

READY ≈ SET ≈ PREPARED!

Be Ready for What Could Happen to You “Out of the Blue”

My name: _____

Brought to you by:

The Ankeny Community Emergency Response Team - ACERT

The Ankeny Fire Department

The City of Ankeny

and

The Polk County Emergency Management Agency

READY ≈ SET ≈ PREPARED!

Be **Ready** for What Could Happen to You “Out of the **Blue**”

My name: _____

Brought to you by:



Date completed: _____

My Local Emergency Contact: _____

Phone number: _____ **Alternate phone:** _____

My Out-of-Town Emergency Contact: _____

Phone number: _____ **Alternate phone:** _____

Address: _____

My evacuation plan: Your family may not be together when disaster strikes, so plan how you will contact each other and review what you will do in different situations.

Neighborhood meeting place if I need to leave my home: _____

_____ Phone? _____

Alternate meeting place if my neighborhood* is inaccessible: _____

_____ Phone? _____

* Your neighborhood includes where you live and also where you work or go to school and other places you frequent. Try to choose a meeting place in a part of town where you don't normally spend a lot of time.

Out of town meeting place if I need to leave my city: _____

_____ Phone: _____

If we are unable to find each other or make contact by phone we will call: _____

_____ At: _____

The American Red Cross suggests that this contact be an out-of-state number, because long distance calls can often be completed even when local phone lines are overloaded.

Tip: You may be able to text message all of your loved ones on your cell phone if you are not able to reach them by phone. Keep your text messages short!

ITEMS TO GRAB IN THE EVENT OF AN EMERGENCY (PICTURES, EMERGENCY KIT, ETC)

Item	Location

UTILITIES

Include any special instructions along with the location. Make sure any required tools are stored near the shut off valves and you know how to safely turn them off.

Gas shut off location: _____

Fire Extinguisher locations: _____

Water main location: _____

Location of emergency water: _____

Neighbor's water and gas shut offs: _____

MY PET'S EMERGENCY PLAN:

If you must evacuate your home and relocate to an emergency shelter you need to make plans now on how you will care for your pet(s). Red Cross Shelters will only accept service animals, no pets are allowed.

My veterinarian: _____ Phone: _____

My kennel facility: _____ Phone: _____

Kennel address: _____

Keep a clearly labeled, waterproof and easy to carry "Go-Kit" to take with your pet when you evacuate. The Go-Kit should include 1-2 weeks worth of food and water, any medications, an extra harness and leash, a travel crate, toys, litter trays or other sanitary supplies, and a blanket or bedding. You should make two copies of medical records and vaccinations and pictures of your pets with their name, ID#, breed and coloring. Place one copy in the Go-Kit and place the second copy with this file in case you need to make "Lost" posters or have proof of ownership to recover your pet.

IN AN EMERGENCY I NEED TO CONTACT: (List names, phone, alternate phone, e-mail, etc.)

FIRE ESCAPE PLAN

A large grid for drawing a fire escape plan. The grid is composed of 20 columns and 25 rows of small squares, providing a space for drawing a floor plan of a home, including rooms, windows, doors, and escape routes.

Use the grid above to prepare your fire escape plan. Draw a floor plan of your home, including all windows and doors, labeling each sleeping area. Indicate all working smoke alarms, which should be located on every floor of your home and outside of sleeping areas. Plan two (2) routes of escape from every room and mark your family meeting spot, located safely away from your home. Most importantly, practice your fire escape plan regularly, at least twice a year. For more fire prevention and safety information from the U.S. Fire Administration, please visit www.usfa.fema.gov/50Plus.

MY BASIC INFORMATION

My name: _____
First Name Middle Name Last Name

My home phone number: _____

My cell phone number: _____

My address, apt #: _____

City, State Zip: _____

My e-mail address (and password): _____

My date of birth: _____

My social security number: _____ X X X - X X -

My passport #: _____ Issued: _____ Expires: _____

My place of birth (City, State, Country): _____

Country of Citizenship: _____

My driver's license number: _____

Issued by (state): _____ Expiration date: _____

My car: _____
Make Model Color VIN Other

My license plate number: _____

My religious preference: _____ My church: _____

Address: _____ Phone: _____

I have a Living Will: Yes / No

Where is it located? _____

I have a Power of Attorney in place: Yes / No Who? _____

Where is it located? _____

I have a Will: Yes / No

Where is it located? _____

My primary care physician: _____ Phone: _____

Clinic and address: _____

My _____ specialist: _____ Phone: _____

My _____ specialist: _____ Phone: _____

My _____ specialist: _____ Phone: _____

My _____ specialist: _____ Phone: _____

My preferred hospital: _____ City: _____

My pharmacy: _____ Phone: _____

My dentist: _____ Phone: _____

My eye doctor: _____ Phone: _____

My eyeglass prescription: Right: _____ Left: _____

Where I purchase my eyeglasses: _____ Phone: _____

My physical limitations: _____

My adaptive equipment (please include vendor's phone #): _____

My hearing aid information: _____
also include battery type and vendor contact information

My communication difficulties: _____

My cognitive difficulties: _____

Any other allergies (environmental or food): _____

Any other difficulties: _____

Surgeries (include date, location and results): _____

Immunizations

Type	Date of immunization or last booster

My caregivers and other agencies that help me with daily activities:

Name or Company	Phone	Service provided	Schedule

MY INSURANCE POLICIES

Type	Health/Medical
Company	
Policy #	
Agent name	
Phone number	

Type	Dental
Company	
Policy #	
Agent name	
Phone number	

Type	Prescription Drug
Company	
Policy #	
Agent name	
Phone number	

Type	Life
Company	
Policy #	
Agent name	
Phone number	

Type	Long Term Care
Company	
Policy #	
Agent name	
Phone number	

Type	Homeowners / Renters
Company	
Policy #	
Agent name	
Phone number	

Type	Mortgage
Company	
Policy #	
Agent name	
Phone number	

Type	Auto
Company	
Policy #	
Agent name	
Phone number	

Type	Other:
Company	
Policy #	
Agent name	
Phone number	

Type	Other:
Company	
Policy #	
Agent name	
Phone number	

MY FINANCIAL INFORMATION

Type of bank account	Name(s) on account	Bank name and phone number	ATM Card?
			Yes / No
			Yes / No
			Yes / No
			Yes / No

Credit Cards:

Issuing company and phone #	Name on the credit card	Expiration date

Loans:

Purpose	Account/Loan Number	Lender's name and phone #

Retirement plans and Pension accounts:

Plan name	Account number	Phone number

Safe deposit box: location: _____ box #: _____

key location: _____

My financial advisor: _____ Phone: _____

My CPA: _____ Phone: _____

My stockbroker: _____ Phone: _____

My tax preparer: _____ Phone: _____

IMPORTANT INFORMATION ABOUT MYSELF, MY SPOUSE AND/OR MY CHILDREN

1. Name: _____ Relationship: Spouse

Home phone: _____ Cell phone: _____

E-mail: _____

Address: _____

Place of Work/School: _____ Phone: _____

Social Security Number: XXX-XX- _____ Date of marriage: _____

Birth date: _____ Place of birth: _____

Father's name: _____

Mother's maiden name: _____

2. Name: _____ Relationship: _____

Home phone: _____ Cell phone: _____

E-mail: _____

Address: _____

Place of Work/School: _____ Phone: _____

Birth date: _____ Social Security Number: XXX-XX- _____

Spouse: _____ Date of marriage: _____

3. Name: _____ Relationship: _____

Home phone: _____ Cell phone: _____

E-mail: _____

Address: _____

Place of Work/School: _____ Phone: _____

Birth date: _____ Social Security Number: XXX-XX- _____

Spouse: _____ Date of marriage: _____

4. Name: _____ Relationship: _____

Home phone: _____ Cell phone: _____

E-mail: _____

Address: _____

Place of Work/School: _____ Phone: _____

Birth date: _____ Social Security Number: XX-XX-_____

Spouse: _____ Date of marriage: _____

MISCELLANEOUS BACKGROUND INFORMATION THAT OTHERS MAY NEED TO KNOW ABOUT ME:

My mother's name, including maiden name: _____

Her date of birth: _____ and place of birth: _____

My mother's parent's names: _____

My father's name: _____

His date of birth: _____ and place of birth: _____

My father's parent's names: _____

My education: _____

My work history: _____

My professional licensures: (type, state of issue, license #, etc.) _____

Other accomplishments or affiliations: _____

These people have spare keys to my home/car/business: _____

RED BOOK DOCUMENTS

Copy the following and insert the sealed envelopes into your red folder:

- ✓ **Identifications Envelope**
 - ◇ Recent pictures of all family members.
 - ◇ Drivers' licenses for all family members.
 - ◇ Social security cards for all family members.
 - ◇ Birth certificates for all family members.
 - ◇ Passports for all family members.

- ✓ **Legal Documents Envelope**
 - ◇ Marriage licenses.
 - ◇ Divorce documents, including custody arrangements.
 - ◇ Real estate documents including deeds or leases.
 - ◇ Automobile documents including titles, lease agreements.
 - ◇ Wills, Living Wills, Powers of Attorney, funeral arrangements, organ donor, etc.
 - ◇ The most recent school records for any children.

- ✓ **Insurance Envelope**
 - ◇ Front and back of all insurance cards.
 - ◇ Proof of automobile insurance
 - ◇ Proof of homeowners/renter's insurance

- ✓ **Financial Information Envelope**
 - ◇ Front and back of all debit and credit cards, make a notation of PIN numbers.
 - ◇ Bank account cards with account numbers and contact information.
 - ◇ A check and/or deposit slip from each account.
 - ◇ Contact information for all credit cards.
 - ◇ Passwords for websites and on-line accounts.

Back up the following records on a jump drive or compact disc and keep in your folder

- ◇ Financial records.
- ◇ Back-up of computer files.
- ◇ Family pictures.
- ◇ Pictures of house and possessions.

Police, Fire and Medical Emergencies: 911

IMPORTANT PHONE NUMBERS

ANKENY: www.ankenyiowa.gov

Ankeny City Hall:

965-6400

Ankeny Police Administration:

7 am to 9 pm: 965-6440

9 pm to 7 am: 286-3333

Ankeny Fire Administration:

6 am to 10 pm: 965-6469

10 pm to 6 am: 286-3333

Ankeny Public Works and

Ankeny Public Utilities:

963-3520

After hours: 286-3333

POLK COUNTY: www.polkcountyiowa.gov

Polk County Sheriff:

515-286-3333

Polk County Emergency Management:

286-2107

Polk County Health Department:

286-3798

IOWA: www.iowa.gov/state/main/index.html

Iowa State Patrol:

Communications: 515-323-4360

Highway emergency: 1-800-525-5555

Statewide travel info: 1-800-288-1047

**Iowa Homeland Security and Emergency
Management Division:**

725-3231

Iowa Department of Public Health:

281-5787

After hours emergency: 323-4360

Environment & chemical spills:

281-8694

American Association of Poison Control Centers

www.aapcc.org

1-800-222-1222

National Weather Service:

National: www.weather.gov

Des Moines: www.crh.noaa.gov/dmx

270-4501

American Red Cross:

www.redcross.org

243-7681

Family Doctor: _____

Clinic: _____

Hospital: _____

Pharmacy: _____

Dentist: _____

Eye Doctor: _____

Lawyer: _____

Insurance agent: _____

Bank: _____

Veterinarian: _____

Boarding Kennel: _____

Church: _____

Neighbor: _____

Local Contact: _____

Out of Town Contact: _____

Gas Company: _____

Electric Company: _____

Phone Company: _____

Cell Phone Co: _____

Cable Company: _____

Plumber: _____

Mechanic: _____

Electrician: _____

READY ≈ SET ≈ PREPARED!

Why talk about Emergency Preparedness?

Emergencies and disasters can strike quickly and without warning. An emergency can affect you alone, your neighborhood, your whole community or even a wider area. Local officials and relief workers will be on the scene after a disaster, but they cannot reach everyone right away. Are you ready to care for yourself until help does arrive?

Emergencies can force you to evacuate your neighborhood or confine you to your home or in whatever building you happen to be. You and the other members of your household could be separated during a disaster. How will you find each other or make contact afterward?

What would you do if basic services, such as water, gas, electricity, or telephones, were cut off?

Even though we may not know where, when or how an emergency will appear, we can still do something about it.

We can prepare.

Families can and do cope with disaster by preparing in advance and working together as a team. Knowing what to do is your best protection and your responsibility.

For general preparedness, every household should:

- Find out what types of disasters could occur in their community
- Create and practice a Family Disaster Plan
- Assemble and maintain a Disaster Supplies Kit
- Plan for and understand what to do during and after an emergency

Completing the *READY ≈ SET ≈ PREPARED!* program will help you complete these steps, giving you the peace of mind in knowing that you are well on your way to being prepared.

Be Ready for What Could Happen to You “Out of the Blue”



GET READY!

EMERGENCY PREPAREDNESS

for Older Adults

Each person's needs and abilities are unique, but with careful planning anyone can prepare for an emergency. A disaster can occur anytime, anywhere, and without warning. Think about how a disaster might affect your individual needs.

Have a Plan

- Plan to make it on your own for at least seven days. You may not have access to a medical facility, pharmacy, or grocery store.
- Think about the resources you use daily and what you would do if they were not available.
- Create your emergency supplies kit.
- Identify local shelters or consider friends and family outside your immediate area with whom you could stay.
- If you have a pet, find out if local shelters or family are willing to accept the pet. If not, plan what you would do with the pet if you need to evacuate.

Create a Support Network

- Talk to family, friends, and others who may be able to help.
- Neighbors helping neighbors is important in an emergency. Make sure you know your neighbors. Introduce yourself and let them know any specific needs you may have.
- Share your emergency plan with everyone in your support network.
- Make sure everyone knows your evacuation plan and where you will go during a disaster.
- Practice your plan with those who have agreed to help you.
- Give an extra key to your home to someone in your support network.

Medications and Medical Supplies

- Make sure medical equipment, such as a cane or wheelchair, is clearly labeled with your name and contact information.
- Keep a list of your medications, dosage, physician, and pharmacy information.

- Be sure to include your eyeglasses, hearing aid and batteries, wheelchair batteries, and oxygen in your emergency supplies kit.
- If you use a battery-powered wheelchair, consider keeping your old un-powered chair for emergency use.

Keep Important Documents Together

- Include copies of important documents in your emergency supplies kit, such as medical records, wills, deeds, social security number, charge and bank account information, and tax records. Keep this information in a place that is secure, yet readily accessible if you need to get it in a hurry.
- Have copies of your medical insurance and Medicare cards available. Include a list of emergency contact numbers.
- If you have any disabilities, especially communication issues, be sure to include a list of them in you emergency information.
- Keep the important documents in a waterproof container.





GET READY!

EMERGENCY PREPAREDNESS for People with Disabilities and Activity Limitations



The best way to deal with disasters is to learn about and think through the challenges you may face if you could not use your home or your personal belongings. Some emergency situations require that you evacuate your home with little or no warning and move to a shelter or a designated site. By planning ahead, you can make sure you are ready to leave home with your most essential items, on a few moments notice.

Create a Personal Support Network

A personal support network, or self-help team, can help you prepare for a disaster. Your network should include people you know and trust and who can check on you within minutes to see if you need help. Neighbors are often the closest and most available contacts in an emergency. At home, work, school, or in the community, your support team should help you identify and secure resources and assess your needs before, during, and after a disaster. To be better prepared to help you, your network members should have copies of your personal disaster preparation plan for your home, your emergency contact list, and your medical information list. Do not rely on just one person, have at least three people trained in your network. Be ready to give brief, clear, specific instructions and directions to rescue personnel or write them down on note cards with supplies. Remember to keep copies of your contact lists with you to assist in your rescue and care following a disaster. Label your vital equipment with your name and contact information, as well as specific operating instructions. Be sure to instruct members of your network on how to operate and maintain your equipment.

Personal Disaster Preparation

Make an emergency information list that includes:

- Medical and emergency contact information;
- Emergency out-of-state contacts, outside the potential disaster area;
- Names and numbers of everyone in your network; and

Make a medical information list that includes:

- Medical provider information, including your doctor's name and number and your insurance policy information and numbers. Attach copies of prescriptions, insurance cards and related information to your medical lists.
- Medications and dosages being taken—remember to update this information.
- Specific medical conditions.
- Physical limitations.
- Adaptive equipment and vendors' phone numbers.
- Allergies or sensitivities.

Emergency Preparedness Kits

Basic Emergency Supplies Kit

Make an emergency supplies kit that contains your basic emergency supplies for your home, as well as your personal needs supplies.

First Aid Kit

Assemble a first aid kit that includes any and all medical supplies you need on a daily basis. Include a first aid textbook.

Disability Related Supplies and Other Equipment

List the specific supplies and equipment you may need. Be sure to note where you store these items and operation and maintenance instructions. Disability related supplies should be part of your basic supplies kit as well as part of your "go kit."

Portable "Go Kit"

Get a drawstring bag, a pouch with lots of pockets, a fanny pack, or a small backpack and keep it within reach, by your chair, wheelchair, scooter, or other assistive device. Your "Go Kit" should include a copy of your emergency and medical information and your support network contact information and doctors. Include a small flashlight; a whistle or noise maker; water; extra medication and copies of your prescriptions; an extra pair of glasses; a hearing aid; a pad and pencil or other writing device; and a pair of heavy work gloves for protection from glass and other debris.

Resources

Emergency Evacuation Preparedness Guide: A Guide for People with Disabilities and Other Activity Limitations. This guide helps people with disabilities better prepare for large or small-scale emergencies. www.cdihp.org/evacuation/toc.html

Emergency Preparedness: Taking Responsibility for Your Safety. Tips for People with Disabilities and Activity Limitations. Tip sheets focus on earthquake safety; however they are useful for all types of disaster preparedness for people with disabilities. www.lacoa.org/PDF/ESP%2006/ESP%20Disabilities%20Guide%20FINAL%202006.pdf

Disaster Preparedness for People with Disabilities. Booklet created by FEMA and the American Red Cross providing information for people with disabilities and activity limitations. www.redcross.org/services/disaster/0,1082,0_603_00.html



GET READY!

EMERGENCY PREPAREDNESS for Owners of Pets and Service Animals

Every disaster plan must include your pets. If you know disaster is imminent, bring your pet inside immediately. Get your animals under control as quickly as possible, either using a leash or by putting them in a pet carrier.

Disasters often strike suddenly, while you are away from home. You can improve your pet's chances for safety if you leave him/her inside, with collars and identification tags, when you go out. Consider an arrangement with a trusted neighbor who would be willing to evacuate your pets in your absence. Make sure the person knows your animals, can locate your emergency supplies, and has a key to your home. Provide him or her with instructions and phone numbers on how to reach you.

Keep your animal's license and identification current. Keep up-to-date identification on your pets at all times. Use a properly fitting collar with an identification tag. Consider using a microchip for identification, but make sure local shelters have microchip scanners.

Keep current color photographs of your pet, showing any distinguishing markings, with your emergency supplies.

If you evacuate, take your pet.

Your animal's best protection is to be with you. Remember, taking your pet with you requires special planning.

Locate a safe place for your pets before disaster strikes. Evacuation shelters generally do not accept animals for public health and safety reasons. Service animals, on the other hand, are allowed to accompany their owners to an emergency shelter. Call hotels and motels in your immediate area and a reasonable distance from home to see if they will accept pets and under what conditions. Also, contact local boarding kennels and veterinary



hospitals with boarding facilities. Ask friends and family members whether they will provide foster care for your pets.

NOTE: Animal shelters will provide temporary foster care for owned pets in times of disaster, but this should be considered only as a last resort.

Emergency Supplies Kit

Assemble a portable pet emergency supplies kit to provide for your pet's needs for seven days. Pack the supplies in a carry case, in case you evacuate. Include the following:

- Medications and medical records, including vaccination records (stored in a water proof container) and a first aid kit. Name and telephone number of your veterinarian. List medical conditions and special considerations.
- Sturdy leashes, harnesses, and carriers to transport pets safely and ensure that your animals can't escape.
- Current photos of your pets in case they get lost.
- Food, portable water, bowls, cat litter and pan, and can opener.
- Plastic bags/paper towels for disposing of animal waste.
- Favorite toys and pet beds with kennel or carrying case.
- Maintain a list of emergency contact numbers in the kit.

Even with a disaster plan in place, pets and their owners can sometimes run into trouble, or a disaster can exceed local resources. Visit the Humane Society of the United States for more information, www.hsus.org.

Filling out your American Red Cross Emergency Contact Card

An emergency health information card communicates to rescuers what they need to know about you if they find you unconscious or incoherent, or, if they need to quickly help evacuate you. An emergency health information card should contain information about medications, equipment you use, allergies and sensitivities, communication difficulties you may have, preferred treatment and treatment-medical providers, and important contact people.

Copies of Card

Make multiple copies of this card to keep in emergency supply kits, emergency carry-with-you kits, car, work, wallet and purse (behind driver’s license or primary identification card) wheelchair pack, etc.

Put these items on the front:

- Name
- Street Address
- City, State, Zip
- Phone (Home, Work)
- Fax No
- Birth date
- Blood Type
- Social Security Number.
- Health Insurance Carrier and Individual and Group Number
- Physicians

Put these items on the back:

- Emergency Contacts
- Conditions, Disability
- Medications
- Assistance Needed
- Allergies
- Immunization Dates
- Communication/Equipment/Other Needs

<http://www.redcross.org/services/disaster/beprepared/healthcard.html>

Visit www.redcross.org for more information

Poison Control Center: 1-800-222-1222

Family Doctor:


Ambulance: call 9-1-1 or

Fire Dept.: call 9-1-1 or

Police: call 9-1-1 or

Important Phone Numbers

Emergency Contact Card



American Red Cross

Together, we can save a life

Name: _____

Home Address: _____

Household Members Contact Information

Out-of-town contact: _____

Family meeting place outside the neighborhood: _____

FOLD

FOLD

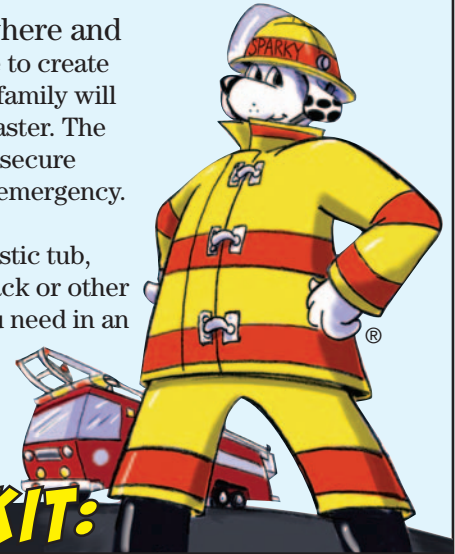
FOLD



GET READY!

Disasters can happen anywhere and at any time. By taking the time to create an emergency supplies kit, your family will be prepared in the event of a disaster. The kit also helps children feel more secure knowing it is there in case of an emergency.

The supplies can be kept in a plastic tub, small suitcase, trash can, backpack or other container. To learn what else you need in an emergency supplies kit, go to www.ready.gov.



Sparky® is a registered trademark of the NFPA.

EMERGENCY SUPPLIES KIT:

- Water – one gallon per person per day for drinking and sanitation — store 3-day supply
- Ready-to-eat food, canned juices, comfort/stress foods — at least a 3-day supply
- Battery-powered or hand-cranked radio and a NOAA weather radio, and extra batteries for both
- Flashlights and extra batteries
- First aid kit
- Non-prescription drugs such as pain reliever, anti-diarrhea medication, antacid, laxative
- Prescription medications, contact lenses and supplies, denture needs
- Whistle to signal for help
- Infant formula and diapers, if you have an infant
- Water and pet food if you have pets
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Dust mask or cotton t-shirt to filter the air
- Plastic sheeting and duct tape to shelter-in-place
- Wrench or pliers to turn off utilities
- Can opener for food
- Aluminum foil
- A jacket or coat, hat and gloves
- A complete change of clothing including long pants, long sleeve shirt, and sturdy shoes stored in a waterproof container.
- Sleeping bag or warm blanket for each person
- Rain gear
- Mess kits, paper cups, plates and plastic utensils
- Cash or traveler's checks, change
- Paper towels
- Tent
- Compass
- Matches in a waterproof container
- Signal flare
- Paper, pencil
- Personal hygiene items
- Soap
- Disinfectant and household chlorine bleach
- Important family documents such as copies of insurance policies, identification and bank account records in a waterproof, portable container. Remember to include emergency contact numbers.
- Passport, bank account numbers, credit card account numbers and companies
- Books, games puzzles, portable music device

NOTE: Replace food every six months. Re-think your kit and family needs once a year. Replace batteries and update clothes, etc.

My Personal Pack Checklist

Have children create their personal pack. Have them include things like their favorite book or stuffed animal. These familiar things will help keep them comfortable during an emergency.

- ✓ Change of clothes
- ✓ Blanket
- ✓ Books
- ✓ Favorite toy
- ✓ Paper, pencils and crayons



For more information, visit the National Fire Protection Association at www.nfpa.org/disaster.

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FIRST AID KIT CONTENTS

Assemble a first aid kit to include in your Disaster Supplies Kit and one for each vehicle. Additional items may be added to personalize or customize this kit.

Suggested items to include:

Absorbent Compress 5x9 dressing
Activated Charcoal (for use under direction of the Poison Control Center)
Adhesive Bandages (Assorted Sizes)
Adhesive Tape (cloth, hypoallergenic) 1"
Antacid (for stomach upset)
Antibiotic Ointment
Anti-diarrhea medication
Antiseptic wipes
Aspirin (Chewable) 81 mg
Blanket (Space Blanket)
Cleansing agent/soap
CPR Breathing Barrier (w/one-way valve)
Instant Cold Compress
Gloves (large), disposable, non-latex (2 pair)
Hydrocortisone Ointment
Laxative
Moistened towelettes
Needle
Non aspirin pain reliever
Petroleum jelly or other lubricant
Roller Bandage 3" (3-individually wrapped)
Roller Bandage 4" (3-individually wrapped)
Safety pins (assorted sizes)
Scissors
Sterile Gauze Pad 3x3 (4-6 pads)
Sterile Gauze Pad 4x4 (4-6 pads)
Sunscreen
Syrup of ipecac (for use under direction of the Poison Control Center)
Thermometer, Oral (Non-Mercury/Non-Glass)
Tongue blades (2)
Triangular Bandage (3)
Tweezers
First Aid Instruction booklet

ABOUT FOOD STORAGE AND EMERGENCY PREPAREDNESS

Why Everyone Should Have a Stock of Food

We live in complex and perilous times. Whether it is a natural disaster, a national disaster, or a neighborhood disaster, our food supply could be disrupted.

There are other crises as well--personal crises. The loss of a job, a loved one, or one's health might strain personal finances and make a supply of food look very attractive. Whether it is a personal crisis or a community one, we should be able to feed our family and feed them with food that is healthy and that they enjoy eating. In a crisis, our food supply should be a point of comfort and refuge.

How to Build a Personal Food Storage Program that Works

Food storage programs that work are built around one simple principle: Store what you eat and eat what you store. Store what you like, what you know how to fix, and what your bodies are accustomed to. When an emergency comes, we will want to disrupt our eating patterns as little as possible.

Five Easy Steps to a Food Storage Program that Works

1. **Determine what you like to eat.** Make a list of what you are eating now. Start with your grocery list or grocery receipts. Look in your pantry. These foods are what you want to store. Storing foods that your family likes to eat--not trying to persuade your family to like what you store--is the key to practical food storage. In a hardship, we want to maintain our routines and habits as much as possible and not stress family members with foods that they do not like or that their bodies are unaccustomed to.
2. **Determine how much of what you like to eat is storable.** Build your storage program around these items. For those items that are not storable, look for ready substitutes that your family will enjoy.
3. **Purchase storable foods regularly.** Keep your plan simple and affordable but buy storable foods regularly. Every week, every pay period, or every month buy something that you can store. You will be surprised how fast your stocks build. Buy items on sale and buy in quantity so that you save money. Think in terms of stocking up, not storing. Replace what you use.
4. **Eat what you store – in other words: rotate, rotate, rotate!** As a general rule, even storable foods need to be used within two years. The FDA suggests that canned goods be consumed within two years. Using your stocks regularly will keep your food fresher, tastier, and more nutritious.
5. **Take inventory.** From time to time, take inventory. You will be reminded of what you have and surprised at what you don't have. You can then purchase those items you need and use older items while they are still sound.

Emergency Food Pantry List

We all need protein, carbohydrates and fats to keep up our energy so be sure to store non-perishable foods that will meet these requirements:

- Dried meats such as beef jerky or beef sticks are good sources of long-storing protein.
- Have cans of meats and fish on hand. Canned tuna is an excellent source of protein and omega-3 fatty acids. Canned ham and sandwich spreads can be eaten with crackers. Canned beans are an excellent source of vegetarian nutrition.
- Canned fruits are good. Peaches, pears, berries and applesauce are good sources of vitamin C and other nutrients.
- Buy canned vegetables such as beans, peas, carrots, and other vegetables.
- Dried fruits like raisins are another way to get the nutrition of fruit in your emergency food pantry.
- Whole grain crackers are a good replacement for bread.
- Nuts such as almonds, walnuts, cashews and pecans have protein, fiber, and healthy fats.
- Granola bars are good for sweet treats.
- Dry cereals that are fortified with extra vitamins and minerals can be eaten dry.
- Single servings sized juice boxes that do not need to be refrigerated. Make sure to choose 100 percent fruit juices.
- Electrolyte drinks such as Gatorade, or Powerade are a good addition to your emergency food pantry.
- Store several bottles of water in your emergency pantry in case your regular water supply becomes contaminated.
- A bottle of multi-vitamins can help supply any missing nutrients.
- You need to have a manual can opener that stays in your emergency food pantry.
- Keep bags, backpacks or other large containers close by. In the event you have to get out of your house in a hurry, you do not want to have to hunt for a bag to carry your food.
- A camping stove or small grill may be used in a safe area to heat foods.

More Emergency Food Pantry Tips

- Buy single serving sizes whenever possible, because you can't depend on refrigeration after the containers have been opened.
- Buy in quantity or on sale--often with substantial savings – to fill your pantry.



What Shelter-in-Place Means:

One of the instructions you may be given in an emergency where hazardous materials may have been released into the atmosphere is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. (This is not the same thing as going to a shelter in case of a storm.) Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there. It does not mean sealing off your entire home or office building. If you are told to shelter-in-place, follow the instructions provided in this Fact Sheet.

Why You Might Need to Shelter-in-Place:

Chemical, biological, or radiological contaminants may be released accidentally or intentionally into the environment. Should this occur, information will be provided by local authorities on television and radio stations on how to protect you and your family.

Because information will most likely be provided on television and radio, it is important to keep a TV or radio on, even during the workday. The important thing is for you to follow instructions of local authorities and know what to do if they advise you to shelter-in-place.

How to Shelter-in-Place

At Home:

- Close and lock all windows and exterior doors.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Turn off all fans, heating and air conditioning systems. • Close the fireplace damper.
- Get your family disaster supplies kit <http://www.redcross.org/services/disaster/beprepared/supplies.html>, and make sure the radio is working.
- Go to an interior room without windows that's above ground level. In the case of a chemical threat, an above-ground location is preferable because some chemicals are heavier than air, and may seep into basements even if the windows are closed.
- Bring your pets with you, and be sure to bring additional food and water supplies for them.
- It is ideal to have a hard-wired telephone in the room you select. Call your emergency contact and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door and any vents into the room.
- Keep listening to your radio or television until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

At Work:

- Close the business. • Bring everyone into the room(s). Shut and lock the door(s).
- If there are customers, clients, or visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
- Unless there is an imminent threat, ask employees, customers, clients, and visitors to call their emergency contact to let them know where they are and that they are safe.
- Turn on call-forwarding or alternative telephone answering systems or services. If the business has voice mail or an automated attendant, change the recording to indicate that the business is closed, and that staff and visitors are remaining in the building until authorities advise it is safe to leave.
- Close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Have employees familiar with your building's mechanical systems turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled.
- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, copy and conference rooms without exterior windows will work well. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors.
- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room.

- Write down the names of everyone in the room, and call your business' designated emergency contact to report who is in the room with you, and their affiliation with your business (employee, visitor, client, customer.)
- Keep listening to the radio or television until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

At School:

- Close the school. Activate the school's emergency plan. Follow reverse evacuation procedures to bring students, faculty, and staff indoors.
- If there are visitors in the building, provide for their safety by asking them to stay – not leave. When authorities provide directions to shelter-in-place, they want everyone to take those steps now, where they are, and not drive or walk outdoors.
- Provide for answering telephone inquiries from concerned parents by having at least one telephone with the school's listed telephone number available in the room selected to provide shelter for the school secretary, or person designated to answer these calls. This room should also be sealed. There should be a way to communicate among all rooms where people are sheltering-in-place in the school.
- Ideally, provide for a way to make announcements over the school-wide public address system from the room where the top school official takes shelter.
- If children have cell phones, allow them to use them to call a parent or guardian to let them know that they have been asked to remain in school until further notice, and that they are safe.
- If the school has voice mail or an automated attendant, change the recording to indicate that the school is closed, students and staff are remaining in the building until authorities advise that it is safe to leave.
- Provide directions to close and lock all windows, exterior doors, and any other openings to the outside.
- If you are told there is danger of explosion, direct that window shades, blinds, or curtains be closed.
- Have employees familiar with your building's mechanical systems turn off all fans, heating and air conditioning systems. Some systems automatically provide for exchange of inside air with outside air – these systems, in particular, need to be turned off, sealed, or disabled.
- Gather essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
- Select interior room(s) above the ground floor, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid overcrowding by selecting several rooms if necessary. Classrooms may be used if there are no windows or the windows are sealed and can not be opened. Large storage closets, utility rooms, meeting rooms, and even a gymnasium without exterior windows will also work well.
- It is ideal to have a hard-wired telephone in the room(s) you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
- Bring everyone into the room. Shut and lock the door.
- Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the door(s) and any vents into the room.
- Write down the names of everyone in the room, and call your schools' designated emergency contact to report who is in the room with you.
- Listen for an official announcement from school officials via the public address system, and stay where you are until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

In Your Vehicle:

If you are driving a vehicle and hear advice to "shelter-in-place" on the radio, take these steps:

- If you are very close to home, your office, or a public building, go there immediately and go inside. Follow the shelter-in-place recommendations for the place you pick described above.
- If you are unable to get to a home or building quickly and safely, then pull over to the side of the road. Stop your vehicle in the safest place possible. If it is sunny outside, it is preferable to stop under a bridge or in a shady spot, to avoid being overheated.
- Turn off the engine.
 - Close windows and vents.
- If possible, seal the heating/air conditioning vents with duct tape.
- Listen to the radio regularly for updated advice and instructions.
- Stay where you are until you are told it is safe to get back on the road. Be aware that some roads may be closed or traffic detoured. Follow the directions of law enforcement officials.

Local officials on the scene are the best source of information for your particular situation. Following their instructions during and after emergencies regarding sheltering, food, water, and clean up methods is your safest choice.

Remember that instructions to shelter-in-place are usually provided for durations of a few hours, not days or weeks. There is little danger that the room in which you are taking shelter will run out of oxygen and you will suffocate.