

WHITE PAPER

Readiness Kits

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# Readiness Kits -

**Preparation for an Event - Ease During an Incident.**

## **Introduction.**

This article presents ideas for different types of general, evacuation, shelter-in-place and home-based kits.

9/11, the Blackout and various Hurricanes have impacted our lives in recent years. City and State Offices of Emergency Management, FEMA, Office of Homeland Security and the American Red Cross have excellent documentation regarding disaster planning and preparedness. It is comforting to see this movement taking place. But Americans enjoy their freedom and New Yorkers love living on the edge, living away from the fear and in a town where we have anything we need at any time of the day. And so, the importance of preparedness is sometimes not heard. However, American societies are slowly beginning to process the need along with how they can manage to maintain a sense of power and freedom while still juggling the need to prepare.

I enjoy process so I have been experimenting with different products, trying to determine what I should carry with me all of the time, some of the time, what I should keep at the office, at home. It has been sometimes exasperating and difficult to figure out. It is a daunting task made more daunting by the cause. We are still not ready to face the reasons for why we need these kits. It is frightening as well as confusing.

So, for my friends and Colleagues who ask me what they need, here it is an example of what I have put together – after several years of trying different products, sizes and quantities. It is still difficult to imagine what I would have to leave behind, what I need if stuck at the office or

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at home and what I should carry around with me especially when I need to take the subway or commuter train.

This brief article presents ideas for 3 kits: The Kit You Carry, Shelter-in-Place Kits for both Office and Home and an Evacuation kit including a kit for pets.

If you find other products that work or come up with some interesting solutions while you are putting your kit together, please let me know so that I may try it out and pass it on.

The article is formatted in the following manner:

- 1.0. The Kit You CarryShel
- 2.0. The Shelter-in-Place Kit for Office
- 3.0. The Shelter-in-Place Kit for Home
- 4.0. The Home Evacuation Kit
- 5.0. The Pet Kit
- 6.0. Recommended Sites

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## 1.0. The Kit You Carry

The General Evacuation Kit contains essentials that may be carried around with you in your purse or briefcase.

**Purpose:** The items in this kit will help you in the following ways in case of an incident: guard your eyes, mouth and nose for basic, temporary coverage; help you see in case of loss of electricity, help others find you if you are enclosed; keep you warm and keep you hydrated.

**Use:** Temporary Evacuation

**Maintenance:** Every 3 months

**Kit:**

Kit	Use/Hint
Key Chain Light	Keep the batteries in a reverse position within the flashlight to maintain battery life
N95 Particulates Mask	This mask is to be used against dust and in case of a dirty bomb (dispersed, radiated particles) only. This mask does not protect from any bio-chemical and/or viruses. This mask is only to be used once and then thrown away.
Key Chain Whistle	A whistle may help a First Responder find you or help you to promote a situation in order to get help
Basic Identification	<ol style="list-style-type: none"> <li>1. Copy of license or passport</li> <li>2. ICE (In Case of Emergency) In case of emergency number on your pda and cell phone</li> </ol>
Antibacterial Gel	Antibacterial gel for hands

## 2.0. The Shelter-In Place Kit for Office

The Shelter-In-Place Kit contains essentials that may be kept at home or at work.

**Purpose:** The items in this kit will help you in case of a .5/ to 3 hour stay at home or in an office building through to a basic evacuation. Since shelter-in-place suggests that going outside is unsafe, this kit is a bit more fortified than the General kit.

**Use:** Shelter-In-Place (office), other building, for .5/hr to 3 hours

**Maintenance:** Every 3 months

### Office Shelter-In-Place Kit:

Kit	Use/Hint
Flashlight and Batteries	Keep the batteries in a reverse position within the flashlight to maintain battery life
Light Stick	Light sticks are used when there may be a concern about explosive gasses--where a flashlight may be too dangerous
N95 Particulates Mask	This cloth mask is to be used against dust and in case of a dirty bomb (dispersed, radiated particles) only. This mask does not protect from any bio-chemical and/or viruses. This mask is only to be used once and then thrown away.
Whistle	A whistle may help a First Responder find you or help you to promote a situation in order to get help
Goggles	These goggles are to be used against dust to help in an evacuation situation
Maylar Blanket	This blanket, often seen being worn by athletes, reflects heat back to your body to keep you warm.
Vinyl Gloves	This will permit you to avoid contamination

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Kit	Use/Hint
Water	This packet of water can last for 5 years. Unlike bottled water, it does not need to be turned. Water is important in times of stress. As well, if evacuating in dust, the mask may be watered to maintain air-flow
Mini First Aid Kit	A mini first-aid kit will have aspirin, band-aids and can be found small-enough to carry in a purse without taking up too much space.
Medication - 3 Days worth	<ol style="list-style-type: none"> <li>1. Copy of license or passport</li> <li>2. ICE: In case of emergency number</li> </ol>
Toiletries	Travel dental kit
Pocket Tissues	Tissues for general use
Battery-Powered or Solar/Wind-powered radio	Keep the batteries in reverse position so as not to drain them or cause corrosion.
Power Bar	To ward off hunger or stress. Try to find a bar that is well-balanced with proteins, carbohydrates and fats.

### 2.1. Enhancements for the Office Kit:

Many people decided to stay overnight in office buildings during the blackout of August, 2003. Although this is not a general recommendation or suggestion, you must ensure that you understand the Building Management's position for the building that you work in. Work with your Corporate Security team to understand your options and legal rights.

If you are so inclined and if you keep your kit at your desk at work, you may want to add:

- A change of clothes: tee shirt, comfortable pants, socks, sneakers, etc.
- A bar of soap or shower gel
- Antibacterial wipes
- Antibacterial lotion or soap
- Small container of shampoo that will help in case of a concern re: dirty bomb contaminants.
- Antacids in case of possible ingestion of dirty bomb particles

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### 3.0. The Shelter-In Place Kit for Home

Shelter-In-Place implies that it is safer to stay in your home than go outside. This could be the result of civil unrest in the streets, a police action, weather-related incident and/or a terrorist attack where contaminants may be airborne. The Shelter-In-Place Kit contains essentials that may be kept at home or at work. **It is up to you and your family to define what you may need to endure a 3-5 day stay in your home.**

**Purpose:** The items in this kit will help you in case of a .5/ to 3 hour stay at home or in an office building through to a basic evacuation. Since shelter-in-place suggests that going outside is unsafe, this kit is a bit more fortified than the General kit.

**Use:** Shelter-In-Place, other building, for .5/hr to 3 hours

**Maintenance:** Every 3 months

**Home Shelter-In-Place Kit:**

Kit	Use/Hint
Flashlights and Batteries	Keep the batteries in a reverse position within the flashlight to maintain battery life
Light Sticks	Light sticks are used when there may be a concern about explosive gasses--where a flashlight may be too dangerous
N95 Particulates Mask	This cloth mask is to be used against dust and in case of a dirty bomb (dispersed, radiated particles) only. This mask does not protect from any bio-chemical and/or viruses. This mask is only to be used once and then thrown away.
Whistle	A whistle may help a First Responder find you or help you to promote a situation in order to get help
Goggles	These goggles are to be used against dust to help in an evacuation situation
Vinyl Gloves	This will permit you to avoid contamination

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Kit	Use/Hint
Water	Distilled water packets that last for 5 years. Unlike bottled water, it does not need to be turned. Water is important in times of stress. or bottled water if you feel that you can change them out every 3 months or so.
Water Filter or water purification tablets	If there is an electrical outage, the building's water system may not work. A water Filter will be required.
First Aid Kit	Family-sized first-aid kit
Medication - 3-5 Days worth	You can ask your doctor for a separate 3-5 prescription that you can keep with your kit.
Toiletries	
Tissues and Toilet Paper	If there is a general electrical outage, the toilets may not work.
Battery-Powered or Solar/Wind-powered radio	Keep the batteries in reverse position so as not to drain them or cause corrosion.
Identification Papers for each Member of the Family	1 Copy of Birth Certificate 1 Copy of Auto License or Passport 1 Copy of Social Security Card 1 Copy of Medical Insurance Card 1 Credit Card that is only to be used for emergencies \$200/person in cash \$5.00-\$10.00-Coins, all denominations
Antibacterial Products	<ul style="list-style-type: none"> <li>• Antibacterial soap</li> <li>• Antibacterial wipes</li> <li>• Antibacterial topical medication</li> </ul>

### 3.2. Enhancements for the Shelter-In-Home Kit:

In some cases, some buildings of residents may be asked by City offices to stay inside until identification of contamination or decontamination occurs or they have the chance to quell any civil unrest, if that is the source of the issue. It is conceivable that a Shelter-In-Place scenario may result in an order to evacuate without much time to ready yourself and your family.

Some people may decide to take matters in their own hands and stay on their own volition. Although this is not a general recommendation or suggestion, you must ensure that you understand the Building Management's position for the building that you work in. There

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could be legal implications to staying in a multi-tenant building that you will need to know or they may choose not to provide services to tenants once people are permitted out of the building.

These recommendations, below are overkill but review it with an eye towards what you might need if you had to stay in your home for 3-5 days.

Remember, the more you identify as a requirement for our in-house kit, the more maintenance you will have to perform. However, an organized approach; e.g. a checklist with the date of the last review of the kit, kept with the kit can keep this less of a burden.

## 4.0. The Home Evacuation Kit

The Home Evacuation kit is just about the same as the Home Shelter-In-Place Kit except that some items need to be packaged down to travel size and some items are not applicable.

It is important that you keep this kit up-to-date as you may not receive too much notification in advance of an evacuation.

You can create 1 kit per person and use a back-pack for transport.

We also recommend that you have at least one cell phone with service from a difference carrier as one of the carriers may be temporarily out-of-service.

Kit	Use/Hint
Flashlights and Batteries	Keep the batteries in a reverse position within the flashlight to maintain battery life
Light Sticks	Light sticks are used when there may be a concern about explosive gasses--where a flashlight may be too dangerous
Matches	
N95 Particulates Mask	This cloth mask is to be used against dust and in case of a dirty bomb (dispersed, radiated particles) only. This mask does not protect from any bio-chemical and/or viruses. This mask is only to be used once and then thrown away.
Whistle	A whistle may help a First Responder find you or help you to promote a situation in order to get help
Goggles	These goggles are to be used against dust to help in an evacuation situation
Vinyl Gloves	This will permit you to avoid contamination
Water	Distilled water packets that last for 5 years. Unlike bottled water, it does not need to be turned. Water is important in times of stress. or bottled water if you feel that you can change them out every 3 months or so.

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<b>Kit</b>	<b>Use/Hint</b>
Water Filter or Water Purification Tablets	If you are evacuated, you will be asked to stay at a local shelter. You never know what the water facilities will be like.
Travel First Aid Kit	Think basics
Medication - 3-5 Days worth	<ul style="list-style-type: none"> <li>• You can ask your doctor for a separate 3-5 prescription that you can keep with your kit.</li> <li>• Antacids</li> <li>• Incense or homeopathic oils for stress relief</li> </ul>
Toiletries	<ul style="list-style-type: none"> <li>• Tooth brush</li> <li>• Tooth paste</li> <li>• mouthwash</li> <li>• body soap</li> </ul>
Tissues and Toilet Paper	Packets for travel
Battery-Powered or Solar/Wind-powered radio	Keep the batteries in reverse position so as not to drain them or cause corrosion.
Identification Papers for each Member of the Family	1 Copy of Birth Certificate 1 Copy of Auto License or Passport 1 Copy of Social Security Card 1 Copy of Medical Insurance Card 1 Credit Card that is only to be used for emergencies \$200/person in cash \$5.00-\$10.00-Coins, all denominations
Wallet Listing of Important Numbers	Local Hospital, Fire Department, Police, OEM, Numbers (Hard Copy)
Antibacterial Products	<ul style="list-style-type: none"> <li>• Antibacterial hand product</li> <li>• Antibacterial wipes</li> <li>• Antibacterial topical medication</li> </ul>
Food stuffs	<ul style="list-style-type: none"> <li>• Power Bars</li> <li>• Chocolate</li> <li>• Vitamins</li> </ul>

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Kit	Use/Hint
Kitchen	<ul style="list-style-type: none"><li>• Paper Towers</li><li>• Globes</li><li>• Empty plastic bags</li></ul>
Clothes/bedding	Extra tee shirt, warm shirt, pants, socks, underwear, sneakers or comfortable shoes for each person in the family and include a set of extra bedding for each member of the family
Walkie / Talkies	For the family
Phone Adapter	1 for each Carrier

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## 5.0. The Pet Evacuation Kit

Kit	Use/Hint
Freeze-Dried Pet Food	As long as it is not opened, it will last for a longer time than normal dried food and is higher in protein. Always check the end-by date.
Pet First Aid Kit and Medications	You can ask your vet for a single prescription for 3 days to keep in your kit.
Pet/License documentation for each pet	License renewal date
Pet Records	1. Date of latest rabies shot 2. Date of latest distemper shot
Antibacterial Gel	Antibacterial gel for hands

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## 6.0. Recommended Web Sites for Preparedness Documentation

We recommend that you and your family review a Preparedness Guide and define a plan so that you know where to meet and how to contact each other during a disaster event. We recommend these web sites for this kind of information and the excellent documentation available on preparedness and planning.

### **New York City Office of Emergency Management**

<http://www.nyc.gov/html/oem/html/home/home.shtml>

### **The Federal Office of Emergency Management**

<http://www.fema.gov/plan/index.shtm>

### **The US Department of Homeland Security**

<http://www.ready.gov/>