

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.