



# Emergency Supplies Calendar

## For the Residential Care Facility (Six Residents or Less)

The Emergency Supplies & Preparedness Calendar is intended to help you take appropriate preparedness actions and create a 3–7 day disaster supply kit before the next emergency happens. Using the calendar, you can assemble an emergency kit in small steps over a six month period. Check off each of the items you collect or the actions you take during the week. Store individual items that could be damaged by moisture in airtight plastic bags and compile all items in a sturdy plastic container with wheels, putting the heavy items at the bottom. When medical supplies, flashlights and emergency items are placed near the top, they can be located quickly for inspecting and restocking. Remember to rotate your perishable supplies and change water every six months. Complete kits can also be purchased through many business or online merchants.

### MONTH ONE

Week One	Week Two	Week Three	Week Four
<p><b>Grocery Store</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 gallon of water*</li> <li><input type="checkbox"/> 1 jar peanut butter*</li> <li><input type="checkbox"/> Hand-operated can opener</li> <li><input type="checkbox"/> Instant coffee, tea, powdered soft drinks</li> <li><input type="checkbox"/> Permanent marking pen to mark date on cans &amp; water container</li> <li><input type="checkbox"/> Whistle to signal help</li> </ul> <p><b>To Do</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Establish an out-of-state contact to call in case of emergency.</li> <li><input type="checkbox"/> Prepare a list of important phone numbers: out-of-state contact, physicians, resident's family members, insurance company, etc.</li> <li><input type="checkbox"/> Make an emergency plan. Follow the companion Emergency Plan Worksheet.</li> </ul>	<p><b>Hardware Store</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Crescent wrench**</li> <li><input type="checkbox"/> Heavy duty rope**</li> <li><input type="checkbox"/> Duct tape</li> <li><input type="checkbox"/> 2 flashlights - hand crank or battery operated</li> <li><input type="checkbox"/> Batteries for flashlights</li> <li><input type="checkbox"/> Bungee cords**</li> <li><input type="checkbox"/> Water proof matches</li> <li><input type="checkbox"/> Scissors</li> </ul> <p><b>To Do</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Check your house for hazards.</li> <li><input type="checkbox"/> Identify which hazards you will reduce first.</li> <li><input type="checkbox"/> Locate your gas meter and water valves and place your shut off tool near each utility.</li> <li><input type="checkbox"/> Obtain extra hearing aid batteries and oxygen tanks as necessary.</li> </ul>	<p><b>Grocery Store</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 gallon of water*</li> <li><input type="checkbox"/> 1 can meat/fish/tofu*</li> <li><input type="checkbox"/> 1 can fruit*</li> <li><input type="checkbox"/> 1 large can of juice*</li> <li><input type="checkbox"/> Sanitary napkins</li> <li><input type="checkbox"/> Video disc (see below)</li> <li><input type="checkbox"/> Moist towelettes</li> <li><input type="checkbox"/> Garbage bags</li> </ul> <p><b>To Do</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Use a video camera to record the contents of your home for insurance purposes.</li> <li><input type="checkbox"/> Store copy of DVD with friend/family member who lives out of town.</li> <li><input type="checkbox"/> Investigate home/ rental insurance.</li> <li><input type="checkbox"/> Date each can of food using a marking pen or highlight the expiration date found on each item.</li> </ul>	<p><b>Hardware Store</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Crow bar**</li> <li><input type="checkbox"/> Smoke alarms with batteries</li> <li><input type="checkbox"/> Tarp**</li> </ul> <p><b>To Do</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Install or test your smoke/fire/carbon monoxide alarms. Replace batteries once a year.</li> <li><input type="checkbox"/> Secure water heater to wall studs. Follow recommendations on the USGS website at <a href="http://www.usgs.gov">www.usgs.gov</a>.</li> <li><input type="checkbox"/> Make extra copies of resident's medical insurance information</li> </ul>

\* Purchase one item per person  
 \*\* Determine size based on your need

## MONTH TWO

### Week Five

#### Grocery Store

- 1 gallon of water\*
- 1 can meat/fish/tofu\*
- 1 can fruit\*
- 1 can vegetables\*
- 2 rolls toilet paper\*
- Personal hygiene items: toothbrush, toothpaste, deodorant, comb, etc.

Also: special food for special diets.

#### To Do

- Have a fire drill at home.
- Develop a sanitation plan. Identify how you will dispose of adult diapers and other waste.

### Week Six

#### First Aid Supplies

- Aspirin and/or ibuprofen
- Compresses
- Rolls of gauze or bandages
- First aid tape
- Adhesive bandages in assorted sizes
- Cold packs

#### To Do

- Take first aid/CPR class.
- Obtain a camp stove and fuel to boil water as needed. Store outside the home.

### Week Seven

#### Grocery Store

- 1 gallon of water\*
- 1 can ready-to-eat soup (not concentrate)\*
- 1 can fruit\*
- 1 can vegetables\*
- Extra adult diapers

#### To Do

- Take a PEP (Personal Emergency Preparedness) or CERT (Community Emergency Response Team) class through the Fire District.

### Week Eight

#### First Aid Supplies

- Scissors
- Tweezers
- Antiseptic
- Thermometer
- Disposable hand wipes/hand sanitizer
- Sewing kit
- Waterproof plastic container for first aid supplies

#### To Do

- Encourage staff to have an emergency kit and plan at their own homes.
- Share your Facility's plan with the families of each resident.

## MONTH THREE

### Week Nine

#### Grocery Store

- 1 gallon of water\*
- 1 can ready-to-eat soup (not concentrate)\*
- Liquid dish soap
- 1 quart plain liquid bleach
- 1 box heavy-duty garbage bags

Also: saline solution and a contact lens case if needed.

#### To Do

- Place a pair of hard sole shoes and a flashlight under each bed so that they are handy after an earthquake.

### Week Ten

#### Hardware Store

- Waterproof portable plastic container (with lid) for important papers
- Portable AM/FM radio (with batteries)
- 1 flashlight (hand crank or battery operated)

Also: space blanket, blankets or sleeping bag for each resident.

#### To Do

- Consider storing important documents on a password protected thumb drive, CD or encrypted email account.

### Week Eleven

#### Grocery Store

- 1 gallon of water\*
- Large plastic food bags\*\*
- 1 box quick energy snacks
- 3 rolls paper towels
- 1/4 teaspoon (or 1ml) measuring device (for use with bleach to treat water)

#### To Do

- Store rolls of quarters for use at vending machines and laundry mats.

### Week Twelve

#### First Aid Supplies

- Anti-diarrhea medicine
- Rubbing alcohol
- 2 pair of latex gloves
- Sunscreen

Also: items for denture care, if needed.

#### To Do

- Tour your home and visit your main electrical panel, gas meter valve and water meter valve. Ensure staff understands how and when to turn them off.

\* Purchase one item per person

\*\* Determine size based on your need

## MONTH FOUR

### Week Thirteen

#### Hardware Store

- Whistle
- A-B-C Fire extinguisher\*\*
- Pliers\*\*
- Local area maps
- Hand warmers
- Extra batteries for radio and flashlight

#### To Do

- Call your local Police Department and find out if you have a neighborhood watch group.

### Week Fourteen

#### Grocery Store

- 1 can fruit\*
- 1 can vegetables\*
- 1 package paper plates\*
- Eating utensils
- Package paper cups
- Adult vitamins

#### To Do

- Call your local Fire Department or emergency management agency and see if there is CERT training available.

### Week Fifteen

#### Hardware Store

- Extra flashlight batteries
- Masking tape
- Hammer\*\*
- "L" brackets or flexible straps to secure tall furniture to wall studs
- Different size tarps

#### To Do

- Brace shelves and cabinets.
- Secure fish tanks and bird houses

### Week Sixteen

#### Grocery Store

- 1 can meat\*
- 1 can vegetables\*
- Facial tissue

#### To Do

- Make a plan to check with your neighbors who might be able to help you during an emergency.

## MONTH FIVE

### Week Seventeen

#### Grocery Store

- 1 box graham crackers
- Assorted plastic containers with lids
- Assorted safety pins
- Dry cereal

Also: extra clothing like jacket, towels, hat, umbrella, gloves, shoes, etc.

#### To Do

- Identify at least two modes of transportation methods to assist you should you need to evacuate residents out of your neighborhood.

### Week Eighteen

#### Hardware Store

- Double sided tape or velcro-type fasteners to secure moveable objects
- Extra rope
- 5 gallon bucket

#### To Do

- Practice your evacuation and emergency plan.
- Research how to become a licensed ham radio operator.

### Week Nineteen

#### Grocery Store

- 1 box heavy duty garbage bags
- 1 box quick energy snacks (granola bars/raisins)
- Pen and paper

#### To Do

- If you are a licensed ham radio operator, contact a local government agency to volunteer for emergency service.

### Week Twenty

#### Grocery Store

- Camping or utility knife
- Extra radio batteries

#### To Do

- Have an earthquake drill at home.

## MONTH SIX

### Week Twenty One

#### Hardware Store

- Heavy work gloves
- 1 box disposable dust masks
- Screw driver\*\* (consider a variety)
- Plastic safety goggles

### Week Twenty Two

#### Grocery Store

- Extra manual can opener
- 1 large can of juice

### Week Twenty Three

#### Hardware Store

- Battery powered camping lantern with extra batteries or extra flashlights

### Week Twenty Four

#### Grocery Store

- Large plastic food bags
- Plastic wrap
- Aluminum foil

\* Purchase one item per person

\*\* Determine size based on your need

# Create a Facility Emergency Supplies Kit

## To Get Started

- Review the companion Emergency Plan Worksheet
- Check your house for supplies that you already have on hand.
- Decide where to store supplies. Remember to store individual items that could be damaged by moisture or rodents in airtight plastic bags and compile all items in a sturdy plastic container with wheels.

## Meet With Your Staff to Plan

- Discuss the types of disasters that could occur. Explain how to prepare and how to respond.
- Discuss what to do if you need to evacuate.
- Make preparedness team activity, talk with your staff about the importance of preparedness and have them take an active role in your planning.
- Practice your plan. Have an evacuation drill with staff and appropriate residents.
- At the end of six months, review what you have done. Evaluate, rotate and supplement supplies and preparedness actions as needed.
- Review the Residential Care Facility Evacuation Training Video ([www.firedepartment.org/seniorsafety](http://www.firedepartment.org/seniorsafety))

## Suggested Foods

*Select foods by your resident's needs and preferences.*

- Water: Remember to have 1 gallon per person per day.
- Canned Meat: tuna, chicken, raviolis, chili, beef stew, spam, corned beef, tofu, etc.
- Vegetables: green beans, kernel corn, peas, beets, kidney beans, carrots, etc.
- Fruit: pears, peaches, mandarin oranges, apple sauce, etc.
- Cereal: Your favorite dry and oatmeal varieties, etc.
- Quick Energy Snacks: granola bars, raisins, etc.
- Don't forget your manual can opener.
- Remember to rotate your supplies every six months.

## Storage Tips

- Keep food in dry, cool spot - dark area if possible.
- Keep food and supplies in a closed container at all times.
- Inspect all food for signs of spoilage and expirations dates.
- Use foods before they go bad, and replace them with fresh supplies.
- Mark all foods with purchase date. Use ink or a marking pen. Place new items at the back/bottom of the storage area/container, and older ones in front/top.

\*Use or replace these items at the suggested time.

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