

PERSONAL & HOME EMERGENCY RESPONSE KITS

Personal Emergency Response Kit

It is recommended that all staff and faculty members maintain a personal emergency kit in their work area. This kit might include:

1. Water and non-perishable food
2. Emergency space blanket or large plastic garbage-size bag (for warmth/rain)
3. First aid supplies (few bandaids, antibacterial ointment, non-latex gloves)
4. Personal medication and extra eyeglasses
5. Personal hygiene items (toiletries, toilet /paper tissues, waterless hand sanitizer, feminine supplies)
6. Portable AM/FM radio (spare batteries)
7. Flashlight (spare batteries)
8. Money (small amount)
9. Clothing (jacket, change of clothes)
10. Pair of socks/walking shoes to wear in evacuation
11. Work gloves (optional), Duct/Masking/Adhesive tape
12. List of essential phone numbers, including an out-of-state family contact number

Your Home Emergency Kit

Check out <http://honolulu.hawaii.edu/intranet/committees/epc/> for Ohana Resource Kit a.k.a. “Grab-n-Go” workshop review and notes.

The basic Ohana Resource kit consisted of a binder consisted of local resources and fill in-the blank pages for vital phone numbers and contacts. Having specific details written aids in an emergency when panic and fear adds to the stress of ensuring the safety of your loved ones.

Organize personal documents in a binder and keep in a very safe place. You may also want to consider scanning items on a flashdrive (& encrypt for Security reasons) as a back up. Keep originals and copies of all important documents. Suggested important documents include:

- Official Certified Vital Records (birth, marriage, divorce, death) for every family member – handout given entitled, “How to Apply for Certified Copies of Vital Records”
<https://www.ehawaii.gov/doh/vitrec/exe/vitrec.cgi>
- ID card – handout given entitled, “Instructions on obtaining a State ID card”
www.stateid.hawaii.gov
- Social Security Card – handout given entitled, “Instructions on applying for a Social Security Card”
- Extra copies of medical, dental, homeowners, auto insurance cards/policy information as well as contact names and phone numbers.
- Have phone numbers for schools, after-school activities, neighbors, friends and relatives, medical professionals.
- Nice to have school calendar, reports cards, health care records, immunization and TB clearance cards
- Have photos and pictures of your family members in different scenarios
- List physical characteristics and medical info for your family members as well as height, weight, and a DNA sample (hair)
- Have current pictures of your home
- Copies of pay stubs
- Copy of resume
- Copy of utility bills with account info
- Proof of residence
- Banking, stock and bond info

PERSONAL EMERGENCY RESPONSE KIT INFO

Other tips to prepare for an emergency:

- Get to know warning signals and their sounds during the monthly drills the 1st day of the month.
- Know location of nearby evacuation centers to your home and work.
- Post emergency phone numbers near your phone.
- Know how to shut off your water, gas, and electricity at your home.
- Have an evacuation plan for your home and practice it! Pick two places to meet near home for sudden emergency. (See suggested American Red Cross and FEMA – “Preparing for Disaster” <http://www.redcross.org/images/pdfs/preparedness/A4600.pdf> American Red Cross Evacuation Plan -- http://www.redcross.org/services/prepare/0,1082,0_256_00.html)
- Discuss plans with your family if an emergency should happen when everyone is out and about on where you all should try to meet, if feasible. Handout from American Red Cross given. American Red Cross has a little card that you can print to add vital contact info and where to meet and may be accessed at <http://www.redcross.org/prepare/ECCard.pdf>.
- Give written permission to school or with significant persons who may need to pick up your child for you.
- Have a mainland phone number for family members to contact to inform them of your safety and where you are. Sometimes getting calls to/from mainland is easier to make than a local call. Prepaid phone cards may be helpful to have handy.
- Check if you have adequate insurance coverage.
- Stock emergency supplies and disaster kits. Recommended to have 3 days of supplies for everyone in your family. The items listed below are from the “Emergency Preparedness BSA: Emergency Preparedness Kit” handout in kit or you can check the American Red Cross website http://www.redcross.org/general/0,1082,0_91_4440,00.html for additional information. The items included from their lists are:
 - Water – have one gallon per person per day
 - Food – pack non-perishable, high protein items, including energy bars, ready-to-eat soup, peanut butter, etc. Select foods that require no refrigeration, preparation or cooking and or little water.
 - Mess kits, paper cups, plates and plastic utensils, paper towels.
 - First aid kit with reference guide
 - Flashlight with extra batteries
 - Medications – Prescription and non-prescription. Refill prescriptions in advance when storms are coming.
 - Battery operated or crank operated weather radio with extra batteries
 - Tools – wrench to turn off gas if necessary, a manual can opener, screwdriver, hammer, pliers, knife, duct tape, plastic sheeting, garbage bags and ties.
 - Clothing – provide a change of clothes for everyone including sturdy shoes and gloves.
 - Personal Items – Eye glasses, contact lenses and solution, copies of important papers including ID cards, insurance policies, birth certificates, passports, etc. and comfort items like toys and books.
 - Sanitary or Personal Protection Supplies – toilet paper, towelettes, feminine supplies, personal hygiene items, bleach, non-latex gloves, dust mask, poncho/rain gear
 - Sleeping bag or warm blanket or mylar (space) blanket for each person. Consider additional bedding if you live in a cold-weather climate.
 - Money—have cash (ATMs and credit cards won’t work if the power is out)
 - Contact info—include current list of family phone numbers and email addresses, including someone out of the area who may be easier to reach by email if local phone lines are overloaded.
 - Pet supplies—include food, water, leash, litter box, plastic bags, tags, medications, and vaccination information.
 - Paper and pencil
 - Map--consider marking an evacuation route on it from your local area.
 - Whistle to signal for help
 - Fire extinguisher
 - Matches in a waterproof container

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