

RECOMMENDED EMERGENCY SUPPLIES FOR SCHOOLS

Refer to <http://www.redcross.org/prepare/location/school/preparedness-education> for additional information.

What to store: Begin with an analysis of the hazards of the area. Is emergency assistance close at hand or would you have to wait for help if the entire community has been impacted? Remember that any school in the country could be locked down due to an intruder or gunfire in the area, so all schools should be prepared to have their students stuck inside the building for many hours. Similarly, all schools face the potential of a hazardous materials spill nearby, requiring the school to shelter-in-place with doors and windows closed and heating systems off. Adjust the supplies for extreme heat or cold temperatures.

Budget: Adjust the list, prioritizing for limited budget and storage space, if necessary. Develop a plan to phase in the supplies. Contact local service clubs and vendors for assistance.

How much to store: Make some planning assumptions. Do most of your students' families live nearby or do some of them commute long distances? Some schools could be cut off for days if a bridge or the main highway is blocked. If you determine that most of your students could be picked up in most emergencies within a day, then begin by stocking supplies for one day. Some schools plan that half their student body will be picked up by parents within one day, half the remainder within a day, and the remainder within another day so accordingly stock supplies for 100% for day one, 50% for day two and 25% for day three. Remember to factor in the number of staff and other adults who may be on campus.

Storage: Determine where to store emergency supplies. Every classroom should have some supplies and there should be a cache of supplies for the whole school. Many schools in California threatened by earthquakes use outdoor storage installed near the emergency assembly area, anticipating the possibility of having to care for students outside the buildings. Schools with limited budgets and/or temperature extremes may opt to store their supplies in various caches throughout the school's facility, primarily in locked closets or classrooms. Many schools stock supplies in new trash barrels on wheels. Do not store water in the barrels because it may leak and destroy everything else. Make sure that there are keys to ensure access to the supplies during an emergency, including access by programs such as day care and after-school events. Plan an annual inventory, replacing water and other items with limited shelf life as necessary.

Classroom kit:

- Leather work gloves
- Latex gloves, 6 pair
- Safety goggles, 1 pair
- Small first aid kit
- Pressure dressings: 3
- Crow bar
- Space blankets: 3
- Tarp or ground cover
- Student accounting forms, blank
- Student emergency cards
- Buddy classroom list
- Pens and paper
- Whistle
- Student activities
- Duct tape, 2 rolls (for sealing doors and windows)
- Scissors
- Suitable container for supplies (5- gallon bucket or backpack)
- Drinking water and cups – stored separately – or bottled water
- Toilet supplies (large bucket, used as container for supplies and toilet when needed with 100 plastic bags, toilet paper, and hand washing supplies)
- Portable radio, batteries or other communication system
- Flashlight, batteries

Supplies for the Whole School: Water, First Aid, Sanitation, Tools, Food

- **Water:**
 - ½ gallon per person per day times three days, with small paper cups
- **First Aid:**
 - Compresses: 4x4 (2 per student), 8x10 (3 per student)
 - Elastic bandage: 2" (12 per campus), 4" (12 per campus)
 - Triangular bandage: 24 per campus
 - Cardboard splints: 24 each of sm., med., and lg.
 - Butterfly bandages: 50 per campus
 - Water in small, sealed containers: 100 (for flushing wounds, etc.)
 - Hydrogen peroxide: 10 pints per campus
 - Bleach: 1 small bottle
 - Plastic basket or wire basket stretchers or backboards: 1.5 per 100 students
 - Scissors, paramedic: 4 per campus
 - Tweezers: 3 assorted per campus
 - Triage tags: 10 per 100 students
 - Oval eye patch: 50 per campus
 - Tape: 1" cloth (50 rolls per campus), 2" cloth: (24 per campus)
 - Dust masks: 25 per 100 students
 - Disposable blanket: 10 per 100 students
 - First aid books: 2 standard and 2 advanced per campus
 - Space blankets: 1 per student and staff
 - Heavy duty rubber gloves: 4 pair
- **Sanitation supplies:** (if not supplied in the classroom kits)
 - 1 toilet kit per 100 students/staff, to include: 1 portable toilet, privacy shelter, 20 rolls toilet paper, 300 wet wipes (additional soap and water is recommended),
 - 300 plastic bags with ties, 10 large plastic trash bags
- **Tools per campus:**
 - 3 rolls barrier tape 3" x 1000"
 - Pry bar, pick ax, sledge hammer, shovel, pliers, bolt cutters, hammer,
 - screwdrivers, utility knife, broom, utility shut-off wrench (1 per utility)
- **Other supplies:**
 - 3'x 6' folding tables, 3-4
 - Chairs, 12-16
 - Identification vests for staff, preferable color-coded per school plan
 - Clipboards with emergency job descriptions
 - Office supplies: pens, paper, etc.
 - Signs for Student Request and Release with alphabetical dividers for Request
 - Gate
 - Copies of all necessary forms
 - Cable to connect car battery for emergency power
- **Food:**

The bulk of stored food should be easy to serve, non-perishable, and not need refrigeration or heating after opening. Food is generally considered a low priority item, except for those with diabetes and certain other specific medical conditions. One method used by schools is to purchase food at the beginning of the school year and donate it to charity at the end of the year. A supply of granola bars, Power Bars, or similar food which is easy to distribute, may be helpful.