

SUPPLIES

Prepare and acknowledge availability of inventory to assist during and after the event. Many items consumed in day-to-day functions can be utilized during crisis situations. Knowing where these items are located and the amount of inventory on hand can supplement the items which might be identified for crisis situations. Trash bags, for example, can be used for ponchos, sleeping bags, as well as waste receptacles, and extras are usually found in the bottom of trash cans. Taking time for evaluation and innovation can make huge strides to ease the stress of a catastrophic event.

1. District should designate staff responsible for stocking and maintaining supplies. That will involve purchasing supplies and containers, circulating supplies that are expiring and replacing used or expired supplies.
2. Each campus will have an administrative critical incident bag containing emergency equipment that's readily available and easily transportable, including
 - a. Two-way radio with extra charged batteries
 - b. Cell phone with extra charged battery
 - c. Bull horn with extra charged batteries
 - d. Portable, battery-powered radio (weather) with extra charged batteries
 - e. Flashlight with extra charged batteries
 - f. Legal pad with markers and pens
 - g. 2 flash drives for every teacher, librarian, counselor, office staff member to use to back up computer files. With notice of imminent event, teachers will be reissued their flash drives, will create a new, current back-up of computer, and will return the drive to administrator responsible for emergency box.
 - h. Current class rosters
 - i. Pictures of students/staff, i.e. current school ID or photo CD
 - j. List of students with special needs and their schedules
 - k. Telephone book
 - l. District Emergency Procedure Guide
 - m. Staff Directory, including home and cell phone numbers
 - n. Copies of student emergency card information
 - o. District emergency phone numbers
 - p. Building floor plans indicating room numbers, locations of shut-off valves for gas, electricity, water and locations of any stored chemicals
 - q. Building interior/exterior master keys
3. The district may want to develop emergency/crisis backpack/kits for each classroom.
4. The district can create pre-agreements with local businesses for the following items to assure availability and negotiate the best price possible:
 - a. Plywood/OSB
 - b. Screws/nails
 - c. Ice
 - d. Plastic sheeting

- e. Rental equipment and generators
 - f. Satellite phones
 - g. Fuel
5. Each campus should have a First Aid kit with typical Red Cross supplies and including:
- absorbent compress dressings (5 x 9 inches)
 - adhesive bandages (assorted sizes)
 - adhesive cloth tape (10 yards x 1 inch)
 - antibiotic ointment packets (approximately 1 gram)
 - antiseptic wipe packets
 - aspirin
 - blanket (space blanket)
 - breathing barrier (with one-way valve)
 - instant cold compress
 - non-latex gloves (size: large)
 - hydrocortisone ointment packets (approximately 1 gram each)
 - scissors
 - roller bandage (3 inches wide)
 - roller bandage (4 inches wide)
 - sterile gauze pads (3 x 3 inches)
 - sterile gauze pads (4 x 4 inches)
 - oral thermometer (non-mercury/nonglass)
 - triangular bandages
 - tweezers
 - first aid instruction booklet
- a. Also provide a back board and a wheelchair
<http://www.redcross.org/index.html>
6. Provide food stuff and water supplies for each campus. These may be stored in kitchen area. In case of flooding, be prepared to move to upper floors. Include a can opener with canned goods.
- a. Verify extended shelf life and confirm quality every 6 months
 - b. Be sure that water is in manageable containers and packaged in a way to distribute sanitarly
7. Accommodation supplies should be housed at each campus in an area accessible to administrators who would be supervising people staying at the facility.
- a. Megaphone
 - b. Flashlights and batteries
 - c. Toilet paper
 - d. Blankets/towels
 - e. Empty 5 gal buckets (2 min)
 - f. Camera
 - g. Rain ponchos
 - h. Documentation: contact list and sign-in sheet
8. Facilities or maintenance departments should have these materials/ supplies readily available and transportable. Some items can be stored at each campus or specific locations.
- a. Duct tape
 - b. Floor plans

- c. Light bulbs
- d. Rope/tie downs
- e. Signs/markers/spray paint
- f. Notebooks with blank paper, pencils
- g. Generator – including fuel
- h. Extension cords
- i. Adapters to charge cell phones, plug in computers, etc.
- j. Tools to turn on/off water, gas, etc.

TASK LIST

1. Designate staff responsible for stocking and maintaining supplies
2. Create an administrative critical incident bag for each campus.
3. Develop emergency/crisis backpack/kits for each classroom.
4. Develop pre-agreements with local businesses critical preparedness supplies.
5. For each campus create a First Aid kit with typical Red Cross supplies.
6. Provide food stuff and water supplies for each campus.
7. Provide accommodation supplies for each campus.
8. Gather facilities/maintenance materials/ supplies.