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SCHOOL EMERGENCY AND DISASTER PREPAREDNESS SUPPLIES

It is suggested the following items are kept in backpacks or portable containers ready to be moved to the evacuation staging area by school administrative personnel:

Administration Go-Kit (Principal Crisis Response Boxes) suggested inventory:

- Clipboard with student attendance rosters
- List of all students with special needs (i.e. medical issues, prescription medicines, dietary needs), marked *confidential*.
- Student data cards
- Teacher/employee roster
- School emergency response procedures
- Utility shut-off procedures
- Contact information for the district crisis team
- Parent-student reunification plan
- ICS vests for school response personnel
- Incident command forms and organization chart
- Keys to the school and equipment rooms
- Whistle and/or bullhorn
- Cellular phone
- Two-way radio to communicate with school district personnel (w/extra batteries)
- Map of the school campus layout
- Aerial photo of the school campus
- Map of the surrounding neighborhood
- Pre-identified evacuated site locations identified on maps
- Pre-identified command post and staging area locations
- Fire alarm system turn-off procedures
- Utility shutoff valve locations identified
- Local law enforcement and fire department contact information
- First aid kit
- Flashlight with extra batteries

It is suggested each classroom teacher have the following items stored in a backpack ready to be moved to the evacuation staging area:

Teacher Go-Kit or Crisis Bag suggested inventory:

- Current class roster of all students
- Listing of students with special needs
- School emergency procedures
- First aid kit with instructions
- Tweezers
- Scissors
- Pair of gloves, leather palms
- AM portable radio
- Flashlight with extra batteries
- Hat or vest for teacher identification
- Whistle
- Clipboard, paper and pens
- Age –appropriate student activities (playing cards, games, inflatable ball, etc.)

Student Supply Kits, (Optional and supplied by students)

Food

- Fruit, pudding, vegetables (all cans must have pull-tops)
- Water and juices
- Water packed fish, meat or chicken
- Spoon, fork, towelettes and napkins

Miscellaneous

- Extra pair of prescription eyeglasses if required
- Any medications needed in a 72 hour period with instructions
- Favorite toy, family picture or pre-written note from parents
- Out of state family member contact information
- Jacket, raincoat
- Hat, gloves and scarf (weather/location dependent)

Table 1

MINIMAL ESSENTIAL EMERGENCY EQUIPMENT AND RESOURCES FOR SCHOOLS WITHOUT A SCHOOL NURSE PRESENT

- Accessible keys to locked supplies
- Accessible list of phone resources
- AED if school meets AHA guidelines
- AED supplies stored with the AED (razor, alcohol pads, dry towel, scissors, electrode pads)
- Biohazard waste bags
- Blunt scissors
- Clock with second hand
- CPR trained staff on-site when students are on the premises
- Disposable blankets
- Emergency cards on all staff
- Emergency cards on all students
- Established relationship with local EMS personnel
- Eye protection (full peripheral glasses or goggles, face shield)
- Ice (not cold packs)
- Individual care plans/emergency plans for students with specialized needs
- First aid tapes
- Non-latex gloves
- One-way resuscitation mask
- Phone-cell or other two-way communication device
- Posters with CPR/abdominal or chest thrust instructions
- Refrigerator or cooler
- Re-sealable plastic bags
- School-wide emergency response plan
- Sharps container
- Soap and source of water/hand sanitizer for hand and wound cleansing
- Source of oral glucose (i.e., frosting gel, glucoses tablets, juice box)
- Splints
- Staff names of who have received basic first aid training
- Variety of bandages and dressings
- Water source/normal saline for wound/eye irrigation

Table 2

ADDITIONAL MINIMAL ESSENTIAL EMERGENCY EQUIPMENT AND RESOURCES FOR SCHOOLS WITH A SCHOOL NURSE PRESENT

- C-spine immobilizer of different sizes
- Glucose monitoring device
- Medications*
 - Albuterol
 - Epinephrine (auto injector preferred)
- Oxygen*

**All medications including oxygen should be in accordance with state laws, pharmacy, and nurse practice acts.*
- Nebulizer
- Penlight
- Self-inflating resuscitation device in two sizes (500 ml and 1 liter) with appropriate sized masks to meet needs of population being served
- Stethoscope
- Sphygmomanometer and cuffs in pediatric, adult regular and adult large sizes
- Suction equipment (minimal source, does not have to be electric, i.e. bulb suction or v-vac type device)

Table 3

BASIC SEARCH AND RESCUE (SAR Tools per 2-4 person team)

- Adjustable pliers (10")
- Lineman pliers (8")
- Pliers (6")
- Folding hacksaw
- Bolt cutters (18")
- Hammer (3 lbs.)
- Small pry bar (for clearing broken glass)
- Duct tape ("Do Not Enter")
- Plastic bags (6)
- Shovel
- Angle head flashlight
- Phillips screwdriver (6")
- Slot head screwdriver (6")
- Hatchet
- Utility knife Duffle bag
- Stretcher

BASIC SEARCH AND RESCUE (SAR Supplies per team member)

- Hard hat, OSHA Approved – 5 colors
- Emergency vests (SAR printed on back)
- Gloves, leather palms
- Flashlight
- N-95 dust masks
- Safety goggles
- First-aid kit (small)
- Whistle
- Triage tags (6) simplified version
- Pouches/boxes of water (3) (i.e., Aquabox)
- Extra batteries for flashlight
- Duct tape
- Rope

ADDITIONAL SUPPLIES AND EQUIPMENT

- Plastic tarps, for ground cover/shelter
- Roll of heavy mil plastic
- Solar blankets (Mylar)
- Camping lanterns
- Flashlight batteries (D-cell)
- Storage container (s) various sizes for outside supply storage
- Gas generator
- Luminous tape (glows in the dark), signs and arrows
- Emergency lights (freestanding) for use when power is out
- First-aid supplies in large plastic tubs (3 days / 100 injured)
- Plastic bags (various sizes) can be used as rain gear, storage, or body bags
- Nylon rope (50' and 100')
- Yellow barrier tape ("Do Not Enter")
- Measuring spoons ½ and 1 tsp. for water purification
- Emergency first aid kit
- Cart with wheels
- Storage crates with 18" wooden 4"x 4"s and 2"x 4"s for cribbing
- Pry bar (36")
- Shovels (round point)
- Shovels (square point)
- Pick
- Portable PA
- Air horn

Sanitation and Comfort Supplies:

Schools need to provide enough portable toilets and sanitary supplies to serve their school population. These supplies should be above and beyond the regular custodial supplies and should be rotated to ensure freshness. Chemical toilets are preferable to any other means of waste storage. Human waste is to be stored in plastic bags and placed in **SEPARATE** dedicated dumpsters. It shall be considered a **Hazardous Material**. Small portable toilets can be stored in their boxes and kept in the emergency supply cache and should be accompanied with cardboard “privacy screens”. A supply of games, balls, and craft materials should be included in the inventory. Keeping students engaged and entertained during stressful times helps to exercise the body and the mind and reduces stress.

Food and Water

Every school cafeteria should keep, as part of its regular stock, three days-worth of food. The food should be rotated to keep it fresh. When food is prepared off-site and not stored at the school, the school should consider storing food bars and food packs with a high calorie count and long shelf life. Ideally, there should be enough food to meet one person’s needs for three days. Providing food is optional but providing water is not.

In the school setting, providing one-half gallon of water per person, per day for three days should suffice unless living in a hot climate where hydration is more important. The more drinking water the school can store the better. This quantity of water is in addition to any inventory of milk, juice or other drinks normally carried as part of the schools normal inventory.

Example: The amount of water needed to be stored on-site for 520 students and staff would be: 520×0.5 gallon/day per person \times 3 days = 780 gallons, or fourteen (14) 55-gallon drums of treated water. 5-year water preserver should be added to each water barrel so that water storage does not become a maintenance problem. Bottled water storage is not recommended because it’s short shelf life (6 months to 1-year).

- Do not use water from boilers. Chemicals, which have been added, make it unsafe to drink and may cause illness.
- Water from water heaters may have an off-color, odor or taste. It is preferable to keep fresh supplies of water.
- Be suspicious of stale-smelling or cloudy water. Contaminated water may cause illness or disease.
- Untreated tap water must be changed every six months. If water is in question, purify before use.