



PLANNING WORKSHEET: Emergency Supplies

Directions:

Use this worksheet to help you identify your emergency supply needs.

STEP 1: Determine the number of days you plan to be “self-sufficient” (i.e. continue operations without outside access to supplies.)

Review your facility licensing regulations and state requirements. Many state regulations will specify:

- Number of days you are required to be capable of sheltering in place
- Specific number of days worth of food/water/fuel to store
- Specific amount of water to store per person

If your regulations do not have specific requirements, then you need to decide what is appropriate for your facility. Most experts recommend storing at least a 96 hour supply of food, water and other essentials. However, keep in mind that after Hurricane Katrina, many facilities had to survive on their own for 7 days or more.

Look at your facility’s hazard and vulnerability analysis. Based on your analysis, what are the biggest threats to your facility? Discuss with your emergency planning team the length of time you might need to go without access to outside supplies.

Based on your regulations and team discussions, enter the number of days you plan to be “self-sufficient” (i.e. continue operations without outside access to supplies):

_____ Number of Days (without access to outside supplies)

STEP 2: Determine the number of residents, staff, and visitors your facility might accommodate in an emergency.

_____ Number of facility residents

_____ Number of residents’ guests you project will stay with resident during an emergency

_____ Number of staff (average) on duty in a 24 hour period.

_____ Number of staff family members who might take residence at facility in an emergency

_____ Number of facility pets or pets of staff sheltering in the facility

_____ Total (residents, staff, & family members)



STEP 3: Decide what you need to store and also how much you need to store.

- WATER - Calculate how much water to store.

_____ Number of people (staff/residents/guests) X _____ Gallons per day X _____ Number of days =
_____ TOTAL Quantity of Water to Store

Note: Check your licensing regulations for specific requirements. If your regulations don't include specific amounts, the American Red Cross recommends storing one gallon of water per healthy person, per day for drinking purposes. They also state that more is needed to accommodate those with special medical needs. This minimal amount assumes the use of disposable plates, cups and utensils and minimal water use in food preparation and cleaning up. You should store extra water to accommodate unexpected resident family members, staff family members and pets. Remember, the warmer the weather, the more water people need to drink.

Keep in mind that many experts recommend that if possible, facilities store 5 gallons of water per person, per day.

Note: It's also a good idea to store an extra reserve of fluids other than water: juices, soda, seltzer water and other drinks regularly consumed by staff, residents and visitors. Additions to this supply may provide a significant reserve that can be rotated with the usual stock so that none of it exceeds its safe shelf-life.

- FOOD – Decide what food to store and how much you need to store.
 - o Be sure to consider the special dietary needs of residents.
 - o Canned goods and pre-packaged meals are good choices.
 - o It's also good to have comfort foods, such as stews and soups.
 - o You may lose power, so store some food that can be prepared without utilities and be sure you have a hand operated can opener.
 - o Develop a rotation scheme with your emergency food supply and your regular food menu, so that the emergency supplies are used and replaced without reaching the end of their safe shelf-life. Done properly, the emergency food supply may be a one-time expense and then it is replaced within your regular food budget.
 - o If your facility has pets, be sure you have emergency food for your pets!
- OTHER SUPPLIES

Get your staff together and ask them: "If you had to survive for 7 days without outside services or access to new supplies, what would you need?"

For large facilities, be sure to include at least one person from each department in this discussion. For example, what would nursing staff need to continue to care for



residents? What would housekeepers need to keep the facility clean without power? What would the maintenance staff need to do temporary repairs?

If you are a very small facility, include several caregivers in your discussion.

The types and quantities of supplies you need will vary based on the characteristics and special needs of your residents. Use the worksheet from Module One: Resident Characteristics and Emergency Planning to help you decide which items to store based on your resident's special needs.

Make up your own detailed list and be sure to include quantities. Here is a basic list to get you started.

Items related the normal care of the residents:

- Medication (specify types/quantities)
- Medical supplies (specify types/quantities)
- Linen
- Incontinence briefs
- Oxygen tanks (plan for extras if you normally use oxygen concentrators, since they require power)
- Wet wipes
- Hand sanitizer gel
- First aid supplies
- Sun screen and insect repellant. Residents may need to be outside. If there is no A/C, unscreened windows may be opened. If there is standing water, mosquitoes may become a problem.
-etc.

Items to keep your facility safe and clean:

- Extra biohazard containers (in case your medical waste disposal company can't get to your facility)
- Extra trash cans or dumpsters for trash disposal
- Trash bags
-etc.

Other emergency supplies:

- Fuel for generator and/or other equipment
- Flashlight batteries (stored in a cool, dry, accessible place outside the flashlight to maximize shelf-life)
- Flashlights and battery-operated camping lanterns
- Extension cords
- Radios with battery back-up and/or hand crank
- Fans
- Paper products (cups and plates) and plastic utensils



- Back-up communication systems
- Construction plastic
- Nails and boards
- Tools for cleaning up debris
-etc.

STEP 4: Decide where and how to store your supplies.

Once you have your list of supplies, decide where to store them. Keep the supplies in a secure, locked location. You don't want anyone snacking on your emergency food and water supply!

If you store supplies in the basement, remember that this is the first area that will flood. If rising ground water or nearby bodies of water threaten to flood, you will need to rapidly move the supplies to a higher location. Be sure you have guidance in your plan to manage this situation.

Store water in a cool, dark place. Never store water in direct sunlight. You can store it in specially designed potable water containers or in store-bought, factory-sealed containers. Do not store it near gasoline, kerosene, pesticides or similar substances. (Gasoline, kerosene, and pesticides should be stored outside the facility.)

Be sure that your emergency water source is convenient, handy and can be refreshed regularly and moved when necessary.

STEP 5: Decide who is in charge of tracking/rotating supplies and implement a tracking rotation and replacement process.

Assign someone to maintain and rotate your emergency supplies. Rotate perishable supplies before they expire or are no longer usable. It is best to set a schedule for this check and rotation activity to assure that it continues into the future.

Note the expiration dates for all stored food and fluids. The timeline should be stored where it can be checked frequently, and items approaching their expiration dates can be used or replaced (see rotation recommendations above). Some foods and fluids can be donated to food pantries or kitchens if properly stored and donated before the expiration dates. This may provide tax benefits that help offset some of the preparedness expense (consult your tax advisor).

Stored batteries should also be tracked. It's a good idea to replace batteries every year.



STEP 6: Explore and address the reliability of critical vendors/suppliers.

Talk with your vendors. Understand that many vendors carry reserves with the expectation that the additional inventory will only be needed by one or a few customers. Ask about the vendor's reserves so you will not be surprised to find them already committed to other customers when you need them for an emergency.

Get a listing of each vendor's 24 hour emergency number, in case you need to order supplies over a weekend or holiday. Select back-up vendors who are a minimum of 300 miles away or are out-of-state in case your vendors are unable to provide supplies because of the disaster. Be sure to get emergency numbers for back-up vendors as well. Also, be sure to figure out how you will get the supplies from distant, back-up vendors.

Include vendor emergency phone numbers and other relevant details in your emergency operations plan.

You may consider entering into contingency contracts with some suppliers to increase the likelihood that they will have the additional equipment and supplies when you order them for an emergency.

Consider also developing a mutual aid arrangement with similar organizations at a distance from your facilities, ones that do not have the same hazard risks (for example, a coastal facility enters into a mutual aid understanding with an inland facility not subject to flooding, but with other risks such as nearby chemical plants. Facilities may agree to share their reserve supplies if needed by their mutual aid partner for a hazard they are not experiencing. This may be a relatively inexpensive approach to increase resource availability. As above, determine how you will obtain the supplies from distant mutual aid organizations during an emergency.

And remember to re-evaluate your emergency supplies list every year, including vendor contact information.

Your supply list must be updated as the needs of your residents change.

YOUR NEXT STEP:

Use the information you've assembled in this worksheet to make a comprehensive list of your emergency supplies. Gather and store your supplies. Develop and implement your rotation and replacement process.

Include a copy of your supply list, along with vendor emergency phone numbers in your emergency plan.