

Emergency Supply Checklist

In the Branch

- First aid kit – what is for staff, and what are you allowed to give patrons?
- Fire extinguishers, fire box alarm pulls
- Emergency exits and alarms – know what alarms do
- Flashlights with working batteries, extra batteries
- Emergency lighting – do you have it?
- Pay phone money or cell phone access
- Phone numbers – in one place, easy to use
- Emergency contact info for all staff
- Policies and procedures for emergencies – easy to find
- Caution tape
- Duct tape, masking tape
- Notepads, pencils, pens
- Scratch paper and markers

Evacuation Kit

(all in a carry kit – a box one person can pick up and take outside in a hurry)

- Pay phone money
- Flashlight and batteries
- Notepads, pens, and pencils
- Name tags
- Scratch paper, markers, scotch tape
- Phone numbers
- Emergency contact info for all staff
- Policies and procedures for emergencies and related forms

Personal Emergency Kit

(in a place you can grab it quickly, or in your car)

- Money
- Flashlight
- Tough shoes with extra socks
- Sweatshirt
- Umbrella or raincoat
- Medicine you need