



Boone County Office of Emergency Management

Fostering Partnerships | Building Resilience

2145 County Drive • Columbia, Missouri 65202

Phone: (573) 554-7900 | ready.boonemo.org

Emergency Kit Checklist *For Businesses*

This kit is a collection of basic items your workplace may need in the event of an emergency. In addition, to having an emergency kit for your business, you should also have emergency numbers and procedures clearly displayed throughout the facility, evacuation routes planned and communicated, and special accommodations for those with disabilities.

Basic Supplies

- Water (One gallon per employee per day for several days, for drinking & sanitation)
- Water purification tablets
- Food (At least a 3-day supply of non-perishable foods per employee)
- Manual Can Opener
- Battery-powered or hand crank radio & a NOAA Weather Radio with tone alert
- Batteries
- Flashlight
- First Aid Kit
- Whistle
- Moist Towelettes, garbage bags & plastic ties
- Wrench, pliers, or multi tool (to turn off utilities)
- Local map of your neighborhood, county and state
- Cell phone
- Power bank (To charge phone in case of power outage)
- Poncho
- Business Continuity of Operations Emergency Contact Form
- Gloves (Leather work-type)
- Duct tape

Additional Supplies

- Masks
- Medications (prescription & non-prescription)
- Eyeglasses &/ Contacts, cases and solution
- Infant formula, bottles, diapers, wipes, and diaper rash cream
- Pet supplies (See PET Preparedness Checklist)
- Emergency Financial First Aid Kit (See EFFAK)
- Cash and coins
- Important Company Documents
- Sleeping bag and warm blankets for each employee
- Cots
- Clothing
- Sturdy shoes
- Fire extinguisher
- Matches or lighter in a waterproof container
- Feminine Supplies and personal hygiene like hand sanitizer
- Mess kits, paper cups, plates, paper towels, and plastic utensils
- Paper, pencil, notepad
- Books, games, puzzles and other activities for children
- Mylar blanket
- Two-way radio
- Extra set of keys
- Bleach