



BE PREPARED AT WORK

The best time to prepare for an emergency is before it happens. Print out this checklist and keep a copy in an easy-to-reach location for immediate reference.

What Do You Need To Do To Be Prepared At Work?

- Learn office evacuation routes
- Know where your department's Assembly Area
- Pack a work place "Go-Bag" with such items as:
 - Water and non-perishable food
 - Dust mask
 - Pocket knife
 - Whistle
 - Emergency cash
 - Flashlight
 - Battery-powered radio, extra batteries
 - Sturdy shoes and a change of clothing
 - Emergency point-of-contact phone numbers
 - First aid kit, extra medicine, glasses, contact lenses
 - Personal medications, if needed
 - Consider what you would need for your immediate safety

For a complete list of suggested disaster kit and Go-Bag items, please visit www.redcross.org or www.72hours.org