

Emergency Response Kit

The _____ will maintain a basic emergency kit for use by staff in case of an emergency. In an emergency evacuation, the kit will be transported by the Department Emergency Coordinator/ or designee to the evacuation assembly area.

It should be noted, that supplies should be contingent on the number of personnel in the department. If the number exceeds what is workable for one kit then smaller kits will be established.

The kit will contain:

1. Basic first aid supplies. In some emergencies, it may become necessary to provide first aid to those with non-life threatening injuries.
2. Flashlights and extra batteries.
3. AM/FM radio with extra batteries
4. Small emergency water supply (individual bottled water)
5. Employee Roster

In addition, it is strongly recommended, that all staff and faculty maintain a small emergency kit in their work area. This kit should include:

- a. Water and non-perishable food
- b. Emergency space blanket
- c. First aid supplies
- d. Personal medication and extra eye-glasses (as needed)
- e. Portable AM/FM radio with spare batteries
- f. Money (small amount)
- g. List of essential phone numbers, including out of state family contact number
- h. List of important medical information (allergies, existing medical conditions)