

EMERGENCY RESPONSE BOX CHECKLIST

The following information is stored inside each box:

- Emergency Response Binder (see “Forms and Templates” in this manual for a checklist)
- Copies of Forms (Appendix D)
- Blank paper
- Air horn
- First Aid Kit
- Incident Report Forms
- Clipboards with Captain Activation Procedures
- Pens
- Satellite phone (BLA only)*
- ~~*Spot Device (BLA only)*~~

TRAVEL SAFETY KIT CHECKLIST

- Medical & Safety Binder (Below is listed in CAPS titles for tabs, followed by the contents of each section)
 - “Driving in Mexico Guide & Directions” (if traveling to BLA)
 - Print “Pre-Trip Safety Briefing” (pgs 1-2), laminate and place in left pocket
 - Print “Directions” (the remainder of the document) and place in 3-ring in front (before tabs)
 - EMERG #s
 - **Baja California Emergency Contact List**
 - TRAVEL INSURANCE
 - Foreign Aid Insurance Package – Travel Guard and Auto
 - COMMUNICATION
 - **Mexico Specific Safety Equipment** (Cell Phone and Satellite Phone only)
 - MAJOR TRAUMA RESP
 - **Medical Emergency/Injury Procedure**
 - **ASC Action Plan: Major/Serious Medical Emergency**
 - **ASC Action Plan**
 - **BLA Evacuation to the United States**
 - BAJA EMERG RESOURCE MAP
 - **Baja California Emergency Resources Map**
- First Aid Kit
- AAA Roadside Kit with Triangles and tire pressure gauge
- Fix a Flat
- WD-40
- Hydraulic jack
- Cheater bar with wrench to remove tires
- Double check spares
- Fire extinguisher
- Satellite phone with charger in car and instructions
- Radios, plus extra radios, and batteries (for student caravans)
- Car magnets
- Emergency drinking water (approx. 1 gallon per person) for trips in remote areas
- Additional non-safety items for consideration based on trip needs:
 - Small trash and recycle bags
 - Toilet paper
 - Gum/Gin Gins
 - Hand sanitizer