

## PERSONAL OFFICE DISASTER KIT

For the workplace, where you might be confined for several hours, or perhaps overnight, the following supplies are recommended. More information is at: [www.redcross.org/services/disaster/beprepared](http://www.redcross.org/services/disaster/beprepared).

### Flashlight with extra batteries

Use a flashlight if the power is out. Do not use candles or open flames.

### Battery-powered radio

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

### Food

Enough non-perishable food to sustain you for at least one day, is suggested. Select foods that require no refrigeration, preparation or cooking, and little or no water. The following items are suggested:

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

### Water

Keep at least one gallon of water available, or more if you are on medications that require water or that increase thirst.

### Medications

Include usual non-prescription medications that you take, including pain relievers, stomach remedies, etc.

If you use prescription medications, keep at least a three-day's supply of these medications at your workplace. Consult with your physician or pharmacist how these medications should be stored, and your employer about storage concerns.

### First Aid Supplies

Have the following essentials:

- (20) Adhesive bandages, various sizes.
- (1) 5" x 9" sterile dressing.
- (1) Conforming roller gauze bandage.
- (2) Triangular bandages.
- (2) 3 x 3 Sterile gauze pads.
- (2) 4 x 4 Sterile gauze pads.
- (1) Roll 3" cohesive bandage.
- (2) Germicidal hand wipes or waterless alcohol-based hand sanitizer.
- (6) Antiseptic wipes.
- (2) Pair large medical grade non-latex gloves
- Adhesive tape, 2" width.
- 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 supplies.
- Plastic garbage bags, ties (for personal sanitation uses).
- 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 with your workplace disaster supplies.

### 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.

*Excerpted from the American Red Cross Personal Workplace Disaster Supplies Kit*