*When an emergency happens at your facility, one of the first decisions to make is whether to evacuate or*

*shelter in place. If you need to shelter in place, it is important to have sufficient supplies and equipment on hand to support the needs of personnel and visitors for potentially long periods. Use this checklist to determine if you have the necessary supplies on hand and ready for use.*

**Communication Equipment:**

* Communication devices/smartphones capable of receiving news updates.
* Cell phones and/or satellite telephones have been tested and their limitations noted.
* Portable generators with vented exhaust systems are available and in working order.
* There is/are public address system(s) in the shelters.
* The shelter is well stocked with office supplies including but not limited to paper, notepads, staplers, tape, whiteboards, and markers.
* There are hard-wired telephones (landlines) in the shelter.

**Emergency Equipment:**

* At least one current copy of the Emergency Action Plan is stored in the shelter.
* There are battery-powered or hand-cranked flashlights, hand-cranked radios, and glow sticks stored in the shelter.
* Fire extinguishers, blankets, pry bars (for opening doors that may have been damaged or blocked by debris), stretchers and automated external defibrillators (AEDs) are stored in the emergency shelter.
* Trash bags and receptacles, a supply of commonly used tools, are stored in the shelter.

**First-Aid Supplies Including:**

* Adhesive tape and bandages in assorted sizes.
* Safety pins in assorted sizes.
* Latex gloves.
* Scissors and tweezers.
* Antiseptic solutions and antibiotic ointments.
* A supply of moistened towelettes.
* A supply of non-prescription drugs (e.g., aspirin and non-aspirin pain relievers, anti-diarrhea medications, antacids, antihistamines.
* Petroleum jelly.
* Eye drops.
* Splints.
* Thermometers.
* Cotton towels.
* Fold-up cots.
* First aid handbook.

**Water and Non-Perishable Food:**

* There are adequate amounts of food and water for the duration of potential emergency events and the number of personnel expected to seek shelter.

**Sanitary Supplies:**

* Toilet paper.
* Paper towels.
* Feminine hygiene products.
* Disinfectants.
* Chlorine bleach.
* Plastic bags.
* Portable toilets when regular toilets are not available in the shelter.
* Plastic sheeting (preferably, pre-cut and labelled to cover any windows and doors).
* Duct tape for sealing cracks around doors and windows.