



City and County of San Francisco Employee Home – Work – Vehicle Preparedness Kit Checklists



Home Preparedness Kit

- Water:** 1 gallon per person per day for at least 5 days.
 - Regular unscented bleach to purify domestic water if needed (2-4 drops per quart of water).
- Food:** Enough to feed your family for 5 days. Choose foods that are:
 - Easy to store;
 - Ready-to-eat;
 - Have a shelf-life of at least 1 year (e.g., canned and dried foods, soups, and canned juice and milk);
 - Low in salt and require little or no water to prepare.
- Cooking supplies:** Alternates such as outdoor grill or camp stove, utensils, manual can opener, foil and plastic wrap, matches, zip plastic bags.
- Clothing:** Light and heavy clothing for each person, stored so it stays dry; gloves, rain ponchos.
- Safety Supplies:** Flashlight and portable radio with extra batteries, duct tape, good pair of scissors, whistles, rope, sharp knife, fire extinguisher (3-A:40-B:C is best), wrench for utility shut-off.
- General Supplies:** Money (small bills and coins), pencil and paper, paper city and Bay Area maps, extra house and vehicle keys.
- Hygiene Supplies:** Hand sanitizer, liquid detergent, shampoo, toothbrush and toothpaste, toilet paper, heavy plastic garbage bags, sanitary supplies (sanitary napkins can also serve as pressure bandages).
- Medical Supplies:** First aid kit (purchase or assemble your own), first aid book, medications with clear instructions, extra eyeglasses, doctor contact information.
- Additional supplies** for infants, children, elderly, and people with a disability, including:
 - List of people authorized to pick up your child.
 - Family reunification plan.
 - Favorite game, book, or toy.
 - Favorite snacks and boxed juice.

- Pet Items:** Water, food, bowls, leashes, medicines, pet carrier, copy of license, cat litter and scoop, picture of you and your pet together, pet chip information.
- Your Emergency Information:** Copies of important documents (e.g., driver's license or photo ID, birth certificate, Social Security card, work ID, proof of insurance), your emergency contact information, and family reunification plan.
- Shelter:** Consider a tent for indoor use if windows are broken or for use outdoors if needed.
- Evacuation Needs:** If you must evacuate you may need a tent, sleeping bags, and a way to carry your supplies (e.g., wheeled cart or luggage).

Once Each Year:

Check and replace water, food, batteries, clothes, first aid, and other preparedness supplies as needed.

Work and Vehicle Kits (aka a “Go Bags”)

- Comfortable walking shoes
- Flashlight and extra batteries
- Portable radio and extra batteries
- Small amount of water and food
- Extra cash (small bills and coins)
- Basic first aid kit
- Contact information
- Paper versions of Bay Area and City maps
- Change of clothes

Always keep your vehicle gas tank at least half full!

Gas may be difficult to find and station pumps may not work without electricity.

This checklist is based on materials developed by the [San Francisco Fire Department's Neighborhood Emergency Response Team \(NERT\)](#). NERT provides [free preparedness training](#) to anyone who lives or works in San Francisco.