

How to Build an Emergency Kit



Building an emergency supply kit is an important part of preparedness. This kit ensures that your program has sufficient supplies and food if you and the children need to shelter in place or evacuate in an emergency. [Build A Kit | Ready.gov](#) recommends having enough supplies and food to last at least 72 hours.

Make sure that all items are up to date and not expired. If you are in a center, consider appointing someone to be responsible for routinely checking expiration dates of the food in your kit. If you are a family child care provider, make a note of the expiration dates and keep them in a visible place in your home. If snacks are about to expire, consider serving them to the children a month before the expiration date and replacing them with new snacks.

Here are some items you might consider including in your kit:²

Information Sheets		Other	
Emergency contact information for children and staff		Medications ⁴	
Attendance sheet (daily)		Fully charged, portable cell phone charger and charging cord	
Facility floor plan with evacuation route outlined		Flashlight and batteries	
Printed directions to safe evacuation site		Winter and/or work gloves	
Medication list with dosing instructions for each child who takes medication		Paper towels	
Hygiene/Sanitary Needs		Blankets	
First aid kit ³		Alternative power sources for electric medical devices	
Diapers, toilet paper, diaper wipes		Whistle	
Sanitary wipes and hand sanitizer		Wrench or pliers to turn off utilities (program director only)	
Non-latex medical gloves		Non-electric can opener (if formula or canned food requires it)	
Food		Matches in waterproof container	
Dry or canned infant formula (ideally with easy-open tabs)		Games or activities to entertain children	
Bottled water			
Snacks			

Additional items to include can be found at: www.healthychildren.org/english/safety-prevention/at-home/Pages/Family-Disaster-Supplies-List.aspx

2 Disaster supplies kit accessed from www.ready.gov/kit

3 A first aid kit should differ from your emergency kit. Recommendations for the contents of your first aid kit can be found here: nrckids.org/CFOC/Database/5.6.0.1

4 Supply list for children with special health care needs (pg. 4): childcareta.acf.hhs.gov/sites/default/files/public/considerations_for_special_populations.pdf