



# SUPPLY CHECKLIST

Once a business gets through a major disruption, it is important to remember the next catastrophe can occur at any time. Now is the time to begin inspecting the building and premises, initiating repairs to the building envelope, and making improvements that will help to reduce damage in the future. IBHS provides a wealth of resources on strengthening buildings against natural hazards at [DisasterSafety.org/fortified/safer-business](https://DisasterSafety.org/fortified/safer-business) and [DisasterSafety.org/ibhs-business-protection](https://DisasterSafety.org/ibhs-business-protection).

This is also the time to hold a debrief meeting to review procedures, solicit input from employees on what was successful and what was not, and document any shortcomings of the emergency plan. Compile a log of actions to be taken and incorporate improvements into the plan for the future. The employees' ability to safeguard themselves and the business in an emergency reflects their understanding of the overall plan and their own responsibilities, so practice during the off-season so everyone is prepared when the next storm hits and the plan must be implemented.

COMPLETED	Long-Term Planning & Repairs Tasks	Primary Staff Responsible	Alternate Staff Responsible
<input type="checkbox"/>	Hold a debrief meeting noting successes and failures, compile a log of actions to be taken, and incorporate improvements into plan.		
<input type="checkbox"/>	[Insert additional rows for your own specific action items or tasks]		

## THE IMPORTANCE OF TRAINING & EXERCISING

Once the plan and checklists are completed, review, train and rehearse with employees so they can fulfill their roles and responsibilities. The emergency preparedness and response plan should not be kept a secret. It should be shared with the entire staff and feedback should be encouraged throughout the entire process. Employees who are included in the process and made aware of the plan will have the desire and be more equipped to assist with recovery in the event of an approaching storm or other type of business interruption. Every employee should know what their role is and what is expected of them.

- Exercise the plan annually and incorporate feedback, gaps and lessons learned in the annual update.
- Distribute the plan and checklists in both paper and electronic formats to all employees.

## BUSINESS & OFFICE EMERGENCY DISASTER KIT

Part of developing an emergency preparedness and response plan is the assembly and maintenance of a business/office emergency disaster kit and supplies. Some disasters may require employees to shelter-in-place; other times, emergency personnel may need to stay on site in order to protect the property and building. Having the essential items such as water, food, communication tools, hygiene, sanitation and first aid supplies could be critical to avoiding injury to employees and reducing damage to your business.

Use the suggested items on the supply list to help assemble the emergency preparedness and response supplies that may be needed.



# SUPPLY CHECKLIST (CONT.)

## EZ-PREP SUPPLY CHECKLIST

Download at [DisasterSafety.org/wp-content/uploads/2016/04/ez-prep-supply-checklist-ibhs.xls](http://DisasterSafety.org/wp-content/uploads/2016/04/ez-prep-supply-checklist-ibhs.xls).

COMPLETED	Long-Term Planning & Repairs Tasks	Type	Quantity Needed	Quantity Present	Date Checked
<b>EQUIPMENT</b>					
<input type="checkbox"/>	Batteries				
<input type="checkbox"/>	Battery-powered items (TV, lanterns, personal fans, etc.)				
<input type="checkbox"/>	Boots				
<input type="checkbox"/>	Bungee cords				
<input type="checkbox"/>	Camera (digital, disposal, and/or smartphone with camera)				
<input type="checkbox"/>	Communication devices (two-way radios, satellite radios, cell phones, chargers and weather radio)				
<input type="checkbox"/>	Electrical lockout/tagout kits				
<input type="checkbox"/>	Extension cords (indoor and outdoor)				
<input type="checkbox"/>	Fire extinguishers				
<input type="checkbox"/>	Floor drain plugs				
<input type="checkbox"/>	Fuel cans and generator fuel				
<input type="checkbox"/>	Hard hats				
<input type="checkbox"/>	Hoses				
<input type="checkbox"/>	Ropes				
<input type="checkbox"/>	Safety harness				
<input type="checkbox"/>	Shop vacuums (wet/dry)				
<input type="checkbox"/>	Steel cables and turn buckles				
<input type="checkbox"/>	Straps				
<input type="checkbox"/>	Tape (duct, masking, electrical, cloth, caution, etc.)				
<input type="checkbox"/>	Tarpaulins (water-resistant, fire-retardant, etc.)				
<input type="checkbox"/>	Tools (pliers, hammer, gas wrench, wrenches, screwdrivers, nails, handsaw, staple gun, staples, etc.)				
<input type="checkbox"/>	Utility knives				
<input type="checkbox"/>	Yard equipment (axes, blowers, hatchets, pruners, trimmers, chainsaws, etc.)				



# SUPPLY CHECKLIST (CONT.)

COMPLETED	Long-Term Planning & Repairs Tasks	Type	Quantity Needed	Quantity Present	Date Checked
<b>CLEANUP</b>					
<input type="checkbox"/>	Bleach				
<input type="checkbox"/>	Brooms and mops				
<input type="checkbox"/>	Buckets/pails				
<input type="checkbox"/>	Disinfectants				
<input type="checkbox"/>	Eye protection (safety goggles)				
<input type="checkbox"/>	Gloves (leather, nitrile, rubber, latex, etc.)				
<input type="checkbox"/>	Ladders				
<input type="checkbox"/>	Rakes and shovels				
<input type="checkbox"/>	Spill kits				
<input type="checkbox"/>	Towels (paper, cloth rags, etc.)				
<input type="checkbox"/>	Waste drums				
<b>SHELTER-IN-PLACE</b>					
<input type="checkbox"/>	Battery-powered or hand-crank radio and a NOAA Weather Radio with tone alert and extra batteries for both*				
<input type="checkbox"/>	Bedding and blankets				
<input type="checkbox"/>	Can opener (manual)				
<input type="checkbox"/>	Coolers and ice				
<input type="checkbox"/>	Disposable plates, cups and eating utensils				
<input type="checkbox"/>	Drinking water in non-breakable containers				
<input type="checkbox"/>	Dust mask to help filter contaminated air and plastic sheeting and duct tape to shelter-in-place*				
<input type="checkbox"/>	First-aid kit*				
<input type="checkbox"/>	Flashlight*				
<input type="checkbox"/>	Food (at least a three-day supply of non-perishable food)*				
<input type="checkbox"/>	Hand sanitizer				
<input type="checkbox"/>	Local maps*				
<input type="checkbox"/>	Plastic bags (zip-top, trash, etc.)				
<input type="checkbox"/>	Toiletries				
<input type="checkbox"/>	Manual can opener for food*				
<input type="checkbox"/>	Moist towelettes, garbage bags and plastic ties for personal sanitation*				
<input type="checkbox"/>	Water (one gallon of water per person per day for at least three days) for drinking and sanitation*				