

**READY TO RESPOND** DISASTER STAFFING TOOLKIT

Building Emergency Kit

Worksheet

This worksheet includes a list of equipment and supplies a building should have in case of a disaster. Customize and review this list twice a year to make sure the kit is stocked and everything is in working order.

|  |  |  |  |
| --- | --- | --- | --- |
|  | In stock? | Quantity | Location |
| Medical supplies |  |  |  |
| Personal protective equipment |  |  |  |
| Work clothing (boots, overalls, etc.) |  |  |  |
| Hard hats |  |  |  |
| Safety glasses |  |  |  |
| Hearing protection |  |  |  |
| Gloves |  |  |  |
| Dust masks and/or respirators |  |  |  |
| Flashlights |  |  |  |
| Headlamps |  |  |  |
| Non-electronic wheelchairs |  |  |  |
| **Cleanup** | | | |
| Garbage bags |  |  |  |
| Bleach |  |  |  |
| Cleaning agent: Borax |  |  |  |
| Vinegar |  |  |  |
| Buckets |  |  |  |
| Mops |  |  |  |

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|  | In stock? | Quantity | Location |
| **Communications** | | | |
| Whistles |  |  |  |
| Radio (Hand-cranked or  battery operated) |  |  |  |
| Satellite phone |  |  |  |
| Solar phone chargers |  |  |  |
| Permanent markers |  |  |  |
| Paper |  |  |  |
| Tape |  |  |  |
| Vendor contact list |  |  |  |
| Extra Batteries |  |  |  |
| **Equipment** | | | |
| 15-foot ladder |  |  |  |
| Air circulator/industrial fan |  |  |  |
| Dehumidifier |  |  |  |
| Spare sump pumps |  |  |  |
| Generators |  |  |  |
| Fuel |  |  |  |

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| --- | --- | --- | --- |
|  | In stock? | Quantity | Location |
| **Tools/Other** | | | |
| Hammers |  |  |  |
| Screwdrivers |  |  |  |
| Wrenches |  |  |  |
| Pliers |  |  |  |
| Utility knife |  |  |  |
| Caution tape |  |  |  |
| Local map |  |  |  |
| Digital camera |  |  |  |
| Flares |  |  |  |
| Battery-operated lights |  |  |  |
| Tarps |  |  |  |
| Glowsticks |  |  |  |
| Notes | | | |

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