

GO BAG CHECKLIST

Are you ready to take your safety beyond first aid with a “go bag?” A go bag should be assigned to multiple individuals at the site of your company to grab-and-go in an emergency. You should also keep a few off-site in case you can’t access the building. Here are the contents you should include in each go bag:

- ☐ Evacuation diagram
- ☐ Key facility information: average # of occupants, # of special needs occupants, year built, type of construction, gross floor area, # of floors (basement and penthouse if applicable), number of elevators, # of stairwells, voice communication options, security camera information
- ☐ Thumb drive with copy of all paper documents in go bag
- ☐ Building blueprints/floor plans
- ☐ Important/go-to contacts (leadership, managers) including office phone/cell phone/home phone/work email/personal email
- ☐ Emergency Response Team chart
- ☐ Landlord contact information
- ☐ Pre-designated command center contact information
- ☐ Employee listing
- ☐ Sprinkler controls/fire alarm panel/Fire Department connection locations
- ☐ Location of main utility shutoffs (gas, water, etc.)
- ☐ Pictures of building Interior
- ☐ Video of building Interior
- ☐ Copy of Safety Data Sheets (SDS) for all chemicals
- ☐ Copy of emergency response plan and key contacts for utility companies, sprinkler repair company, etc.