

Personal Disaster Supplies Kit for the Office or Workplace

During a disaster, you might be confined to your workplace for several hours, or perhaps overnight. In case this happens to you, you may want to keep the following supplies on hand in your office.

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

News about the emergency may change as events unfold. Radio reports will give information about the areas most affected.

Food

A one-day supply of non-perishable food is suggested. Select foods that require no refrigeration, preparation or cooking, and little or no water, such as:

- ready-to-eat canned meals, meats, fruits, and vegetables;
- canned juices; and
- high-energy foods (granola bars, energy bars, etc.).

Water

Keep at least one gallon of water available. Consider storing more than a gallon if you take medications. Avoid using containers that will decompose or break, such as milk cartons or glass bottles.

Medications

Include the usual non-prescription medications that you take, including pain relievers, stomach remedies, etc. If you take prescription medications, keep at least a three day's supply at your workplace.

First Aid Supplies

If your employer does not provide first aid supplies, include the following items in your kit:

- 20 adhesive bandages, various sizes
- 5 x 9 inch sterile dressing
- conforming roller gauze bandage
- triangular bandages
- 3 x 3 inch sterile gauze pads
- 4 x 4 inch sterile gauze pads
- roll of 3 inch cohesive bandages
- alcohol-based hand sanitizer or germicidal hand wipes

- 6 antiseptic wipe
- 2 inch wide adhesive tape
- anti-bacterial 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
- Non-electric can opener
- Personal hygiene items, including a toothbrush, toothpaste, comb, brush, soap, contact lens supplies, and feminine products
- Plastic garbage bags and ties (for personal sanitation uses)
- Include at least one complete change of clothing and footwear, including a long-sleeved shirt and long pants, as well as closed-toed shoes or boots
- If you wear glasses, keep an extra pair in your kit.

General Information

- Your kit should be adjusted based on your own personal needs.
- Do not include candles, weapons, toxic chemicals, or controlled drugs unless prescribed by a physician.

Adapted by Lisa Norman, Extension Assistant, Texas AgriLife Extension Service, The Texas A&M University System from “Personal Workplace Disaster Supplies Kit,” American Red Cross. 2006.

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