

Office Emergency Preparedness Kits

Each individual needs to store these items under their desk:

- Warm coat
- Hat, scarf, warm gloves
- Sturdy shoes, 2 pr warm sox
- Prescription medication for 48 hours (if needed)



Each office needs a 55 gallon wheeled garbage can with lid to store the following items:

- Tools:
 - Crowbar, pliers, wrench, screwdriver
 - Small shovel
 - Pocket knife/utility knife
 - Rope
 - Duct tape
 - Work gloves for each person
 - Plastic tarps
 - Portable radio with spare batteries/crank-up
 - Flashlight with spare batteries or light sticks
 - Matches/lighter
 - Whistle
 - Can opener
- Hygiene & Personal Care:
 - Bucket
 - paper towels
 - toilet paper
 - first aid kit
 - feminine supplies
 - pre-moistened towelettes
 - Large garbage bags for rain protection
 - Medium garbage bags for toilets
 - First aid kits; extra sanitary napkins for larger wounds, scissors, safety pins, acetaminophen
 - Dust mask
- Space blanket for each person
- Ziploc bags
- 24 hour supply of non-perishable food and water for each person
- Paper plates, cups, plastic spoons, can opener
- Office supplies
- Photo id of each employee

