

Emergency Supplies Checklist

Keeping Track of Your Supplies

- Date supplies, keep a record, and review every six months.
- Rotate food and water before they expire.
- Check that supplies are in good condition and that important documents are up-to-date every six months.
- Check batteries for damage and refresh as need. Do not store batteries inside of the device. (Store in a baggie).
- Update sizes of children's clothing and age appropriateness of activities as needed.
- Remind parents to update contact information at least every six months.
- Considering picking a date that is easy to remember to check your supplies, such as the beginning and end of Daylight Savings Time.
- Consider printing and laminating a copy of your supplies list to store with your supplies. You can use it to check off items as they are used and request replacements as needed.

Documents

Attendance Records — Keep the daily attendance sheet where you can easily grab it in an emergency.

- Daily attendance sheet

“Ready-to-Go” File — Store these emergency documents in a binder, folder, or envelope inside (or near) your “Ready-to-Go” Kit.

- Child Emergency Information Forms (includes medical release and emergency transportation permission)
- Emergency plans
- Emergency contact information of local agencies, services, and facilities
- Relocation site agreements with maps and written directions
- Special Health Care Plans
- Parent Consent for Administration of Medication and Medication Chart (LIC 9221)

Back-up Business Documents — Back up your business records on a thumb drive, cloud service, or have hard copies.

- Children's records
- Employee records
- Food program records
- Accounts receivable
- Insurance policies
- Rental agreements
- Floor plans
- Bank records
- Other business documents

Supplies

	“READY-TO-GO” KIT	72 HOUR EMERGENCY SUPPLIES
	Use a waterproof backpack (or wheeled duffle bag or bin) that holds enough supplies for an evacuation lasting up to 6 hours.	Use a sturdy waterproof container with a tight-fitting lid that holds enough supplies for lockdown or shelter-in-place lasting up to 72 hours.
Food & Water	<input type="checkbox"/> One gallon of water for every four people (this may not fit in a backpack, store so that it can be taken in an evacuation) <input type="checkbox"/> Non-perishable snacks such as granola bars and crackers <input type="checkbox"/> Formula / appropriate food for infants and toddlers (consider liquid formula or store enough water to mix powdered formula) <input type="checkbox"/> Infant bottles <input type="checkbox"/> Disposable cups, plates, bowls, and utensils	<input type="checkbox"/> One gallon of water per person per day <input type="checkbox"/> Water purification filter or tablets <input type="checkbox"/> Non-perishable food items such as canned fruit and protein sources (e.g. beans, tuna, chicken) <input type="checkbox"/> Formula/appropriate food for infants and toddlers (consider liquid formula or store enough water to mix powdered formula) <input type="checkbox"/> Infant bottles <input type="checkbox"/> Disposable cups, plates, bowls, and utensils <input type="checkbox"/> Manual can opener
First Aid	Small first-aid kit to include: <input type="checkbox"/> A current edition of a pediatric first-aid manual (for example, American Academy of Pediatrics, Red Cross, National Safety Council) <input type="checkbox"/> Sterile first-aid gauze pads <input type="checkbox"/> Bandages or roller bandages <input type="checkbox"/> Liquid soap (plain) <input type="checkbox"/> Adhesive tape <input type="checkbox"/> Scissors <input type="checkbox"/> Tweezers <input type="checkbox"/> Disposable gloves <input type="checkbox"/> Chemical ice pack	Large first-aid kit to include: <input type="checkbox"/> A current edition of a pediatric first-aid manual (for example, American Academy of Pediatrics, Red Cross, National Safety Council) <input type="checkbox"/> Sterile first-aid gauze pads <input type="checkbox"/> Bandages or roller bandages <input type="checkbox"/> Adhesive tape <input type="checkbox"/> Scissors <input type="checkbox"/> Tweezers <input type="checkbox"/> Thermometer <input type="checkbox"/> Liquid soap (plain) <input type="checkbox"/> Cotton balls <input type="checkbox"/> Disposable gloves <input type="checkbox"/> Thick gauze pads or sanitary napkins <input type="checkbox"/> Chemical ice pack <input type="checkbox"/> Heat pack <input type="checkbox"/> Safety pins <input type="checkbox"/> Triangle type sling

	“READY-TO-GO” KIT	72 HOUR EMERGENCY SUPPLIES
Safety	<input type="checkbox"/> Walking Rope <input type="checkbox"/> Whistle <input type="checkbox"/> Flashlight with batteries <input type="checkbox"/> Glow sticks <input type="checkbox"/> Duct tape <input type="checkbox"/> Masking tape/painter’s tape <input type="checkbox"/> Caution tape for marking boundaries <input type="checkbox"/> Work gloves <input type="checkbox"/> Utility knife/multi-tool <input type="checkbox"/> Extra keys	<input type="checkbox"/> Walking Rope <input type="checkbox"/> Whistle <input type="checkbox"/> Flashlight <input type="checkbox"/> Extra batteries <input type="checkbox"/> Glow sticks <input type="checkbox"/> Duct tape <input type="checkbox"/> Masking tape/painter’s tape <input type="checkbox"/> Caution tape for marking boundaries <input type="checkbox"/> Work gloves <input type="checkbox"/> Permanent marker <input type="checkbox"/> Plastic sheeting (to seal windows, doors, and vents in shelter-in-place situation) <input type="checkbox"/> Dust/filter mask (1 per person) <input type="checkbox"/> Goggles <input type="checkbox"/> Utility knife/multi-tool <input type="checkbox"/> Extra keys
Personal Care & Hygiene	<input type="checkbox"/> Diapers <input type="checkbox"/> Wet wipes <input type="checkbox"/> Alcohol-based hand sanitizer <input type="checkbox"/> Toilet paper <input type="checkbox"/> Paper towels <input type="checkbox"/> Sunscreen	<input type="checkbox"/> Diapers <input type="checkbox"/> Wet wipes <input type="checkbox"/> Toilet paper <input type="checkbox"/> Menstrual products <input type="checkbox"/> Paper towels <input type="checkbox"/> Plastic bags (varied sizes) <input type="checkbox"/> 5 gallon plastic bucket with toilet seat <input type="checkbox"/> Toothbrushes and toothpaste <input type="checkbox"/> Sunscreen
Comfort, Clothing & Bedding	<input type="checkbox"/> Emergency blankets <input type="checkbox"/> Activity items such as card games, crayons, paper, small toys, and books <input type="checkbox"/> Clean teething rings and pacifiers <input type="checkbox"/> Emergency cash (small bills)	<input type="checkbox"/> Emergency blankets (1 per person) <input type="checkbox"/> Extra blankets <input type="checkbox"/> Rain ponchos <input type="checkbox"/> Several pairs of clean socks and underwear in a variety sizes <input type="checkbox"/> Extra children’s clothes in a variety of sizes, including jackets, hats, and closed-toe shoes <input type="checkbox"/> Several children’s activity items <input type="checkbox"/> Clean teething rings and pacifiers <input type="checkbox"/> Personalized comfort kits for each child to include a favorite activity, toy, or book, photo of the child’s family, and comfort note from the parent <input type="checkbox"/> Emergency clothing, supplies, medication and comfort items (for example, reading material, music) for staff members <input type="checkbox"/> Emergency cash (small bills)
Communication	<input type="checkbox"/> Radio with extra batteries or crank radio (emergency stations identified)	<input type="checkbox"/> Radio with extra batteries or crank radio (emergency stations identified) <input type="checkbox"/> Portable cell phone charger and cords <input type="checkbox"/> Signal/flare <input type="checkbox"/> Walkie-talkie