

8 | EMERGENCY SUPPLIES

SUMMARY AND INSTRUCTIONS

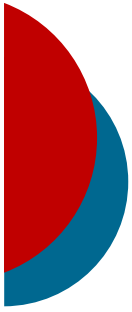


INVENTORY SUMMARY

Part of the **Comprehensive Emergency Management Plan** includes having appropriate supplies on hand to respond to emergencies. These lists are a baseline of supplies that each school should have in storage. A partnership with your PTSA E-Prep Representative is recommended as they may be able to help support the inventory and replenishment.

INSTRUCTIONS

Each area of emergency supplies has a section in this workbook. Please review each section and complete the column Inventory Count to account for your school's current inventory of the items.



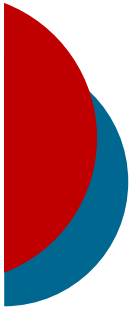
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INCIDENT COMMAND SYSTEM – STATION SET-UP

ITEM	PURPOSE	QUANTITY	SHELF-LIFE	INVENTORY COUNT
16x20 Tarp	Shelter, ground cover	6		
550 paracord (100ft)	Securing items	5	7-10 yrs	
Zip ties	Securing items	250		
Folding table	Station logistics	4	Indefinite	
Folding Chairs	Station logistics	16	Indefinite	
LED Dynamo Lantern with Radio	Emergency lighting, information	1	Indefinite	
LED Dynamo Lantern	Emergency lighting	4	Indefinite	
Light stick	Emergency lighting	75	1-4 yrs	
Megaphone - 15/23 watt (300 yard range)	Area communication	1		
Hand-Held Radio	Communication with Unified Response Team	1 per ICS staff member		
Whistle and Lanyard	Signaling, attention, warning	1 per staff member	Indefinite	
Reflective vest	Identification	1 per staff member	Indefinite	
Small hand warmers	Warmth, comfort	50	3-5 yrs	
Emergency Blanket	Warmth, comfort	50	Indefinite	
LED Flashlight	Light Source	10	10 yrs	
Batteries	Power for equipment	Enough to replace all battery-operated equipment	See package	
Leather work gloves	PPE	10 pair	Indefinite	
Dust Masks	PPE	50		

INCIDENT COMMAND STATIONS SHOULD INCLUDE:

- *Incident Command Post
- *First Aid Station
- *Sanitation Station
- *Reunification Station



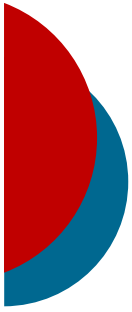
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FOOD AND WATER

YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
2022-23	2023-24	2024-25	2025-26	2026-27
Ella Baker ES	Alcott ES	Eastlake HS/ Renaissance MS	Dickinson ES/Explorer	Audubon ES
Clara Barton ES	Bell ES	Fill Hill MS/EAS	Frost ES	Inglewood MS
Blackwell ES	Carson ES	Franklin ES	Juanita ES	Lake Washington HS
Emerson Campus/ Northstar MS	Einstein ES	Keller ES	Juanita HS/ Futures School	McAuliffe ES
Evergreen MS	ICS/Community School	Kirk ES	Mead ES	Rose Hill ES
Muir ES	Kamiakin MS	Kirkland MS	Rosa Parks ES	Sandberg ES/ Discovery
Redmond ES	Mann ES	Lakeview ES	Redmond MS	Smith ES
Redmond HS	Rose Hill MS/ Stella Schola	Rockwell ES	Twain ES	Tesla STEM HS
Rush ES	Wilder ES	Timberline MS		Thoreau ES
WANIC/DigiPen	ORSH			

DISTRICT-PROVIDED EMERGENCY FOOD AND WATER

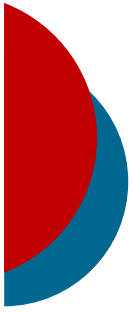
Emergency food and water has a shelf-life of 5 years. Each year Risk and Safety Services makes the order in March for the schools that are slated for the replacement. Delivery to the district warehouse happens in May. The food and water are then distributed to schools. Each school is responsible to dispose of their current inventory and store the replacement supply.



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SPECIALTY ITEMS

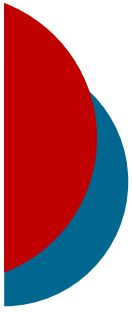
ITEM	STATION/PURPOSE	QUANTITY	SHELF-LIFE	INVENTORY COUNT
30" rolling duffel bag (waterproof)	First Aid Supplies	As many as needed for supplies	Indefinite	
First Aid Manual	First Aid Station	5	Indefinite	
Hand sanitizer	Sanitation and First Aid			
Feminine Hygiene Products	Sanitation and First Aid			
Privacy Tent for Port-A-Potty	Privacy for sanitation	Based on student count		
Caution Tape	Safety, security	10 rolls	10 yrs	
Hard hat	PPE	25		
Plastic Sheeting	Shelter-In-Place	Based on SIP plan	4 yrs	
Duct Tape	Shelter-In-Place	Based on SIP Plan		
Multi-use pocket tool set	Multi-purpose	10	Indefinite	
Round Point Shovel	Multi-purpose	10	Indefinite	
Extension Cords	Provide power to stations	2 per station		
Power Strips	Provide power to stations	2 per station		
Pens/Pencils	All stations	2 boxes per station		
Clipboards	Reunification	100		
Spiral Notebooks for Log Books	All stations	2 per station		
Disposable Nitrile Gloves	All stations			
Reflective Vests	All stations	1 per each staff member		



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TRAUMA KIT

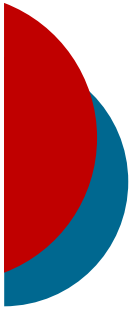
ITEM	PURPOSE	QUANTITY	SHELF-LIFE	INVENTORY COUNT
Triple antibiotic ointment	First aid	144	1-2 yrs	
Sterile burn sheet 60x90	Burn care	4	1-2 yrs	
Povidone iodine pad	First aid	100	1-2 yrs	
Alcohol pad	First aid	100	2-5 yrs	
Saline solution	Eye care	6	5 yrs	
Eye wash	Eye care	6	5 yrs	
Sting relief	First aid	24	5 yrs	
Fabric bandage 1x3	Wound care	100	5 yrs	
Fingertip flexible bandage	First aid	100	5 yrs	
Fabric bandage 3/4x3	First aid	100	5 yrs	
Cloth adhesive bandage 1"	First aid	12	5 yrs	
Jr. adhesive bandage	First aid	100	5 yrs	
Butterfly bandage	First aid	100	5 yrs	
Fabric knuckle bandage	First aid	100	5 yrs	
Adhesive bandage patch 2x4.5	First aid	50	5 yrs	
4X4 sterile gauze pad	First aid	200	5 yrs	
Non-Stick pad 3x4	First aid	100	5 yrs	
Combine pad 5x9	First aid	40	5 yrs	
Compress 8x10	First aid	24	5 yrs	
Non-sterile gauze roll 3"	First aid	18	5 yrs	
Sterile gauze roll 3"	First aid	24	5 yrs	
Oval eye pad	First aid	10	5 yrs	
Eye cups (6)	First aid	1 container	5 yrs	
Multi-trauma pad 10x30	First aid	12	5 yrs	
Blood stopper	Bleeding control	6	5 yrs	
High strength pressure bandage	Bleeding control	6	5 yrs	
Tongue depressors	Assessment	20	Indefinite	
Triangular bandage/sling	Injury Care	16	Indefinite	
Safety pins	First aid	144	Indefinite	
SWAT-T tourniquet	Traumatic bleeding control	15	5 yrs	
CAT 7gen tourniquet	Traumatic bleeding control	5	5 yrs	
Self-adhesive bandage roll	First aid	8	5 yrs	
Elastic bandage 4"	First aid	12	5 yrs	
Israeli compression bandage	First aid	6	5 yrs	
Small instant cold packs	First aid	12	5 yrs	
Disposable thermometer	First aid	100	10 yrs	
Splinter forceps/tweezers	First aid	2	Indefinite	
Lightweight portable stretcher	Transporting injured	5	Indefinite	
Non-antiseptic wipes	Cleaning	100	5 yrs	
Tissue pack	First aid	10	Indefinite	
Antiseptic/antibacterial wipes	Cleaning	200	5 yrs	
Disposable nitrile gloves	PPE	100 pair each size	5 yrs	
Hand warmers	Comfort	100	5 yrs	



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STUDENT CARE

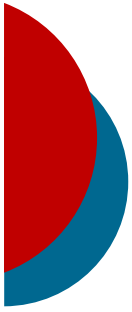
ITEM	PURPOSE	QUANTITY	SHELF-LIFE	INVENTORY
16x20 tarp	Shelter, ground cover, protection	4 per 100 students		
550 paracord (100ft)	Securing items	15	7-10 yrs	
Zip Ties	Securing items	1000		
Folding table 30x72	Multi-use	School Determines	Indefinite	
Light Stick	Emergency lighting	250	4 yrs	
LED Flashlight	Light source	2 per classroom	10 yrs	
Batteries for equipment	Power for equipment	As needed		
Leather work gloves	PPE	25 pair	Indefinite	
Dust masks	PPE	500		
Small hand warmers	Warmth, comfort	1 per student	3-5 yrs	
Games, stuffed animals, etc.	Entertainment for students	School Determines		



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CLASSROOM KIT

ITEM	PURPOSE	QUANTITY	SHELF-LIFE	NOTES
CLASSROOM BACKPACK KIT				
Plastic whistle and lanyard	Warning, attention, alert	1	10 yrs	
Class rosters	Accountability	1 set	Update with class changes	
Leather work gloves	PPE	1 pair	10 yrs	
Safety goggles	PPE	1 pair	6 yrs	
Mid-size first aid kit	Responding to small injuries	1 kit	2 yrs	
Letter-sized clipboard	Communications	1	Indefinite	
Letter-sized writing pad	Communications	1	Indefinite	
Black marker	Communications	5	5 yrs	
Batteries	Equipment power	As needed		
LED Flashlight	Emergency lighting	2		
Red backpack	Carrying classroom emergency supplies	1	10 yrs	
Non-antiseptic wipes	Cleaning surfaces	2 packs	1-2 yrs	
Disposable nitrile gloves	PPE	5 pair	5 yrs	
Emergency blanket	Warmth, shelter, ground cover	30	5 yrs	
CLASSROOM SANITATION KIT				
Port-A-Potty Seat/ 5 gallon bucket	Sanitation	1	Indefinite	
Disposable waste bag kit	Sanitation	3	10 yrs	
Hand sanitizer	Cleaning hands	1	3 yrs	
Toilet paper	Sanitation	4 rolls	Indefinite	
Feminine Hygiene Products	Sanitation			



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OFFICE KIT

ITEM	PURPOSE	QUANTITY	SHELF-LIFE	NOTES
LED Flashlight	Emergency lighting	2		
Batteries	Equipment power	As needed		
Plastic whistle and lanyard	Warning, attention, alert	1	10 yrs	
Leather work gloves	PPE	1 pair	10 yrs	
Safety goggles	PPE	1 pair	6 yrs	
Mid-size first aid kit	Responding to small injuries	1 kit	2 yrs	
Disposable nitrile gloves	PPE	1 box each size	5 yrs	
Emergency blanket	Warmth, shelter, ground cover	30	5 yrs	
Letter-sized clipboard	Communications	4	Indefinite	
Letter-sized writing pad	Communications	4	Indefinite	
Black marker	Communications	5	5 yrs	
Copy of all classroom rosters	Accountability	1 set		
Copy of CEMP	Reference	1		