

## Building an At-Work Kit

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It's a good idea to have an emergency kit at work in case you must remain there for an extended period.

Here's a suggested checklist.

**Print out the following checklist  
and take it with you when you shop.**

### Suggested CHECKLIST for your At-Work Kit

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- Water
- Flashlight and extra batteries
- Food (dried fruit, nuts, candy, cookies, crackers, canned food)
- Manual can opener
- Plastic bags
- Extra clothing, warm coat, blanket
- Battery-operated radio and extra batteries, or hand-crank radio
- First aid kit
- Work gloves
- Important phone numbers
- Basic tools
- Cell phone and charger
- Toiletries

#### Your Own Additions

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## IMPORTANT

### Every Six Months

1. Review your plans and supplies.
2. Replace expired food, water, and medicine.
3. Update your Family Emergency Plan.

**You may need sturdy work gloves to clear glass and debris**

**Some hand-crank radios include cell phone chargers. Solar chargers are also available.**

**Remember to personalize your At-Work kit with medications, toiletries, family contact information, etc.**