

Emergency Instructions

To complete this kit: Insert important emergency documents and update them regularly.

Last date of update:

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Emergency Contacts:

Emergency response plan

Update annually. Include instructions for handling any emergency scenario to which your facility may be exposed.

Roster

Use this to ensure that everyone is accounted for in an emergency.

Personal emergency cards

These cards should include emergency medical information - including allergies, medication or medical conditions - for everyone. Include emergency contact phone numbers.

Emergency Instructions

- 1) Take control of the situation by establishing calm and order.
- 2) Follow your Emergency Response Plan.
- 3) Account for everyone. Use rosters to keep track of those for whom you are responsible.
- 4) Use the supplies in this kit to manage the first several hours of an emergency situation.

Conduct search and rescue if necessary

In case of debris, use the **work gloves (1)**, **safety goggles (1)** and **pry bar (1)** to conduct light search and rescue in your designated area. Use **multifunction tool (1)** to shut off gas as necessary.

Dust masks (10): Wear dust masks if breathing becomes difficult: If exposed to dust or other contaminants, place mask over face and bend metal nose piece to conform to shape of nose. Breathe regularly.

Attend to injured members in your group

First Aid kit (1): Follow instructions inside lid of First Aid case.

Latex gloves (3): Use gloves to avoid contact with bodily fluids. Dispose of gloves after contact with bodily fluids or waste.

Use **emergency blankets** to cover those in danger of going into shock. Lie the patient down and cover them.

Keep everyone warm and dry

Emergency thermal blankets (2): Use blankets to keep sick and injured group members warm, dry and protected. Blankets are helpful in reducing shock caused by injuries or trauma by keeping patients warm, dry and clean.

Duct tape (1) and plastic sheeting (1): Use tape and sheeting to seal doors and windows if necessary for "shelter-in-place" scenario. Consult www.ready.gov for details on preparing a "shelter-in-place". Tape and sheeting can also be used to provide ground cover or overhead protection when outdoors.

For communication and light:

Whistle (1): Use to signal others in an emergency.

AM Radio with extra batteries (1): Use to monitor news reports and directives from local authorities.

Flashlight with extra batteries (1): Provides light in an emergency.

Light sticks (2): Remove light stick from foil wrapper, bend, snap and shake. Light stick will glow for up to 12 hours. Once light stick has been activated, it cannot be deactivated.

Notepad (1) and pen (1): Use for communication or to note important information.

Keep everyone well hydrated

4 oz. emergency water pouches (24):

- To avoid premature water consumption, distribute **water pouches** only when it is time to drink. Depending on anticipated length of stay and the amount of clean water available, delay drinking for the first several hours unless you or others are sick, injured or in desert conditions.
- Each person should drink a minimum of 8 oz. of water (two 4 oz. pouches) per day. Drink one pouch every 12 hours.

Maintain proper bathroom sanitation

Portable Toilet (1) with (3) toilet bags: Follow directions in bag containing Carry-Flat™ portable toilet.

Biohazard Bags (2): Use as additional toilet bags.

Toilet Deodorizer Packs (5): Deposit one toilet deodorizer pack in the bottom of each toilet bag before use. Once used, change bag and deodorizer as needed.

Toilet paper (1) and moist towelettes (30): Use to maintain proper hygiene.

Keep this kit in a secure and accessible location.

Avoid extreme temperatures and direct sunlight.

See shelf life sticker on document pouch for content replacement dates.

For a full 24 hours of support in an extended emergency, purchase one **LifeSecure™ 10-Person Extended Support Kit** for each day of anticipated stay.