### Office/Work Disaster Supply Kit - My Preparedness Checklist

#### Water
- 3-day supply = 1 gallon/person per day = 3 gallons

#### Food (3-day supply of non-perishables)
- Canned meats, fruits, vegetables, juices, soup
- Staples – sugar, salt, pepper
- High-energy foods – peanut butter, jelly, crackers, granola bars, trail mix
- Comfort/stress foods – cookies, hard candy, sweetened cereals, instant coffee, tea bags

#### Disaster Kits
- In car / At work / At bed side

#### Disaster Plan
- Evacuation/ escape plan
- Meet with floor monitor/department
- Safe distance meeting place
- How to use a fire extinguisher

#### Long-Distance phone #s
- Agreed upon phone # to call to update on status

#### Tools & Supplies
- 911 Shield App for CCSF (installed on mobile phone)
- Emergency preparedness manual
- Battery-operated radio and extra batteries
- Flashlight and extra batteries
- Paper cups, plates & plastic utensils
- Matches in a waterproof container
- Plastic storage containers
- Paper, pencil
- Needles, thread
- Whistle
- External battery charger for cell phones

#### Sanitation
- Toilet paper
- Towelettes
- Soap, liquid detergent
- Feminine supplies
- Personal Hygiene items
- Plastic garbage bags, ties (for personal sanitation uses)
- Disinfectant
- Household chlorine bleach
- Plastic bucket with tight lid

#### Household Documents & Contact #s
- Personal Identification, cash (including change) or traveler’s checks, and a credit card
- Copies of important documents: driver’s license, social security cards, passport
  - **Be sure to store these in a watertight container.**
- Emergency contact list and phone numbers
- Map of the area and phone numbers of places you could go
- An extra set of car keys and house keys

#### First Aid Kit
- Know the locations of Health Ed Dept. First Aid Kits
- Latex gloves (2 pairs)
- Sunscreen

#### Nonprescription Drugs
- Non-aspirin pain reliever (Tylenol, Motrin)
- Anti-diarrhea medication
- Antacid (for stomach upset)
- Laxative
- Vitamins

**Note:** Store all medications/drugs out of reach of children including vitamins

#### Clothing & Bedding (1 complete change of clothing & footwear)
- 1 complete change of comfortable clothing
- Thermal underwear
- Sturdy shoes or work boots
- Rain gear
- Hat & gloves
- Sunglasses
- Work gloves

#### Special Items if Applicable
**For Adults:**
- Heart & high blood pressure medication
- Insulin
- Prescription drugs
- Denture needs
- Contact lenses and supplies
- Extra eyeglasses
- Entertainment – games and books
- Important family documents

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Updated: March 24, 2016