



Listed below are suggested personal convenience items which students, faculty and staff should consider having readily available in the event a *shelter-in-place* or *lockdown* is declared at any campus location. Such events have the potential to be of significant duration (hours in length). Having these items on hand may prove helpful during a difficult time.

## Personal Items

- Prescription medication
- Brief, written description of any pre-existing medical conditions (may be necessary for responding Emergency Medical Services personnel)
- Personal hygiene items
- Cellular telephone and charger (to be used only when authorized/appropriate)
- Bottled water (1 to 2 bottles)
- Photo identification

## Workplace Items

- Additional bottled water
- Toilet paper
- Small first-aid kit containing aspirin
- Small flashlight w/spare batteries (only to be utilized when appropriate)
- Small foodstuffs that can be opened and consumed without the use of powered kitchen utensils and prepared without cooking or warming (e.g. beef jerky, fruit chews, hard candy, etc.)

Workplace items should be stored in a pre-planned lockdown area.