

Checklist



Emergency Preparedness Checklist

General: It is recommended that you keep a 3 to 7 day supply of Water and Food for each person. Flashlights and radios should not require batteries. Choose a manual crank or pump style instead. Dead batteries will not work when you really need them!



At Home

- Water – 1 gallon per person per day
- Food – nonperishable bars or meals
- Water purification tablets or filters
- First aid kit & manual
- Dust or particulate masks
- Blankets and/or sleeping bags
- Portable radio
- Flashlight and/or lantern
- Fire extinguisher
- Waterproof matches & candles
- Portable toilet & accessories (bags, wipes, chemicals)
- Hygiene items – hand sanitizer, wipes, tissues, toothbrush/paste, soap
- Tools – knife, axe, shovel, crow bar, rope, duct tape
- Heavy-duty gloves
- Gas & water shut-off tools
- Whistle
- Fire escape ladder (for multi-stories)
- Extra warm clothing & shoes
- Shelter – tents, canopies & tarps
- Portable stove, cooking & eating utensils
- Manual can opener
- Copies of ID, credit cards & important documents (ie insurance policies)
- Cash & coins (small denominations)
- Prescription medications, spare glasses, contact lenses, & hearing aid batteries
- Items for infants – formula, diapers, bottles & pacifiers
- Pet supplies – food, water, bowls, leash, vet records, ID tags
- Portable generator & fuel
- Out of state contact information
- Other items to meet your family's unique needs



At Work

- Water – 1 gallon per person per day
- Food – nonperishable bars or meals
- Water purification tablets or filters
- OSHA First aid kit & manual
- Trauma kit / Triage supplies
- AED (automated external defibrillator)
- CPR mask/shield
- Eye wash
- Dust or particulate masks
- Safety goggles
- Hard hats
- Safety vests
- Blankets and/or sleeping bags
- Portable radio
- Flashlight and/or lantern
- Fire extinguisher
- Smoke escape mask for high-rises
- Megaphone
- Portable toilet & accessories
- Personal hygiene items – hand sanitizer, wipes, tissues, soap
- Tools – knife, axe, shovel, pry bar, rope
- Heavy-duty gloves
- Tape – duct, caution/barricade
- Whistles
- Other items for disabled or special needs employees



At School

- Water – 1 gallon per person per day
- Food – nonperishable bars or meals
- Water purification tablets or filters
- First aid kit & manual
- Trauma Kit
- Blankets and/or sleeping bags
- Portable toilet & accessories
- Portable radio
- Flashlight and/or lantern
- Light sticks
- Dust or particulate masks
- Safety goggles
- Hard hats
- Safety vests
- Fire extinguisher
- Smoke escape mask for high-rises
- Personal hygiene items – hand sanitizer, wipes, tissues
- Tools – knife, axe, shovel, pry bar, rope
- Heavy-duty gloves
- Tape – duct, caution/barricade
- Shelter – canopy, tent
- Whistles
- Other items for disabled or special needs students/staff
- Emergency contact information for each student



Don't forget to keep emergency supplies in your car including a change of clothes and sturdy walking shoes.