
Disaster Supply Kit

Business owners everywhere are urged to assemble an emergency supply kit.

The Federal Emergency Management Agency (FEMA) and the U.S. Small Business Administration (SBA) have produced the following list of items for use in a survival kit in times of disaster. This can be used by both small and large companies.

Emergency Supplies Checklist

- A battery-powered commercial radio plus a radio that can receive weather alerts from the National Oceanographic and Atmospheric Administration (NOAA) are recommended. The NOAA weather radio can alert you to weather emergencies and potentially life-saving emergency information. The commercial radio is a good source for news and information from local authorities.
- Keep copies of important records such as site maps, building plans, insurance policies, employee contact and identification information, bank account records, supplier and shipping contact lists, computer backups, emergency or law enforcement contact information and other priority documents in a waterproof, fireproof portable container. Store a second set of records at an off-site location.
- Talk to employees and co-workers about what emergency supplies the company can feasibly provide, if any, and which supplies individuals should keep on hand. Here is a basic list:
 - Water: one gallon of water per person per day for drinking and sanitation
 - Food: at least a three-day supply of non-perishable food
 - Flashlight and extra batteries and some basic tools
 - First aid kit and three-day supply of prescription medications
 - Whistle to signal for help
 - Dust mask or cotton t-shirt to help filter the air
 - Moist towelettes for sanitation
 - Can opener
 - Sturdy shoes, extra clothes and blankets
 - Cash

