

Helpful Tips:

# Emergency Preparedness for Employees



# Planning and Preparation

A home survival kit, emergency food, and water are essential during disasters or extended power outages that leave you confined to your home. Home survival kits should include the following:



## HOME SURVIVAL KIT CHECKLIST

- Portable radio
- Light sticks or flashlights and lanterns
- Cellular phone with backup charger
- Extra batteries
- Manual can opener and bottle opener
- 14-day supply of food and water for your pet or service animal
- Personal hygiene, sanitary supplies, and diapers
- Ice chest and ice or frozen ice packs
- Matches or a lighter in waterproof container
- Butane, propane, enough fuel to heat stove for 14 days; or charcoal grill and charcoal
- Boards, shutters, or other shielding materials for windows or door openings.
- Extra contact lenses and accessories
- First-aid kit and special medications, including actual prescription information
- 14-day supply of non-perishable foods needing little or no cooking
- Baby food and formula
- Water
- Mosquito repellent
- Whistle to signal for help
- Extra cash in small bills
- Disposable plates, forks, spoons, knives
- Paper napkins or towels
- Disposable hot and cold cups
- Paper napkins or towels
- Trash bags
- Heavy-duty aluminum foil
- Plastic storage bags
- Basic tools and duct tape



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# Evacuation and First Aid

An evacuation plan is a vital step in preparing your family for an emergency. It contains information about safe shelter options, evacuation routes, and how you will reconnect if you become separated and other communication methods are compromised. Evacuation plans should be developed for each specific disaster that could happen and should be practiced to prevent confusion during an emergency.



## EVACUATION KIT CHECKLIST

In addition to your Home Survival Kit, an Evacuation Kit should include:

- Sleeping bags or two blankets per person
- One complete change of clothing, face covering, sturdy shoes, for each family member
- Important papers and documents (e.g., insurance and mortgage papers) in a waterproof bag or on a USB flash drive
- A full tank of gas or a fully charged electric vehicle in case evacuation is necessary



## FIRST-AID KIT CHECKLIST

- Adhesive tape, 2" wide roll
- Applicators, sterile cotton-tipped
- Antibiotics (prescribed)
- Aspirin
- Baking soda, 4 oz.
- Bandages, 2" and 4" wide sterile rolls
- Band-aids, assorted sizes
- Cough medicine
- 14 days of current medications with prescription information
- Diarrhea medication
- Ear drops
- Hand Sanitizer
- Laxative
- Mosquito repellent
- Motion sickness tablets
- Nose drops
- Paper tissues, 1 package
- Petroleum jelly
- Plastic garbage bags
- Rubbing alcohol
- Safety pins, assorted sizes
- Sanitary napkins
- Scissors
- Smelling salts
- Soap
- Table salt, 8 oz.
- Toothache remedy
- Tweezers
- Water purification materials

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# Food and Water



## FOOD

- Always have an emergency food supply that will last at least 14 days for each individual in the household. Remember to consider special dietary restrictions.
- Keep canned food in a cool dry place.
- Select foods with more than a 6 month shelf life and rotate often.
- Use canned foods that do not require cooking, water or special preparation.



For food safety tips, go to the [Hawaii Department of Health's website](#) and download their Emergency Handbook for Food Establishments.



## WATER

- You should have enough water to last your family for at least 14 days. One gallon per person per day is recommended.
- When an emergency is imminent, fill the tub, washing machine, and all other available containers with water for sanitary needs.
- Do not bathe in streams; you could contract a disease due to contaminated water.
- Keep the flushing of toilets to a minimum.
- Do not use potable water to fill your toilet as it may result in waste overflowing back.
- Sanitize water by boiling, disinfecting, or distillation.



For more information, go to [boardofwatersupply.com/prep](#).

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# Food Recommendations



## PROTEIN

- Canned luncheon meat
- Vienna sausage
- Corned beef
- Corned beef hash
- Deviled ham
- Chunked chicken
- Tuna
- Pink salmon
- Canned beans
- Canned beef stew
- Assorted ready to eat soups, non-condensed
- Chili with beans
- Pork and beans
- Peanut butter



**Helpful Tip:** Choose low-sodium canned protein options to help conserve your drinking water supplies.



## VEGETABLE & FRUIT

- Canned fruits
- Fruit juices
- Canned vegetables
- Raisins



## GRAINS

- Rice
- Dry pasta
- Cereal
- Hot cereal
- Soda crackers
- Granola/energy bars

## OTHER RECOMMENDATIONS

- Non-fat dry milk
- Sugar
- Jelly
- Instant orange drink
- Instant coffee/tea/cocoa
- Non-dairy creamer
- Salt/pepper
- Mustard
- Ketchup
- Canned soft drinks



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# Essential Tips for Emergency Preparedness



## Identify Hazards and Secure Property

- Walk your property and secure loose items (wind), bolster flood prone areas with sandbags, and trim branches that are near the home.
- Do not enter any floodwaters, moving or still, know what areas typically flood in your area and avoid.
- Do not enter any buildings, including homes after flooding or that have been storm damaged till a professional has cleared the building for entry.



## Be Prepared for Shelter in Place or to Evacuate

Be aware of your nearest shelter and ensure kits (home survival, evacuation, and first-aid) are ready.



## Secure Vital Information

Place copies of documents in a safety deposit box or send copies to other family or a trusted friend off-island for safe keeping.



## Practice and Review Your Plan with Your Family

- Make sure every household member knows their roles, responsibilities and how to activate your plan for each type of emergency.
- Establish a family meeting place/communication plan that's familiar and easy to find.
- Fill in your communication plan located on the next page.



## Emergency Management

- Identify local organizations that perform emergency management (HI-EMA, Red Cross, nonprofits, etc.) and know how to contact them.
- Educate yourself on any disaster plans in place at your workplace, children's school or other places you and your family spend time.



## Monitor and Be Informed About the State of Emergency

When the emergency sirens are sounded, tune in to a local radio or TV station for emergency information and further instructions. Monitor news or signup for alerts for the latest updates.

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# Communication Plan

Having a communication plan will help members of your household reconnect after an emergency. A communication plan for your family should include information on the multiple ways you can contact one another in case communication networks are congested, unreliable, or unavailable.



## PERSONAL INFORMATION

Name: \_\_\_\_\_  
Mobile #: \_\_\_\_\_  
Other # or social media name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Important medical or other information: \_\_\_\_\_

## EMERGENCY FAMILY CONTACT

Name: \_\_\_\_\_  
Mobile #: \_\_\_\_\_  
Home #: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address: \_\_\_\_\_

## OUT-OF-STATE CONTACT

Name: \_\_\_\_\_  
Mobile #: \_\_\_\_\_  
Home #: \_\_\_\_\_  
Email: \_\_\_\_\_  
Address: \_\_\_\_\_

## EMPLOYER CONTACT

Employer: _____	Employer: _____
Contact Name: _____	Contact Name: _____
Phone #: _____	Phone #: _____

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