

## Basic Emergency Supply Kit

- Bottled Water
- Canned or Packaged Food
- Manual Can Opener
- Battery-Powered Radio
- Flashlight
- Emergency Light Sticks
- Extra Batteries for Radio and Flashlight
- First Aid Kit
- Toiletries
  - o Toothbrush and Toothpaste
  - o Shampoo
  - o Soap
  - o Comb/Brush
- Emergency Blanket
- Safety Whistle (to attract attention)
- Dust Mask and Surgical Gloves
- Hand Sanitizer

## Don't Forget:

- Prescription Medications, Eyeglasses/Contacts, and other supplies, equipment, and/or assistive devices for your specific condition
- If you have a service animal, make sure to prepare extra supplies including food and water for your animal
- Keys
- Photo Identification
- Wallet/Purse
- Money/Credit Cards
- Cell-phone and Charger

## For more information on emergency preparedness for individuals with disabilities or special needs:

### Boston College Resources:

BC Office of Emergency Management:  
[www.bc.edu/emergency](http://www.bc.edu/emergency)

BC Office of the Dean of Students:  
[www.bc.edu/dos](http://www.bc.edu/dos)

BC Disability Services Office:  
[www.bc.edu/content/bc/offices/dos/disabilityservices.html](http://www.bc.edu/content/bc/offices/dos/disabilityservices.html)

University Health Services:  
[www.bc.edu/uhs](http://www.bc.edu/uhs)

Human Resources Office of Institutional Diversity:  
[www.bc.edu/diversity](http://www.bc.edu/diversity)

### Other Preparedness Resources:

FEMA Ready Campaign:  
<http://www.ready.gov/individuals-access-functional-needs>

Massachusetts Emergency Management Agency:  
[www.mass.gov/mema](http://www.mass.gov/mema)

National Organization on Disability:  
<http://www.nod.org/emergency>

American Red Cross  
[www.redcross.org](http://www.redcross.org)

American Foundation for the Blind:  
[www.afb.org](http://www.afb.org)

National Association of the Deaf  
[www.nad.org](http://www.nad.org)

United Spinal Association  
[www.unitedspinal.com](http://www.unitedspinal.com)

## **Boston College Office of Emergency Management**

[www.bc.edu/emergency](http://www.bc.edu/emergency)



## Emergency Preparedness for Individuals with Additional Needs

Boston College maintains an Emergency Management Plan which is designed to prepare us to respond to and recover from a range of emergency situations. Creating a culture of preparedness is a team effort and requires that all members of our community work together to create a safe and secure community.

Personal preparedness is a crucial piece of keeping the community safe. Each person should:

- Be aware of the emergencies that can impact our area and know how to get more information in case of emergency.
- Have a personal plan for evacuation, shelter in place, and communication with family and friends.
- Have a basic kit of supplies to help you manage during the early stages of an emergency.

It is important for each person to consider how different types of emergencies might affect his or her individual needs. It is crucial that you think about the resources that you use on a daily basis, and what you might do if these resources were limited or unavailable.

# Emergency Preparedness for Individuals with Additional Needs

## Emergency Supplies

It is important to keep a kit of basic supplies at your home/residence, workplace, and even in your car in order to keep yourself safe and comfortable during the early stages of an emergency. Consult the list of basic emergency supplies in this pamphlet.

In addition to these basic items, it is particularly important for people with unique needs and abilities to prepare a kit of items that will meet their needs if ordinary conveniences are unavailable.

### Medications

If you take a medication or use a medical treatment on a daily basis, your kit should include extra medication if possible. Consult with your pharmacist and doctor to see what else you can do to prepare for emergencies.

### Assistive Devices

If you rely on specific assistive devices, you should be sure to include them, or spare parts for them, in your emergency supply kit. These items could include eyeglasses, contacts, hearing aid batteries, or wheelchair batteries, depending on your needs. If you rely on a service animal, make sure to include pet food, collar with ID tag, medical records, and other important information.

### Important Documents

Be sure to include copies of important medical documents in your emergency supply kit including copies of insurance cards, medication lists, copies of prescriptions, and user manuals for assistive devices. You should maintain a sheet detailing your specific medical conditions in the case that you are injured. If you have a communication disability, make sure that your emergency information includes instructions on the best way to communicate with you. All of these items should be stored in a waterproof container.

If possible, you should consider wearing a Medic Alert bracelet or tag or carrying a wallet card that will allow rescuers to identify your disability or condition. This can be a crucial aid in an emergency situation.

## Emergency Plan

In many disaster situations you will not have access to everyday conveniences. In order to be properly prepared, you must think through the details of your everyday life. If there are people who assist you on a daily basis, list who they are and how you can contact them in an emergency. Think about alternatives and how you would get around without assistive devices. For each aspect of your daily routine, create an alternate procedure and write it down. Make copies of this plan and share it with members of your personal support network. You should also register with the BC Office of Disability Services or Human Resource Office of Institutional Diversity.

### Personal Support Network

If you anticipate needing help in an emergency, make a list of family, friends, coworkers, roommates, and others who are aware of your conditions and can assist you if necessary. Make sure that all members of this group know how to evacuate your residence/workplace. Teach these individuals how to administer medications and/or lifesaving devices, and instruct them in operation of your assistive devices. Inform your employer and coworkers about assistance that you may need in case of emergency, and always participate in drills and exercises.

### Family Communication Plan

Designate a single family contact outside of your area. Be sure that family, friends and/or roommates know who this person is and how to contact them. Notify family and friends if you are affected by an emergency. If you can't reach them, notify your family emergency contact. Social media can be a valuable tool for family communications during an emergency.

### Evacuation

Make sure that you know at least two ways out of rooms and buildings that you frequently occupy. Check for items such as furniture, light fixtures, and hanging pictures that may fall and block an escape path. Check hallways, stairways, doorways, and windows for objects that may keep you from safely leaving a building or room during an

emergency. Secure or remove items that might block an escape path. If there are aspects of securing your residence or workplace that you are not able to do yourself, enlist members of your Personal Support Network to help. If you need assistance evacuating, identify individuals who will be able to help. If you need to evacuate and no one is able to assist you, move to the nearest stairwell and dial the Boston College Police Department emergency line at 617-552-4444. Remain calm until help arrives. Arrange two locations to meet with your family, friends, or roommates after evacuating, one close to the building, and one far away in case the first location is not safe.

### Shelter in Place

There are certain types of emergencies where people should remain indoors to protect themselves from a hazard outside. If directed to do so, remain indoors. Close and lock doors and windows, and move as far away from exterior doors and windows as possible. Remain indoors until an official tells you that it is safe to leave.

## Emergency Information

Boston College uses several different methods of providing emergency notification to students and staff. These methods include:

- Emails to bc.edu email accounts
- Text message alerts to cell-phones (be sure to log on to the BC Portal at <https://portal.bc.edu> now to update your contact information)
- Phone calls to campus phones (limited)
- Postings on the BC Emergency Website at [www.bc.edu/emergency](http://www.bc.edu/emergency)
- Postings on the BC Emergency Facebook Page at [www.facebook.com/bcemergency](http://www.facebook.com/bcemergency) and Twitter Page at [www.twitter.com/BC\\_OEM](http://www.twitter.com/BC_OEM)
- Information on the 888-BOS-COLL emergency information line
- Other methods (media, handouts, etc)

**BE SURE TO NOTIFY OTHERS IF YOU RECEIVE  
AN EMERGENCY ALERT**