

PREPAREDNESS AND PLANNING
OFFICE EMERGENCY SUPPLIES CHECK LIST

Equipment for Facility Preparation and Clean-up

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|---|--|
| <input type="checkbox"/> Copy of disaster plan | <input type="checkbox"/> Work gloves |
| <input type="checkbox"/> Plastic garbage bags | <input type="checkbox"/> Masks |
| <input type="checkbox"/> Sealable plastic bags | <input type="checkbox"/> Duct tape |
| <input type="checkbox"/> Waterproof boxes | <input type="checkbox"/> Small dehumidifiers/portable fans |
| <input type="checkbox"/> Flashlight/ extra flashlight batteries | <input type="checkbox"/> Wet Vac |
| <input type="checkbox"/> Plastic sheeting/ tarps | <input type="checkbox"/> Extension cords/50', 3 wire grounded |
| <input type="checkbox"/> 2-way radios/extra batteries | <input type="checkbox"/> Portable incandescent lamps/extra bulbs |
| <input type="checkbox"/> Plywood (for boarding windows) | <input type="checkbox"/> Power saws/hand saws |
| <input type="checkbox"/> Ladders | <input type="checkbox"/> Shovels |
| <input type="checkbox"/> Hammer and nails | <input type="checkbox"/> Crowbar |
| <input type="checkbox"/> Mops | <input type="checkbox"/> Wheelbarrow/cart |
| <input type="checkbox"/> Buckets ¹ | <input type="checkbox"/> Jumper cables |
| <input type="checkbox"/> Brooms | <input type="checkbox"/> Cameras (standard, digital, or video) |
| <input type="checkbox"/> Disinfectant/cleaning compounds | <input type="checkbox"/> Battery operated radio/weather radio |
| <input type="checkbox"/> Bleach (at least 3 gallons) | <input type="checkbox"/> Portable gas/electric stove |
| <input type="checkbox"/> Rubber boots | <input type="checkbox"/> Ice chests |
| <input type="checkbox"/> Rubber gloves | <input type="checkbox"/> Waterproof document/safety box |

Disaster Supplies for Persons Onsite

- | | |
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| <input type="checkbox"/> Blankets/ sleeping bags | <input type="checkbox"/> First aid kits |
| <input type="checkbox"/> Sun screen | <input type="checkbox"/> CPR kits |
| <input type="checkbox"/> Canned goods ² | <input type="checkbox"/> Paper goods, plates, cups, plastic utensils |
| <input type="checkbox"/> Water ³ | <input type="checkbox"/> Insect repellent |

¹ Be sure to have at least six 3-5 gallon buckets that can be used both to fill with water for flushing toilets and then for necessary cleaning.

² Be sure that the food is non-perishable and packaged or canned. Identify storage date and replace every 6 months.

³ Drinking water should be stored at the rate of one gallon of water per person per day. Store water in sealed, unbreakable containers. Identify storage date and replace every 6 months.

