

**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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