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**RJWestmore**  
Training Systems

# EMERGENCY SUPPLIES AT WORK GUIDELINES

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## EMERGENCY SUPPLIES AT WORK GUIDELINES

*Be ready for at least 72 hours*

### Remember to:

- Read and practice your company's emergency plan.
- Know your individual responsibilities and your role in your company's plan.
- Know all exit routes, fire extinguishers, alarms and emergency supplies locations.
- Make a kit for your office and vehicle.
- Remember to store items in waterproof, insect proof type containers that can be easily carried or transported to another location.
- Also get prepared at home considering schools, infants, seniors, pets and special needs.

### EMERGENCY FOOD



Have at least a three day survival food supply per person of a 2400-3600 calorie packaged food. (Should have 100% daily vitamins and minerals and not contain common allergic reaction ingredients like coconut, tropical oils, etc). It should be pleasant tasting, non-thirst provoking and be ready to use in individual sealed packaging. Five year shelf life is recommended. If required, remember proper utensils, cups, plates, can openers, etc.

You may also want to consider having a two week supply of food and water in your home. Remember infants (formulas, diapers, bottles, medications), seniors (prescriptions, special equipment, batteries for hearing aids, eyeglasses, special foods) and your pets.

### EMERGENCY WATER SUPPLY

Have at least a three day survival water supply per person (minimum of 2 quarts per person per day. Recommended amount is 1 gallon per person per day. Survival water should have a five year shelf life, meet SOLAS-USCG (*Safety Of Life At Sea – US Coast Guard*) requirements, be able to withstand extreme temperatures and be relatively spill proof and durable. Package options include:

- Individual serving (juice box type) with straw
- Foil pouches
- Individual water filtration bottle





- 1 gallon water storage bag (carry handle, easily sealed, folds flat when not in use) used to capture potable water for distribution.
- Water purification tablets (to purify available water)
- 55 gallon water barrel (5 year storage capacity) FDA approved resin container with water preserver concentrate.
- Water preserver concentrate (use with tap water to store water for up to 5 years)
- Consider potable sources of water in the building (water heaters, drinking fountains, etc)
- Pure Bleach for emergency water purification



- 1 gallon of bleach = 3,800 drinking water or, 2 drops of bleach per quart of water or, 8 drops per gallon or, ½ teaspoon per 5 gallons of water. If water is cloudy, double the dosages.
- **Bleach as a Sanitizing Solution** - Mix 1 tablespoon of bleach with one gallon of water. (rinse items first then let soak for 2 minutes in bleach solution – DO NOT DRINK SANITIZING SOLUTION)

## EMERGENCY SHELTER SUPPLIES

Emergency shelter supplies should be ready and easily accessible. Also get creative with supplies on hand at your location. Shelters may not be needed for every person at your location, however please consider which combination of the items below make the most sense for your specific needs and circumstances.



- Ponchos with hoods (one size fits all)
- Emergency thermal (space/mylar) blankets (waterproof and windproof). Reflects back 90% of body heat. Also available are Thermal Sleeping Bags of the same material
- Instant head packs (provides heat for up to 20 hours)
- Polyethylene Tarps reinforced rip stop material with reinforced rust proof grommets at each corner (10'x12' minimum size – waterproof)
- Easy up canopy (same requirements as polyethylene tarps)
- Tube tents (heavy weight waterproof vinyl with nylon cord)
- Privacy Shelter (for portable toilets) (same requirements as polyethylene tarps)
- 12 man camping tent (with waterproof floor and canopy)



Example of easy up canopy



## EMERGENCY LIGHTING AND RADIO

Power is commonly interrupted for various amounts of time during emergency situations. The need for emergency lighting and radio's are critical to your emergency response efforts. Store them in areas that are easily accessible.



- Emergency generators are common sources of building systems emergency power. (Know generator location and where the fuel tanks are. Know how long it will power emergency systems and exactly what it powers when you lose utility power.)



- Portable generators (Never use indoors)
- Radio flash light combination device (Solar / Crank Generator / Battery powered) (Separate devices are also acceptable)
- NOAA weather radio (with tone alert feature – automatically alerts you when a watch or warning is issued (tone alert not available in all areas). The NOAA radio also gives Dept. of Homeland Security announcements. (NOAA – National Oceanic & Atmospheric Administration)
- Shake light flashlight (powered by shaking)



- Glow stick light sticks (12 hour)
- Power failure emergency lights – regular or fluorescent (plug into normal sockets, activates upon power failure to provide visibility or can be unplugged and used as flashlights)
- Emergency strobe light (60-70 flashes per minute, 15+ hour battery life, 3 mile visibility, attract emergency attention). Recommend USCG approved PFD type light that meets SOLAS 74/83 requirements.

- Lanterns (fluorescent battery operated recommended with 12 volt cigarette lighter adapter. Typically uses 6 “D” batteries)
- Battery operated flashlight
- Small LED type keychain lights (these small and handy keychain lights offer a great source of limited, temporary light that can be carried at all times)
- Waterproof matches in waterproof container
- Extra batteries for all devices



AM/FM radio with NOAA Weather, TV, VHF, flashlight and cell phone charger





## EMERGENCY FIRST AID SUPPLIES

Every business should have OSHA recommended first aid / trauma kits with enough supplies to accommodate all employees. Supplies should be in a rugged plastic container in an area that is easily accessible and secure. Individual tenants should also be encouraged to maintain first aid kits within their suites. Everyone should be encouraged to participate in CPR, First Aid or CERT (Community Emergency Response Training) classes.

First aid kits (OSHA approved) should include at least:

- First aid guide book including emergency phone number sheet
- Scissors
- Tweezers
- Vinyl gloves (FDA approved)
- Instant cold compress
- Triangular bandage with safety pins
- Adhesive tape
- Adhesive fabric bandages (30+)
- Gauze rolls (4.5 yards x 2")
- Knuckle bandages (at least two 2)
- Fingertip bandages (at least two 2)
- Elbow and knee bandages (at least two 2)
- Dressings (2ea. 2"x3" non-stick pads, 6 ea. 2"x2" pads and 4ea 3"x3" pads, 2ea. 4"x4" pads and a sterile eye pad)
- Alcohol cleansing pads
- Antiseptic wipes
- Iodine infection control wipe
- Hydrogen peroxide
- Insect sting relief pads
- Triple antibiotic ointment
- Eye drops



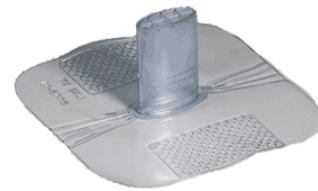
Trauma Kits should contain all of the above and at least:

- Comprehensive first aid guide
- Ammonia inhalants
- First aid / burn cream
- Anti-bacterial ointment
- Towelett wipes
- Scissors (EMT surgical shears)
- Forceps
- CPR mouth piece mask
- Scalpel blade and handle





- Cotton applicators
- Sodium chloride irrigation solution
- Butterfly closures
- Body warmer pad
- Tongue depressors
- Splints
- Dressings (Bloodstopper trauma dressing, rolls of gauze, non stick pads, sterile eye pads)
- Elastic bandages / elastic gauze
- Aspirin / non aspirin pain relievers
- Protective gown
- Thermometers
- Splints
- Bio-hazard bags
- Eye shield
- AED
- Folding stretcher
- Triage tags
- Packaged in 5 gallon water tight bucket (immune to sprinklers, insects, and easily stacked)



CPR mouth piece mask

## EMERGENCY SEARCH AND RESCUE

Heavy search and rescue should be done by individuals who are properly trained to do so. In an emergency situation others may be forced into light search and rescue duties. Conduct all search and rescue efforts as a team. Items that can aid in search and rescue efforts are:

- Durable duffel bag (to store contents)
- Saw
- Pliers / Channel vice grips / adjustable
- Caution tape (min 200')
- Steel pulley block and tackle (2000lbs capacity)
- Rope
- Screwdrivers (flathead / phillips / other specific heads per location equipment needs)
- Emergency tool (non spark/non rust combination tool to turn off gas/water or used for prying open doors, panels, etc)
- Tarp (10' x 12')
- Safety goggles (clear, vented with adjustable strap)
- Safety vests (fluorescent vinyl – one size fits all)
- Hammer
- Hatchet
- Axe
- Hard hat (OSHA approved for dangerous conditions)





- Duct tape
- Shovel
- Pry / Crow par (min 24")
- Nylon cord
- Triage tags (for identification and prioritizing levels of injury)
- Whistles with lanyard
- Work gloves (heavy duty leather palmed)
- Latex gloves (FDA approved)
- Dust mask/respirator (N95 particulate mask)
- Flashlights
- Extra batteries (code red - must have 20+yr shelf life)
- Light sticks (both short term (30 min.) high intensity and long term (12 hr)
- Radio (AM/FM solar, crank, battery powered)
- Knife (min 6" stainless steel folding blade with opposite side jagged edge or regular handled knife (same type blade) including sheath with survival contents in handle (waterproof matches, signal mirror, wire ring saw, compass, needles, nylon line and sharpening stone)
- Smoke hood (emergency smoke escape hood and filter – 20 mins of breathable air)
- Fire escape ladder (3 story (25 feet) minimum with slip resistant abrasive rungs and protective sleeves on chain, roll up type)
- Chain saw
- Folding cot
- Hose
- Bull horn (weatherproof, 10 watt / 300 yard range, High impact ABS plastic)
- Pepper spray
- Fire extinguishers (consider number of extinguishers already in building)
- Body bags
- Signal flares
- Hand sanitizer
- Boots or high top tennis shoes
- Evacuation safety chair
- Bicycle
- Local maps
- Compass
- Extra money (including change)





## EMERGENCY COMMUNICATIONS

Emergency communications should be part of an overall corporate emergency response plan. Everyone should carry printed emergency contact cards (including out of state contact information – work and family). Having the ability to receive up-to-date emergency information is also critical. Consider the following:

- Satellite phone
- Sidewinder cell phone charger
- Short wave radio (must be licensed operator)
- Try the pay phones

Emergency notification services include:

- NC4 (real time emergency information reporting)
- Groove Networks (emergency information sharing)

Mass notification systems and central emergency call centers are also excellent resources

- Send emergency messages (voice, email, text) simultaneously with one call to any designated group (employees, customers, vendors, etc.)
- Establish an out of state emergency call center as a hub for communication.



## EMERGENCY SANITATION AND HYGIENE

Emergency sanitation and hygiene may be necessary if water supply is interrupted or sewage lines are compromised. Consider the following options:

- Bucket style toilet (self contained with seat) includes: toilet bags, toilet chemicals, wipes all kept inside bucket until needed
- Portable folding toilet (have bags, chemicals and wipes stored separately)
- BioBlue Toilet Chemicals (toilet deodorant for holding tanks, drop in pouch dissolves in water – no opening or chemical exposure required)



- Feminine products
- Tissue pack or toilet paper
- Hand sanitizer
- Soap / Shampoo
- Toothpaste / toothbrushes
- Deodorant
- Bleach (*see instructions above in Emergency Water Supply*)
- Heavy duty plastic garbage bags (with ties to close bag tightly)
- Large plastic bucket with tight lid.
- Disinfectant (liquid and spray)
- Remember janitorial supplies stored in building





## EMERGENCY VEHICLE SURVIVAL SUPPLIES

Make it a point to keep a full tank of gas (never below half a tank) A 2 person durable nylon backpack style survival kit for your vehicle is mandatory. Contents should include at least:



- Food bars (*see emergency food above*)
- Water (*see emergency water above*)
- Thermal blankets
- Poncho with hood
- Whistle
- Tissue packs
- Emergency contact information
- Light sticks (12 hour)
- Water purification tablets/drops
- N95 dust mask
- Heavy duty gloves (leather palm)
- Latex gloves
- AM/FM solar radio / flashlight with

crank generator (some model also include cell phone charger)

- First aid kit (comprehensive)

Additional contents may include:

- Medication
- Eye glasses / sun glasses
- Sun screen
- Hat
- Heavy sweater / sweat shirt (zipper type with hood to regulate body temperature)
- Walking shoes/boots
- Tube tent with cord
- Maps
- Compass

And anything else you feel would be appropriate. Consider your distance from home (hours, days, etc.) and what supplies you may need if you have to walk.

## EMERGENCY TERRORISM OR HAZMAT SUPPLIES

Terrorism can take many forms. Planning ahead prepares you for a variety of terrorist possibilities (nuclear, biological, chemical - NBC). Listed are some examples of preparation materials you might also consider adding to your other emergency supplies.

- Evacuation and escape hoods (with replaceable NBC filters)
- Protective Suit (NBC grade)
- Military grade gas mask (M-95 NIOSH approved) also add M95 drink link canteen





- Nitrile 5mil industrial grade protective gloves
- Silver shield protective boot covers (resist permeation of toxic or hazardous chemicals)
- If advised of chemical, biological or radiological hazards and officials advise shelter-in-place in a sealed room, select appropriate location(s). (FYI: 10 sq. ft. of floor space per person will provide sufficient air to prevent carbon dioxide buildup for up to five hours). Have ready rolls of duct tape, scissors and plastic sheeting pre-cut to fit shelter room openings. Building engineers will deal with HVAC systems.



## OTHER EMERGENCY CONSIDERATIONS

No one list or guidelines can ever completely cover all the possible combinations of circumstances that might occur in an emergency. Once you complete the preparations outlined in this list you will undoubtedly think of and add other items. Here are some other considerations.

- Complete change of clothing and footwear (be season conscience). Comfortable clothing for sleeping (thermal underwear, sweatshirts, undergarments, etc.)
- Paper, pencils, pens
- Needles and thread
- Entertainment items: cards, games books, etc.
- Extra set of keys and copy of ID, driver's license, work ID, etc.
- Copy of important documents, passwords, legal papers, etc. (in sealed waterproof material – (i.e.: within an airtight, heat sealed plastic pouch – cannot be tampered with unless cut open.)
- Copy of medical prescriptions
- Sun block
- Extra glasses or contact lens
- Sun glasses
- Spare batteries for cell phone
- Bandana
- Backpacking type sleeping pad or inflatable mattress
- Personal evacuation kit (Put in your brief case, purse, etc to provide for only essential support supplies for unexpected evacuations while you're away from your home, office or vehicle. (Include a N95 dust mask, whistle with lanyard, 12 hour light stick, emergency thermal blanket, 2 (4 oz.) emergency water pouches (5 year shelf life)
- Remember that many phone books have handy first aid and survival guide information.

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