



Be prepared. Stay Safe.



## EMERGENCY KIT CHECKLIST FOR BUSINESS COMMUNITY

It is important that you have plans in place for your business – so that you and your employees are prepared for any emergency. We've created an easy checklist to follow for assembling a well-stocked emergency kit.

### ESSENTIAL KIT ITEMS

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Water – 4L per person per day (for 3 to 7 days)                     | <input type="checkbox"/> Matches/lighter, candles                                 | <input type="checkbox"/> Notepad and pen   |
| <input type="checkbox"/> Food – canned and non-perishable items (supply for at least 3 days) | <input type="checkbox"/> Spare keys (business)                                    | <input type="checkbox"/> Copies of important business documents and backup data, e.g. banking, payroll information, insurance policies, etc. (printed, USB drive, or cloud backup) |
| <input type="checkbox"/> Manual can opener   | <input type="checkbox"/> Cash (bills & coins) (ATMs & Credit systems may be down) | <input type="checkbox"/> Copy of Business Emergency Plan, including emergency contact list for staff   |
| <input type="checkbox"/> Flashlights – hand-crank or battery-powered                         | <input type="checkbox"/> Knife or multi-tool                                      |  |
| <input type="checkbox"/> First aid kit   | <input type="checkbox"/> Rolls of toilet paper                                    |  |
| <input type="checkbox"/> Radio – hand-crank or battery-powered                               | <input type="checkbox"/> Hand sanitizer   |  |
| <input type="checkbox"/> Batteries (various sizes), phone charger battery packs              | <input type="checkbox"/> Garbage bags/Ziploc bags                                 |  |
|  | <input type="checkbox"/> Whistle  |  |
|  | <input type="checkbox"/> Set of 2-way radios with batteries                       |  |

## SPECIAL ESSENTIAL ITEMS

- ☐ Basic toiletries
- ☐ Masks, soap, hand sanitizer, disinfecting wipes
- ☐ Medications (supply of over-the-counter drugs such as pain relievers, anti-diarrhea medication, antacids, or laxatives)

## ADDITIONAL ITEMS TO CONSIDER

- ☐ Supply of emergency blankets or sleeping bag to support a group of people
- ☐ Seasonal clothes and footwear, including winter hats & gloves
- ☐ Playing cards or small board games
- ☐ Water purifying tablets
- ☐ Household chlorine bleach
- ☐ Roll of duct tape
- ☐ Tarp
- ☐ Rope or string
- ☐ Work gloves
- ☐ Fire extinguisher
- ☐ Generator, with extra fuel

## STORING YOUR KIT

Find a container to store all your items in one place. A backpack or something with wheels will make the container easier to transport.

Find a central, easily accessible place to permanently store your emergency kit. You need it to be out of the way of daily life, but easy to access in the event of an emergency. Ensure everyone in your home knows where it is stored.

Check the contents twice a year to refresh food, water and batteries and double check any medications, etc.



### HOT TIP

You should check your kit twice a year to ensure food safety, battery power, etc. An easy way to remember is to schedule your emergency kit refresh to happen when you change your clocks in the spring and fall.