PREPAREDNESS AND PLANNING
OFFICE EMERGENCY SUPPLIES CHECK LIST

Equipment for Facility Preparation and Clean-up

☐ Copy of disaster plan  ☐ Work gloves
☐ Plastic garbage bags  ☐ Masks
☐ Sealable plastic bags  ☐ Duct tape
☐ Waterproof boxes  ☐ Small dehumidifiers/portable fans
☐ Flashlight/ extra flashlight batteries  ☐ Wet Vac
☐ Plastic sheeting/ tarps  ☐ Extension cords/50’ , 3 wire grounded
☐ 2-way radios/extra batteries  ☐ Portable incandescent lamps/extra bulbs
☐ Plywood (for boarding windows)  ☐ Power saws/hand saws
☐ Ladders  ☐ Shovels
☐ Hammer and nails  ☐ Crowbar
☐ Mops  ☐ Wheelbarrow/cart
☐ Buckets¹  ☐ Jumper cables
☐ Brooms  ☐ Cameras (standard, digital, or video)
☐ Disinfectant/cleaning compounds  ☐ Battery operated radio/weather radio
☐ Bleach (at least 3 gallons)  ☐ Portable gas/electric stove
☐ Rubber boots  ☐ Ice chests
☐ Rubber gloves  ☐ Waterproof document/safety box

Disaster Supplies for Persons Onsite

☐ Blankets/ sleeping bags  ☐ First aid kits
☐ Sun screen  ☐ CPR kits
☐ Canned goods²  ☐ Paper goods, plates, cups, plastic utensils
☐ Water³  ☐ Insect repellant

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.