

# Office Preparedness Inventory

Take an inventory of the emergency supplies in your office space or work vehicle. Anything missing?

## Emergency Supplies

- First Aid Kit
- Water (ideally 1 gallon per person per day for 2-3 days)
- Non-perishable food (canned food juices, energy bars etc.)
- Can opener
- Flashlights
- Extra batteries
- AM/FM Radio (windup or battery operated)
- Emergency blankets and ponchos
- Cash in small denominations

## Individual Employees

- Medications
- Personal hygiene items
- Cell phone charger/power bank
- Change of clothing and footwear
- Family emergency contact information

## Important Documents

- Insurance policies\*
- Contracts\*
- Employee Information\*
- Important contact information\*

\* Store important records securely. Store backup copies in a place that can be accessed off site (physically or electronically). Consider having a "Go Bag" that contains important documents and other essential supplies.



## Sanitation

- Dust filters/mask
- Plastic garbage bags
- Paper towels
- Toilet paper
- Large plastic buckets
- Absorbent material (paper, cat litter etc.)

## Tools and Supplies

- Duct tape
- Pocket knife, wrench/pliers, screw drivers
- Work gloves
- Safety goggles or glasses
- Hard hats
- Walkie Talkies



**Create a skills inventory! Work with staff to create a list of skills and equipment that each staff person may be able to contribute after a disaster. Skills can include medical or first aid training, experience with utility shut-off, helping others up and down stairs if elevators are unavailable, and many other things. Get creative! Everyone has a skill that can be useful after a disaster. Get together and have a brainstorming session.**

**Notes:**

**Location(s) of Fire Extinguisher(s):**

**Location(s) of AED(s):**

**Location(s) of First Aid or Bleeding Control Kit(s):**