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

CLOTHING AND BEDDING

Include at least one complete change of clothing and footwear per person.
- Sturdy shoes
- Blankets
- Hat and gloves
- Thermal underwear
- 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
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