

FIELD MANUAL

# Mayday Deluxe Office Emergency Kit

10-Person | 72-Hour Sustainment System

## Mission

Mobile shelter-in-place support for 10 personnel during a crisis event

## Duration

72-hour sustained operations until rescue or safe egress

## System Weight

82 lbs — wheeled duffel for rapid deployment

## Context

Offices, schools, community centers, or similar facilities

## SECTION 1

# Mission Brief & Intended Use

## Primary Mission

This SOP governs deployment of the Mayday Deluxe Office Emergency Kit on Wheels — a self-contained, mobile sustainment system designed to support up to **10 individuals for 72 hours** during a crisis where immediate evacuation is not possible or advisable.

## Intended Use Scenarios

- Shelter-in-place following a natural disaster (earthquake, hurricane, flood)
- Large-scale infrastructure failure (extended power grid outage)
- Relocation to a secondary on-site facility







Provides core resources for **sustenance, basic first aid, sanitation, light, and communication** until external rescue and relief assets arrive.

## Critical Limitations

- ❑ This kit is a **temporary life-sustainment bridge**, not a permanent survival solution.

- **Time & Capacity:** All resource planning must be based strictly on the 72-hour / 10-person supply limit
- **Medical Scope:** Components are for basic first aid and trauma management by laypersons — not a substitute for professional medical care
- **Tool Capability:** Included tools are for light-duty tasks such as minor debris removal or access — not heavy structural rescue

# Equipment & Component Familiarization

	<p><b>Sustainment</b></p> <ul style="list-style-type: none"> <li>• 10x 2,400-Calorie Food Ration Bars</li> <li>• 10x 6-Pack Water Pouches (25 oz. each)</li> <li>• 50x Germicidal Water Purification Tablets</li> <li>• 1x 8-Liter Collapsible Water Bag</li> <li>• 1x Hand Pump for 5-Gallon Water Bottle</li> </ul>
	<p><b>First Aid &amp; Medical</b></p> <ul style="list-style-type: none"> <li>• 1x 234-Piece First Aid Kit</li> <li>• 4x Blood Stopper Trauma Dressings</li> <li>• 8x 5"x9" Surgipads (Combine Dressing)</li> <li>• 2x Cool Blaze Burn Gels &amp; 4x Single Dose Burn Gels</li> <li>• 1x ACE Bandage   2x Boxes Maxi Pads (dual-use)</li> <li>• 1x 64-Page First Aid Reference Guide</li> </ul>
	<p><b>Light &amp; Communication</b></p> <ul style="list-style-type: none"> <li>• 1x Solar Dynamo Radio w/ Flashlight ("The Element")</li> <li>• 2x Heavy Duty Lumilite Zenon Flashlights + D Batteries</li> <li>• 12x Light Sticks (long-duration area lighting)</li> <li>• 1x 5-Pack Slow Burn Emergency Candles + 50x Waterproof Matches</li> <li>• 10x Metal Whistles with Lanyards</li> <li>• 1x Distress Banner (15" x 36")</li> </ul>
	<p><b>Tools &amp; Safety</b></p> <ul style="list-style-type: none"> <li>• 1x 24" Pry Bar</li> <li>• 1x Roll of Duct Tape</li> <li>• 2x White Nylon Ropes (1/4" x 50')</li> <li>• 1x Roll of 300' Caution Tape</li> <li>• 1x Bungee Cord Pack</li> </ul>
	<p><b>Shelter &amp; Warmth</b></p> <ul style="list-style-type: none"> <li>• 10x Mayday Large Solar Mylar Blankets</li> <li>• 5x Leather Palm Work Gloves</li> <li>• 10x Adult Ponchos</li> <li>• 1x Vinyl Tarp (18' x 24')</li> <li>• 2x Small Ice Packs</li> </ul>
	<p><b>Sanitation &amp; Hygiene</b></p> <ul style="list-style-type: none"> <li>• 1x Folding Port-a-Pottie with Liners</li> <li>• 12-Pack Toilet Liners &amp; 12-Pack Toilet Chemicals</li> <li>• 1x Deluxe Personal Hygiene Kit</li> <li>• 1x Toilet Paper Roll</li> <li>• 12x Moist Towelettes</li> </ul>

## SECTION 3

# Standard Operating Procedure: Deployment

- ❏ **Scenario:** A regional earthquake has caused structural damage — your office is without power, water, or communications. Debris and official directives make immediate evacuation unsafe. Your team of 10 must shelter-in-place for up to 72 hours.



## Phase I

### Immediate Actions

First 30 Minutes



## Phase II

### Site Establishment

First 2 Hours



## Phase III

### Sustainment Operations

Hours 2–72

PHASE I

# Immediate Actions — First 30 Minutes

## 1 Locate & Secure the Kit

The designated on-site leader (or their designee) retrieves the wheeled duffel bag and moves it to the **primary designated shelter area** — ideally an interior conference room away from windows.

## 2 Establish Command & Accountability

The leader conducts a full **personnel headcount** and verbal check for injuries. All personnel will gather and remain in the shelter area.

## 3 Deploy Light & Intelligence

Immediately deploy **one heavy-duty flashlight** for the leader and activate 2–3 light sticks for general area illumination to conserve batteries. Task one individual to activate the **Dynamo Radio** and monitor NOAA/AM/FM channels for emergency broadcasts.

PHASE II

# Site Establishment — First 2 Hours

## 1 Triage & First Aid

Designate a first aid attendant. Assess all personnel for injuries. Stage the **first aid kit, trauma dressings, and burn gels** in a clean, well-lit corner. Address all injuries beginning with the most severe.

## 2 Establish Sanitation

Designate a remote but accessible, ventilated location (distant restroom or utility closet) for the **Port-a-Pottie**. Assemble the unit and prepare it with one liner and one chemical pack.

## 3 Hazard Mitigation

Designate **two individuals wearing work gloves** to conduct a careful sweep of the immediate shelter area. Use the pry bar for minor access if necessary and deploy **caution tape** to cordon off identified hazards such as cracked walls, exposed wiring, or broken glass.

# Sustainment Operations — Hours 2 Through 72



## Resource Control

The leader is the **sole authority** for resource distribution. Inventory and secure all food, water, and medical supplies. Establish a distribution schedule immediately — e.g., one-third of rations per 24-hour period.



## Water Management

Initial packaged water is for **drinking only**. If a secondary water source is identified, use the 8-liter bag and germicidal tablets to create a hygiene/cleaning supply.



## Shelter & Warmth

As temperatures drop, distribute **solar blankets and ponchos**. Use duct tape and the vinyl tarp to seal drafts and cover broken windows to conserve heat.



## Work/Rest Cycle

Establish a simple **duty roster**. Key duties include: radio monitoring, lookout/security at the shelter entrance, and first aid watch. Ensure all personnel receive adequate rest.



## Signaling

If the situation is stable and rescue is anticipated, deploy the **Distress Banner** (15" x 36") in an exterior-facing window. Personnel outdoors may use metal whistles to signal rescue teams.

## SECTION 4

# Critical Warnings, Limits & Safety

 **Scope of Care**

First aid components are for **basic life support and injury management only**. Do not perform any medical procedure for which you are not trained and certified. This kit does not contain advanced airway devices, tourniquets, or surgical instruments.

 **Resource Limits**

Food and water rations are **finite**. Strict adherence to the 72-hour rationing plan is critical for group survival. Do not deviate.

 **Tool Safety**

The pry bar can create sparks and cause injury if used improperly. **Wear gloves and eye protection** when available. Do not use it on gas lines or energized electrical components.

 **Rope Rating**

The nylon rope is for **general utility tasks ONLY**. It is NOT rated for life-safety applications such as hoisting personnel, rescue, or fall protection. Use for such purposes will result in equipment failure and potential death.

 **Fire & Fume Hazard**

Emergency candles produce an open flame and **consume oxygen**. Use only in a well-ventilated area, clear of all flammable materials, under constant supervision. Never leave a candle unattended.

 **Weight Hazard**

The kit weighs approximately **82 lbs**. Use proper lifting techniques — lift with the legs, not the back. Use the wheels whenever terrain permits to avoid musculoskeletal injury.

# Readiness, Inspection & Sustainment

## Inspection Schedule

1

### Quarterly (Every 3 Months)

- Full visual inspection of duffel bag zippers and wheels
- Verify all components present against packing list

2

### Semi-Annually (Every 6 Months)

- Complete all quarterly checks
- Open flashlight compartments — check for battery corrosion
- Squeeze water pouches to confirm no leaks
- Check expiration dates on all consumable items (food, water, medical, batteries)

## Sustainment Protocol

01

### Create an Inspection Log

Maintain a log sheet attached to or stored inside the kit. Date and initial every inspection.

02

### Rotate Stock (FIFO)

Flag any items with an expiration date within one year for replacement. Apply First-In, First-Out (FIFO) principle to all consumables.

03

### Immediate Replacement Policy

Any component used for any reason — including training drills — must be replaced immediately. The kit must be maintained at **100% readiness at all times**.

04

### Proper Storage Conditions

Store in a climate-controlled, easily accessible location known to all personnel. Avoid areas with extreme temperature fluctuations or high humidity.