

Building Emergency Kit Guide



This guide will help you assemble, maintain and review your Building Emergency Kit – a collection of tools and supplies vital for responding to a disaster.

Assembling the Kit

- » Review the *Building Emergency Kit Worksheet* which includes a list of recommended items. Customize it to your building.
- » For each of the of recommended items in the *Building Emergency Kit Worksheet*, mark what is in stock, quantities and any important notes.
- » Acquire additional items as needed for your specific building.
- » Store the items in an easily accessible area where they can be protected from potential damage.
- » Provide the *Worksheet* to the **Housing Chief** to be included in the records.

Review the Kit twice a year

- » Update the *Building Emergency Kit Worksheet* twice a year and provide the updated copy to the **Housing Chief**.
- » Compare items on hand with the *Building Emergency Kit Worksheet* to verify items are not missing and records are accurate.
- » Add or remove items based on your changing understanding of risks and threats to the building.
- » Check that each of the items is in working order.

When reviewing your building's Emergency Kit:

- » Check tools for rust, breakage, wear and tear, and replace as needed.
- » Operate generators, sump pumps, radios, flashlights, chainsaws and other equipment to ensure they are working.
- » Change the oil and perform other regular maintenance on equipment.
- » Check expiration dates on batteries. It is recommended to place new batteries in the emergency kit each year and to cycle the older stored batteries into active use.