



# WORK EMERGENCY KIT CHECKLIST

Are you ready for an emergency at work?

Do you have enough supplies and resources if you had to shelter at work?

Disaster preparedness is essential for survival and recovery. It is critical to prepare before an emergency.

In the event of an emergency, you should be prepared to shelter at work for at least 24 hours. Items needed for your work emergency kit should be stored in a “Grab and Go” style pack which can be stored in a drawer or cabinet at work.

A big chunk of your day is spent at work, and so it is important to be well prepared in case of an emergency or disaster, as you may not be able to get home.

## Basic Needs for an Emergency Kit:

- |   |   |
|---|---|
| <input type="checkbox"/> Water (1 gal/person/day)                   | <input type="checkbox"/> Extra medicine                     |
| <input type="checkbox"/> Food (nonperishables)                      | <input type="checkbox"/> Glasses, contact lenses            |
| <input type="checkbox"/> Battery-powered or hand cranked radio      | <input type="checkbox"/> Emergency point of contact numbers |
| <input type="checkbox"/> Flashlight                                 | <input type="checkbox"/> Change of clothing                 |
| <input type="checkbox"/> First Aid kit                              | <input type="checkbox"/> Sturdy and comfortable shoes       |
| <input type="checkbox"/> Whistle to signal for help                 | <input type="checkbox"/> Pocket knife                       |
| <input type="checkbox"/> Dust mask, to help filter contaminated air | <input type="checkbox"/> Emergency cash                     |

## TIPS

- Learn office evacuation routes, pack a workplace “Go-Bag”, and consider what you would need for your immediate safety.
- Make sure to keep everything in good condition/updated.
- Keep canned food in a cool, dry place.
- Store boxed food in tightly closed plastic or metal containers.
- Replace expired items as needed.
- Re-think your needs every year and update your kit as your needs change.

BE PREPARED