expected to cause major, long-term, or sustained damage. *Action(s):* Modified University Operations are possible, but Parish/campus evacuation is not expected. All departments must enact their **phase one** procedures.

**Phase Two** – Enacted when the system is likely to make direct landfall near Southwest Louisiana and is expected to cause major, long term, or sustained damage.

*Action(s):* Classes will be canceled, all University buildings will be closed and secured, and a Parish evacuation will ensue. All departments must enact their **phase two** procedures.

**Students** - are advised to evacuate to an area out of the storm’s path. The University Police Department (as previously designated by the Parish) serves as an evacuation point for students without means to evacuate on their own. Those who assemble at the University Police Department at the designated time will be evacuated, sheltered, and returned to campus when safe to do so by Parish authorities and in accordance with the Parish Plan\*.

\*Transportation and sheltering are provided as per the Calcasieu Parish GOHSEP Emergency Plan and not by the University. (Refer to the section of this plan titled –Calcasieu OEP/GOHSEP Assisted Evacuation for further information.)

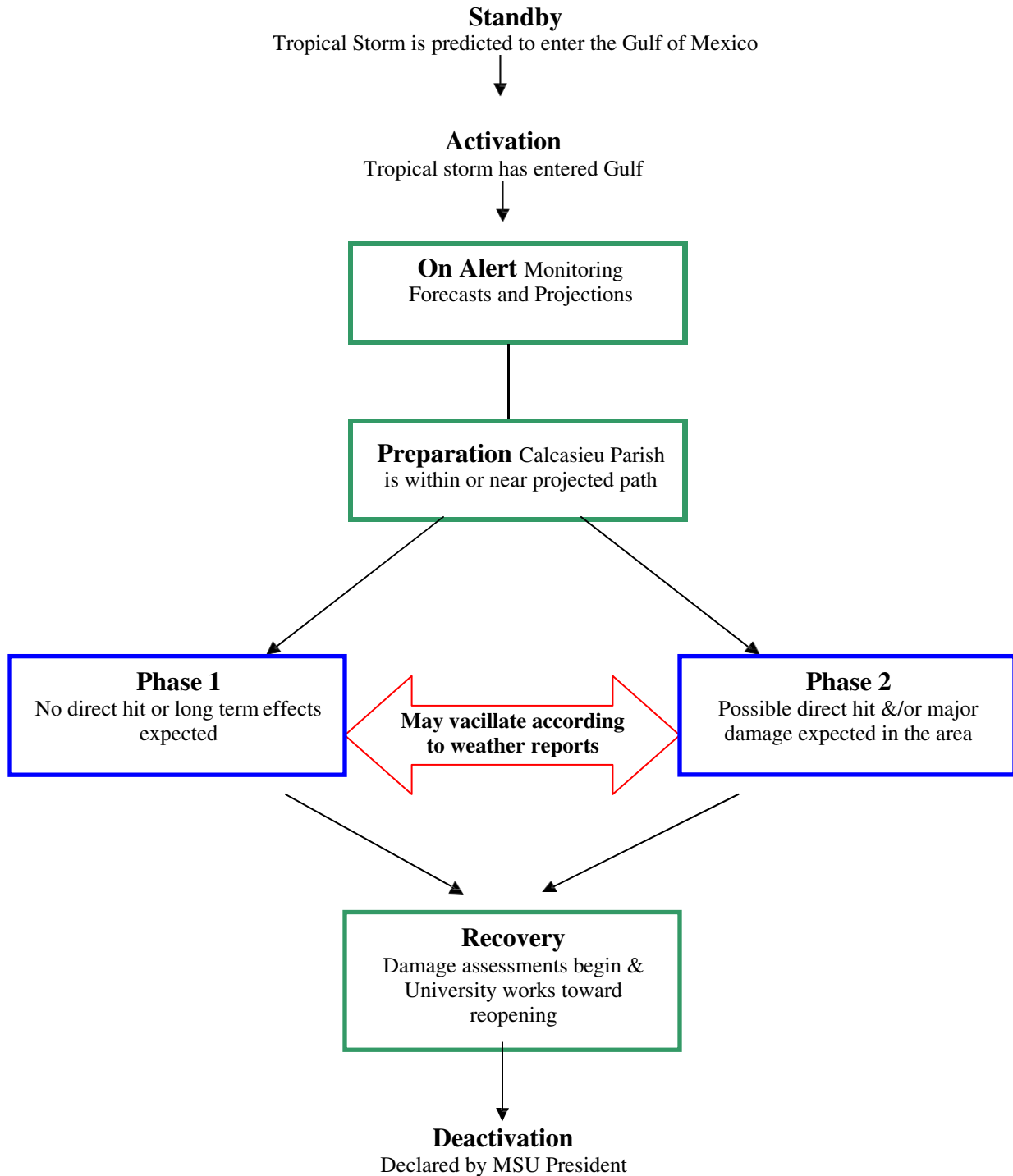
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**Faculty and Staff** - are expected to remain in contact with their supervisors via telephone or e-mail (according to their departmental plan) every 48 hours (about 2 days) to secure directives and/or plan for action. If possible, faculty and staff should monitor the University's website and local media outlets operating via the Internet for information.

**Recovery** – Enacted after landfall when sustained wind speeds are less than 30 miles per hour.  
*Action(s): Employees designated to remain on campus shall begin damage assessment, cleanup efforts, and act as needed to protect University assets.* Evacuated employees are to contact their supervisors and monitor the University website for return information.

**The University President or his designee upon resumption of normal operation declares deactivation.**

## Progression of Phases





## **Essential Personnel and On-Site Management**

All employees are essential and necessary to the functioning of the University and may be asked to work before, during, and/or after any emergency. The duties required during these periods may differ from normal responsibilities. Employees expected to remain on campus during a hurricane and those designated to perform essential tasks from an off-campus location shall be listed by position in the individual department plan, or an employee may be designated by his supervisor in the event of an impending emergency. All employees are subject to being recalled at any time after the event. Employees failing to return to work when requested will be considered absent and required to utilize accrued annual leave. Their unauthorized absence may also result in disciplinary action up to and including termination.

During a hurricane-related campus evacuation, adequate personnel from University Police and the physical plant as well as other employees may be requested as needed to remain on campus to manage facilities, mitigate damage, and quickly proceed to recovery operations as soon as conditions permit.

**ONLY PERSONNEL AUTHORIZED BY THE UNIVERSITY TO REMAIN WILL  
BE PERMITTED ON CAMPUS DURING AN EVACUATION.**

Expedited return of evacuated EPT and ERT members and other employees essential to campus recovery will be permitted by state and local officials.

## Communication

Effective communication between and among essential personnel who have remained on campus, members of the campus Emergency Preparation Team (EPT) and Emergency Response Team (ERT) are crucial to the recovery of the University. To that end, the *Daily Status Review* (DSR) expedites the transfer of vital information between essential personnel remaining in the affected area and members of the EPT and ERT working from remote sites.

Beginning no more than 24 hours after landfall and continuing until the plan is deactivated, all available members of the EPT and ERT will convene for a **Daily Status Review (DSR)**. Because members of these teams may be in various areas across the country, this meeting may occur in person, by phone, or other electronic means as needed.

**Daily Status Review (DSR) Meetings** will be essential to an efficient recovery process and will allow all involved departments a clear understanding of the state of the University's needs and progress. These daily meetings will be kept to a minimal length (ideally 1 hour or less) and appropriate personnel will be expected to report on actions taken in the following areas in the last 24 hours and those actions expected to be taken in the upcoming 24 hours:

- Grounds
- Buildings
- Technology
- Personnel
- Students
- Instructional Delivery
- Fiscal Operations
- Police Operations
- Requests for Use of Facilities
- Other Problems or Issues Needing Attention
- Pertinent Parish and State information

DSR meetings are intended to bring all necessary personnel together daily to remove potential roadblocks to recovery.

## Departmental Plan Template

**All departmental plans must be submitted annually to MSU PD by May 1st.**

**Standby**--When the National Weather Service predicts that a tropical system will enter the Gulf of Mexico, members of the EPT will monitor the projected path and speed of the storm.

**Activation** begins when a declared tropical storm system enters or forms in the Gulf of Mexico. This plan is implemented at the appropriate stage based on its anticipated effects.

**On Alert** – Monitor the threat level (projected path, size, and speed) posed by the system.

**Preparation** –

**Develop preparation measures for your department along with personnel, by title, responsible for performing each duty.**

Suggested preparations may include:

- 1.) Confirm and disseminate emergency contact information (cell phone numbers of several family members and their possible evacuation locations) of all employees in the department.
- 2.) If anyone within your department has been confirmed by university officials as “*essential personnel*” \* to remain on campus during an evacuation or to perform essential tasks from an off-campus location, affirm this with the employee to allow them ample time to make off-campus accommodations for their family and prepare their home.
- 3.) Gather materials and supplies to secure or –evacuate critical departmental equipment, research projects, intellectual property, etc., in the event of an evacuation.
- 4.) Remind all departmental employees they must remain in contact with their supervisor at least every 48 hours (about 2 days) during an evacuation to receive information and directives.

**Phase One** – Modified University Operations are possible, but Parish/campus evacuation is not expected. All departments must enact their **phase one** procedures as follows:

**Specify actions your department will make along with personnel, by title, responsible for performing each duty.**

Suggested actions may include:

- 1.) Considering power outages and ensuing conditions and begin securing or relocating sensitive research projects, animals, etc.
- 2.) Preparing workspaces and offices for temporary closure and ensuring that vital records and sensitive equipment are properly stowed.

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**Phase Two** – Classes will be canceled, all University buildings will be closed and secured, and a Parish evacuation will ensue. All departments must enact their **phase two** procedures as follows:

**Specify actions your department will make along with personnel, by title, responsible for performing each duty.**

Suggested actions may include:

- 1.) Provide a list of any/all essential personnel from your department who will remain on campus to University Police. Include their contact information (home phone, cell phones, e-mail address, etc.).
- 2.) Remove items needed to perform administrative and/or teaching duties remotely or alternatively (Moodle, Banner, off-campus locations) until the campus is reopened. An Equipment Entrustee Form must be filled out and approved prior to any state property being removed from campus. <https://www.mcneese.edu/f/c/fc068ece>
- 3.) Remove important personal valuables and documents (passports, briefcases, purses, financial records, personal electronic devices, etc.) to prevent loss due to damage.
- 4.) Secure and protect essential equipment, technology appliances, and related gear.
- 5.) Evacuate personnel from your area and prepare your building for closure and final lockdown by University Police and Facilities Personnel.
- 6.) Final notification of all employees under your supervision of expectations for contacting you every 48 hours (about 2 days) to secure directions and receive information.

**Faculty and Staff** - are expected to remain in contact with their supervisors via telephone or e-mail every 48 hours (about 2 days) to secure directions for action. If possible, faculty and staff should monitor the University's website for information.

**Recovery** – Begins after landfall when sustained wind speeds are less than 30 miles per hour. **Specify recovery measures for your department along with personnel, by title, responsible for performing each duty.**

- 1.) Contact department employees to ensure they have information about their return to work.
- 2.) If removed, return all equipment to its original location within the department and inventory.
- 3.) Report any damage in your area or missing/damaged equipment immediately.

**Deactivation** – declared by the University President or his designee upon resumption of normal operation.

Department Head, Dean, Director or Other Appropriate Supervisor or Administrator will:

- 1.) Conduct after-action/lessons learned reviews of response and recovery activities.
- 2.) Update departmental operational plans to reflect lessons learned.

***\*Essential Personnel***

List job titles (not names) of all departmental personnel who must remain on campus during an evacuation or to perform essential tasks from an off-campus location during an emergency. Also include the duties for which he/she will be responsible.

## **Site Logistics and EOC (Emergency Operations Center)**

This information is not part of the public version of the Emergency Operations Plan.

# Hurricane Evacuation Plan for Students

## **NON-RESIDENTIAL STUDENTS**

### **Storm Entry/Development**

Student Affairs, Housing, and Public Relations and University Events personnel will begin monitoring weather conditions once a tropical depression or stronger system enters or forms in the Gulf of Mexico. Information notices will be posted on the University website, student e-mail, and other communication media urging students to:

- | | begin preparing for a possible significant weather event
- monitor local media
- monitor information bulletins delivered through campus media outlets

### **Voluntary Evacuation Assistance (expected low-impact weather event)**

Students who reside in off-campus dwellings are urged to participate in the public evacuation (voluntary) when announced by Parish officials. The University does not provide voluntary evacuation services for students who do not reside on the campus. Students who participate in voluntary evacuations are solely responsible for their personal safety, possessions, funds and expenses, shelter, and return transportation once the University announces reopening.

### **Mandatory Evacuation Assistance (expected high-impact weather event)**

Students residing in off-campus dwellings are urged to participate in public evacuation when announced by Parish officials. The University does not provide evacuation services for non-residential students. \* Students who participate in mandatory evacuations are solely responsible for their personal safety, possessions, funds and expenses, shelter, and return transportation once the University announces reopening.

**\*Exception: Non-residential students living near campus (walking distance) and without personal vehicles or access to a vehicle may participate in the campus assisted evacuation. (See Calcasieu Parish OEP/GOHSEP Assisted Evacuation II section of this plan) Non-residential students are expected to make every effort to arrange their own evacuation.**

### **Return**

Non-residential students are not permitted to return to or enter the campus until the University President has ordered the campus reopened.

## **RESIDENTIAL STUDENTS**

Residents and guests in campus housing are required to comply with all directives and guidance given by university officials. Hurricane and related weather threats constitute a serious situation for all members of the University community, and students are expected to approach such conditions with calm, order, and full compliance with instructions. Failure to comply with the directives of university officials, including third-party contractors such as housing, dining, and related functions, is a violation

of the University's Code of Conduct, Section 3.33, Interference. Persons who fail to comply with such directives are subject to immediate removal and barred from university property pending disciplinary proceedings before university officials or the Student Discipline and Academic Integrity Committee.

### **Storm Entry/Development**

Housing and Student Affairs personnel will begin monitoring weather conditions once a tropical depression or stronger system enters or forms in the Gulf of Mexico. Notices will be distributed to residential students, posted on residence hall doors and bulletin boards, and circulated through the University website and student email urging students to:

- | | begin preparations for evacuation
- | | monitor local media
- | | monitor information bulletins in residence halls

### **Voluntary Evacuation (expected low-impact weather event)**

Housing and Student Affairs personnel will make door-to-door contacts urging residential students to comply with the voluntary evacuation order once announced by Parish officials. Services such as dining, lodging, restroom facilities, and medical care may be limited depending on conditions. Students may be required to remain in the shelter until conditions are safe.

### **Mandatory Evacuation (expected high-impact weather event)**

Housing and Student Affairs personnel will make door-to-door contacts informing residential students they must comply with the mandatory evacuation order announced by Parish officials. Students will be required to evacuate residence halls and the campus within four hours to eight hours depending on weather conditions. Residence halls will be secured, and reentry prohibited until ordered by appropriate University officials.

### **Return**

Residential students are not permitted to return to or enter residence halls until the University has declared them reopened. —Look and leave periods declared by other officials are not permitted in student housing due to Louisiana regulations pertaining to entry/occupancy of publicly owned or controlled facilities following power failures and disaster damages.

## Calcasieu Parish OEP/GOHSEP Assisted Evacuation

The University Police Department is designated by the Parish as the boarding point for students requiring assistance to evacuate. Students without means, personal transportation, or requiring special accommodation to evacuate will be notified 48-72 hours (about 3 days) prior to projected storm landfall to assemble at the McNeese Police Department where they will be picked up by bus and transported to a shelter located outside the impact area per the Parish plan. Students will be returned in the same manner when the situation permits. Students who evacuate in this manner are solely responsible for their personal safety, possessions, funds, and expenses.

Students with physical disabilities requiring assistance getting to the assembly point must call McNeese Police at the time of the notification to evacuate. Transportation provisions and equipment will be made through Calcasieu GOHSEP to facilitate their safe evacuation.

This service is provided by the Calcasieu Parish Office of Homeland Security and Emergency Preparedness in accordance with the Parish disaster response plan on a first-come/first-served basis. It may be discontinued at any time deemed necessary and appropriate by university officials.

Students needing to utilize this service should:

1. Assemble, with your belongings, in the parking lot on the north side of the University Police Department at the designated time.
2. Complete an *ESF-6 Evacuation Registration Tracking Form* provided by OEP/GOHSEP.
3. Return the *ESF-6 Evacuation Registration Tracking Form* to staff members as you board the bus.
4. Students will then be evacuated to a safe area of the state and housed in a state emergency shelter until it is safe for them to return.

**Students are expected to make every effort to arrange their own evacuation and should rely on this service only as a last resort.**



## **Appendices**

(Not all appendices are included in the public copy of the EOP.)

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## Appendix C

### **National Weather Service and Advisory Guide**

On occasion, the National Weather Service issue advisories to alert citizens of inclement weather conditions.

#### **What is the National Weather Service?**

The National Weather Service provides weather, hydrologic, and climate forecasts and warnings for the United States, its territories, adjacent waters, and ocean areas. The NWS provides warnings and forecasts of hazardous weather, including thunderstorms, flooding, hurricanes, tornadoes, winter weather, etc., during life-threatening weather situations.

#### **What do hurricane advisories mean?**

**Hurricane/Tropical Storm “Watch”** - Hurricane/tropical storm conditions are possible in the specified area, usually within 36 hours (about 1 and a half days).

**Hurricane/Tropical Storm “Warning”** - Hurricane/tropical storm conditions are expected in the specified area, usually within 24 hours.

#### **What conditions are expected during each hurricane category?**

##### **Hurricane Category 1**

- Winds 74-95 mph (64-82 kt or 119-153 km (about 95.07 mi)/hr.) with storm surge 4-5 ft above normal.
- Damage primarily to unanchored mobile homes, shrubbery, trees, poorly constructed signs. No real damage to most building structures.
- Some coastal road flooding and minor pier damage.

##### **Hurricane Category 2**

- Winds 96-110 mph (83-95 kt or 154-177 km (about 109.98 mi)/hr.) with storm surge 6-8 ft above normal.
- Some roofing material, door, and window damage of buildings. Considerable damage to shrubbery and trees with some trees blown down causing power outages.
- Considerable damage to mobile homes, poorly constructed signs, and piers.
- Flooding on coastal and low-lying escape routes 2-4 hours before arrival of the hurricane center.

### **Hurricane Category 3**

- Winds 111-130 mph (96-113 kt or 178-209 km (about 129.87 mi)/hr.) with storm surge 9- 12 ft above normal.
- Structural damage to residences and utility buildings.
- Damage to shrubbery and trees
- Mobile homes and poorly constructed signs are destroyed.
- Low-lying escape routes are cut by rising water 3-5 hours before arrival of the center of the hurricane.
- Flooding near the coast destroys smaller structures with larger structures damaged by battering from floating debris.
- Terrain continuously lower than 5 ft above mean sea level may be flooded inland 8 miles (13 km) or more.
- Extensive power outages for several days possible.

### **Hurricane Category 4 and 5**

- Winds greater than 131 mph.
- Storm surge greater than 13 ft above normal.
- Extensive structural damage to most buildings.
- Shrubs, trees, and all signs are blown down.
- Complete destruction of mobile homes.
- Low-lying escape routes may be cut by rising water 3-5 hours before arrival of the center of the hurricane.
- Major damage to lower floors of structures near the shore.
- Terrain lower than 10 ft above sea level may be flooded requiring massive evacuation of residential areas as far inland as 6 miles (10 km).
- Extensive power outages for prolonged periods.

### **Special Needs Shelter:**

The Louisiana Departments of Social Services and Health and Hospitals have entered into Memorandum of Understanding (MOU) with McNeese State University and may establish a Special Needs Shelter in the recreation complex arena and immediate surrounding area in certain circumstances. DSS is responsible for the supervision of its evacuees and for contacting all services necessary to the operation of the shelter.

## Appendix D Hurricane

### Safety Tips

#### **Before Hurricane Season Begins**

- Be aware of the risks in your area (i.e., low-lying areas, etc.).
- Develop a hurricane action plan.
- Review the condition of emergency equipment (i.e., flashlights, radios, generators, etc.).
- Store an ample supply of non-perishable food and water to sustain your family for at least 1 week.

#### **Before the Storm**

- Closely monitor the storm through local media outlets.
- Closely monitor information pertaining to the University via the website.
- Ensure your vehicle is fueled and serviced.
- Have extra cash on hand.
- Bring in lightweight objects from around your home that could become deadly projectiles during high winds (lawn furniture, grills, garden tools, potted plants).

#### **During the Storm**

- Closely monitor local media outlets and the University website.
- Follow instructions of local and state officials.
- **Evacuate immediately if told to do so.**

#### **If evacuating:**

- Try to leave during daytime hours.
- Notify your family of your evacuation plans.
- Take your pets with you. (Shelters may not accept pets.)

#### **If staying at home:**

- Only stay home if you have not been ordered to leave.
- Only stay inside a well-constructed building.
- Unplug small appliances.
- Fill bathtubs, sinks, or large containers with water for sanitary purposes.
- Stay away from windows and doors.

#### **After the storm:**

- Check local media outlets and the University website for information.
- Never drive across standing or flowing water.
- Never approach or handle downed power lines.
- Do not drink tap water until it is declared safe by local officials.

- After the storm, intersections with non-functioning traffic signals should be treated as 4-way stop signs.

### **Pre-Disaster Preparation and Packing Suggestions**

#### **Pack emergency suitcase (waterproof):**

- \_\_\_\_\_ Flashlight
- \_\_\_\_\_ Battery-powered radio
- \_\_\_\_\_ Fresh batteries for flashlight/radio
- \_\_\_\_\_ Manual can opener
- \_\_\_\_\_ Candles/matches in plastic bag
- \_\_\_\_\_ Area map
- \_\_\_\_\_ Plastic bag with water purification tablets
- \_\_\_\_\_ Bug repellent
- \_\_\_\_\_ Extra pair of eyeglasses clothing
- \_\_\_\_\_ Copy of all prescriptions
- \_\_\_\_\_ List of important telephone numbers—personal and business
- \_\_\_\_\_ Prescriptions & over-the-counter drugs

#### **Personal Hygiene Items:**

- \_\_\_\_\_ Toothpaste and toothbrush
- \_\_\_\_\_ Soap
- \_\_\_\_\_ Personal deodorant
- \_\_\_\_\_ Shaving kit w/supplies
- \_\_\_\_\_ Particular hygiene Items

#### **Other Personal Care Items:**

- \_\_\_\_\_ Wash cloth, hand towel, bath towel
- \_\_\_\_\_ Tissue
- \_\_\_\_\_ Complete change of including shoes

#### **Other Important Information:**

- \_\_\_\_\_ List of all bank account numbers, insurance policies, mortgages, etc.

#### **Store 2 weeks nonperishable food and liquids (suggestions):**

- \_\_\_\_\_ Canned meats/fish
- \_\_\_\_\_ Canned fruit
- \_\_\_\_\_ Bottled water/juices/dry milk
- \_\_\_\_\_ Crackers, dry cereal, granola bars
- \_\_\_\_\_ Peanut butter, assorted nuts
- \_\_\_\_\_ Paper plates, cups, napkins, utensils

