

SHORT AND LONG-TERM EMERGENCY SUPPLY KITS

CATEGORY	SHORT-TERM KIT This is appropriate for evacuation for up to 24 hrs.	LONG-TERM KIT This kit is appropriate for lockdown or shelter-in-place for up to 72 hrs.
Contact Information/ Important Documents	<ul style="list-style-type: none"> o Child Emergency Information Cards o Emergency plans and number o Medical Releases o Evacuation site agreements and maps o Emergency Files 	<ul style="list-style-type: none"> o Child Emergency Information Cards o Emergency plans and number o Medical Releases o Evacuation site agreements and maps o Emergency Files
Food and Water	<ul style="list-style-type: none"> o One gallon of water for every four children/ staff o Non-perishable food items such as granola bars and crackers o Formula/appropriate food for infants o Disposable cups, plates and bowls o Utensils 	<ul style="list-style-type: none"> o ½ gallon of water per child and 1 gallon per adult per day o Non-perishable food items such as canned fruit and meat o Formula/appropriate food for infants o Disposable cups, plates and bowls o Utensils o Non-electric can opener
First Aid	<ul style="list-style-type: none"> o Small First Aid Kit o Medications (monitor expiration dates) 	<ul style="list-style-type: none"> o Large First Aid Kit o Medications (monitor expiration dates)
Hygiene/Sanitation	<ul style="list-style-type: none"> o Disposable diapers o Wet wipes o Hand sanitizer o Toilet paper 	<ul style="list-style-type: none"> o Disposable diapers o Wet wipes o Hand sanitizer o Toilet paper o Paper towels o Plastic bags (varied sizes) o 5 gallon plastic bucket: To be used as a toilet for staff and children in case of evacuation or lapse in water availability
Safety	<ul style="list-style-type: none"> o Whistle o Flashlight o Twine or tape in case you need to protect children from hazards or keep children within a marked area o Pair of work gloves 	<ul style="list-style-type: none"> o Whistle o Flashlight o Extra batteries o Twine or tape in case you need to protect children from hazards or keep children within a marked area o Pair of work gloves o Permanent marker to write child's name on their clothing or body in case they get separated from adults o Duct tape for windows, doors and vents o Dust/filter mask (1 per person to be used in case of fire) o Goggles (1 pair per person)
Comfort	<ul style="list-style-type: none"> o Emergency cash (small bills) o Emergency blankets o Activity items: card games, crayons, paper, toys and books o Emergency Comfort Kit (1 per child) 	<ul style="list-style-type: none"> o Emergency cash (small bills) o Emergency blankets (1 per person) o Activity items: card games, crayons, paper, toys and books o Emergency Comfort Kit (1 per child) o Change of clothes for each person (children and staff)
Communication	<ul style="list-style-type: none"> o Radio with extra batteries or crank radio o Cell Phone 	<ul style="list-style-type: none"> o Radio with extra batteries or crank radio o Cell Phone o Signal/flare

Every six months: Check expiration dates and rotate your food, water and medical supplies before they expire. Update important documents and contact information, update sizes of children's clothing and age appropriateness of activity, as needed.

Early Care & Education Early Childhood Division Maine Department of Health and Human Services. *Y.I.K.E.S. Your Inventory for Keeping Everyone Safe Planning Guide for Emergency Response Planning in Child Care.*