

**Personal Emergency Supply Kit**

- Phone & charger
- Medications & glasses
- Laptop & charger
- Family communication plan
- Emergency phone list
- Cash and identification
- Water, 1 gal. per person, per day for at 3 three days
- Water purifier (tablets or filter)
- Food, 3 day supply, non-perishable
- Battery-powered or hand crank radio and NOAA Weather Radio with tone alert and extra batteries for both
- Flashlight and extra batteries
- Solar charger
- First aid kit & manual
- Dust and smoke mask (N95)
- Moist towelettes, garbage bags and plastic ties for personal sanitation
- Wrench for gas line
- Can opener for food
- Local maps
- 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
- 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 respirators (intake/output)

**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, 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 personal business continuity plan.