

# Emergency Supplies Checklist

## Emergency Supplies

	Qty	
Emergency Lighting	_____	<input type="radio"/>
Exit Signs	_____	<input type="radio"/>
Building Map with Clearly Marked Exits	_____	<input type="radio"/>
Fire Extinguishers	_____	<input type="radio"/>
Smoke Alarms	_____	<input type="radio"/>
Portable Gas Stoves	_____	<input type="radio"/>
Chafing Dish Fuel	_____	<input type="radio"/>
Commercial Generators	_____	<input type="radio"/>
Flashlights	_____	<input type="radio"/>
Light Sticks	_____	<input type="radio"/>
Flares	_____	<input type="radio"/>
Whistle	_____	<input type="radio"/>
Spare Cell Phone	_____	<input type="radio"/>
Spare Keys	_____	<input type="radio"/>
NOAA Portable Hand-Cranked or Battery-Powered Radio	_____	<input type="radio"/>

## Storage Supplies

	Qty	
Ingredient Bins	_____	<input type="radio"/>
Bulk Food Storage Containers	_____	<input type="radio"/>
Seismic Shelving Units	_____	<input type="radio"/>
Plastic Freezer Bags	_____	<input type="radio"/>
Contractor Trash Bags	_____	<input type="radio"/>

## Safety Apparel

	Qty	
Hard Hats	_____	<input type="radio"/>
Protective Safety Glasses	_____	<input type="radio"/>
Respirators and Dust Masks or Cotton T-Shirts	_____	<input type="radio"/>
Protective Clothing	_____	<input type="radio"/>
Gloves	_____	<input type="radio"/>
Sturdy Boots	_____	<input type="radio"/>
Thermal Blankets	_____	<input type="radio"/>
Rain Ponchos	_____	<input type="radio"/>
Sleeping Bags	_____	<input type="radio"/>

## Hygiene Supplies

	Qty	
Hand Soap	_____	<input type="radio"/>
Antibacterial Wipes	_____	<input type="radio"/>
Moist Towelettes	_____	<input type="radio"/>
Paper Towels	_____	<input type="radio"/>
Toilet Paper	_____	<input type="radio"/>
Garbage Bags	_____	<input type="radio"/>
Disinfectant Sprays	_____	<input type="radio"/>
Hand Sanitizer	_____	<input type="radio"/>
Tooth Brushes	_____	<input type="radio"/>
Tooth Paste	_____	<input type="radio"/>
Feminine Products	_____	<input type="radio"/>

## Tools

Qty

Wrenches	_____	<input type="radio"/>
Pliers	_____	<input type="radio"/>
Multi-Tool Pocket Knives	_____	<input type="radio"/>
Hammers	_____	<input type="radio"/>
Nails	_____	<input type="radio"/>
Crowbar	_____	<input type="radio"/>
Scissors	_____	<input type="radio"/>
Duct Tape	_____	<input type="radio"/>
Rope or Bungee Cords	_____	<input type="radio"/>
Matches and Lighters	_____	<input type="radio"/>
Plastic Tarps	_____	<input type="radio"/>
Light Bulbs	_____	<input type="radio"/>
Batteries	_____	<input type="radio"/>
Chargers	_____	<input type="radio"/>
Water Filters	_____	<input type="radio"/>
Water Purification Tablets	_____	<input type="radio"/>
Chlorine Bleach and an Eye Dropper	_____	<input type="radio"/>

## Company Documents

Qty

Bank Statement	_____	<input type="radio"/>
Insurance Policies	_____	<input type="radio"/>
Tax Returns	_____	<input type="radio"/>
Employee ID Information	_____	<input type="radio"/>
Client Files	_____	<input type="radio"/>
Emergency Contact Numbers	_____	<input type="radio"/>
Building Maps	_____	<input type="radio"/>
Maps of Local Area	_____	<input type="radio"/>

## Maintain Your Supplies

Update water bottles and food items every 6 months	<input type="radio"/>
Regularly inspect first aid items for approaching expiration dates	<input type="radio"/>
Rotate out sanitation materials once a year	<input type="radio"/>
Check batteries for a charge, replace any dead batteries	<input type="radio"/>
Turn on radios, light sticks, and other electronic to ensure they still work	<input type="radio"/>
Add supplies to your kit per new hire	<input type="radio"/>

Last Inspected: \_\_\_\_/\_\_\_\_/\_\_\_\_

Inspected By: \_\_\_\_\_