

Office Emergency Kit

Due to a major disaster, you may be stranded at your place of business for several days. Plan at least 72 hours (3 days). Make sure you have extra medicine with you at work. Keep a backpack, tote bag, small box or suit case on wheels underneath your desk with the following items for emergency use:

***First aid kit & guide information:**

- Band aids & gauze, various sizes of non-adherent sterile pads
- First aid tape
- Anti-bacterial ointment (Neosporin, Bacitracin, etc.) & burn cream
- Scissors, tweezers, pocket knife, razor blade
- Large square cloth (3 feet square) for a sling or tourniquet
- Non-aspirin, pain relievers, ibuprofen
- Chemical ice packs, hand warmer packets
- Various sizes of safety pins, needle & heavy thread
- Water proof matches
- Eye wash
- Hand wipes (antiseptic), cotton balls, cotton pads
- Alcohol swabs, iodine (bottle or pads)

***Flashlight with at least 2 extra batteries**

***Coat or jacket**

***Change of clothes, socks, shoes (women keep a pair of tennis shoes or flats), undergarments, etc**

***Blanket, flat sheet, throw pillow, or a single sleeping bag**

***Emergency blanket (Mylar)**

***Trial size hand & body lotion, soap, shampoo, conditioner, etc**

***Towel, wash cloth**

***Freeze dried or non perishable canned foods and a can opener**

***Sweet hard candy**

***Water: clear liter bottles (filled $\frac{3}{4}$ full to allow for expansion when frozen) Rotate water every six months. Place in a box to keep moving around during vehicle movement.**

***Whistle with lanyard to hang around your neck**

***Have a list of family names, home & business telephone numbers**