

Supplies Toolkit

Process - Time Line



Action	Who	When
Connect with the previous emergency preparedness chair and/or council for help or guidance	PTA	ASAP
Connect with School Principal and Emergency Coordinator	PTA	ASAP
Storage Container Inventory (annually)	EC School (PTA can help)	March to April
Gap Analysis and Prioritization	EC School (PTA can help)	March to April
PTA Budget for Emergency Preparedness	PTA	May to June Last General Meeting
Donations and Fund Raising	PTA	Sept
Order Supplies	EC School or PTA	Sept to Oct
Verify order, restock and disposal		Oct to Nov
Document Successes, Gaps and put a plan in place to apply learning for next year	EC School & PTA	Jan to Feb