



Business Disaster-Supply Kit Checklist

A disaster-supply kit should provide a collection of basic items that you may need in the event of a disaster. You may not be home when a disaster strikes. A disaster-supply kit can be used for your workplace if there is an extended power outage or it could be used if you have to shelter in place. During an emergency, you will probably not have time to shop or search for the items you need. For these reasons, business owners and employees everywhere are urged to assemble a disaster-supply kit.

A basic disaster-supply kit should include these recommended items:

- A battery-powered commercial radio plus a radio that can receive weather alerts from the National Oceanographic and Atmospheric Administration (NOAA) are recommended.
- Keep copies of important records such as:
 - Site maps
 - Building plans
 - Insurance policies
 - Employee contact and identification information
 - Bank account records
 - Supplier and shipping contact lists
 - Computer backups
 - Emergency or law enforcement contact information
- Store documents in a waterproof, fireproof portable container. Store a second set of records at an off-site location.
- Talk to employees and co-workers about what emergency supplies the company can provide and which supplies individuals should keep on hand.

Additional items recommended:

- Water: 1 gallon of water per person per day for drinking and sanitation
- Food: at least a 3 day supply of non-perishable food
- Flashlight and extra batteries and some basic tools
- First aid kit and three-day supply of prescription medications
- Whistle to signal for help
- Dust mask or cotton t-shirt to help filter the air
- Moist towelettes for sanitation
- Can opener
- Sturdy shoes, extra clothes and blankets
- Cash

Visit [Ready.gov](https://www.ready.gov) for more information on disaster-supply kits.

