**General**

The Continuity of Operations Drive-Away Kits will comprise only those mission-critical items that cannot be effectively maintained, in automated or paper format, at the Emergency Relocation Site. Its inventoried contents will be maintained as current through monthly updating by the Continuity of Operations Point of Contact.

**Contents**

There are two types of Drive-Away Kits, professional and personal. Below are suggested items for each kit.

Professional Drive-Away Kit

Vital records, standard operating procedures, operating orders or regulations, and Federal guidance that is not already pre-positioned at the Emergency Relocation Site including, but not limited to, the following:

* Continuity of Operations Plan
* Current Emergency Notification/Key Personnel Lists
* Formatted computer diskettes/CD-ROMs/Memory Sticks
* POC, Fax, Telephone, and E-mail Contact Lists
* General Office Supplies (small quantity)
* Cellular Phone, Blackberry, Nextel, Personal Digital Assistant (PDA) device
* Office Telephone Contact List
* Office Personnel List/Roster
* Important Database Backup Media

Personal Drive-Away Kit

Miscellaneous

* Small First Aid Kit
* Change of Clothing
* Personal Hygiene Items
* Prescription Drugs
* Credit/Bank Card
* Cash

Clothing

* Pants, Casual
* Shirts, Casual
* Undergarments
* Socks
* Shoes, one work pair/one casual pair
* Sweater, fleece and/or sweatshirt (combination of three)
* Coat (zip-in liner preferred)
* Gloves
* Hat

Personal Hygiene Items

* Shampoo
* Comb/Brush
* Toothbrush and toothpaste
* Razor and blades (30-day supply)
* Soap
* Washcloth and towel
* Gender-specific hygiene products

**Transport**

Mission-Critical personnel are responsible to transport the Drive-Away Kit to the Emergency Relocation Site.