



### **Appendix 3-1**

#### **Checklist of Items to Prepare for Before an Emergency**

- Post emergency telephone numbers (fire, police, ambulance, etc.) by phones and program them into cell phones.
- Teach children how and when to call 9-1-1 or your local Emergency Medical Services number for emergency help.
- Show each family member how and when to turn off the utilities (water, gas, and electricity) at the main switches.
- Check if you have adequate insurance coverage.
- Get training from the fire department for each family member on how to use the fire extinguisher (ABC type), and show them where it's kept.
- Install smoke and Carbon Monoxide detectors on each level of your home, especially near bedrooms.
- Conduct a home hazard hunt.
- Take a First aid and CPR class.
- Determine the best escape routes from your home. Find two ways out of each room.
- Find the safest places in your home for each type of emergency.
- Gather vital documents such as birth certificates and passports and put them in a safety deposit box or other safe location.
- Inventory your home possessions and store a record of them in a safe location.



## Appendix 3-2

### Emergency Supplies Kit

#### **WATER**

- Store one gallon of water per person per day.
- Store water in plastic containers such as soft drink bottles. Avoid using containers that will decompose or could break, such as milk cartons or glass bottles

#### **FOOD**

- o Store at least a three-day supply of non-perishable food.
- o Select foods that require no refrigeration, preparation or cooking, and little or no water:
  - Ready-to-eat canned meals, meats, fruits, and vegetables.
  - Canned juices.
  - High-energy foods (granola bars, energy bars, etc.).

#### **FIRST AID SUPPLIES**

Assemble a first aid kit for your home and one for each car.

- o (20) Adhesive bandages, various sizes
- o (1) 5" x 9" sterile dressing
- o (1) Conforming roller gauze bandage
- o (2) Triangular bandages
- o (2) 3 x 3 sterile gauze pads
- o (2) 4 x 4 sterile gauze pads
- o (1) Roll 3" cohesive bandage
- o (2) Germicidal hand wipes or waterless alcohol-based hand sanitizer
- o (6) Antiseptic wipes
- o (2) Pair large medical grade non-latex gloves
- o Adhesive tape, 2" width
- o Anti-bacterial ointment
- o Cold pack
- o Scissors (small, personal)
- o Tweezers
- o CPR breathing barrier, such as a face shield
- o Non-prescription medications (e.g. aspirin)

#### **CLOTHING AND BEDDING**

Include at least one complete change of clothing and footwear per person.

- o Sturdy shoes
- o Blankets
- o Hat and gloves
- o Thermal underwear
- o Sunglasses

## **EMERGENCY TOOLS AND SUPPLIES**

- Battery-operated radio and extra batteries
- Flashlight and extra batteries
- Cash or traveler's checks, change\*
- Non-electric can opener, utility knife\*
- Fire extinguisher: small canister ABC type
- Tube tent
- Pliers
- Tape
- Compass
- Matches in a waterproof container
- Aluminum foil
- Plastic storage containers
- Signal flare
- Paper, pencil
- Needles, thread
- Medicine dropper
- Shut-off wrench, to turn off household gas and water
- Whistle
- Plastic sheeting
- Map of the area (for locating shelters)

## **SANITATION SUPPLIES**

- Toilet paper
- Soap, liquid detergent
- Feminine supplies
- Personal hygiene items
- Plastic garbage bags, ties (for personal sanitation uses)
- Plastic bucket with tight lid
- Disinfectant
- Household chlorine bleach

## **SPECIAL SUPPLIES**

### ***Adults***

- Prescription drugs
- Denture needs
- Contact lenses and supplies
- Extra eye glasses
- Immunization records

### ***Infants/Children***

- Formula
- Diapers/wipes
- Bottles
- Powdered formula, milk, or baby food
- Medications
- Immunization records

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### **Elderly**

- List of prescription medications including dosage. Include any allergies
- Extra eyeglasses and hearing-aid batteries
- Extra wheelchair batteries or other special equipment
- A list of the style and serial numbers of medical devices such as pacemakers
- Copies of medical insurance and Medicare cards
- List of doctors and emergency contacts

### **Disabled**

- Prescription medicines, list of medications including dosage, list of any allergies
- Extra eyeglasses and hearing-aid batteries
- Extra wheelchair batteries
- Oxygen, if applicable
- Keep a list of the style and serial number of medical devices
- Medical insurance and Medicare cards
- List of doctors, relatives or friends who should be notified if you are hurt

### **Pets**

- Food
- Extra water
- Leash/harness
- Collar
- Identification tags
- Medications
- Vaccinations and medical records

For more information:

Massachusetts Department of Public Health  
Office of Preparedness and Emergency Management  
Get Prepared

[www.mass.gov/dph/getprepared](http://www.mass.gov/dph/getprepared)