

## Your Family Disaster Supplies Kit

*There are six basics you should stock for your home: water, food, first aid supplies, clothing and bedding, tools and emergency supplies, and special items. Keep the items that you would most likely need during an evacuation in an easy-to carry container--suggested items are marked with an asterisk(\*). Possible containers include a large, covered trash container, a camping backpack, or a duffle bag.*

### **Water**

- Store water in plastic containers such as soft drink bottles. Avoid using containers that will decompose or break, such as milk cartons or glass bottles. A normally active person needs to drink at least two quarts of water each day. Hot environments and intense physical activity can double that amount. Children, nursing mothers, and ill people will need more.
- Store one gallon of water per person per day.
- Keep at least a three-day supply of water per person (two quarts for drinking, two quarts for each person in your household for food preparation/sanitation).\*

### **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. If you must heat food, pack a can of sterno. Select food items that are compact and lightweight. Include a selection of the following foods in your Disaster Supplies Kit:

- Ready-to-eat canned meats, fruits, and vegetables
- Canned juices
- Staples (salt, sugar, pepper, spices, etc.)
- High energy foods
- Vitamins
- Food for infants
- Comfort/stress foods

### **First Aid Kit**

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.

## Your Family Disaster Supplies Kit

### **Non-Prescription Drugs**

- Aspirin or nonaspirin pain reliever
- Anti-diarrhea medication
- Antacid (for stomach upset)
- Syrup of Ipecac (use to induce vomiting if advised by the Poison Control Center)
- Laxative
- Activated charcoal (use if advised by the Poison Control Center)

### **Tools and Supplies**

- Mess kits, or paper cups, plates, and plastic utensils\*
- Emergency preparedness manual\*
- 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
- 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)
- Matches in a waterproof container

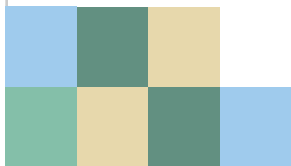
### **Sanitation**

- Toilet paper, towelettes\*
- 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

### **Clothing and Bedding**

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

- Sturdy shoes or work boots\*
- Rain gear\*
- Blankets or sleeping bags\*
- Hat and gloves
- Thermal underwear
- Sunglasses



## Your Family Disaster Supplies Kit

### Special Items

- Remember family members with special requirements, such as infants and elderly or disabled persons.

### For Baby\*

- Formula
- Diapers
- Bottles
- Powdered milk
- Medications

### For Adults\*

- Heart and high blood pressure medication
- Insulin
- Prescription drugs
- Denture needs
- Contact lenses and supplies
- Extra eye glasses

### Entertainment

- Games and books

### Important Family Documents

- Keep these records in a waterproof, portable container:
- Will, insurance policies, contracts deeds, stocks and bonds
- Passports, social security cards, immunization records
- Bank account numbers
- Credit card account numbers and companies
- Inventory of valuable household goods, important telephone numbers
- Family records (birth, marriage, death certificates)
- Store your kit in a convenient place known to all family members. Keep a smaller version of the supplies kit in the trunk of your car.
- Keep items in airtight plastic bags. Change your stored water supply every six months so it stays fresh. Replace your stored food every six months. Re-think your kit and family needs at least once a year. Replace batteries, update clothes, etc.
- Ask your physician or pharmacist about storing prescription medications.

From "Preparing for Disaster." Developed by the American Red Cross and the Department of Homeland Security, Federal Emergency Management Agency.  
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## Disaster-Proofing Your Documents

*Part of preparing for a disaster (whether it be flood, fire, earthquake, tornado, or hurricane) includes disaster-proofing your important documents -- that is, making sure that after a disaster you have the information and documentation necessary to speed the recovery process. Preparing in this way also means you can focus on personal safety when it counts, and not worry about gathering documents at the last minute. Here's a primer on what kinds of documents you might need in a disaster, where you should store these important papers, and how technology can help make the job easier.*

### **Where to Keep Your Important Papers**

When disaster-proofing your documents, there are no hard and fast rules about what to keep where -- except regarding your will. The goal is to have everything in at least two places in case one is destroyed or inaccessible. Where you store each item will depend partly on when you expect to need it and partly on how hard it would be to replace.

Generally speaking, you have six places to choose from when deciding where to keep your papers:

#### **Wallet**

You are, obviously, very limited in what you can keep in such a small space. Most important is identification -- some form of government-issued ID, such as a driver's license. Also keep your military ID if you have one, your medical insurance card and physician contact information, and any important prescription information. Carry photos of your family members and pets -- they will improve your chances of being reunited if you become separated.

#### **Safe Deposit Box**

You can rent a safe deposit at your bank or credit union for a small annual fee. A safe deposit box provides a high level of security. Even if the bank is affected by the same disaster you are, it is likely the vault would remain standing. It also gives you a safe place to keep non-document valuables, such as jewelry.

On the other hand, a safe deposit box can be inconvenient if you want to access its contents frequently or at times when the bank is closed. It can also be problematic if you keep things in the box that you might need immediately after a disaster because the bank may be inaccessible.

When deciding what to store in your safe deposit box, choose originals of items you are unlikely to need immediately and that are difficult or impossible to replace. One thing that should not be stored in a safe deposit box is the original or only copy of your will because the box may be "sealed" upon your death. Place a copy of your will and any instructions in the box.



## Disaster-Proofing Your Documents

### Home Box

The box you keep at home should be fireproof, lockable, and light enough for you to carry. This is a good place to keep either originals or copies of things you might need immediate access to. It's also a good choice for records that must be updated frequently, that could be replaced if necessary, or that are too bulky to store in a safe deposit box.

The disadvantages of a home box are that it can be stolen, and that it could be inaccessible if your home were destroyed or became off-limits while you were away.

Store all contents of your home box, including a copy of your will, in sealed plastic bags so they cannot be damaged by water. If you have a safe deposit box, keep one of the keys here, too.

### Attorney

If an attorney has prepared legal documents for you, he or she will, typically, keep a set of originals. (For help creating a will or trust, see Nolo's Wills & Estate Planning area.) You may also be able to have your attorney keep your funeral or other instructions and your second safe deposit box key, if that is your preference.

### Out-of-Area Friend or Relative

Keeping copies of important papers with a trusted person who does not live close to you is a good way to avoid having all your records affected by a regional disaster, such as a hurricane. Bear in mind, however, that you will not have immediate access to anything kept here.

This may also be a good place to keep your second safe deposit box key, along with the box location and a list of its contents, the names and numbers of your attorney and executor, and any instructions you wish to provide.

### Online or Digital Storage

Technology provides some excellent tools for safeguarding your important documents. It also make it easier to access your records when you need to, and more convenient to update them.

### Tech Tools for Storing Records

Here are a few tech tools to consider when deciding how to store and access your important information:

**Cellular phone or PDA.** Keep your most important phone numbers with you at all times by programming them into your cellular phone or personal digital assistant (PDA), or by keeping them on a flash drive you keep with you.

**Online bill-pay.** Receiving and paying your bills online makes it possible to stay current even if you can't receive your mail and don't have your checkbook. All the major banks, credit unions, and other financial institutions offer this service. You can also set up an auto-payment arrangement directly with many merchants and service providers, and set up direct deposit for your paycheck.

## Disaster-Proofing Your Documents

**Digital camera and photo website.** For insurance purposes, use a digital camera or camcorder to take photos or video of your cars, home, furnishings, and valuables. In addition to making any copies you want on CD or DVD, you can also upload your photos or video to one of the many photo storage websites, such as Flickr, at [www.flickr.com](http://www.flickr.com). Online storage is often free.

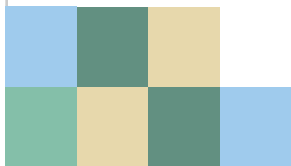
**Scanner.** Instead of making multiple paper copies of each important document, you could convert them (and photos) to PDFs (portable document format, a type of electronic file) using a scanner. Then upload the files so that they're accessible from any computer. You can also burn the files to a CD or DVD and store them, or copy them onto a USB flash drive.

**Personal Web space.** Some online storage is provided free with many email accounts. Use your space to upload PDFs of important documents you've scanned. You can also pay for personal Web space if you need more. Make sure access requires a password.

**USB flash drive.** Also known as thumb drives for their small size, these portable hard drives offer a lot of storage space in a little package. Copy all your important computer files onto the flash drive and keep it with you. They're inexpensive, so you could buy a second one to keep in your safe deposit box or with a friend or relative. Be sure to get one that allows password protection, in case you lose the flash drive.

**Online fax service.** These services allow you to fax yourself important records. The faxes arrive as email attachments that you can burn to disc, upload, or copy onto a flash drive. Some fax services, such as Fax Digits, at [www.faxdigits.com](http://www.faxdigits.com), are free.

**Online password manager.** Various sites and software allow you to store your usernames and passwords. You have to remember only one master password to access the list. To find such tools, do a Google search for "online password management." Or create a master list using a word processing or spreadsheet program that allows you to password-protect the document. Then store that document on your passwordprotected flash drive. If you want to, you can keep a copy of your list in your safe deposit box. Or you can give the list, or the password to access it online, to a trusted friend or relative.



## Disaster-Proofing Your Documents

### Checklist of Documents to Safeguard

Here is a general list of the kinds of documents and records you will want to keep safe.

- birth certificates, Social Security cards, passports, citizenship papers
- military discharge papers (DD Form 214)
- your personal address book
- your pets' recent prescription and vaccination records
- a list of usernames and passwords for online accounts
- marriage licenses, divorce decrees, child custody papers, adoption papers
- insurance policies
- proof of ownership for real estate, vehicles, and other major purchases
- photo or video records of furnishings and other property
- appraisals of jewelry, collectibles, antiques, artwork, and other valuables
- receipts for home improvements (necessary to reduce your capital gain when you sell the home)
- contracts (employment, lease or rental, business, and so on)
- estate planning documents (wills, trusts, funeral instructions, powers-of-attorney, and so on)
- employment and government benefits documents
- financial records, including recent federal and state tax returns, stock and bond certificates, investment records, brokerage and retirement account information, and a list of credit and bank account numbers
- business records, including recent tax and payroll returns, and a backup of your accounting software
- backups of important computer files
- fingerprints and dental records for each member of the household, if you have them
- photos, letters, and other personal papers, and
- anything else you would not want to lose.

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## Helping Children Cope with Disaster

*Earthquakes...Tornadoes...Fires... Floods...Hurricanes... Hazardous Materials Spills  
Disaster may strike quickly and without warning. These events can be frightening for adults, but they are traumatic for children if they don't know what to do.*

During a disaster, your family may have to leave your home and daily routine. Children may become anxious, confused or frightened. As an adult, you'll need to cope with the disaster in a way that will help children avoid developing a permanent sense of loss. It is important to give children guidance that will help them reduce their fears.

The Federal Emergency Management Agency (FEMA) and the American Red Cross have prepared this brochure to help you help your children cope. Ultimately, you should decide what's best for your children, but consider using these suggestions as guidelines.

### **Children and Their Response to Disaster**

Children depend on daily routines:

They wake up, eat breakfast, go to school, play with friends. When emergencies or disasters interrupt this routine, children may become anxious.

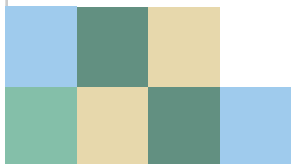
In a disaster, they'll look to you and other adults for help. How you react to an emergency gives them clues on how to act. If you react with alarm, a child may become more scared. They see our fear as proof that the danger is real. If you seem overcome with a sense of loss, a child may feel their losses more strongly.

Children's fears also may stem from their imagination, and you should take these feelings seriously. A child who feels afraid is afraid. Your words and actions can provide reassurance. When talking with your child, be sure to present a realistic picture that is both honest and manageable.

Feeling or fear are healthy and natural for adults and children. But as an adult, you need to keep control of the situation. When you're sure that danger has passed, concentrate on your child's emotional needs by asking the child what's uppermost in his or her mind. Having children participate in the family's recovery activities will help them feel that their life will return to "normal." Your response during this time may have a lasting impact.

### **Be aware that after a disaster, children are most afraid that:**

- the event will happen again.
- someone will be injured or killed.
- they will be separated from the family.
- they will be left alone.





## Helping Children Cope with Disaster

### Advice to Parents: Prepare for Disaster

You can create a Family Disaster Plan by taking four simple steps. First, learn what hazards exist in your community and how to prepare for each. Then meet with your family to discuss what you would do, as a group, in each situation.

Next, take steps to prepare your family for disaster such as: posting emergency phone numbers, selecting an out-of-state family contact, assembling disaster supplies kits for each member of your household and installing smoke detectors on each level of your home. Finally, practice your Family Disaster Plan so that everyone will remember what to do when a disaster does occur.

- Develop and practice a Family Disaster Plan. Contact your local emergency management or civil defense office, or your local Red Cross chapter for materials that describe how your family can create a disaster plan. Everyone in the household, including children, should play a part in the family's response and recovery efforts.
- Teach your child how to recognize danger signals. Make sure your child knows what smoke detectors, fire alarms and local community warning systems (horns, sirens) sound like.
- Explain how to call for help. Teach your child how and when to call for help. Check the telephone directory for local emergency phone numbers and post these phone numbers by all telephones. If you live in a 9-1-1-service area, tell your child to call 9-1-1.
- Help your child memorize important family information. Children should memorize their family name, address and phone number. They should also know where to meet in case of an emergency. Some children may not be old enough to memorize the information. They could carry a small index card that lists emergency information to give to an adult or babysitter.

### AFTER THE DISASTER: TIME FOR RECOVERY

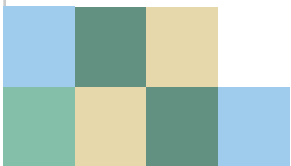
- Immediately after the disaster, try to reduce your child's fear and anxiety.
- Keep the family together. While you look for housing and assistance, you may want to leave your children with relatives or friends. Instead, keep the family together as much as possible and make children a part of what you are doing to get the family back on its feet. Children get anxious, and they'll worry that their parents won't return.
- Calmly and firmly explain the situation. As best as you can, tell children what you know about the disaster. Explain what will happen next. For example, say, "Tonight, we will all stay together in the shelter." Get down to the child's eye level and talk to them.
- Encourage children to talk. Let children talk about the disaster and ask questions as much as they want. Encourage children to describe what they're feeling. Listen to what they say. If possible, include the entire family in the discussion.
- Include children in recovery activities. Give children chores that are their responsibility. This will help children feel they are part of the recovery. Having a task will help them understand that everything will be all right.

You can help children cope by understanding what causes their anxieties and fears. Reassure them with firmness and love. Your children will realize that life will eventually return to normal. If a child does not respond to the above suggestions, seek help from a mental health specialist or a member of the clergy.

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[www.lifessolutionseap.com](http://www.lifessolutionseap.com)



## Managing Traumatic Stress

### *TIPS for Recovering from Natural Disasters*

*When a natural disaster affects a community, the resulting trauma can impact even those not directly affected by the disaster. Disasters of this type can be sudden and overwhelming. It is common for people who have experienced traumatic situations to have very strong emotional reactions. Understanding normal responses to these events can aid you in coping effectively with your feelings, thoughts, and behaviors, and help you towards the path to recovery.*

You may experience any of the following reactions:

- Feelings may become intense and sometimes are unpredictable. You may become more irritable than usual, and your mood may shift dramatically. You might be especially anxious or nervous, or even become depressed.
- Thoughts and behavior patterns can be affected by the trauma. You might have repeated and vivid memories of the event. These flashbacks may occur for no apparent reason and may lead to physical reactions such as rapid heartbeat and breathing, shakiness, lightheadedness or sweating. You may find it difficult to concentrate or make decisions, or become more easily confused. Sleep and eating patterns also may be disrupted.
- Recurring emotional reactions are common. Anniversaries of the event, whether at one month or one year, as well as reminders such as aftershocks from earthquakes or the sounds of sirens, can trigger upsetting memories of the traumatic experience. These 'triggers' may be accompanied by fears that the stressful event will be repeated.
- Relationships often become stressed. Greater conflict, exhibited by arguments with family members and coworkers, is common. On the other hand, you might become withdrawn and isolated, and avoiding your usual daily activities.
- Physical symptoms may accompany the higher level of extreme stress. For example, headaches, nausea and chest pain may result and could require medical attention. Pre-existing medical conditions may be exacerbated due to the stress.

People who react to traumas are not going crazy; having symptoms after a traumatic event is not a sign of personal weakness.

Individuals with long-lasting reactions that disrupt their daily functioning should consult with a trained and experienced mental health professional. These professionals work with individuals affected by trauma to help them find constructive ways of dealing with the emotional impact.

You can seek confidential no-cost counseling by calling your EAP provider, Life's Solutions.



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## Disaster Preparedness Kits can be purchased at:

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### **Red Cross**

<http://www.redcrossstore.org/>

Phone: 1-866-632-7751

[customerservice@redcrossstore.org](mailto:customerservice@redcrossstore.org)

### **Preparedness**

<http://preparedness.com/>

Preparedness Industries, Inc.

(dba) Preparedness.com

1935 Airport Blvd.

Red Bluff, CA 96080

Phone: 530 736-4119

Fax: 530 529-5056

[preparedness@worldlyhelp.com](mailto:preparedness@worldlyhelp.com)

### **1-800-PREPARE**

<http://www.1800prepare.com/>

1800Prepare LLC

42 Memorial Plaza

Pleasantville, NY 10570

Ph: 1-800-PREPARE (1-800-773-7273)

Fax: 914-741-5350

### **QuakeKare Inc.**

<http://www.quakekare.com/>

Mailing Address:

PO Box 13

Moorpark, CA 93020-0013

Ph: 1-800-2-PREPARE (1-800-277-3727)

[info@emergencysuppliers.com](mailto:info@emergencysuppliers.com)

