



Work Kit

When an earthquake or other emergency occurs, you may not be at home. Keeping these items in a backpack at your desk will make you more comfortable and help you be prepared for the hectic hours ahead. They're also useful during non-emergency situations!

Emergency supplies to keep at your desk

- Antibacterial Wipes
- Battery Radio & Batteries
- Dollars & Quarters (\$100 in \$0.25, \$1, & \$5 increments)
- Dust Mask (N95)
- Family Photo
- First Aid Book
- First Aid Kit with sunscreen
- Flashlight & Batteries, Headlamp w/ batteries
- Goggles
- Heat Pak/Cold Pak
- Insurance Info, copy of DL, SS card
- Leatherman / multi tool
- Light sticks
- Manual Can Opener
- Matches
- Medical Gloves
- Phone Numbers and pictures of family members
- Plastic Bags
- Prescription Meds
- Rain Poncho
- Snacks
- Space Blanket
- Toilet Paper
- Upset Stomach Medicine
- Water (1 gallon/day)
- Whistle
- Work Gloves, leather

Explanation of items

Antibacterial Wipes	Keep hands clean and conserve water
Battery Radio	Keep informed when power is out and you leave your desk
Dollars & Quarters	ATMs may not work. Businesses can require cash payments and have minimal change. Pay phones will be useable before residential phones
Dust Mask (N95)	Minimize inhaling dust after an earthquake
Family Photo	Help other to locate your family members
First Aid Book	Assist with first aid treatment
First Aid Kit	Treat minor injuries
Flashlight & Batteries	Power may be out. Keep the batteries in their original package and replace before the expiration date

Goggles	Protect eyes from dust and debris
Heat Pak/Cold Pak	Warmth/cool for injury treatment
Insurance Information	Keep a duplicate copy with you in case you can't get back in your house
Leatherman/Multi-use Tool	Multi use tool for most situations
Light sticks	In case batteries don't work...lightsticks give up to 12 hours of light
Matches	Waterproof matches in a container but not to be used if natural gas is present. Cooking fires, lanterns
Medical Gloves	Bacteria protection while giving first aid
Phone Numbers	Out of area contact who can relay information to other family members. Local area codes will be blocked. School emergency contact numbers and copies of ID.
Plastic Bags	Disposal of waste products, poncho and pillow use
Prescription Medications	Keep at least a three day supply with you
Rain Poncho	Protection from rain
Snacks	Provide nourishment while trying to get home
Space Blanket	Light weight, compact, will keep you warm
Toilet Paper	In case you're stranded!
Upset Stomach Meds	Relief in case you eat bad food or water
Water	At least one gallon in your car...replace every 6 months
Whistle	Provide a means to call for help
Work Gloves	Protect hands from glass and other hazards

Include anything else that will make you more comfortable!