REMOTE WORKPLACE
EMERGENCY CHECKLIST

Emergency Preparedness Kit

- Water (one gallon per person per day for several days, for drinking and sanitation)
- Food (at least a three-day supply of non-perishable food)
- Battery-powered or hand crank radio and a NOAA Weather Radio with tone alert
- Flashlight
- First aid kit
- Extra batteries
- Whistle (to signal for help)
- Dust mask (to help filter contaminated air)
- Plastic sheeting and duct tape (to shelter in place)
- Moist towelettes, garbage bags and plastic ties
- Wrench or pliers (to turn off utilities)
- Manual can opener (for food)
- Cell phone with chargers and a backup battery
- Fire extinguisher

Secondary Items

- Soap, hand sanitizer, disinfecting wipes and personal hygiene items
- Prescription and non-prescription medications
- Prescription eyeglasses and contact lens solution
- Infant formula, bottles, diapers, wipes and diaper rash cream
- Pet food and extra water for your pet
- Cash or traveler's checks
- Important family documents (insurance policies, identification)
- Sleeping bag or warm blanket for each person and pillows
- Complete change of clothing appropriate for your climate and sturdy shoes
- Matches in a waterproof container
- Mess kits, paper cups, plates, paper towels and plastic utensils
- Paper and pencil, books, games, puzzles or other activities

Training Checklist

- Run through different scenarios: "if this happens...do this"
- Regularly discuss your Emergency Action Plan with all members of your household
- Meeting points have been established and communicated with household members
- Practice meeting at your different assembly points based off of what the emergency may be.
- Ensure that all members of your household know who to contact in an emergency situation
- Emergency contact information is posted somewhere accessible (see pg. 2)
- Fire extinguishers are located on each floor of the home
- Discuss how to use a fire extinguisher and use the P.A.S.S. Method (Pull-Aim-Squeeze-Sweep)
- Reminders have been set to check smoke alarms, fire extinguishers and emergency supplies

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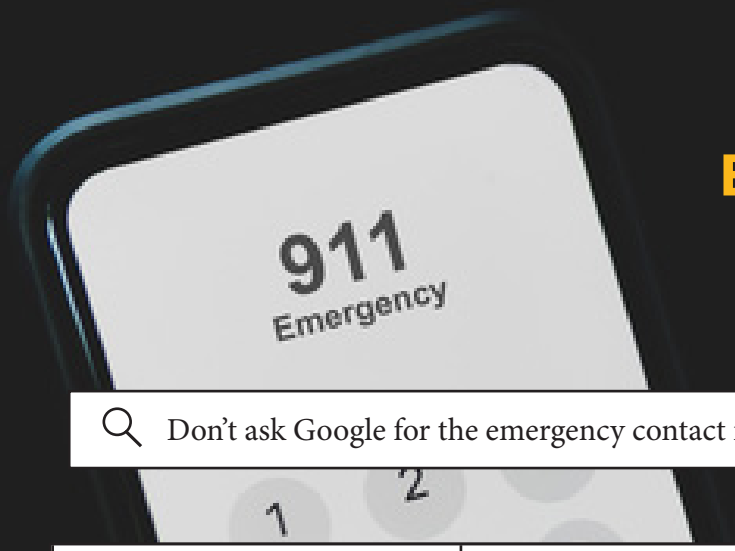

EMERGENCY CONTACTS

FOR ALL LIFE THREATENING EMERGENCIES...DIAL 911

Don't ask Google for the emergency contact information in your area. Know it... before you need it.

	NAME	PHONE
Emergency Contact #1		
Emergency Contact #2		
Emergency Contact #3		
Local Police Station		
Fire Department		
Ambulance		
Poison Control		
Nearest Hospital		
Doctor		
Dentist		
Pharmacy		
Vet		
Gas/Propane		
Electric		
Water		
Insurance		

DIRECTIONS TO THE HOSPITAL:

OUR CONTACT INFORMATION: