



## WORKPLACE EMERGENCY KIT CHECKLIST

- Food: Include enough non-perishable food to sustain you for at least one day. Select foods that require no refrigeration, preparation or cooking, and little or no water. The following items are suggested:
  - Ready-to-eat canned meals, meats, fruits, and vegetables.
  - Canned juices.
  - High-energy foods (granola bars, energy bars, etc.)
  
- Water: At least one gallon recommended. Store water in plastic containers such as soft drink bottles. Avoid using containers that will decompose or break, such as milk cartons or glass bottles.)
- Flashlight with extra batteries
- Battery-powered radio
- Medications  
Include usual non-prescription medications that you take, including pain relievers, stomach remedies, etc. If you use prescription medications, keep at least three-day's supply of these medications at your workplace. Consult with your physician or pharmacist how these medications should be stored, and your employer about storage concerns.
- First Aid Supplies  
If your employer does not provide first aid supplies, have the following essentials:
  - (20) adhesive bandages, various sizes
  - (1) 5" x 9" sterile dressing
  - (1) conforming roller gauze bandage
  - (2) triangular bandages
  - (2) 3 x 3 sterile gauze pads
  - (2) 4 x 4 sterile gauze pads
  - (1) roll 3" cohesive bandage
  - (2) germicidal hand wipes or waterless alcohol-based hand sanitizer
  - (6) antiseptic wipes
  - (2) pair large medical grade non-latex gloves
  - Adhesive tape, 2" width
  - Anti-bacterial ointment
  - Cold pack
  - Scissors (small, personal)
  - Tweezers
  - CPR breathing barrier, such as a face shield
- Tools and Supplies
- Emergency blanket

- Paper plates and cups, plastic utensils
- Non-electric can opener
- Personal hygiene items, including a toothbrush, toothpaste, comb, brush, soap, contact lens supplies, and feminine supplies
- Plastic garbage bags, ties (for personal sanitation uses)
- Include at least one complete change of clothing and footwear, including a long sleeved shirt and long pants, as well as closed-toed shoes or boots
- If you wear glasses, keep an extra pair with your workplace disaster supplies
- Important work documents, files, and equipment necessary to accomplish the essential functions of your job from another location.
- General Information
- Your kit should be adjusted based on your own personal needs
- Do not include candles, weapons, toxic chemicals, or controlled drugs unless prescribed by a physician