

Office/Work Disaster Supply Kit - My Preparedness Checklist

<p><u>Water</u></p> <p><input type="checkbox"/> 3-day supply = 1 gallon/person per day = 3 gallons</p>	<p><u>Disaster Kits</u></p> <p><input type="checkbox"/> In car / At work / At bed side</p>
<p><u>Food</u> (3-day supply of non-perishables)</p> <p><input type="checkbox"/> Canned meats, fruits, vegetables, juices, soup</p> <p><input type="checkbox"/> Staples – sugar, salt, pepper</p> <p><input type="checkbox"/> High-energy foods – peanut butter, jelly, crackers, granola bars, trail mix</p> <p><input type="checkbox"/> Comfort/stress foods – cookies, hard candy, sweetened cereals, instant coffee, tea bags</p>	<p><u>Disaster Plan</u></p> <p><input type="checkbox"/> Evacuation/ escape plan</p> <p><input type="checkbox"/> Meet with floor monitor/department</p> <p><input type="checkbox"/> Safe distance meeting place</p> <p><input type="checkbox"/> How to use a fire extinguisher</p> <p>Long-Distance phone #s</p> <p><input type="checkbox"/> Agreed upon phone # to call to update on status</p>
<p><u>Tools & Supplies</u></p> <p><input type="checkbox"/> 911 Shield App for CCSF (installed on mobile phone)</p> <p><input type="checkbox"/> Emergency preparedness manual</p> <p><input type="checkbox"/> Battery-operated radio and extra batteries</p> <p><input type="checkbox"/> Flashlight and extra batteries</p> <p><input type="checkbox"/> Paper cups, plates & plastic utensils</p> <p><input type="checkbox"/> Matches in a waterproof container</p> <p><input type="checkbox"/> Plastic storage containers</p> <p><input type="checkbox"/> Paper, pencil</p> <p><input type="checkbox"/> Needles, thread</p> <p><input type="checkbox"/> Whistle</p> <p><input type="checkbox"/> External battery charger for cell phones</p>	<p><u>Sanitation</u></p> <p><input type="checkbox"/> Toilet paper</p> <p><input type="checkbox"/> Towelettes</p> <p><input type="checkbox"/> Soap, liquid detergent</p> <p><input type="checkbox"/> Feminine supplies</p> <p><input type="checkbox"/> Personal Hygiene items</p> <p><input type="checkbox"/> Plastic garbage bags, ties (for personal sanitation uses)</p> <p><input type="checkbox"/> Disinfectant</p> <p><input type="checkbox"/> Household chlorine bleach</p> <p><input type="checkbox"/> Plastic bucket with tight lid</p>
<p><u>Household Documents & Contact #s</u></p> <p><input type="checkbox"/> Personal Identification, cash (including change) or traveler’s checks, and a credit card</p> <p><input type="checkbox"/> Copies of important documents: driver’s license, social security cards, passport</p> <p><i>Be sure to store these in a watertight container.</i></p> <p><input type="checkbox"/> Emergency contact list and phone numbers</p> <p><input type="checkbox"/> Map of the area and phone numbers of places you could go</p> <p><input type="checkbox"/> An extra set of car keys and house keys</p> <p><u>First Aid Kit</u></p> <p><input type="checkbox"/> Know the locations of Health Ed Dept. First Aid Kits</p> <p><input type="checkbox"/> Latex gloves (2 pairs)</p> <p><input type="checkbox"/> Sunscreen</p> <p><u>Nonprescription Drugs</u></p> <p><input type="checkbox"/> Non-aspirin pain reliever (Tylenol, Motrin)</p> <p><input type="checkbox"/> Anti-diarrhea medication</p> <p><input type="checkbox"/> Antacid (for stomach upset)</p> <p><input type="checkbox"/> Laxative</p> <p><input type="checkbox"/> Vitamins</p> <p>Note: Store all medications/drugs out of reach of children including vitamins</p>	<p><u>Clothing & Bedding</u> <i>(1 complete change of clothing & footwear)</i></p> <p><input type="checkbox"/> 1 complete change of comfortable clothing</p> <p><input type="checkbox"/> Thermal underwear</p> <p><input type="checkbox"/> Sturdy shoes or work boots</p> <p><input type="checkbox"/> Rain gear</p> <p><input type="checkbox"/> Hat & gloves</p> <p><input type="checkbox"/> Sunglasses</p> <p><input type="checkbox"/> Work gloves</p> <p><u>Special Items if Applicable</u></p> <p>For Adults:</p> <p><input type="checkbox"/> Heart & high blood pressure medication</p> <p><input type="checkbox"/> Insulin</p> <p><input type="checkbox"/> Prescription drugs</p> <p><input type="checkbox"/> Denture needs</p> <p><input type="checkbox"/> Contact lenses and supplies</p> <p><input type="checkbox"/> Extra eyeglasses</p> <p><input type="checkbox"/> Entertainment – games and books</p> <p><input type="checkbox"/> Important family documents</p>