Assembling the Kit

» Review the Building Emergency Kit Worksheet which includes a list of recommended items. Customize it to your building.

» For each of the recommended items in the Building Emergency Kit Worksheet, mark what is in stock, quantities and any important notes.

» Acquire additional items as needed for your specific building.

» Store the items in an easily accessible area where they can be protected from potential damage.

» Provide the Worksheet to the Housing Chief to be included in the records.

Review the Kit twice a year

» Update the Building Emergency Kit Worksheet twice a year and provide the updated copy to the Housing Chief.

» Compare items on hand with the Building Emergency Kit Worksheet to verify items are not missing and records are accurate.

» Add or remove items based on your changing understanding of risks and threats to the building.

» Check that each of the items is in working order.

When reviewing your building’s Emergency Kit:

» Check tools for rust, breakage, wear and tear, and replace as needed.

» Operate generators, sump pumps, radios, flashlights, chainsaws and other equipment to ensure they are working.

» Change the oil and perform other regular maintenance on equipment.

» Check expiration dates on batteries. It is recommended to place new batteries in the emergency kit each year and to cycle the older stored batteries into active use.