

Workplace Emergency Kit Checklist

This checklist is adapted from PrepareMyBusiness.org (<http://www2.agilityrecovery.com/assets/SBA/drkitsba.pdf>).

Prepare emergency kits ahead of time and ensure they are easily accessible. Be prepared for the possibility that your office might serve as a temporary shelter for employees or customers.

The following checklist includes workplace emergency kit basics. Add in any additional supplies you may need, and store in easily transportable bags (like backpacks or duffel bags) – your “Grab and Go” bags. **In an emergency, employee and customer safety is always the first priority.**

IMPORTANT BUSINESS RECORDS*

- Insurance policies*
- Fixed asset inventory*
- Contracts*
- Employee information*
- Other*: _____

SOFTWARE & OFFICE SUPPLIES

- Software installation disks and licensing keys*
- Hardware serial numbers*
- Pens, notepads & printer paper
- Stapler, staples & tape
- Company letterhead & stamps
- Calculators
- Other: _____

TOOLS & SUPPLIES

- Duct tape
- Pocket knife, wrench/pliers and screw driver
- Lighter/matches (sealed in plastic bag)
- Leather-palmed work gloves
- Safety goggles or glasses
- Hard hats for falling debris
- For snow/ice: shovel, sand and rock salt

SANITATION

- Dust filters/masks
- Moist towelettes
- Plastic garbage bags
- Paper towels
- Toilet paper

EMERGENCY SUPPLIES

- First aid kit
- Bottled water (4 liters per person per day)
- Non-perishable food (canned foods & juices, energy bars, ready-to-eat packaged meals, etc.)
- Can opener for food
- Flashlights
- Extra alkaline batteries
- Light sticks
- Whistles (3 short blasts for help)
- AM/FM radio (windup and/or battery operated)
- Emergency blankets & ponchos
- Emergency cash in small denominations

INDIVIDUAL EMPLOYEES

- Medications
- Personal hygiene items
- Cell phone/battery charger
- Change of clothing/footwear (including long-sleeved shirt, pants, boots or closed-toe shoes)
- Extra pair of glasses (if used)
- Family emergency contact info* (daycare, school, family work numbers, out of area contacts, etc.)

IF YOU CANNOT RETURN HOME, PLAN FOR:

- Alternate accommodation arrangements with co-workers, family or friends
- Designated person(s) to pick up and care for your children, other dependent individuals and pets.

* Store important records securely; backup copies should be stored in accessible, offsite storage or included in your business's “Grab and Go” bag with other essential supplies.