

STEP-BY-STEP EMERGENCY PREPAREDNESS PROCEDURE

INTRODUCTION

It is highly recommended that you work this process for those immediate family members *currently living in your household*. It is very important, however, that you at least have enough for your own immediate family. Then if you anticipate other family members or friends coming to your home during an emergency, you can always add to your supplies once you have established a basic-level emergency supplies kit. “Overloading” the initial process tends to prevent an individual from even getting started, resulting in having *no* supplies for an emergency.

Though emergency preparation websites recommend supplies for three days, recent events have indicated that, at a minimum, a person should be self-sufficient for two weeks. The following step-by-step process will help you prepare yourself and your family for two weeks. Under extreme conditions, those two weeks worth of supplies can be expanded to cover almost a full month.

FOR STARTERS

1. Go to the Red Cross website: www.redcross.org
From the menu select Prepare Your Family, and then Build a Disaster Supply Kit
Go to the First Aid Kit list
On a clean sheet of paper form two columns: *Have* and *Need*
From the First Aid Kit list, place items you already have in your home under the *Have* column
Note: these items must be able to be set aside specifically for emergencies
Those items you need place under the *Need* column
Go to the Tools and Supplies list
Continuing on your paper list the tools and supplies you have under the *Have* column
Note: some tools/supplies need not be set aside just for emergencies (such as pliers), while others you may want to set aside specifically for emergencies (such as duct tape and batteries); see step 6, below
Those tools and supplies you need place under the *Need* column
Repeat this process for Non-Prescription Drugs, Bedding and Clothing, Sanitation, For Baby, For Adult, and Special Items
2. Go to your local supermarket *and* bulk sales store (such as Costco, Sam’s Club, etc.) if one is available
Review the Red Cross Disaster Supply Kit requirements for Food (ready-to-eat canned meats, etc.) and Water
Have a clean sheet of paper and a pencil or pen
Walk the aisles of the store and note those food or water items that
 - 1) fulfill the Red Cross recommendations
 - 2) are enjoyed by you and/or a family memberWrite down
 - 1) each food or water item
 - 2) its size (or weight)
 - 3) its current price

Take your time doing this; there is no rush! This is now your EMERGENCY ITEMS LIST [see the example at the end].

DEVELOP AN EMERGENCY PREPARATION WORKSHEET

1. Download and Print (in color) the EMERGENCY PREPARATION WORKSHEET found on our website. If you do not have a color printer, make a note of each box color on your black-and-white sheet.
2. Have a separate clean sheet of paper (“scratch” sheet) and a pencil or pen.
3. In the upper left-hand box write down each family member’s name, including your own, on the line(s) that best describes that individual’s age.
4. The upper middle RED box is labeled ABSOLUTE ESSENTIALS. There are three of these: each individual’s required *prescription drugs*, *multi-vitamins*, and *water*.

PRESCRIPTION DRUGS

On your clean sheet of paper list all family members needing prescription drugs. Then, list the actual drugs needed under each name. Get your physician to authorize (write a prescription) for one set of these drugs in advance (that you will rotate). Thus, you will have one set you are currently using, and one set in your emergency supplies kit that will be rotated out to your use at the next prescription.

MULTI-VITAMINS

Multi-Vitamins usually come in bottles of 100. Add up the amount of people in your family and determine if 100 will cover you for a two week period: multiply the amount of people in your family by 14 (days). As an example, a family of four would be 4 people x 14 days = 64 vitamins. If the total is 100 or less, as in our example, you will need one bottle of multi-vitamins. If the total is higher, you will need two (or more) bottles. Constantly rotate this supply as the bottle you are currently using runs out.

WATER

The recommended amount of water for each person per day is one gallon, which is 4 quarts. Two quarts are for drinking and two for food preparation and general clean-up (sanitation).

Note: In a severe long-term emergency, the two quarts for food preparation and sanitation can be used for drinking instead.

You want one gallon of water per person in your household regardless of age.

Water can be bought in different sizes. If you buy it in gallon jugs you will need one jug for each person, each day. If you have a family of four people, you will need: 4 people x 14 days = 64 jugs. This may sound like a lot, but in an emergency this water will save your life.

Water can also be bought in smaller sizes. Stores, especially bulk sales stores, sell cases of individual ½-liter bottles, 35 bottles to a case. [Please note: stores also sell cases containing lesser amounts, such as 24 bottles per case – calculate accordingly.] For our example, we will use the 35 bottles per case:

water

♦ 1 gallon per day = 4 quarts =
3.785-liters = 7.5 ½-liter bottles

♦ 1 case = 35 ½-liter bottles = 4.7 days:

♦ 3 cases x 35 ½-liter bottles = 14 days

For a family of four you would then need: 4 people x 3 cases = 12 cases.

Now determine the cost. From your EMERGENCY ITEMS LIST find the cost of water at the store. Use your scratch paper: Multiply the amount of people in your household by the cost of the water. (For our example we will use a family of four, and each case of water selling for \$5.99):

water

12 cases x \$5.99 per case = \$71.88

Water is an ABSOLUTE ESSENTIAL.

5. In the RED, ABSOLUTE ESSENTIAL box on your EMERGENCY PREPARATION WORKSHEET write in the necessary information regarding prescription drugs, multi-vitamins, and water. *It is recommended that you also add at least one case of sports drink* (which provides not only water, but also nutrients) as an additional “buffer” should you do strenuous work during an emergency (see example below). Use a heading, i.e. “Water,” “Multi-Vitamins,” and “Prescription Drugs,” and then write in the amount needed for each item, its individual unit cost, and the total cost for that item. Then add up all the costs. In the lower right-hand corner write the total costs for the items in that box (round up to the nearest whole dollar):

Absolute Essentials:

♠ WATER

12 cases x \$5.99 = \$71.88

1 case, sports drink @ \$14.99 = \$14.99

24 20-ounce bottles =
12 days per adult
(husband, wife)

♠ MULTI-VITAMINS

1 bottle x \$12.99 = \$12.99

♠ PRESCRIPTION DRUGS
(list your necessary medications)
(add their cost to the total)

\$100.00

Is your family’s safety worth \$100.00, or whatever your own actual emergency ABSOLUTE ESSENTIAL needs are? You can’t live without water or, if you need them to survive, your own prescription drugs. Further, multi-vitamins will help insure your health during an emergency. *If you make no other attempt at emergency preparedness, at least have the necessary ABSOLUTE ESSENTIALS in your home.*

You do not have to buy all of the items at once. For 40-cents a day, about what you would pay for less than half a cup of a 12-ounce coffee, you could purchase two cases of water a month. In six months a family of four would have their water needs met. In another month the sports drink case could be purchased. And in another month the multi-vitamins can be bought. Thus, in less than a year (8 months) almost all of the ABSOLUTE ESSENTIAL needs can be met *comfortably*, without a huge sacrifice.

ABSOLUTE ESSENTIALS are the first items you will purchase in preparing for an emergency.

6. Review the Tools and Supplies list and the Sanitation list in the Build a Disaster Supply Kit on the Red Cross website. (Note: you can purchase a commercial first aid kit with all of the recommended First Aid supplies.) Determine which items are absolutely essential to your survival in an emergency. The following are recommended (the items in the left-hand column are especially important):

battery- or gyro-operated radio	plastic storage bags
extra batteries for the radio	plastic garbage bags
flashlight	dust mask
extra batteries for the flashlight	personal hygiene items
small fire extinguisher	soap and razor
plastic sheeting	toothbrush and toothpaste
duct tape	foot powder
matches	feminine supplies
toilet paper	household chlorine bleach
first aid kit	at least \$100 in change: quarters, dimes, etc.
heavy work gloves	(Note: put your daily change into a can)

List these essential tools and supplies on the upper right-hand BLUE box: ESSENTIAL HARDWARE, along with the cost of each item. Then add up all the costs. In the lower right-hand corner write the total costs for the items in that box (round up to the nearest whole dollar).

ESSENTIAL HARDWARE *are the second set of items you will purchase* in preparing for an emergency. These items may at first seem less important than the need for food. Yet it is a known fact a relatively healthy person can live weeks without food, whereas an item such as a flashlight might be life-saving in the inevitable coming dark of night during an emergency. Here is an ESSENTIAL HARDWARE example:

Essential Hardware:

battery-operated radio	\$ 9.99
9-volt batteries 2/pgk	9.98
flashlight	2.99
size D batteries 8/pgk	8.25
small fire extinguisher	12.95
plastic sheeting	14.99
duct tape, 2"x 60'/3 rolls	9.99
matches, long wooden, 3 boxes	2.95
toilet paper, 36 rolls/pkg [*tradable]	15.95
first aid kit, portable	19.99
work gloves, heavy duty	3.49
garbage bags, 100/pkg	5.49
dust mask, 6/pkg	8.49
chlorine bleach, 2 180-oz. btls [*tradable]	4.49

[change: quarters, dimes, nickels, pennies 100.00]

[Note: not included in total: create a "change can"]

\$130.00

7. On your scratch sheet of paper begin to work out a breakfast menu. It is important to remember this does not have to be gourmet! You are looking for practical, nutritious, filling food at a minimum cost (and storage space). Once you develop a basic-level of emergency food in your home, you can always add to it. [Note: you will be drinking part of your emergency water with each meal, which has already been listed in ABSOLUTE ESSENTIALS, and so it does not have to be placed with your meal listings.] Here is an example of a basic breakfast for a family of four. [Note: although the servings shown are for adults, the process works as well in purchasing baby food.]:

breakfast

- ♦ 1 jar instant "regular" coffee, 16 oz.
(240 servings) [*tradable] = \$7.99
- ♦ 1 pkg breakfast bar (48 servings) = \$10.99
- ♦ 1 pkg energy trail mix bar (48 servings) = \$9.99
- ♣ 3 bars per meal x 4 persons = 12 bars per day

12 bars
x14 days
168 bars total

2 pkgs each = 192 servings

192 servings
-168 needed
24 "Tradables"

Now transfer this information to your EMERGENCY PREPARATION WORKSHEET.

Breakfast:

1 jar instant coffee = \$7.99

2 pkgs breakfast bars
96 servings = \$21.98

2 pkgs energy trail mix bars
96 servings = \$19.98

\$50.00

8. On your scratch sheet of paper begin to work out a lunch menu using the same principles shown in #7 above.
Here is an example of a basic lunch for a family of four:

lunch

♦ cup of soup [add rice] = 35-cents

♦ can of peaches = 89-cents

♣ 1 cup of soup and can of peaches each
x 4 persons = 4 cups and cans per day

4 cups of soup
x14 days
64 cups total

4 cans of peaches
x14 days
64 cans total

Now transfer this information to your EMERGENCY PREPARATION WORKSHEET.

Lunch:

64 cups of soup
x 35-cents = \$22.40

64 cans of peaches
x 89-cents = \$56.98

\$80.00

9. On your scratch sheet of paper begin to work out a dinner menu using the same principles shown in # 7 above. Here is an example of a basic dinner for a family of four:

dinner

- ♦ Chunky soups, 4 cans per pkg = \$12.99
- ♦ can of mixed fruit = 89-cents
- ♣ 1 can of soup and 1 can of mixed fruit each
x 4 persons = 4 of each per day

4 cans of soup <u>x 14 days</u> 64 cans [14 pkgs] total	4 cans of fruit <u>x 14 days</u> 64 cans total
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Now transfer this information to your EMERGENCY PREPARATION WORKSHEET.

Dinner:

14 pkgs of soup
x \$12.99 = \$181.86

64 cans of mixed fruit
x 89-cents = \$56.98

\$240.00

BREAKFAST, LUNCH, AND DINNER *foods are the third set of items you will purchase* in preparing for an emergency. There is no particular order as to which ones to buy first, but there is a smart way to purchase: IMPORTANT NOTE: Once you have established your emergency menus, check the grocery and pharmacy chain circulars each week (usually in your local paper). These often offer sales on the very items you are looking to buy. This type of shopping can save you a considerable amount of money.

♥ *At this point you have a list of all the essentials needed to survive an emergency.* It is important to note that in our example, for a family of four, the essentials total \$600. All of these items do *not* have to be purchased at once. If weekly purchases were made over the period of a year, the cost would be \$11.50 per week, or about \$1.65 per day — the cost of a 16-ounce cup of coffee! Again, is your life, and the lives of your family members worth giving up that second cup of daily coffee? If so, **this plan is financially do-able!**

10. On your scratch sheet of paper make two lists, labeling them Non-Essential High Priority and Low Priority. Begin to list items that you can survive without, but that would be worthwhile to you to have:

Non-Essentials

High Priority

- ♦ candles, 60 5"x 3/4" = \$24.95
- ♦ sanitized wipes = \$19.95
- ♦ cat food, 3-lb. bag = \$3.99
- ♦ peanut butter,
2 48-oz. jars = \$7.49

Low Priority

- ♦ nuts, pistachio 4-lb. bag = \$24.95
- ♦ lemonade mix 82-oz.
[136 cups] = \$6.99
- ♦ deck of playing cards = \$4.99

Now transfer this information to your EMERGENCY PREPARATION WORKSHEET.

Non-Essentials High Priority:

candles = \$24.95
sanitized wipes = \$10.95
cat food, 3-lb. bag = \$3.99
peanut butter = \$7.49

\$50.00

Non-Essentials Low Priority:

nuts, pistachio = \$24.95
lemonade mix = \$6.99
deck of playing cards = \$4.99

\$40.00

11. On your scratch sheet of paper begin to list items that you might not need yourself, but would be good to have for trade with others, *or to offer freely to help others* during times of scarcity.[Note: Some of these items we've already identified in the bulk purchases noted in ESSENTIAL HARDWARE.] These are your **TRADABLE** items. Once you've developed a list, transfer the items to your EMERGENCY PREPARATION WORKSHEET. Here is an example:

"Tradable":

toilet paper [see Essential Hardware] -----
chlorine bleach [see Essential Hardware] -----
sanitized wipes [see Non- Essential, High] -----
candles, 60 5"x 3/4" [extra pkg.] = \$24.95
rice, 50-lb. bag @ \$11.99 [x2] = 23.98

\$50.00

NON-ESSENTIAL AND TRADABLES *are the last set of items you will purchase* in preparing for an emergency. You should always check for sales on these items to save money. You may not "need" them for survival, but as you are able, it is nice to add them to your inventory.

EMERGENCY ITEMS LIST (Sample) PRICE

bleach, Clorox 2-180 oz bottles	4.49
breakfast bar, NutraGrain, 48/pkg	9.89
cereal, hot, Quakers Oats 2-4.5 lb bags	9.99
coffee, instant, Folgers 16 oz [240 servings]	7.79
energy bar, Trail Mix, 48/pkg	9.99
fruitcups, mixed fruit, Dell Monte 24-4 oz cans/pkg	7.49
lemonade mix, Country Time 82.5 oz [136 servings]	5.99
nuts, Pistachio, 4 lb bag	10.39
peanut butter, Skippy 2-48 oz jars	7.29
rice, Riceland 50 lb bag	10.99
soup, beef & chicken, Progresso 8-19 oz cans/pkg	9.89
soups, various, Chunky 8-18.8 oz cans/pkg	10.99
toilet paper, Kirkland 36 rolls/pkg	14.49
vitamins, High Energy, 90 packets/pkg	16.25
water, Poland Spring 12-1.5 liter bottles	6.89
35-16.9 oz bottles	5.69
48-8 oz bottles	7.99
Kirkland 35-16.9 oz bottles [5 day supply]	4.59
baby food, assorted, Beechnut, 24-4 oz jars	9.99
bags, plastic, food storage 75/pkg	2.18
batteries, Duracell 8 "D"/pkg	8.68
batteries, Energizer 8 "AA"/pkg	4.87
beans, lentil 16 oz pkg	.59
breakfast bar, Pathmark 8 bars/pkg	2.99
candle, long burning	4.99
cat food, Meow Mix, 3.5 lb bag	3.99
cereal, oatmeal, Pathmark 10 packets/pkg	1.66
coffee, instant, 12 oz can	3.99
diapers, disposable, Pampers, 96/pkg	18.99
dog food, Skippy, 3-13.2 oz cans	.99
foot powder, 13 oz.	5.59
fruit, peaches, can	.79
fruit, pears, can	.89
fruit, mixed fruit, can	.79
macaroni and beef can	.99
matches, long, wooden 3 boxes/pkg	2.24
peanut butter, 4 lb jar	5.69
pork and beans, 16 oz can	.50
ravioli, beef can	.99
rice, 25 lb bag	6.49
soups, Chunky 4-18.8 oz cans	4.99
soups, Cup of Soups, tub	.33
toothbrush	.89
tooth paste	2.99
spaghetti rings can	.79
stew, beef, 24 oz can	1.79
tape, duct 2"x 60 yards	3.27
tuna, can	.99

EMERGENCY PREPARATION WORKSHEET

Adults: _____

Teens: _____

Children: _____

Infants: _____

Absolute

Essential Hardware

Breakfast

Lunch

Dinner

Non-Essentials
High Priority

Non-Essentials
Low Priority

“Tradable”