



SEVERE WEATHER PREPAREDNESS

EMERGENCY SUPPLY CHECKLIST

Having an emergency supply kit can help you and your coworkers tremendously if severe weather strikes your business. The emergency kit should provide for the basic needs of employees. Keep this kit in an easily accessible location. Be sure to maintain the items in your kit and update it as your needs change.

EMERGENCY SUPPLY ITEMS

- Water (one gallon per person per day for several days, for drinking and sanitation)
- Food (at least a three-day supply of non-perishable food)
- First-aid kit and any essential medications
- Essential company documents
- Emergency contact list
- Battery-powered or hand-crank radio
- Flashlights
- Extra batteries
- Whistle (to signal for help if necessary)
- Moist towelettes, garbage bags, and plastic ties (for personal sanitation)
- Masks, soap, hand sanitizer, disinfecting wipes to disinfect surfaces
- Basic tools
 - Wrench
 - Pliers
 - Knife
 - Scissors
 - Duct tape
 - Hammer and nails
- Manual can opener (for food)
- Local maps
- Blankets
- Fire extinguisher
- Matches in a waterproof container
- Mess kits, paper cups, plates, paper towels, and plastic utensils
- Paper and pencil

