

# What to take in an emergency

If you must evacuate, and have a few minutes notice, take these items. Having organized IN ADVANCE will make all the difference.

**Employee** – *Do you know where to assemble after the evacuation?*

- Cellphone and charger
- Personal ID
- Personal medications
- Cash and credit cards
- Flashlight
- Laptop and charger
- Your emergency kit (“go-bag”)
- Office keys/Magnetic swipe card

**Manager/owner:**

- Employee roster with emergency contact info
- Copy of your company Business Continuity Plan
- Office layout that shows location of utilities and fire extinguishers (for First Responders)
- List/flash drive with passwords for office accounts
- List/flash drive with business contacts and account numbers (suppliers, banks, insurance services, utilities, etc.)
- Back-up drives for computers
- First Aid supplies
- Pack of basic business supplies (letterhead, envelopes, pens)

**What is your plan** to keep track of and assist:

- Visitors
- People with disabilities

*From Emergency Plan Guide:*

**This is a SAMPLE list. Use it to build your own.**