

## Emergency Supply Checklist

If a disaster strikes, travel may become difficult, restricted, or impossible. Agency personnel may need to spend extended time at either your office, or at some temporary location (in the event your office is damaged). If so, the agency should stockpile some basic supplies.

Suggested supplies should include:

- Bottled water—a sufficient amount of water should be stored for staff use for at least 3 days. (one gallon per person per day)
- Other water—to be used for cleaning and utility maintenance (to flush toilets)
- Canned or dry food goods that do not require refrigeration or cooking
- Manually operated can openers
- Plastic utensils
- Paper plates and cups
- Other paper products (including paper towels and toilet paper)
- Heavy duty trash bags
- A box of rubber gloves
- A supply of dust masks
- A supply of cleaning products
- Disposable hand wipes
- Extra blankets
- Basic first aid supplies
- Basic tool kit (including hammer, screw drivers, wrenches, staple gun and knife)
- Nails and screws of varying sizes
- Several rolls of tape—both duct and electrical
- A roll of sheet plastic
- Flashlights with extra batteries
- A battery powered radio
- Several “one shot” disposable cameras
- Gas cans

Several employees should be aware of the locations of shut-off valves for utilities (specifically water and gas), the location of wrenches or other tools needed to shut off these utilities and the knowledge of how to accomplish this task. Make sure to secure your generator against theft.



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