**Appendix 4: Emergency Equipment and Supplies**

Suggested Emergency Equipment and Supplies Lists

1. [Main Office Emergency Kit](#_Main_Office_Emergency)
2. [School Emergency Container](#_School_Emergency_Container)
3. [School Trauma Kit](#_School_Trauma_Kit)
4. [Food and Water Supplies](#_Food_and_Water)
5. [Staff Comfort Kits](#_Staff_Comfort_Kits)
6. [Classroom Grab and Go Kits](#_Classroom_Grab_and)
7. [First Aid Kit (for Office kit and Classroom Grab and Go kits)](#_First_Aid_Kit)
8. [Student Comfort Kits](#_Student_Comfort_Kits)

## Main Office Emergency Kit

School Emergency Management Plan

Student data (name, phone number, address, emergency contact person, pertinent medical information, sign in/out sheet if applicable)

Information cards for all students and staff (includes vital information such as medical and special needs as well as student release data). These cards can be folded and placed inside a lanyard for confidentiality.

Student release forms

Staff data (name, phone number, address, emergency contact person, pertinent medical information, sign in/out sheet if applicable)

List of staff with any emergency training/skills/ICS responsibilities

School profile and building information

Map of school area

Map of relocation route (if not included in the school area map)

Traffic safety vests

Keys

First‐aid Kit (See First Aid Kit contents)

Charged cell phone

Megaphone

Portable radio(s) and batteries

List of that day’s class trips

List of that day’s substitute teachers

Visitor sign‐in sheet

Staff sign‐in/sign‐out sheet, if pertinent

Student medications (including epi-pens)

Basic office supply kit (pens, pencils, felt markers, scissors, stapler, paper, clip boards

## School Emergency Container

**Basic Equipment**

* Tarpaulins 24’ x 40 ‘
* Nylon rope ½ “ x 100’
* Nylon rope 3/8” x 100’
* Tent pegs (3 packs)
* Tent poles - to hold up tarpaulins to form tents (3 packs)
* Knife (heavy duty multi-blade (3)
* Small sledge hammer (2)
* Handsaw
* School Trauma First Aid Kit (in case all kits are not retrieved from the building)
* Emergency blankets
* Two-way radios of sufficient number and range to suit school (batteries charged)
* Battery-operated flashlights and spare batteries (3)
* Class B hard hat (4)
* Safety goggles (4)
* Leather work gloves (4)
* Dust masks (4)
* Double-end 36” crowbar
* Fire axe
* Pick
* Shovel
* Multi-bit screwdriver
* Crescent wrench
* Vise-grip
* Duct tape
* Garbage bags
* Basic office supply kit (pens, pencils, felt markers, scissors, stapler, paper, clip boards)
* Glow sticks
* Battery-operated portable radios and spare batteries (3)
* Waterproof matches (3 packs)
* Box of fire logs
* Water purification tablets (3 packs of 30)
* Food rations (sufficient amount for expected number of staff/students for 72 hours)
* Water rations (sufficient amount for expected number of staff/students for 72 hours)
* Minimum of nine Incident Command Vests with identification – 1 green (command centre), 2 red (First Aid Unit) and 6 orange (Various Operations)
* Set of Incident Command Station Signs (450x600 mm double-sided coroplast supported by 2 m steel rod that is pushed into the ground (Signs: Command Centre, First Aid, Food and Water, Restroom, Search and Rescue, Morgue)

**Basic Sanitary Supplies**

* Roll of black polyethylene (used to form privacy screen for latrines)
* Buckets (4)
* White kitchen plastic trash bags (to line buckets) and twist ties (1 box)
* Rolls of toilet paper (2 packs of 24)
* Sanitary pads (2 packs)
* Disinfectant spray (2 cans)
* Pre-moistened towelettes (2 boxes)

## School Trauma Kit

(Place in clearly marked water-resistant nylon kit bag for storage)

Reflective arm band (2)

Tensor bandage 3” x 5 yd (6)

Cotton triangular bandage with 2 safety pins each (12)

Sterile pressure dressing 4” x 6” (20)

Sterile pressure dressing 4” x 4” (30)

Conforming stretch bandage 3” x 5 yd (30)

Non-sterile gauze sponge 4” x 4” (600)

Telfa sterile gauze pad 3” x 4” (30)

Sterile abdominal pad 8” x 10” (30)

Instant cold pack (4)

Splinter tweezers (3 pair)

Surgical scissors (3 pair)

Universal scissors (2 pair)

Non-sterile esmarch bandage 3” x 5 yd (1)

Nitrile (non-latex) gloves (100 pair)

Pocket mark with one-way valve and Oxygen outlet (2)

Laerdal pocket mask (2)

Aluminum splint (12)

Straps for spine board (2 sets)

Emergency foil blanket (36)

Waterproof flashlight with batteries (2)

12-hour emergency light-stick (4)

Signal whistle (2)

Clipboard (1)

Ball point pen with flex grip (2)

Dry erase marker – red (1)

Ruled paper pad (1)

First aid manual (1)

Principal Incident Command Vest with identification

## Food and Water Supplies

Must be regularly replenished for freshness

As much water as can be stored, in both individual bottles and carboys

Juices

Non-perishable, compact foods that require no refrigeration

Water treatment chemicals

Manual can opener, bottle opener

Evaporated or canned milk

Soup base

Cereals

Paper cups, plates

Utensils

Aluminum foil/plastic wrap

Sealed container for storage

Plastic bags of various sizes and colours

## Staff Comfort Kits

Each staff member has personal supplies in the trunk of the car in case of a long-term emergency. Remember that roads may be impassable for some time, so staying at the school may be the best alternative. In addition to a comfort kit, staff should have the following supplies on hand for personal use (may be stored in vehicle or office space if available):

Extra peanut‐free granola bars, fruit bars and/or high energy food bars

Canned food and manual can opener

Bottled water (at least four litres)

Sleeping bag

Solar blanket

Rubber boots and other comfortable footwear

Extra clothes, for warmth and dryness

Outdoor backpack

Rubber boots and other comfortable footwear

Hygiene products, including toothbrush, contact lens supplies, medication and so on

Scissors

Plastic tarp

Whistle

Garbage bags and twist ties

Toilet paper

Multi-tool

Duct tape

Work or rubber gloves

Flashlight, first aid kit, coins and map of area

Waterproof matches and candles

Pen/pencil and paper

Lanyard with personal information related to identity, health and emergency contact

Booster cables, tools

## Classroom Grab and Go Kits

Each classroom, including rooms such as the gym, library and music rooms, should have a kit. These are used when evacuating the building for a longer term emergency such as a local disaster.

Small first aid kit (for minor injuries – See First Aid Kit for the list of contents)

Flashlight and batteries (or windup flashlight)

Class list in plastic sleeve and clipboard

List of student and/or staff with disabilities and their special requirements, it any

Name tags (preferably already completed with student name, Care Card number and other key information) and lanyards

Orange safety vest for teacher

Copy of First aid for Emergencies Guides (St. John’s Ambulance)

[First Aid for Emergencies](https://facilities.deltasd.bc.ca/wp-content/uploads/sites/39/2018/04/Emergency-First-Aid-Guide-Teen-Adult.pdf) - Poster (Adult and Teen)

[First Aid for Emergencies](https://facilities.deltasd.bc.ca/wp-content/uploads/sites/39/2018/04/Emergency-First-Aid-Guide-Child.pdf) - Poster (Infants and Children)

Copy of Basic Rescue Skills (Government of Canada) [Basic Rescue Skills](https://facilities.deltasd.bc.ca/wp-content/uploads/sites/39/2018/04/Basic-Rescue-Skills-Guide.pdf) - Booklet

Pencils and notepad

Indelible felt pen

Card listing teacher’s roles and responsibilities

Crowbar

Leather work gloves (several pairs)

Dust masks (x 35)

Toilet paper roll (1)

Whistle (1)

Clearly marked water-resistant nylon kit bag for storage

Dust masks (30)

Garbage bags (29 black, 1 clear)

In a separate container would be:

Individual student comfort kits

Reusable lanyards with student information and copy of student release forms

## First Aid Kit

For Office Kit and Classroom Grab and Go Kits

Adhesive bandages (box of 100 ¾” x 3” plastic strips)

Elastic bandages – different sizes

Steri-strips

Compress dressing 4” x 4” (3)

Gauze sponge – packages of 2 4” x 4” (3)

Abdominal pad 4” x 9” (4)

Cling gauze 2” x 5 yd (2 rolls)

Crepe roller bandage (6)

Cotton Triangular bandages with 2 safety pins each (4)

Sterile eye pad (6)

Bottle of eye rinse solution 120 ml (1)

Surgical scissors (1 pair)

Adhesive hospital tape (1” x 5 yd (1 roll)

Emergency foil blanket (1)

Aluminum splint (1)

Nitrile (non-latex) gloves (3 pair)

Thermometers

Tweezers

Pocket knife

Flashlight with batteries

Anti-histamines

Non-aspirin pain tablets

Anti-nausea tablets

Hydrogen peroxide

Antibiotic skin ointment

## Student Comfort Kits

**Elementary Students**

The following items should be stored in a large‐sized zip lock bag for your child. The kit is only intended for short term needs. Each kit must be clearly labelled with your child’s name. The kit will be returned to parents at the end of the school year.

**Food:** Choose from the suggested list those which are suitable for your child:

* Peanut-free granola bars
* 250 ml juice tetra packs
* Beef jerky
* Vienna sausage
* Tuna or other canned meat
* Fruit leather or roll-ups
* Sugarless chewing gum

**Shelter**

* One green garbage bag and one plastic grocery bag to make emergency raincoat and hat (or plastic poncho and rain hat)
* Foil emergency blanket (solar blanket)

**Basic Physical Comforts**

* Tissues
* Moist towelettes
* Band-aids

**Amusement and Emotional Comforts**

* Small stuffed animal
* Family photo
* Deck of playing cards
* Pocket game
* Paper and pencil
* Letter of comfort from you to your child

**Medications**

* If your child requires special medications, please enclose with instructions