

## ***Open for Business<sup>sm</sup>***

### **Disaster Response Checklist**

When disaster strikes, you may be on your own for hours or even several days. Emergency services may not be able to respond right away. Check which supplies you have to help you take care of your employees, customers or others on your premises until help arrives. Be sure to purchase the remaining supplies so you are ready when an emergency occurs.

*You can download copies of this form from: [http://www.ibhs.org/business\\_protection/](http://www.ibhs.org/business_protection/)  
Save a blank version so you can make additional copies as needed.*

#### **NOAA Weather Alert Radio**

This 24-hour warning monitor is as important as a smoke alarm in homes and businesses. The NOAA Weather Alert Radio with Specific Area Message Encoding (S.A.M.E.) technology that programs the radio for your area can save your life by warning you of severe weather and other hazards at any time. This special radio remains silent until an alert is issued in your community by local authorities. When the alarm sounds, you will be given specific information and instructions on how best to avoid the danger. Most S.A.M.E. Alert Monitors include battery backup.

#### **Working smoke detectors and fire extinguisher**

Set a schedule to test smoke detectors annually and keep extra batteries on hand. Check the pressure indicator of your fire extinguisher monthly.

#### **First Aid Kit**

Include scissors, tweezers, a variety of Band-Aids, gauze pads/roller gauze and tape, anti-bacterial wipes, first aid ointment, vinyl gloves, first aid book, and any other items you deem essential. Remember your kit is for “first” aid, not ongoing care.

#### **Flashlights and Lightsticks**

Keep flashlights and extra batteries in easy to find locations. Non-toxic chemical lightsticks can be taped next to light switches for emergency use.

#### **AM/FM Radio, battery operated, or wind-up radio**

Maintain a current list of stations in your area that provide emergency updates and that have generator backup to support continuous broadcast. Keep extra batteries for AM/FM radio. Consider a wind-up radio (30 seconds for 30-35 minutes play – solar cells for back up).

#### **Bottled Water**

Have at least one gallon of water per person per day, to be used for drinking, personal hygiene and cooking. Store in sizes that are easily transportable, should you need to relocate.

#### **Nonperishable food and utensils**

Stock a supply of non-perishable food such as peanut butter, tuna, beans, crackers, ready-to-eat canned meats, fruits and vegetables, comfort/stress food such as cookies and hard candy, canned juices, powdered milk, etc. Be sure to have a manually operated can opener and plastic utensils.

### **Paper supplies**

Keep a supply of note pads, markers, pens, pencils, toilet paper, tissues, paper plates, napkins, and towels on hand.

### **Tools and other supplies**

Keep supplies of items such as duct tape, waterproof plastic sheets, shut-off wrench for water and gas, whistle, compass, plastic bucket with tight lid, work gloves, pliers, hammer, plastic garbage bags and ties. A pry bar, shovel, dust masks, eye protection, and a push broom will aid in clean-up operations.

### **Blankets**

Keep a supply of blankets, pillows if available, cots or mats for sleeping/taking breaks.

### **Camera**

Have a disposable camera, or a camera with extra batteries and film, available to record damage.

### **Cash/ATM and credit card**

Keep enough cash for immediate needs, and ATM and credit card(s) for emergency use (dependent on electric power availability).

### **Emergency Contact List**

Maintain a current emergency contact list for employees and emergency services, such as police, fire and utility companies. Keep in several places, e.g. a PDA, PC at home, or a trusted neighboring business.