

Georgia Long Term Care Emergency Preparedness Kit Informational Packet

Version June 2021



Keep informational packet with EP Kit at all times!



Scan For More Info

Georgia's Long Term Care Emergency Preparedness Educational Program is funded through Centers for Medicare and Medicaid Services (CMS) Civil Money Penalty (CMP) Funds—Emergency Preparedness in Georgia Certified Nursing Homes, Grant #: 18044G (CMP REQUEST #: 2017-04-GA-1219)

Intended Readers

This guide is written for:

- Long term care (LTC) facility administrators and staff receiving this emergency preparedness (EP) kit
- Staff member(s) who will place the EP kit into its storage location
- Staff member(s) who are tasked with maintaining the EP kit
- Anyone who is using the EP kit in an emergency/disaster

Explanation of the EP Kit

The bags and their contents were purchased through Georgia's Long Term Care Emergency Preparedness Educational Program funded through Centers for Medicare and Medicaid Services (CMS) Civil Money Penalty (CMP) Funds — Emergency Preparedness in Georgia Certified Nursing Homes, Grant #: 18044G (CMP REQUEST #: 2017-04-GA-1219).

Upon receipt by GA LTC facilities, the bags and their contents become the property of the receiving LTC facility. The bags and their contents may be utilized in emergency/disaster responses to benefit the LTC residents.

The June 2021 version of the Georgia Long Term Care Emergency Preparedness Kits consists of two large, black and red, wheeled duffle bags packed with slightly different contents. One bag is labeled with a green tag on the right-hand side or top handle to identify **BAG A**. The other bag is labeled with a blue tag on the right-hand side or top handle to identify **BAG B**.

Each Georgia LTC facility being issued an EP kit is receiving:

- One **BAG A** (~36 lbs.)
- One **BAG B** (~33 lbs.)

Both bags have an extendable handle to allow the bags to be rolled on flat, smooth ground. The bags also have multiple nylon handles to facilitate carrying or to act as tie-down points to secure the bag in place, as needed. Each bag is clearly marked with the Georgia Long Term Care Emergency Preparedness Educational Program logo in white.

The contents of each bag and content location can be found on page 5 of this document.

Purpose and Disclaimers

The contents of this EP kit are intended only to supplement the LTC facility's existing disaster/emergency supplies. This EP kit is not intended to provide all items that may be needed by a LTC facility during a disaster/emergency.

Most of the items included in this EP kit include the original packaging and the manufacturers' product instructions. Usage and storage of the items should be in accordance with the manufacturers' recommendations.

Personnel using this EP kit should act within the limits of their medical training when administering first aid and/or emergency care and should follow the orders of their LTC facility's Medical Director. A free Stop-the-Bleed class can quickly teach all LTC staff how to safely utilize the bleeding control equipment in the EP kit (i.e. tourniquets, Celox gauze, Emergency Trauma Dressings). Do not wait for an emergency to occur - complete the free, lifesaving training for all staff NOW. Your local Healthcare Coalition can refer you to Stop-the-Bleed classes/trainers.

Storage Considerations/Manufacturers' Recommendations


We recommend you specifically assign the maintenance of this EP kit to a specific staff member/position within your LTC facility. A back-up staff member/position should also be identified.

It is strongly recommended the EP kit be stored in a secure, climate-controlled area. This area should ideally meet the recommended storage conditions specified by the various manufacturers of the products inside the kits. The various products included in the EP kit generally have manufacturer instructions as to the specific item's utilization and storage. Always follow the manufacturers' instructions as to safety, usage of the items, storage, etc.

Measures should be taken to prevent theft/pilfering of the items in the EP kit. Measures should also be taken to prevent unauthorized access to the kit. This EP kit contains important disaster-response items such as trauma shears/scissors, multi-tools with cutting blades, cordage, lithium batteries, water purification tablets, etc. These items could be dangerous if left unsecured where unauthorized persons had access to them (i.e. children, residents, etc.).

The two duffle bags from the EP kit can be stored together or be stored in separate locations, as needed. All LTC personnel should be made aware of the bags' location(s), contents, and purpose. All supervisory personnel should have access to the bags. These bags should be written into the facility's emergency operations plan (EOP) as an available resource.

The XP-10 (jump starter lithium battery found in BAG A) will need to be charged when first received by the LTC facility and recharged as per the manufacturer's instructions before long-term storage of the bag in order to keep it in a state of readiness.

Some items in the kits will eventually expire and/or need to be replaced (e.g. AAA and C batteries, Celox gauze, Sharpie markers, etc.). The items with expiration dates have been identified using the following symbol: 

As room allows, additional items can be added to the EP kit prior to storage. Items to consider adding are: Ziploc bags of assorted sizes, an empty 1 liter water bottle for use with the Aqua Tabs water purification tablets, paper, pens, notepads, clipboards, zip ties, binder clips, nitrile exam gloves, LTC staff contact list and emergency phone numbers, hardcopy of LTC facility Emergency Preparedness Plan, pocket guides, etc.

Using the EP Kit in a Disaster/Emergency

During a disaster or emergency, the EP Kit and its contents may be used:

- At the LTC facility
- At an alternate care site, if one is utilized
- During an evacuation (including while transporting residents)
- At the residents' evacuation destination, as needed

Reorganizing your equipment and re-allocating it to fit the needs of the moment are important actions in a disaster-response. The duffle bags can be separated and sent with different LTC staff groups as needed during a disaster. The contents of the bags could also be removed and re-allocated however is needed during a disaster. The LTC administrator (or Incident Commander or their designee) should re-allocate or issue the equipment in the bags in *whatever manner they see fit* in order to support the greatest good for the greatest number of residents during the disaster/emergency.

NOTE: The included content list on page 5 lists the original items in the bags. If you reorganize the bags' contents during a disaster, remember to change either the numbers on (or remove) the content list in each bag so that the content list reflects the actual contents of the bag, so as not to confuse your staff when they go to the bags to retrieve items. Also, if you open an item, **SAVE THE INSTRUCTIONS FOR THAT ITEM!** Even if *you* know how to use that item, your *other team members* may *NOT* know how to use it. **SAVE THE INSTRUCTIONS** and keep the item and instructions together.

Training/Practicing with the EP Kit

Ensure that your LTC staff have the opportunity to familiarize themselves with the items in the EP kit. This ideally should be done prior to ever trying to use the EP kit in an emergency. An organized training class on the EP kit can be conducted at your facility and can then be used to meet part of your CMS Appendix Z training program requirements if documented appropriately. This training should be repeated frequently as a refresher.

If conducting training with the EP kit, remember that some items should NOT be opened during training (i.e. Aqua Tabs Water Purification Tablets, Celox gauze, and Emergency Trauma Dressings).

The product manufacturers' websites often contain additional useful information about the items in the EP kits. There are also videos available that demonstrate the use of some of the items in your EP kit. These can be utilized for additional training/familiarization for your staff.

Important Information on EP Kit Lights

Items included are Energizer headlamps, handheld Gearlight flashlights, and Lux Pro LED Lanterns.

DO NOT insert and leave the batteries in the lights for long periods of time. Doing so will cause the lights to be permanently destroyed by leaking batteries. If you have the time before a hurricane or incoming storm for example, it would be acceptable to insert the batteries into all the lights, test functionality, and leave the batteries inserted until after the incident. Be sure always to remove the batteries from the lights before long-term storage of the lights.

When using ANY of the lights in your EP kit, use the lowest light setting that allows you to see effectively. Doing this will maximize the battery life of the lights. For example, one set of AAA batteries in your Energizer headlamp will only last about 4 hours on the HIGH setting, but they can last for about 35 hours on the LOW setting in your headlamp.

If you run out of batteries for the lights, remember there are some extra AAA and C batteries included in each bag of the EP kit. You may also be able to obtain additional batteries from your environment (e.g. remote controls, handheld video games, damaged equipment, etc.). It is a good idea to buy and store additional batteries at your facility as well. Be sure to utilize the oldest batteries first and rotate through your stock so they do not sit on a shelf for decades past their usable life.

If you completely run out of batteries in a disaster, save the lights so you can use them again when you obtain more batteries. You can potentially make resource requests to your county emergency management agency (EMA), your healthcare coalition, and/or other nearby community partners for more batteries. Remember: your XP-10 jump starter and your Eton FRX2 Weather Radio both have built-in flashlights. As long as you keep turning the hand-crank on the weather radio, you can keep the flashlight lit.

MIDDLE SECTION

1. NAR QuikLitter (2)
2. Stanley Multi-Tool with Sheath (2)
3. Energizer Headlamps (3)
4. Lux Pro Rechargeable LED Lantern (2)
5. AAA Batteries (1 24-pack) & C Batteries (1 12-pack)
6. Potable Aqua Water Purification Tablets (1 bottle, 50 tablets)
7. Black Paracord (1 cord)

BAG A

BOTTOM SECTION

8. XP-10 Jump Starter Personal Power Supply (1 kit)
9. Gorilla Tape (2 rolls)
10. Yellow Rain Ponchos (15 ponchos)
11. Flashlights (4 flashlights)

LEFT POCKET

12. White Leather Work Gloves (1 pair L, 1 pair XL)
13. Mylar Rescue Emergency Blanket (25 blankets)

RIGHT POCKET

14. Whistle with Lanyard (1 whistle)
15. CAT Tourniquet (1 tourniquet)
16. Trauma Shears (1 pair)
17. Celox Rapid Hemostatic Z-fold Gauze (1 pack)
18. Emergency Trauma Dressing (1 dressing)
19. Sharpie Permanent Markers (2 sharpies)

MIDDLE SECTION

2. Gorilla Duct Tape (2 rolls)
4. Gearlight LED Flashlights (4 flashlights)
6. Stanley Multi-Tool with Sheath (2)
7. Energizer Headlamps (3)
8. Lux Pro Rechargeable LED Lantern (2)
9. AAA Batteries (1 24-pack) & C Batteries (1 12-pack)
10. Potable Aqua Water Purification Tablets (1 bottle, 50 tablets)
11. Black Paracord (1 cord)
20. Eton Weather Radio (1 radio)

BAG B

BOTTOM SECTION

3. Yellow Rain Ponchos (15 ponchos)
5. NAR QuikLitter (2)



Laminated EP Kit Informational Packet – 1 per bag

Contains information on the EP kit's contents, storage, use, and training considerations.

1. XP-10 Jump Starter Personal Power Supply – 1 XP-10 total



This is a very powerful reusable/rechargeable battery that can be used to jump start vehicles (including most diesel engines) or to charge small electronic devices (e.g. cell phones, tablets, laptops, etc.). It also has a built-in flashlight. It comes with multiple phone and laptop charging cables and adapters as well as multiple cords/adapters for recharging the XP-10 itself. The XP-10 can be recharged from a wall socket or from a vehicle's cigarette lighter. The XP-10 will need to be charged when you first receive it and then periodically after that in order to keep it ready to use. You must ensure that it remains charged in order for it to be of any use during an emergency. Follow all manufacturer's instructions regarding safety, charging, storage, and usage. If you plan on using the XP-10 to keep a particular device charged during a disaster, we strongly recommend that you practice using the XP-10 to charge that specific electronic device in a non-emergency setting, to become familiar with the process.

2. Gorilla Tape (black heavy-duty adhesive tape) – 2 rolls per bag, 4 rolls total



Useful for making quick repairs and/or attaching things together. Can be used to secure or repair plastic sheeting, tarps, Mylar emergency blankets, or other material when trying to waterproof or windproof an area. It could temporarily patch a hole in your EP kit bag or one of your ponchos or hold the battery-compartment closed on your headlamp if the latch breaks. Tape can be used to secure a flashlight in place to illuminate a specific area as needed. It has hundreds of uses in a disaster. DO NOT adhere this tape to people and/or skin!

3. Yellow Rain Ponchos – 15 ponchos per bag, 30 ponchos total



Useful for keeping residents or staff members dry during time outside in the rain (during an evacuation, a search for a missing resident, a building damage assessment after a storm, etc.). Getting wet can cause GREATLY increased heat loss during cold weather and can hasten the development of hypothermia (dangerously low body temperature). These ponchos are reusable and can be used as an improvised fluid barrier or ground cloth for a person or for equipment that must be kept dry if no better alternative is available in an emergency. Tears or holes in the ponchos can be repaired temporarily with the Gorilla tape included in your EP kit. Ponchos can also be labelled with staff/residents' names using the Sharpie marker included in the bags.

4. Gearlight LED Flashlights – 4 flashlights per bag, 8 flashlights total



Each bag contains 4 of these lights. These are packaged 2 lights per cardboard box and the 3 AAA batteries needed for each light are NOT included inside the box. You will need to use the AAA batteries that are included separately in your EP kit to utilize these lights. Follow the included instructions inside the box as to the process of inserting the 3 AAA batteries and clicking thru the 3 different light output levels. The head of the flashlight can also be twisted to expand or contract the focus of the beam of light. These lights are not intended for checking a patient's pupils (the light is BRIGHT!).

5. NAR QuikLitter – 2 Quiklitters per bag, 4 QuikLitters total



A lightweight cloth emergency stretcher that can be used to carry a person in an emergency if there is no better device available (500 lb. weight limit). Use safe lifting and patient-transfer techniques and follow the instructions included with the litter.

6. Stanley Multi-Tool with Sheath – 2 multi-tools per bag, 4 multi-tools total



Has 12 tools: 2 knife blades, 2 types of pliers, wire cutter, saw, 4 screwdrivers, can opener, and a file. Can be used for a variety of tasks in an emergency such as cutting or sawing small objects or cordage, loosening/tightening screws, making repairs, opening food cans or heavily packaged items, etc. A multi-tool can help to solve hundreds of different problems in a disaster. You can use your trauma shears/scissors to open the multi-tool package.

7. Energizer Headlamps – 3 headlamps per bag, 6 headlamps total



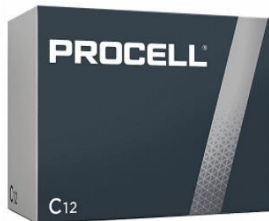
Very useful for doing any kind of work in a low-light setting (darkness). Headlamps allow you to have accurately aimed light while still leaving you BOTH hands to hold tools or accomplish your task. Anyone who has to do work in the dark should ideally have a headlamp. The AAA batteries needed for the headlamps are inside the headlamp boxes and there are additional AAA batteries included in your EP kits. You will need to insert the batteries into the headlamp and attach the headlamp to the head strap before using it (instructions and pictures are on the headlamp box - save the box after opening it). If desired, you could attach the head straps to the headlamps as soon as you receive your EP kit and just leave them attached permanently. Pressing the headlamp's button quickly in succession will scroll thru the 4 available light settings. In some of the settings, if you press and hold the headlamp button, the lamp's power will slowly ramp up and then back down, allowing you to choose what level of light you want (just release the headlamp button to freeze the light at a particular level). The plastic headlamp housing itself can be pivoted downward to change the aim of the light as needed.

8. **Lux Pro Rechargeable LED Lanterns** – 2 lanterns per bag, 4 lanterns total



These lanterns have an internal rechargeable battery and can also be charged via an included micro USB cable connected to a power source. They can also be powered by 3 C-batteries (not included in the lantern package, but included separately in each EP kit bag). The lantern can provide light for anywhere from 1 hour and 45 minutes all the way up to 151 hours, depending on whether you use the internal rechargeable battery or the C-batteries to run it (and also depending on whether you use the LOW or HIGH light output mode). The lantern can also be used as a power bank (battery) to charge small electronic devices (such as a cell phone) via its USB port. Instructions and battery life info for the lantern are printed on the lantern box, so SAVE THE BOX after opening it.

9. **AAA and C Batteries** - 24 AAA batteries & 12 C batteries per bag, 48 AAA batteries & 24 C batteries total



These batteries are intended for the headlamps, Gearlight flashlights, and Lux Pro lanterns included in your bags. You could also use them for other critical items during an emergency (e.g. 2-way radios, pulse oximeters, etc.). If you remove batteries from the battery boxes, be sure that you arrange the remaining batteries in the box so that the contacts do not touch in a way that drains the power from them or might heat them up and cause a fire. You may need to use rubber bands, plastic bags, tape, or other materials to separate the batteries. Do not allow the batteries to get wet. Some of the other items in your EP kit are packaged in plastic bags (e.g. the litters, Mylar blankets, ponchos, etc.) that could be saved and reused to store batteries.

Your AAA and C batteries in the EP kit will eventually become depleted after some years in storage, so be sure to test them periodically and also look at the dates printed on the individual batteries to get a rough idea of their expected storage life (e.g. "MAR 2027"). However, the date printed on the battery is no guarantee that the battery will still be good up to that date.

10. **Potable Aqua Water Purification Tablets** – 1 bottle per bag, 2 bottles total



These can be used to make most questionable water bacteriologically suitable to drink if no potable/safe water is available. If possible, pour the questionable water through a filter first (or through several layers of folded clean cloth or coffee filters) in order to strain out larger particles of foreign matter. Then, carefully follow the instructions on the back of the packaging and on the bottle for using the tablets. **Do not open the bottle of water tablets until you need it.** You will need a clean 1-liter or 1-quart bottle in order to use the tablets. 1 bottle of tablets treats up to 25 liters/quarts of water. The tablets are iodine-based, so do not use for anyone allergic to iodine. Keep the remaining tablets DRY and tightly sealed in the bottle. The manufacturer recommends that an opened bottle should not be kept longer than one year.

11. Black Paracord (nylon cord) – 50 ft cord per bag, 100 ft cord total



Useful for attaching objects, tying them down to secure them, and small repairs. Could be used to hang up emergency signage, make a wrist-lanyard or a 'dummy-cord' for your Multi-tool or trauma shears/scissors (to prevent loss), mark an area, secure a trip-hazard to prevent falls, tie a door open in an evacuation, secure your EP kit against a wall so that it doesn't fall into the walkway, and also hang up a lantern, a flashlight, an IV bag, a feeding solution bag, etc.

12. White Leather Work Gloves – 1 pair Large and 1 pair X-Large per bag, 2 pair Large and 2 pair X-Large total



Use to protect your hands when handling anything sharp, abrasive, or with pinch points such as jagged debris, broken glass, metal items, splintered wood debris, folding metal equipment or ramps, jagged edges of food cans, concrete pieces, etc. May provide some protection against slightly hot surfaces (i.e. engines, generators, cooking gear/stoves, etc.). Can also provide some warmth and hand protection if working outside on a cold day, searching outside for a resident, doing a building damage assessment, etc. May decrease your hand pain and/or numbness when carrying a heavy individual on a cloth stretcher.

13. Mylar Rescue Emergency Blankets - 25 blankets per bag, 50 blankets total



Can be used to keep residents/staff warm. Also useful for keeping wind and rain off individuals to maintain warmth. They are reusable and can be used as an improvised ground cloth or fluid resistant sheet.

14. Whistle with Lanyard – 1 whistle per bag, 2 whistles total



May be used as an emergency signaling device (to attract attention, call for help/assistance) and/or assist with traffic-control of vehicles at your facility during an evacuation.

15. C.A.T. Tourniquet (black-colored Combat Action Tourniquet) – 1 tourniquet per bag, 2 tourniquets total



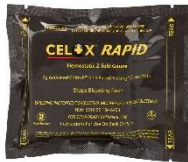
Can be used by trained personnel to stop severe bleeding from the arm or leg only. Instructions with pictures are inside the package. Take a free Stop-the-Bleed class to get your staff trained on tourniquet use and wound packing for bleeding control. Do not use this tourniquet for practice (get a dedicated trainer tourniquet for training purposes).

16. Trauma Shears/Scissors – 1 pair shears/scissors per bag, 2 pair shears/scissors total



Can be used to cut clothing or dressings to expose a wound, for cutting cordage or other materials in an emergency. Can also be used to open the packaging of other items in your EP kit.

17. Celox Rapid Hemostatic Z-fold Gauze – 1 pack per bag, 2 packs total



Can be used by trained personnel to place direct pressure on severe bleeding sites and/or can be used to pack a bleeding wound in certain areas (arms, legs, groin, shoulder, armpit, etc.) as per your training/orders of your facility's medical director. **Do not open this gauze until you need it.** This is very valuable, high-tech gauze and *should be reserved for severe bleeding.* Use *regular* gauze for other less urgent purposes.

18. Emergency Trauma Dressing 6" – 1 dressing per bag, 2 dressings total



Can be used to apply pressure to a bleeding wound. Can also be used as an elastic wrap (like an Ace bandage). Do not wrap it around patient's throat or chest as this may inhibit breathing.

19. Sharpie Permanent Markers – 2 markers per bag, 4 markers total



Useful for labelling or re-labelling items or objects as needed (e.g. personal possessions or personal effects bags of residents during an evacuation) or making improvised signage during an emergency (e.g. "TRIAGE AREA", "EVACUATION ROUTE", "COMMAND POST", etc.). Also useful for marking the time/date of a tourniquet's application or for labeling a resident's medical records packet during an evacuation. Also may be used to label staff items such as marking a bag containing a reusable respirator as "Linda Smith, RN" or other items for infection control purposes.

20. Eton FRX2 Hand Turbine AM/FM/Weather Radio – 1 weather radio per facility



This small radio has an internal rechargeable battery that can be charged through a USB port, the built-in solar panel, or by the attached hand-crank device. It can be used to listen to AM, FM, and NOAA weather band channels (you may need to extend its antenna to improve reception). The internal battery can also be used to charge some cell phones if you supply your own charger cable. It also has a built-in flashlight that can run off the internal battery, which you can recharge continuously by turning the hand-crank as needed. Keep the radio dry. The directions for using it are inside the radio's packaging.