

## APPENDIX G. Personal Workplace Disaster Supplies Kit

In the workplace, where you might be confined for several hours or perhaps overnight, you may need the following supplies.

### FLASHLIGHT WITH EXTRA BATTERIES

Use the flashlight to find your way if the power is out. Do not use candles or any other open flame for emergency lighting.

### BATTERY-POWERED RADIO WITH EXTRA BATTERIES

News about the emergency may change rapidly as events unfold. You will also be concerned about family and friends in the area. Radio reports will give information about the areas most seriously affected.

### FOOD

Enough nonperishable food to sustain you for at least 1 day (three meals) is a good idea. Select foods that require no refrigeration, preparation, or cooking and little or no water. Suggested items include:

- › Ready-to-eat canned meals, meats, fruits, and vegetables
- › Canned juices
- › High-energy foods (granola bars, energy bars, etc.)

### WATER

Keep at least 1 gallon of water available, more if you are on medications that require water or increase thirst. Store water in plastic containers, such as soft drink bottles, not ones that will decompose or break, such as milk cartons or glass bottles.

### MEDICATIONS

Include any nonprescription medications you usually take, including pain relievers, stomach remedies, and so forth.

If you use prescription medications, keep at least a 3-day supply at your workplace. Consult with your physician or pharmacist about how to store these medications and talk to your employer about any storage concerns.

### FIRST AID SUPPLIES

If your employer does not provide first aid supplies, have the following essentials:

- › Twenty adhesive bandages, various sizes
- › One 5" x 9" sterile dressing
- › One conforming roller gauze bandage
- › Two triangular bandages
- › Two 3" x 3" sterile gauze pads
- › Two 4" x 4" sterile gauze pads
- › One roll 3" cohesive bandage
- › Two germicidal hand wipes or waterless alcohol-based hand sanitizer
- › Six antiseptic wipes
- › Six pair large medical grade nonlatex gloves
- › Adhesive tape, 2" width
- › Antibacterial ointment
- › Cold pack
- › Scissors (small, personal)
- › Tweezers
- › CPR breathing barrier, such as a face shield

### TOOLS AND SUPPLIES

- › Emergency "space" blanket (mylar)
- › Paper plates and cups, plastic utensils
- › Nonelectric can opener
- › Personal hygiene items, including a toothbrush, toothpaste, comb, brush, soap, contact lens supplies, and feminine supplies
- › Plastic garbage bags and ties (for personal sanitation uses)
- › One complete change of clothing and footwear, including a long-sleeved shirt, long pants, and closed-toed shoes or boots
- › An extra pair of eyeglasses, if you wear them

## GENERAL INFORMATION

- › Adjust your kit according to your own personal needs.
- › Do not include candles, weapons, toxic chemicals, or controlled drugs unless prescribed by a physician.

## TOOLS FOR WORK

You may wish to have some additional tools in case you are working during an emergency. These may include:

- › Police scanner
- › Binoculars
- › Walkie-talkies
- › Whistle
- › Lighter
- › Waterproof pouches

Based on the “Your Family Disaster Supplies Kit” developed by the Federal Emergency Management Agency (<http://www.fema.gov>) and the American Red Cross (<http://www.redcross.org>).



## TIP

### PREPARING FOR POWER OUTAGE

Consider buying a “power inverter” from an electronics store. You can plug the inverter into the power outlet in your car and it will allow you to run a laptop and portable printer with the car running (of course, in a well-ventilated area—not a garage). A car cell-phone charger is also helpful.

## REFERENCE

Federal Emergency Management Agency, & American Red Cross. (2004). Your family disaster supplies kit. <http://www.fema.gov/pdf/library/fdsk.pdf>.