

Crisis response kits checklist

A 'Grab Bag' should be available which contains essential equipment and information. All relevant contact information, the staff involved, tenants and other site information should be contained in an easily accessible format.

Your kit should include:

DOCUMENTS

Instruction card/Instruction sheet (laminated), outlining roles and responsibilities	
Business Continuity Plan. Your plan to recover your business or organisation	
List of employees with contact details – include home and mobile numbers. You may also wish to include next-of-kin contact details. Activate the emergency notification system when an emergency situation occurs.	
Lists of customer and supplier details	
Contact details for emergency glaziers and building contractors	
Contact details for utility companies	
Floor plans, building site plan, including location of gas, electricity and water shut off points	
Latest stock and equipment inventory	
Insurance company details	
Local authority contact details	

EQUIPMENT

First aid kit	
Radios, walkie talkie communications, spare batteries and chargers	
High viz jackets and megaphone	
Computer back-up tapes / disks / USB memory sticks or flash drives	
Spare keys/security codes	
Torch and spare batteries / chargers	
Hazard and cordon tape	
Message pads / flip Chart	
Marker pens	
General stationary	
Mobile telephone with credit available, plus charger Mobile Phone Charger/Portable Powerbank and adapter	
Dust masks	
Safety glasses	

Hard hats	
Camera	
Notebook and pen dictaphone/voice recorder	
Cash (for journeys home, etc.)	
Space blankets/clothing	
Baby wipes	
Glucose tablets (for diabetics)	
Water	

Make sure the pack is stored safely and securely off-site (in another location) or can at least be readily removed from site to an alternative location. Ensure items in the pack are checked regularly, kept up to date, and working. Remember that cash/credit cards may be needed for emergency expenditure. This list is not exhaustive, and there may be other documents or equipment that should be included for your business or organisation.