

How to Build an Emergency Kit



Lincoln-Lancaster County
Health Department

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. Ready.gov/kits 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 center. If snacks are about to expire, consider serving them to the children a month before the expiration date and replacing them with new snack.

Here are some items you might consider including in your kit.

Information Sheets		Other	
	Emergency contact information for children and staff		Medications
	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 or has emergency medication		Paper towels
	Hygiene/Sanitary Needs		Blankets
	First aid kit		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)
	Latex/Latex free 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 and snacks		
	Bottles and utensils for eating		