



WORKPLACE PERSONAL DISASTER KIT

A workplace personal disaster kit is meant to be small enough to keep under your desk and portable enough to take with you. It should sustain the individual three (3) to five (5) days.

A workplace personal disaster kit should be in a duffle bag or backpack and kept under your desk or in a cabinet at work. A workplace kit should contain a minimum:

- Three (3) to Five (5) days' worth of food and water (US Coast Guard approved rations are a perfect solution for this, they are small and have up to a five year shelf life).
- Cash/Money - (small denominations & coins).
- Clothing - a sweatshirt, lightweight jacket, hoodie or similar clothing item's in case it's needed.
- A pair of comfortable closed toe walking shoes and socks (to replace typical office footwear if you need to walk long distances following an emergency).
- A flashlight with batteries, chemical light sticks or matches in a waterproof container.
- Small radio (portable battery powered-crank or solar powered preferred).
- Extra batteries (in various sized for your flashlight and radio).
- Small individual First-Aid Kit (assorted bandages, antiseptics, wipes etc.).
- Over the counter analgesics (e.g. Motrin, Ibuprofen, etc.).
- Three (3) to Five (5) day supply of prescription medication and health supplies.
- Writing paper along with pens or pencils.
- Copies of important documents (identification, insurance policy, etc.)
- Roll of duct tape for any container leaks, etc.
- Comfort items (e.g. books to read, games to play).



This list contains the minimum recommended supplies needed for basis emergency preparedness should one occur while you are at work. Each emergency kit should be unique to the individual that it will support. Consider additional items as needed to tailor the kits for your specific needs. Check expiration dates for food, water and medications and rotate as needed.

Please don't wait, start to put a kit together today!