

Suggested Property Emergency Supply List

Preparing a plan of action and having needed and important items ready in advance of an emergency situation is crucial to every property manager. Below is a suggested list of 25 categories of items a building manager or landlord should have tucked away but ready for use, if needed, in a natural disaster or other calamity:

1. Flashlights with extra batteries
2. Radio, battery operated with extra batteries
3. Two-way radios, cellular phones
4. Clipboard with paper & pens
5. Plastic hard hats, rubber boots, safety goggles and gloves, reflective rain gear
6. Coil of 1/2" rope
7. Emergency caution tape, plastic, duct and masking tapes
8. Staple gun and plastic sheeting for window replacement
9. An axe, brooms and shovels for removing glass & debris
10. Tools (toolkit) with screwdriver, pliers and hammer, adjustable wrench for turning off gas
11. Chains, locks, and crowbar
12. Sheets of Plywood and 2 X 4 planks
13. Cots, stretcher, blankets
14. Collapsible wheelchairs
15. Plastic bags and garbage cans to be used as toilets
16. Bull horn, megaphone, air horn canister
17. Fire extinguishers
18. Gas powered emergency generators, auxiliary pump with hoses, additional fuel for both
19. Garden hose for siphoning and fire fighting
20. Barricades, flares
21. Ordinary ladders, portable fire escape
22. Manual can opener, candles, matches, portable stove or barbeque with additional fuel
23. Supply of food and water for 72 hours for Emergency Response Team (2-5 gallons of water per person)
24. Plastic knives, forks and spoons, paper plates and cups, paper towels, heavy duty aluminum foil
25. First aid kit which contains bandages, gauze, hydrogen peroxide, dressings, elastic bandages, cotton balls & swabs, aspirin & non-aspirin pain pills, thermometers, thermal blankets, sling, syrup of ipecac, chemical cold pack, betadine, scissors & tweezers, alcohol or disinfectant, blood borne pathogens kit.

Cell Phones



Goggles



Fire Extinguisher



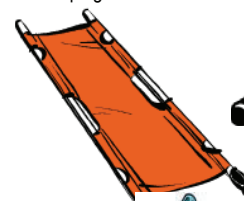
Helmets & Gloves



Candles

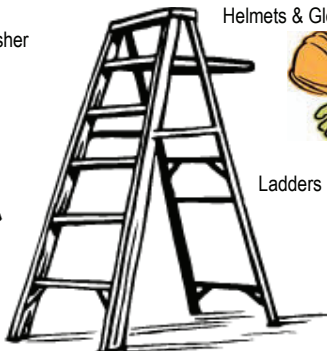


Sleeping Cots



Padlocks & Chains

Ladders



Buckets & Water



Hammers & Ropes



Suggested Resident Emergency Supply List

Some emergencies could result in a community being without service for up to 3-5 days. In order to be prepared, it is very important that residents maintain a stock of emergency supplies as well. A list derived from information from Jan Nunes of ABHOW, the California Governor's Office of Emergency Services, and the American Red Cross websites is provided below. This list may be modified to meet the needs of your clientele.

1. Water purification kit and 2-5 gallons of drinking water in plastic containers
2. Radio, battery operated with extra batteries. Compass.
3. Flashlight with extra batteries, or a plug-in type flashlight.
4. Non-perishable food supply for 3-5 days. Packages of dried fruit or other snack foods.
5. Can opener (hand operated), utility knife, aluminum foil, knife and razor blades.
6. Prescription medicines (2 week supply on hand) - Non-prescription drugs (aspirin, antacid, laxative).
7. First Aid kit and First Aid handbook. Map of the area for locating shelters.
8. Blankets and/or sleeping bags and tube tent.
9. Fire extinguisher (A-B-C type). Paper and wooden matches in waterproof container. Disposable lighter.
10. List of phone numbers (family, out-of-town contacts, doctors) - paper, pens, stamps.
11. Whistle and/or air horn (pressurized can), megaphone (battery or hand operated).
12. Extra: glasses, contact lenses & supplies, house and car keys.
13. Heavy shoes and change of clothing. Thermal underwear, hat, gloves
14. Important family documents in waterproof container.
15. Large plastic trash bags, tarps and rain ponchos.
16. Plastic bucket with tight lid and disinfectant, household bleach.
17. Pet food (canned and dry), water, leash or carrier .
18. Cash or traveler's checks and change.
19. Toilet paper, feminine hygiene supplies.
20. Toothpaste, toothbrushes, denture needs,
21. Plastic storage containers.
22. Signal flares.
23. Sewing needles and spools of thread
24. Hand wipes (germicidal), latex gloves, scissors, tweezers.
25. Baby supplies - formula, diapers, powder, medications



Thermal Underwear

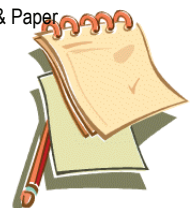


Sleeping Bag

Extra Rolls of Toilet Paper



Pen & Paper



Tent

Tooth Paste & Brushes



Needles & Threads



Extra Medicines



Rain Poncho



Extra Keys



Extra Batteries



Tweezers



Pet Supplies



Fire Extinguisher



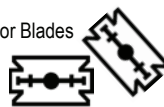
Extra Glasses



Bar Soap



Razor Blades



Disaster Preparedness for the Elderly

Many older adults are unprepared for an emergency and can be especially vulnerable in disasters. The California Governor's Office of Emergency Services as well as a group of seniors who experienced a disaster developed the following tips. Older adults should keep a resident emergency kit at home and at the ready to carry in case of an evacuation is very important. An emergency kit can also be quite helpful and valuable if emergency officials direct people to stay in their homes (shelter in place).

1. Eliminate hazards. Make it as easy as possible to quickly get under a sturdy table or desk for protection.
2. Anchor special equipment such as telephones and life support equipment. Fasten tanks to the wall.
3. Keep a list of all needed medications, allergies, and special medical equipment.
4. Keep an extra pair of eyeglasses with your emergency kit.
5. Keep walking aids near you at all times and have extra walking aids in different rooms of your home.
6. Put a security light in each room.
7. Make sure you have a whistle or pressurized air horn to signal for help.
8. Always keep extra batteries for radios and hearing aids with your emergency kit.
9. Keep your emergency kit up-to-date and keep it easily located.
10. Find two people you trust who will check on you after an emergency. Give them a spare key.
11. Keep a list handy of your doctor's telephone number.
12. Keep a small amount of 'emergency money' in your purse or wallet.
13. A pet dog or cat can be a great help in an emergency and a wonderful companion.
14. Important family documents in waterproof container.
15. Plan and practice the best escape routes from your home or apartment.
16. Plan for transportation in the need of evacuation.
17. Keep a list of important phone numbers near your telephone. Obtain a cell phone if you can.
18. Keep in touch with family members and share your emergency information.
19. Teach those who may assist you on how to operate any special medical equipment.
20. Share your emergency information with your landlord or building manager.



Keep medicines at the ready.

Teach others to operate medical equipment



Pets offer comfort and assistance in time of need



Important family papers in waterproof containers



Keep medical numbers Handy



Medical equipment training

Properties should also have a plan in place to deal with minor emergencies such as a broken water pipe, heating system failure, or inoperable elevator. Although these are maintenance issues, residents are often adversely affected. Properties should have a plan to temporarily house residents off-site, if necessary, until repairs are made.

During and After a Disaster

1. During an earthquake or explosion, if you are in bed or sitting down, do not get up. Just cover your head with either your arms or a pillow.
2. If you are standing, duck and cover or sit down. You could be thrown to the floor if you are standing.
3. During a fire, make sure you are ready to Stop, Drop and Roll to protect yourself.
4. Practice emergency exit drills in the house regularly.
5. Plan for transportation if you need to evacuate to a Red Cross shelter.
6. Find the safe places in your home for each type of emergency.
7. Have a plan to signal the need for help.
8. Post emergency phone numbers near the phone.
9. Prepare to be self-sufficient for at least three days.
10. Turn on your portable radio for instructions and news reports. For your own safety, cooperate fully with public safety officials and instructions.
11. Prepare for aftershocks after an earthquake.
12. If you evacuate, leave a message at your home telling family members and others where you can be found.
13. Label any equipment, such as wheelchairs, walkers, that you would need.

Tips for Preparing Children

Infants and Toddlers

Special emphasis should be placed on making their environment as safe as possible.

1. Cribs and tall unsecured bookcases and shelves that could slide or topple should be placed away from windows.
2. A minimum of a 72-hour supply of extra water, formula, bottles, food, juices, clothing, disposable diapers, baby wipes and prescribed medications should be stored where it is more likely to be accessible after an emergency. Also keep an extra diaper bag with these items in your car.
3. Store strollers, wagons, blankets, and cribs with appropriate wheels to evacuate infants, if necessary.
4. Install bumper pads in cribs or bassinets to protect babies during the shaking of an earthquake or explosion.
5. Install latches on all cupboards (not just those young children can reach) so that nothing can fall on your baby during an earthquake or explosion.

Preschool and School-age Children

About age three, children can begin to understand what earthquakes, as well as fires and floods, are and how to get ready for them. Take the time to explain what causes these types of emergencies in terms they'll understand. Include your children in family discussions and planning for emergency safety. Conduct drills and review safety procedures every six months.

1. Show children the safest places to be in each room when an earthquake hits or explosion occurs. Also show them all possible exits from each room.
2. Use sturdy tables to teach children to Duck, Cover & Hold during an earthquake or explosion.
3. Make sure that children are ready to protect themselves with Stop, Drop & Roll during a fire. Also make sure that you practice emergency exit drills in the house (EDITH) regularly.
4. Teach children what to do wherever they are during an emergency (at school, in a tall building, outdoors).
5. Make sure children's emergency cards at school are up-to-date.
6. Although children should not turn off any utility valves, it's important that they know what gas smells like. Advise children to tell an adult if they smell gas after an emergency.

Additional information can be found at the following websites:

American Red Cross - <http://www.redcross.org>
Governor's Office of Emergency Services - <http://www.oes.ca.gov>
Centers for Disease Control and Prevention - <http://www.bt.cdc.gov>
U. S. Department of Homeland Security - <http://www.dhs.gov>