

Personal Emergency Supply Kit

- Family communication plan
- Emergency phone list/apps
- Water, 1 gal. per person, per day for at 3 three days
- Food, 3 days, non-perishable
- Battery-powered or hand crank radio and NOAA Weather Radio with tone alert and extra batteries for both
- Flashlight and extra batteries
- First aid kit/manual
- Dust mask
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Wrench for gas line
- Can opener for food
- Local maps
- Prescription drugs and glasses
- Cash
- Matches (waterproof)
- Hygiene supplies
- Sleeping bag or warm blanket,
- Change of clothes, sturdy shoes
- Mess kit, cup, plastic utensils, small hand towel
- Paper, pencil
- Emergency whistle

First Aid Kit

- Prescription medicines
- Pain reliever
- Spare reading glasses
- 3 Triple antibiotic ointment packs, 0.5g each
- 4 Antiseptic cleansing wipes (sting free)
- 1 Hydrocortisone pack, 0.9g
- 2 Hand sanitizer packs, 0.9g each
- 2 chewable aspirin tablets, 81 mg each
- 20 Plastic adhesive bandages, 3/4" x 3"
- 10 Plastic adhesive bandages, 1" x 3"
- 2 Elbow and knee plastic bandages, 2" x 4"
- 5 Junior plastic bandages, 3/8" x 1-1/2"
- 1 Knuckle fabric bandage
- 1 Fingertip fabric bandage
- 3 Patch bandages, 1-1/2" x 1-1/2"
- 1 Instant cold compress
- 1 Triangular sling/bandage
- 1 Trauma pad, 5" x 9"
- 4 Gauze dressing pads, 3" x 3"
- 2 Gauze dressing pads, 4" x 4"
- 1 First aid tape roll, 3/4" x 5 yds
- 1 Gauze roll bandage, 3"
- 1 CPR one-way valve face shield, latex-free
- 1 Thermometer, one time use
- 2 Latex-free exam-quality vinyl gloves
- Scissors, 1 pair
- Plastic tweezers, 1 pair
- 1 Emergency First Aid Guide
- 1 Zippered clear-pocket soft pack

Personal Emergency Response Plan at Work

- General - Maintain situational awareness throughout the day whether at work or at home. Always remember to remain calm and flexible.
- Risk Assessment - Be familiar with and document the hazards and risks where you work and live.
- Protective Actions - Review emergency response protocols, establish applicable procedures, and document specific tasks to guide in the appropriate immediate actions during an emergency.
<https://oes.ucsc.edu/emergency-management/preparedness/procedures/index.html>
- Emergency Resources – Be familiar with the people, systems, and equipment in your workplace or at home that can assist in an emergency. Identify key resources in your plan.
- Coordination – Be prepared to provide facility and hazard information to first responders to assist them in stabilizing the incident.
- Training – Participate in training opportunities that help you understand emergency plans, roles and responsibilities, and policies and procedures.
- Emergency Drills and Exercises – A key component of all planning efforts is drilling and exercising plans to ensure they work. Participation and feedback play an important role in ensuring effective emergency preparedness.

Personal Business Continuity Plan

- Consider how you could perform your work during various hazardous situations (power outage, office building inaccessible, data lost)
- Ensure your computer has redundancy protection (are your files backed up on a server or external hard drive which is stored in a separate location?)
- Before it is needed, connect your laptop(s) to the UCSC Virtual Private Network (VPN) to work offsite.
<https://its.ucsc.edu/vpn/installation.html>
- Discuss your department's Business Continuity Plan with your supervisor. If your office does not have a plan, contact the Office of Emergency Service's Business Continuity Planner. See our staff list at:
<https://oes.ucsc.edu/about/contacts.html>
- Create a resource and contact lists for resuming your work
- Plan for methods to meet compliance reporting related to your work
- If appropriate, consider a shared folder so colleagues can gain access to your work when you cannot report to work
- Draft a person business continuity plan.