

# Emergency Preparedness Packet

Provided by:



The purpose of this packet is to help you plan for any potential emergency that may affect you or your family. We encourage all patients, family members, and/or caretakers to review the provided education material on emergencies and plan appropriately as individuals are ultimately responsible for their self-preservation.

## PERSONAL INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Birth Date: \_\_\_\_\_

## PETS CARED FOR BY

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

## LOCAL CONTACT

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

## MEETING PLACES

Outside your home: \_\_\_\_\_  
\_\_\_\_\_

Outside your neighborhood: \_\_\_\_\_  
\_\_\_\_\_

## OUT-OF-STATE CONTACT

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

## NEAREST RELATIVE

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

## MEDICATION

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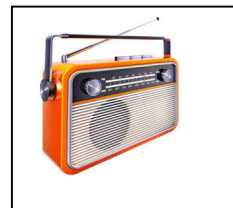
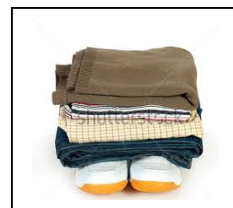
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## The 9 Essential Items for Emergency Preparedness

1. Water
2. Food
3. Clothes
4. Medication
5. Flashlight
6. Can Opener
7. Radio (batteries)
8. Hygiene Items
9. First Aid



Items	Date v
1. Water (1 gallon per person per day X 3 days)	
2. Food (non-perishables, canned or packaged)	
3. Clothes (one change of clothes and shoes per person)	
4. Medications (3 days worth for each person)	
5. Flashlight (add extra batteries – no candles)	
6. Can Opener (manual)	
7. Radio (battery powered or hand crank powered)	
8. Hygiene Items (basics: soap, toilet paper ,toothbrush)	
9. First Aid (antiseptic, bandages, non-prescription meds)	

**Extra Items to Consider**

- Batteries for hearing aids, implants, any other devices
- Laptop power converter (hooks up to cigarette lighter)
- Eyeglasses or reading glasses
- Wheelchair accessories if needed
- Cane or walker
- Charcoal mask and/or respirator for those with respiratory illness
- Emergency supply of oxygen and extra respiratory equipment, tubing, solutions, medications
- Medical supplies (i.e., bandages, ostomy bags or syringes, and IV and feeding tube equipment)
- A lightweight manual wheelchair
- Leash or harness and I.D. tags for animals
- A talking or braille clock for the visually impaired
- Other supplies needed depending on special considerations and special needs

List of "extra" items: \_\_\_\_\_  
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**Animal Description and Details**

Type of animal: \_\_\_\_\_ Type of animal: \_\_\_\_\_  
 Name/ID Tag: \_\_\_\_\_ Name/ID Tag: \_\_\_\_\_  
 Color: \_\_\_\_\_ Color: \_\_\_\_\_  
 Description: \_\_\_\_\_ Description: \_\_\_\_\_  
 Medication: \_\_\_\_\_ Medication: \_\_\_\_\_

Cage/carrier    Plastic trash bag for waste    2weeks food/water    Veterinary Records (for shelter)

Service Animal:    yes or  no                      Service Animal:    yes or  no

\* Always remember to notify emergency staff upon arrival to your house if you have a missing family pet \*

The following list of supplies will help you in the event of an emergency. You should prepare ahead of time and be ready to shelter in place or evacuate with or without electricity, heat, or water for an extended period of time. This kit can be put into a five gallon bucket, duffle bag, or backpack.

## You should consider including the following items in an Emergency Supply Kit:

### **WATER – 3 day supply (1 gallon per person per day)**

- Store water in sealed, unbreakable containers

### **FOOD – 3 to 5 day supply of non-perishable or canned food per person**

- Ready to eat canned meats, fruits & vegetables
- Soups-bouillon cubes or dried soups in a cup
- Milk- powered or canned
- Stress foods, sugar cookies, hard candy
- Juices –canned, powered or crystallized
- Smoked or dried meats such as beef jerky
- Vitamins
- High energy foods- peanut butter, trail mix
- Sugar, salt, pepper

### **CLOTHING & BEDDING – 1 complete set of clothing & Footwear per person**

- Sturdy shoes or work boots
- Warm socks, rain gear
- Blankets or sleeping bags
- Hats, gloves, warm clothing, & thermal underwear
- Sunglasses

### **FIRST AID KIT**

- Sterile adhesive bandages
- 3-inch sterile gauze pads (8-12)
- Triangular bandages (3)
- 2-inch sterile gauze pads (8-12)
- Hypoallergenic adhesive tape
- 2 & 3-inch sterile roller bandages
- Scissors & Tweezers
- Needles & Safety razor blade
- Bar of soap & Antiseptic spray
- Moistened towelettes
- Non-breakable thermometer
- Latex gloves
- Petroleum jelly
- Assorted sizes of safety pins
- Tongue blades & wooden applicator sticks
- Water purification tablets

### **TOOLS & SUPPLIES (Continued)**

- Mess kits, paper clips, plastic utensils
- Batteries, battery operated radio
- Flashlight, extra bulbs, extra batteries
- Wooden matches in waterproof containers
- Aluminum foil, plastic storage containers
- Signal Flare, fire extinguisher
- Paper, pencil, & needle, thread
- Shovel & other useful tools
- Plastic sheeting, duct tape
- Maps (state, county, city)
- Money (cash & coin)
- Family Emergency Plan
- Can opener (hand operated)
- Utility knife, tube tent/tarp
- Medicine dropper
- Dust mask & work gloves

### **SANITATION**

- Personal hygiene items
- Plastic garbage bags & ties
- Plastic bucket w/tight lid
- Spray disinfectant
- Towelettes or diaper wipes
- Toilet

### **SPECIAL ITEMS**

- Formula, juice & powdered milk
- Diaper & wipes
- Bottles & pediatric medications
- Adult medications or insulin
- Denture needs
- Contact lenses and supplies, extra glasses
- Entertainment – games, books
- Cell phone & car charger
- Prepaid phone card

### **IMPORTANT FAMILY DOCUMENTATION**

- Important phone numbers
- Wills, insurance policies, deeds, contracts, bonds
- Passport, social security card, immunization record
- Family records (birth, marriage, death)
- Inventory of valuable household goods

## An Evacuation Kit for Your Home

## Step 5

A fire, flood or other emergency may require the immediate evacuation of your home. The following items should be assembled and placed into a small portable container, readily accessible so that it can be grabbed as you flee your home.

- A small battery powered radio (AM is enough) and extra batteries
- Flashlight with extra batteries
- A small amount of cash and coin, and a credit card
- An extra set of car and house keys
- Critical family documents in a portable, fireproof container
  - Social security cards
  - Insurance policies
  - Wills
  - Deeds
  - Savings and checking account numbers
  - Birth and Marriage Certificates
  - Inventory of household property and valuables/assets (video of you home contents or pictures)
  - Extra pair of glasses

## A Disaster Kit for Your Car

## Step 6

Keep your car equipped with emergency supplies. Never allow the gas tank to drop below half full. If warnings of an impending emergency are being broadcast, fill up. Gas stations may be affected by the emergency and unable to be used. Keep these items stored in a portable container.

- A small battery powered radio (AM is enough) and extra batteries
- Flashlight with extra batteries
- Cellular phone
- Blanket
- Jumper cables
- Fire extinguisher
- Maps
- Shovel
- Flares
- Bottled water
- Tire repair kit and pump
- Nonperishable, high energy foods (granola bars, canned nuts, hard candy, trail mix, peanut butter)

# Always Be Prepared!

This emergency packet has been provided to you by [www.baynursinginc.com](http://www.baynursinginc.com)

# EVACUATION TIPS

Hundreds of times each year, people are forced to leave their homes because of natural disasters, transportation or industrial accidents, fires, or floods. You may have only minutes to escape to safety and you should be prepared to leave immediately when notified. Evacuation periods may last for hours or days, depending on the emergency, so you should be ready to care for yourself and your family for a minimum of three days.

***If you are told to evacuate, please follow these simple tips:***

- Turn on your radio or television and be prepared to follow all instructions by emergency personnel
- Take your Disaster Supply Kit
- Lock your home as you leave
- Post a note on your door telling others where you have gone. Local police will be patrolling the neighborhoods
- Use only the travel routes established by the authorities, and keep your car radio on for updates
- Select a friend or relative to go to prior to an evacuation

***If there is time, try to accomplish these helpful tasks:***

- Shut off all utilities before leaving (only if you know how to do so safely). Contact your gas company when you return for service resumption.
- Tie a WHITE ribbon or cloth on the front door knob. This will alert emergency authorities that this home has been evacuated.

# SHELTER-IN-PLACE

Sheltering in place is what you do when you take cover during a tornado warning, severe weather warning or hazardous material threat that is determined to be an irritant rather than a poison and the risk to health is greater from evacuation than staying put. Follow these tips for in-place sheltering:

- Close and lock all windows and doors
- Turn off all fans, heating and air-conditioning systems
- Close the fireplace damper
- Turn off all the electrical power if you know the proper procedure
- Go to your basement for a storm or most interior room without windows
- With a chemical threat, an above ground location is better because most chemicals are heavier than air and may seep into the basement
- Turn on your battery powered radio and listen for further instructions
- Make sure you have made plans to evacuate if the orders is given by emergency authorities

# RECOVERING FROM A DISASTER/EMERGENCY

Stay tuned to your local radio or television for emergency information and instructions.

The most important preparedness activity any citizen can do to prepare for an emergency event is to be sure that you have current and adequate property insurance. Both homeowners and renters need to maintain property insurance to guarantee their families recovery. Follow these guidelines for the following emergency events:

## Tornado

- Use caution when entering a building, making sure that the walls, ceilings and roof are in place and secure on its foundation.
- Be aware of downed power lines, broken gas mains and watch for broken glass
- Check for medical emergencies and, if necessary, dial 911 for immediate assistance
- Contact your insurance carrier as soon as possible

## Fire

- If you are the homeowner, secure your property to the best of your ability and contact your insurance carrier immediately
- If you are a tenant, secure your property to the best of your ability and contact your landlord, then your insurance carrier
- Contact the American Red Cross (800-774-6066) or the Salvation Army (248-443-9770) if you need food, clothing or temporary housing
- Have an electrician check you're wiring before restoring power. Never try to connect utilities yourself
- Discard all food, beverages and medications that have been exposed to heat, smoke or soot
- Do not open a fire proof safe until it has cooled down
- Maintain a record with receipts of any expenditures you make after the fire. These are important future insurance and income tax claims

## Flood

- Never enter buildings if flood waters recede around the building
- Look for fire and utility hazards
- Discard food and water that has come into contact with flood waters
- Pump out flooded basements slowly, about one third of the water per day, to protect the foundation from further damage
- Service damaged septic tanks, cesspools, pits and leaching systems immediately. Damaged sewage systems are health hazards and can intensify the effects of the flood
- Contact your insurance carrier immediately

## Hazardous Material Incidents

- If evacuated, do not return home until local authorities say it is safe
- Upon arriving home, open up all windows and doors to provide natural ventilation
- Do not attempt to try mechanical ventilation (electric fans), as an explosive threat may be present
- Find out from local authorities how to clean up your land and property
- Discard food and water supplies that were impacted by the hazardous material contamination
- Contact your insurance carrier immediately



# When An Emergency Strikes

During and after an emergency occurs, it's important to stay calm. Even after an event, there may still be danger. What seems like a safe distance or location may not be. Stay tuned to your local emergency station and follow the advice of trained professionals. Unless told to evacuate, avoid roads to allow emergency vehicles access. What you do next can save your life or the life of others. During an emergency you might want be cut off from food, water, and electricity for several days or more. If power is out, food stores may be closed and your water supply may not work. Here are some suggestions:

**Water:** If a disaster catches you without a supply of clean water, you can use ice cubes and the water in your hot water tank or pipes. If it is safe to go outside, you can also purify water from streams or rivers, rainwater, ponds and lakes, natural springs and snow by boiling for 5 minutes, distilling or disinfecting. To purify water with bleach, use 10 drops of bleach per gallon of water. Use only regular household liquid bleach that contains only 5.25% sodium hypochlorite.



10 drops per gallon



**Food:** During and right after an emergency, it will be important that you keep up your strength by eating at least one well-balanced meal each day. Take vitamin, mineral and/or protein supplements if their available.



## If your power goes out:

- Remain calm, and assist family members or neighbors who may be vulnerable if exposed to extreme heat or cold
- Locate a flashlight with batteries to use until the power comes back on. Do not use candles, this can cause a fire
- Turn off sensitive electric equipment such as computers, VCR's, and televisions
- Turn off major electric appliances that were on when the power went off. This will help prevent power surges when electricity is restored
- Keep your refrigerator and freezer doors closed as much as possible to keep cold in and heat out
- Do not use the stove to heat your home, this can cause fatal gas leaks or fires
- Use extreme caution when driving. If traffic signals are out, treat each signal as a stop sign, come to a complete stop at every intersection and look before proceed
- Do not call 911 to ask about power outage. Listen to the new radio stations for updates



DO NOT OVEN



Keep me  
CLOSED!!

# Remain Calm!