

Being Prepared With Life Contingency and Emergency Planning and Preparation

Section III

Checklists for Being Prepared with Personal & Family Emergency Supply Kits

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KIT of Basic Disaster Supplies

A basic emergency supply kit could include the following recommended items:

- **Water**, one gallon of water per person per day for at least three days, for drinking and sanitation
- **Food**, at least a three-day supply of non-perishable food
- **Battery-powered** or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both
- **Flashlight** and extra batteries
- **First aid kit**
- **Whistle** to signal for help
- **Dust mask** to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place
- **Moist towelettes**, garbage bags and plastic ties for personal sanitation
- **Wrench** or pliers to turn off utilities
- **Manual can opener** for food
- **Local maps** (paper maps)
- **Cell phone** with chargers, inverter or solar charger

Additional Emergency Supplies

Once you have gathered the supplies for a basic emergency kit, you may want to consider adding the following items:

- **Prescription medications** and glasses
- **Infant formula** and diapers
- **Pet food** and extra water for your pet
- **Cash or traveler's checks** and change
- **Important family documents** such as copies of insurance policies, identification and bank account records in a waterproof, portable container. You can use the Emergency Financial First Aid Kit - EFFAK (PDF - 977Kb) developed by Operation Hope, FEMA and Citizen Corps to help you organize your information.
- **Emergency reference material** such as a first aid book or free information from this web site. (See Publications)
- **Sleeping bag** or warm blanket for each person. Consider additional bedding if you live in a cold-weather climate.
- **Complete change of clothing** including a long sleeved shirt, long pants and sturdy shoes. Consider additional clothing if you live in a cold-weather climate.
- **Household chlorine bleach and medicine dropper** – When diluted, nine parts water to one part bleach, bleach can be used as a disinfectant. Or in an emergency, you can use it to treat water by using 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe or bleaches with added cleaners.
- **Fire extinguisher**

- **Matches in a waterproof container**
- **Feminine supplies** and personal hygiene items
- **Mess kits**, paper cups, plates, paper towels and plastic utensils
- **Paper and pencil**
- **Books, games, puzzles** or other activities for children

First Aid Kit

In any emergency a family member or you yourself may suffer an injury. If you have these basic first aid supplies you are better prepared to help your loved ones when they are hurt.

Knowing how to treat minor injuries can make a difference in an emergency. You may consider taking a first aid class, but simply having the following things can help you stop bleeding, prevent infection and assist in decontamination.

- Two pairs of Latex or other sterile gloves if you are allergic to Latex
- Sterile dressings to stop bleeding
- Cleansing agent/soap and antibiotic towelettes
- Antibiotic ointment
- Burn ointment
- Adhesive bandages in a variety of sizes
- Eye wash solution to flush the eyes or as general decontaminant
- Thermometer
- Prescription medications you take every day such as insulin, heart medicine and asthma inhalers. You should periodically rotate medicines to account for expiration dates.
- Prescribed medical supplies such as glucose and blood pressure monitoring equipment and supplies

Non-prescription drugs:

- Aspirin or non-aspirin pain reliever
- Anti-diarrhea medication
- Antacid
- Laxative

Other first aid supplies:

- Scissors
- Tweezers
- Tube of petroleum jelly or other lubricant

More Supplies

Remember the unique needs of your family members, including growing children, when making your emergency supply kit and family emergency plan.

For Baby:

- Formula
- Diapers
- Bottles
- Powdered milk
- Medications
- Moist towelettes
- Diaper rash ointment

For Adults:

- Denture needs
- Contact lenses and supplies
- Extra eye glasses

Ask your doctor about storing prescription medications such as heart and high blood pressure medication, insulin and other prescription drugs.

If you live in a cold climate, you must think about warmth. It is possible that you will not have heat. Think about your clothing and bedding supplies. Be sure to include one complete change of clothing and shoes per person, including:

- Jacket or coat
- Long pants
- Long sleeve shirt

Maintain a Disaster Kit

Just as important as putting your supplies together is maintaining them so they are safe to use when needed. Here are some tips to keep your supplies ready and in good condition:

- Keep canned food in a cool, dry place.
- Store boxed food in tightly closed plastic or metal containers to protect from pests and to extend its shelf life.
- Throw out any canned good that becomes swollen, dented or corroded.
- Use foods before they go bad and replace them with fresh supplies.
- Place new items at the back of the storage area and older ones in the front.
- Change stored food and water supplies every six months. Be sure to write the date you store it on all containers.
- Re-think your needs every year and update your kit as your family's needs change.

Keep items in airtight plastic bags and put your entire disaster supplies kit in one or two easy-to-carry containers, such as an unused trashcan, camping backpack or duffel bag.

Kit of Emergency Supplies For People With Disabilities

Be prepared to improvise and use what you have on hand to make it on your own for at least three days, maybe longer. While there are many things that might make you more comfortable, think first about fresh water, food and clean air. Recommended Supplies to Include:

- Water: one gallon per person per day, for drinking and sanitation
- Non-perishable food: at least a three-day supply
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert and extra batteries for both
- Flashlight and extra batteries
- First aid kit
- Whistle to signal for help
- Filter mask or cotton t-shirt, to help filter the air
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Wrench or pliers to turn off utilities
- Manual can opener if kit contains canned food
- Plastic Sheeting and duct tape to shelter-in-place
- Important family documents
- Items for unique family needs, such as daily prescription medications, infant formula, diapers or pet food include Medications and Medical Supplies.
- If you take medicine or use a medical treatment on a daily basis, be sure you have what you need on hand to make it on your own for at least a week and keep a copy of your prescriptions as well as dosage or treatment information. If it is not possible to have a week-long supply of medicines and supplies, keep as much as possible on hand and talk to your pharmacist or doctor about what else you should do to prepare. If you undergo routine treatments administered by a clinic or hospital, or if you receive regular services such as home health care, treatment or transportation, talk to your service provider about their emergency plans. Work with them to identify back-up service providers within your area and other areas you might evacuate to.
- Emergency Documents: Include copies of important documents in your emergency supply kits such as family records, medical records, wills, deeds, social security number, charge and bank accounts information, and tax records. It is best to keep these documents in a waterproof container. If there is any information related to operating equipment or lifesaving devices that you rely on, include those in your emergency kit as well. If you have a communication disability, make sure your emergency information list notes the best way to communicate with you. Also be sure you have cash or travelers checks in your kits in case you need to purchase supplies.
- Additional Items: If you use eyeglass, hearing aids and hearing aid batteries, wheelchair batteries or oxygen, be sure you always have extras in your kit.
- Have copies of your medical insurance, Medicare and Medicaid cards readily available.
- If you have a service animal, be sure to include food, water, collar with ID tag, medical records and other emergency pet supplies.

Make a Plan for what you will do in an emergency. The reality of a disaster situation is that you will likely not have access to everyday conveniences. To plan in advance, think through the details of your everyday life and **consider two kits.** In one, put everything you will need to stay where you are and make it on your own. The other should be a lightweight, smaller version you can take with you if you have to get away.

Kit of pet emergency supplies

Just as you do with your family's emergency supply kit, think first about the basics for survival, particularly food and water.

- **Food:** Keep at least three days of food in an airtight, waterproof container.
- **Water:** Store at least three days of water specifically for your pets, in addition to water you need for yourself and your family.
- **Medicines and medical records:** Keep an extra supply of medicines your pet takes on a regular basis in a waterproof container.
- **First aid kit:** Talk to your veterinarian about what is most appropriate for your pet's emergency medical needs. Most kits should include cotton bandage rolls, bandage tape and scissors; antibiotic ointment; flea & tick prevention; latex gloves, isopropyl alcohol and saline solution. Include a pet first aid reference book.
- **Collar with ID tag, harness or leash:** Your pet should wear a collar with its rabies tag and identification at all times. Include a backup leash, collar and ID tag in your pet's emergency supply kit.
- **Important documents:** Place copies of your pet's registration information, adoption papers, vaccination documents & medical records in a clean plastic bag or waterproof container and also add them to your kit.
- **Crate or other pet carrier:** If you need to evacuate in an emergency situation take your pets and animals with you, provided that it is practical to do so.
- **Sanitation:** Include pet litter and litter box if appropriate, newspapers, paper towels, plastic trash bags and household chlorine bleach to provide for your pet's sanitation needs. You can use bleach as a disinfectant (dilute nine parts water to one part bleach), or in an emergency you can also use it to purify water. Use 8 drops of regular household liquid bleach per gallon of water, stir well and let it stand for 30 minutes before use. Do not use scented or color safe bleaches or those with added cleaners.
- **A picture of you and your pet together:** If you become separated from your pet during an emergency, a picture of you and your pet together will help you document ownership and allow others to assist you in identifying your pet. Include detailed information about species, breed, age, sex, color and distinguishing characteristics.
- **Familiar items:** Put favorite toys, treats or bedding in your kit. Familiar items can help reduce stress for your pet.
- **Consider two kits.** In one, put everything your pets will need to stay where you are and make it on your own. The other should be a lightweight, smaller version you can take with you if you and your pets have to get away.
- **Make a Plan for what you will do in an emergency.** Plan in advance what you will do in an emergency. Be prepared to assess the situation. Use common sense and whatever you have on hand to take care of yourself and ensure your pet's safety during an emergency.