

# Northshore School District

## Recommended Emergency Preparedness Supplies List

### Student Release Station:

- \_\_\_ 3-4 folding table 3'x 6' (more if necessary for larger schools)
- \_\_\_ 12-16 chairs (more if necessary for larger schools)
- \_\_\_ Identification vests with pockets
- \_\_\_ Clipboards with Job Descriptions (see Crisis Response Box or Emergency Prep Manual for list)
- \_\_\_ Extra clipboards
- \_\_\_ Office supplies: pens, paper, etc.
- \_\_\_ Box(es) of emergency cards
- \_\_\_ Signs for student request and release
- \_\_\_ Signs which give instructions to parents
- \_\_\_ Signs to mark parent request gate and release gate
- \_\_\_ Signs for alphabetical grouping to organize the parents (A- F, etc.)
- \_\_\_ Empty file boxes to use as out boxes
- \_\_\_ Copies of all necessary forms
- \_\_\_ Tent/canopy for shelter (easy up accordion style, 1 per table)
- \_\_\_ Tarps for windbreak
- \_\_\_ Walkie-talkie w/batteries\*

*\*Annual check of expiration dates required. Adhesives lose adhesive qualities over time.*

### Classroom Emergency Kit:

Items should be stored in a portable container so they can be taken when classroom is evacuated.

- \_\_\_ Leather work gloves
- \_\_\_ 1 pair safety glasses
- \_\_\_ Small crowbar
- \_\_\_ 3 space blankets
- \_\_\_ Duct tape
- \_\_\_ Tarp or groundcover
- \_\_\_ Blank student accounting forms
- \_\_\_ Class Roster (for secondary schools, a roster for each period)
- \_\_\_ Buddy classroom list
- \_\_\_ Pens, paper (permanent marker, clip board)
- \_\_\_ Red card to summon aid
- \_\_\_ Green card to signal all okay
- \_\_\_ Whistle
- \_\_\_ 5 Light Sticks
- \_\_\_ Scissors
- \_\_\_ Ponchos or garbage bags
- \_\_\_ Flashlight
- \_\_\_ Batteries\*

## Classroom Emergency Kit (continued):

- \_\_\_ Tissue/ Kleenex
- \_\_\_ Identification vest (for teacher)
- \_\_\_ First Aid kit:\*

  - \_\_\_ 3 pressure dressings
  - \_\_\_ 3 pair protective gloves for first aid (latex free)
  - \_\_\_ Adhesive tape
  - \_\_\_ Tweezers
  - \_\_\_ Adhesive gauze pads
  - \_\_\_ Safety pins
  - \_\_\_ Towelettes

## Suitable Containers:

- **Backpack** - Best choice, easily and securely carried while leaving both hands free.
- **Duffle/Satchel/Tool Bag** - Goes over one shoulder leaving hands free
- **Drawstring bag** - Economical and can go over the shoulder.
- **5-gallon buckets** - Free or economical, leaves one hand free, room number can be stenciled on bucket. Must be sealed against pilferage

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## Building Emergency Supplies:

### First Aid:

- \_\_\_ 4 x 4" compress: 1000 per 500 persons
- \_\_\_ 8 x 10" compress: 250 per 500 persons
- \_\_\_ Band-Aids (various sizes) \*
- \_\_\_ Adhesive tape (1" and 2" rolls)\*
- \_\_\_ Elastic bandage: 2-inch and 4-inch: 50 per 400 persons
- \_\_\_ Triangular bandage w/safety pins: 50 per 400 persons
- \_\_\_ Cardboard splints: 24 each per 400 persons, sm, med. lg.
- \_\_\_ Butterfly bandages: 50per 400 persons
- \_\_\_ Water in small sealed containers: 100 (for flushing wounds, etc.)\*
- \_\_\_ Bleach, 1 small bottle
- \_\_\_ Plastic basket or wire basket stretchers 1.5/100 persons
- \_\_\_ Backboard, at least 1 per campus
- \_\_\_ Scissors, paramedic: 4 per campus
- \_\_\_ Tweezers and magnifying glass: 3 assorted per campus
- \_\_\_ Triage tags: 50 per 500 persons (red and yellow)
- \_\_\_ Nitrile gloves: 100 per 500 persons
- \_\_\_ Oval eye patch: 50 per 400 persons
- \_\_\_ Tapes: 1" cloth: 50 rolls; 2" cloth: 24 per 400 persons\*
- \_\_\_ Dust masks: 25/100 persons
- \_\_\_ Disposable blanket: 10 per 100 persons
- \_\_\_ First Aid Books 2 standard and 2 advanced per 400 persons

## **Building Emergency Supplies (continued):**

- \_\_\_ Space blankets: 1 per person
- \_\_\_ Heavy-duty rubber gloves, 4 pair
- \_\_\_ Phisoderm (green soap)
- \_\_\_ Hand sanitizer
- \_\_\_ Sanitary napkins
- \_\_\_ Blankets (wool or poly)
- \_\_\_ Tent/canopy for shelter (easy-up accordion style)
- \_\_\_ Tarps (for ground cover as well as “walls” for the shelter)
- \_\_\_ Hand warmers 10 per 100 persons
- \_\_\_ Flashlights or lanterns (with batteries)\*
- \_\_\_ Light sticks\*
- \_\_\_ Washbasins (empty Rubbermaid containers can be put into service to fill this need)
- \_\_\_ Caution tape
- \_\_\_ First aid & Red/Yellow Triage signage

## **Sanitation:**

- \_\_\_ 1 toilet kit per 100 students/staff, to include:
  - 1 portable toilet
  - Privacy shelter
  - 20 rolls toilet paper
  - 300 wet wipes
  - 300 plastic bags with ties
  - 10 large plastic trash bags
  - 200 Biohazard (or red) plastic bags
- \_\_\_ Soap and water, in addition to the wet wipes, is strongly advised.
- \_\_\_ Wheelchair accessible toilet (sturdy, stable portable toilet with privacy screen large enough to accommodate 1 wheel chair and an adult supervisor)

## **Water:**

- \_\_\_ 3- 4.22 oz per person per day times three days (pouches or boxes) for a total of about 38 oz of water. Water pouches provide better burst strength than boxed varieties. Each has a 5-year shelf life. \*

## **Food:**

Millennium Bars are a good source to meet caloric needs and are easy to store. Each bar contains 400 calories; 3 bars needed per person, per day. 5-year shelf life. Special dietary needs will need to be addressed.\*

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## **Search and Rescue Equipment:**

Adjust the number of S&R teams according to the size and complexity of the campus. Teams must consist of a minimum of two persons. Training on how to do light search & rescue is required. Contact your local Fire Department for information on whether such training is offered in your community.

### **Protective gear per S&R team member:**

- \_\_\_ Hardhat,
- \_\_\_ Identification vest w/pockets
- \_\_\_ Gloves, leather work
- \_\_\_ Safety glasses or goggles
- \_\_\_ 3 Dust mask, N95
- \_\_\_ Flashlight, extra batteries\*
- \_\_\_ 10 – 12 hour light sticks\*
- \_\_\_ Whistle
- \_\_\_ Tape to mark X's (colored masking tape, medium width) \*
- \_\_\_ Duffel or tote bag to carry equipment
- \_\_\_ Wonder bar/pry bar 24"

### **Gear per S&R team:**

- \_\_\_ Backpack with First Aid supplies
- \_\_\_ Master keys
- \_\_\_ Site plan for school
- \_\_\_ Walkie-talkie w/batteries\*
- \_\_\_ Triage belt w/tape
- \_\_\_ Nitrile gloves
- \_\_\_ Permanent marker and grease marker (for marking doors)
- \_\_\_ Message pad w/pens
- \_\_\_ Space blankets –10
- \_\_\_ Crowbar 4' or 5'
- \_\_\_ Hammer
- \_\_\_ Hazard/caution tape
- \_\_\_ Duct tape
- \_\_\_ Utility Knife
- \_\_\_ Wire cutter
- \_\_\_ Misc. yard tools (shovels, pick ax, screwdrivers, etc)
- \_\_\_ Cribbing blocks (wooden 4x4's, 18-20" long, support object or lift)
- \_\_\_ Backboard

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## Additional School Emergency Supplies and Equipment:

- \_\_\_ Ax
- \_\_\_ Barrier tape 3" x 1000" - 3 rolls
- \_\_\_ Blankets (wool or poly)
- \_\_\_ Bolt cutters
- \_\_\_ Brooms
- \_\_\_ Bungee cords
- \_\_\_ Cable ties
- \_\_\_ Can opener, manual (three way)
- \_\_\_ Crowbars
- \_\_\_ Cups
- \_\_\_ Duct tape (multiple rolls)
- \_\_\_ Fire Extinguishers\*
- \_\_\_ Flashlights, extra batteries and bulb\*
- \_\_\_ Hammers
- \_\_\_ Hoses for fire-fighting and siphoning
- \_\_\_ Knives, heavy duty
- \_\_\_ Leather Gloves
- \_\_\_ Light Sticks 1:5 persons, stored in bags of 10 each \*
- \_\_\_ Masking Tape \*
- \_\_\_ Matches, waterproof
- \_\_\_ Pails
- \_\_\_ Pick ax
- \_\_\_ Pipe wrench 14"
- \_\_\_ Plastic garbage bags
- \_\_\_ Plastic sheeting, black, 4 ft. wide x 100 ft. long (to screen sanitary facilities)
- \_\_\_ Plastic water containers
- \_\_\_ Pliers
- \_\_\_ Ponchos (Stored in distributable bags of 10 each)
- \_\_\_ Pot to boil water for emergency first aid
- \_\_\_ Pry bar
- \_\_\_ Radios/ walkie-talkies
- \_\_\_ Rope, nylon
- \_\_\_ Saws, hand
- \_\_\_ Screwdrivers
- \_\_\_ Shovels
- \_\_\_ Sledgehammer
- \_\_\_ Space blankets – 1 per person
- \_\_\_ Stretchers, Backboards
- \_\_\_ String
- \_\_\_ Tarps, drop cloths, visqueen
- \_\_\_ Tarps – heavy duty 16' x 20'
- \_\_\_ Toilet paper
- \_\_\_ Two-way radios, extra batteries\*
- \_\_\_ Utility knives
- \_\_\_ Utility shut off wrench (1/utility)

## **Additional School Emergency Supplies and Equipment (continued):**

- \_\_\_ Wastebaskets and liners
- \_\_\_ Water purification tablets
- \_\_\_ Weatherproof matches
- \_\_\_ Wrenches

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### **Student comfort:**

- \* Personal note from parents (elementary age children and/or special needs students).
- \* Books
- \* Drawing paper w/pens or crayons
- \* Coloring books
- \* Toys and games
- \* Decks of cards

### **Incident Command, Signage and Logistics:**

#### **Incident Command**

- \_\_\_ Identification vests with pockets
- \_\_\_ Clipboards with Job Descriptions (copies of job description are found in the Emergency Manual and/or Crisis Response box)
- \_\_\_ Battery Operated Bullhorn\*
- \_\_\_ Radio (fully charged) to communicate with District EOC
- \_\_\_ Walkie-talkies (w/batteries) to communicate with staff at various stations\*
- \_\_\_ Tent/ canopy for shelter
- \_\_\_ Tarps (wind break)
- \_\_\_ Table(s) and Chairs
- \_\_\_ Office supplies, notebooks, pens misc. \_\_\_
- \_\_\_ NSD Crisis Response Box (to be completed prior to crisis!)
- \_\_\_ Hard hats

#### **Logistics:**

- \_\_\_ Clipboard w/pens
- \_\_\_ Message forms
- \_\_\_ Volunteer sign-in form
- \_\_\_ Staff sign-out form
- \_\_\_ Walkie-talkie w/batteries\*

#### **Signage:**

Each station should have proper signage. Signage should be large, easy to read, and waterproof. See NSD Emergency Preparedness Manual for more information.

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