

Workplace Emergency Kit

If you work in an office, keep these items at your desk in a bag or backpack. If you need to evacuate, you will be glad you did!

Having an emergency kit will help you survive and recover after a disaster. Remember, following a devastating event, it could take days, or even weeks before services are fully restored. It may seem daunting at first, but there are some simple steps you can take to prepare emergency kits for your workplace.

You can purchase ready-made kits at a number of local and online suppliers, or you can begin to assemble one yourself from extra items you may already have at home. The lists below will help you identify your needs.

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- Employee roster - updated as needed
 - List of disaster procedures
 - Pen, pencil, small notebook
 - Adhesive tape
 - Analgesics - non-aspirin tablets and chewables
 - Liquid and waterless soap
 - Band-Aids
 - Compresses - sanitary pads, diapers
 - Pre-moistened towelettes or baby wipes
 - Gauze pads, bandages - including one triangle bandage
 - Safety pins
 - Tissues
 - Scissors
 - Tweezers
 - Space blanket
 - Brush - soft-bristle paintbrush (for glass fragments)
 - Light stick or flashlight with batteries
 - Litre of water in plastic container
 - Plastic drop clothes