

72-Hour Emergency Supply Kit Checklist

Use this checklist to create a 72-hour emergency supply checklist for your small business or home-based business.



Keep your kit stored in a waterproof container. Whether you must evacuate your business property or shelter in place, here are the items to include in your kit.



Food and Water

- One litre of drinking water per day per person
- Two litres of water for personal hygiene per day per person

Non-perishable food items for each person that doesn't require cooking:

- Granola
- Protein bars
- Trail mix
- Dried fruit
- Canned tuna
- Peanut butter
- Apple sauce
- Canned juices or drink boxes

**Non-perishable foods have expiration dates; water bottles should be replaced twice annually*

Equipment

- A manual can opener
- Wind-up or battery-operated flashlight and extra batteries
- Candles, a lighter, and waterproof matches
- Wind-up or battery-operated radio and extra batteries
- Portable battery-powered cell phone charger
- Pens and paper
- Duct tape
- Pocket knife or Swiss army knife
- Eating utensils
- Warm blankets and sleeping bags
- Garbage bags
- A whistle and flares

Documentation

- A list of emergency contacts and numbers
- An extra set of house, business, and car keys
- A copy of your business insurance policy
- Cash in small bills and coins
- Passports, health cards, birth certificates
- Drivers licence
- Paper map of your area

Toiletries

- Hand sanitizer
- A first-aid kit
- Rolls of toilet paper
- Paper towels
- Dry shampoo
- Dish soap
- Feminine supplies

Special Needs Items

- Prescription medications
- Extra pair or prescription glasses or contact lenses
- Pet items (food, leash, medications)