

EMERGENCY SUPPLIES & SUPPLIERS LISTS

This appendix is divided into two parts.

Part 1: Master Supply List - contains a master list of all the emergency equipment and supplies that have been suggested in this manual.

Part 2: Supplier List - contains a list of potential suppliers of emergency equipment, supplies and training.

PART 1: MASTER SUPPLY LIST

Shelter & Care Giving Committee

Basic Equipment & Supplies: *Note: Where noted, quantities are estimated for 60 persons for 72 hours; multiply as required. The following supply list excludes supplies required by the other Disaster Task Committees.]*

Miscellaneous:

- site and building maps
- plastic bags & ties (120 large (42"x48") and 120 medium (20"x24"))
- water proof matches (2 boxes)
- toilet paper (15 rolls (1 roll/5 persons/3 days))
- sanitary napkins (1 box)
- tampons (1 box)
- towlettes (180 or 3/person)
- multi-blade knife (one)
- pair of lock grip pliers (one)
- multi-purpose screwdriver (one)
- 8" adjustable wrench (one)
- plastic Fox whistles (4)
- 5 lb. ABC fire extinguisher (one)
- leather gloves (2 pairs large and 2 pairs medium)
- latex gloves (5 pairs large and 5 pairs medium)
- safety goggles (4 pairs)
- flashlights
- 12 hour light sticks (5 x red and 10 x green or clear)
- nylon cord (600 ft)
- 2" duct tape (2 rolls)
- 2" electrical tape (1 roll)
- fire starter for bonfire
- bungy cords
- writing materials
- nice to have:
 - cooking stove and fuel
 - generator
 - lighting

Food & Water:

- emergency food (e.g., emergency foodbars: 3 day ration per person, Cdn. Coast Guard approved, 3600 cal/3 day); *for younger grades, consideration should be given to having some familiar foods available, but be sure to rotate this food supply and avoid foods that will create thirst.*
- water (e.g., emergency water pouches: 3/person/day, 4 oz. packets)
- containers to carry and distribute water or food
- water bag or container (one)
- disposable drinking cups
- bleach
- water purification tablets
- utensils and facility to boil water
- cooking utensils
- scissors or knives
- can openers
- washing supplies

Shelter:

- tarps or storm shelter
- plastic sheets (6 ml)
- tents
- tent pegs
- nylon rope (300 ft x ½ ")
- poly static rope (300 ft x ¼ ")
- ropes, duct tape and poles to support shelters

Sanitation:

- plastic buckets or containers (5 gal., with lids)
- smaller pails for washing
- shovels
- lime and/or bleach
- ropes or wires
- plastic bags (various sizes)
- duct tape
- toilet paper
- toilet seat (improvise)
- towels
- heavy rubber gloves
- storage containers with tight fitting lids
- rolls of dark plastic sheets
- signage materials
- tarps
- rope

Classroom Grab & Go Bags

- back pack or tote bag
- class list
- clip board, paper, ball point pen and permanent marker pen
- space blankets (minimum 1 for 2 students)
- large, heavy duty plastic bags for rain coats (select sizes to fit grades, include larger size for teachers and other staff)
- 1 bottle distilled water (500 ml.)
- toilet paper or kleenex
- flashlight and batteries
- ID tags
- scissors (to cut holes in garbage bags)
- First Aid kit (to include: 1 face shield, 6 pr. gloves, 6 pressure bandages, 6 triangular bandages, 20 band-aids, 20 anti-septic towelettes (individually packaged), 1 pair bandage scissors, 2 rolls of 1" tape)
- games, colouring books, writing materials, books or other activities to keep students occupied

Principal / Administrative Officer - Command Post

- folding table and chairs
- current student and staff records (include all pertinent medical information, designated adult for student release, etc.)
- office supplies (e.g., paper, pens, etc.)
- copies of any forms required (see Emergency Response Forms, Tab 21)
- copies of the School District and your school's emergency plan, building and site plan and a map of the local area
- communication equipment (e.g., radio and batteries, bullhorn, cell phone)
- contact information for emergency response agencies
- contact information for NEPP (Neighbourhood Emergency Preparedness Program) personnel (names, addresses and phone numbers of persons involved in local NEPP groups)
- list of pre-designated alternate facilities (include contact name, phone number, address)
- emergency lighting
- storage container

Communications Committee

- transistor radio (AM/FM) and two sets of batteries
- a minimum of two portable radios with a battery charger and one spare battery for each radio
- a cellular telephone with a battery charger and one spare battery. [The cellular phone will be programmed to SD 71's communication centre.]
- one bullhorn and batteries
- operator's manuals for all of the above
- writing materials
- copies of any forms required (see end of this section for sample forms)
- zip loc bags and envelopes for message carriers
- status information board

Damage Assessment Committee

- Hard hats
- Flashlights and extra batteries
- Safety goggles
- Work gloves
- Steel-toed boots (Committee members should have boots in an accessible location)
- Two way radios with a battery charger and one spare battery for each radio, plus operator's manual
- Maps (school site, building(s), floor plan and area)
- Damage assessment forms and field manual outlining damage assessment procedures ("Field Manual - Post Earthquake Safety Program", BC Housing Corp.)
- Pencils, paper, clipboards, etc.
- Materials for making signs:
 - permanent markers
 - paper or cardboard and clear plastic for covers or choroplast
 - duct tape, strings or wire
 - utility knife or scissors
- Tools to shut off utilities
- Rope, crowbars and other tools to assist in damage assessment surveys

First Aid Committee

First Aid Kit: (Portable - to treat injured on site)

- 1 backpack with the following contents:
 - 3 space blankets
 - 24 14 cm x 19 cm antiseptic towelettes, individually packaged
 - 150 sterile adhesive dressings, assorted sizes, individually packaged
 - 12 10 cm x 10 cm sterile gauze dressings, individually packaged
 - 6 20 cm x 25 cm sterile abdominal dressings, individually packaged
 - 12 cotton triangular bandages, minimum length of base 1.25 m
 - 6 10 cm x 16.5 cm sterile pressure dressings with crepe ties
 - 2 2.5 cm x 4.5 m adhesive tape
 - 2 5 cm x 4.5 m adhesive tape
 - 3 43 cm x 43 cm sterile 4-ply gauze dressings, individually packaged
 - 6 7.5 cm x 4.5 m crepe roller bandage
 - 1 500 ml sterile 0.9% sodium chloride solution in unbreakable container
 - 1 60 ml of liquid antibacterial soap in unbreakable container
 - 1 universal scissors
 - 1 12.5 cm stainless steel artery forceps
 - 1 penlight or flashlight with extra batteries
 - 1 7.5 cm x 4.5 m esmarch gum rubber bandage
 - 6 pairs of latex gloves
 - 1 pocket mask with one-way valve
 - 1 oropharyngeal airway kit
 - 6 patient assessment charts and clipboard
 - 2 pens or pencils
 - 4 safety pins
 - 2 sets of arm splints (e.g., Sam splints)

Patient Removal Equipment:

The following is a SUGGESTED list of equipment that may be utilized to move non-walking patients from the site to the first aid station.

Please note: In order to use this equipment, the first aid attendant should have been trained to the OFA Level One level with Transportation Endorsement (minimum requirement).

- 1 first aid kit (as per above)
- 2 adjustable cervical collars
- 1 spine board with straps (use doors as an alternative)
- 6 blankets
- 1 stretcher with ties or straps
- 1 storage container

First Aid Station Equipment:

- 1 storage container(s)
- 10 space blankets
- 10 blankets
- 24 expanded metal splints, minimum length 60 cm (plus foam)
(4 Sam splints can be substituted)
- 1 refuse pail with lid (include plastic bags)
- 4 packages of paper towels
- 2 eye cups
- 24 safety pins
- 1 11.5 cm stainless steel silver forceps
- 1 14 cm stainless steel bandage scissors
- 1 oral thermometer
- 1 penlight or flashlight with extra batteries
- 1 pad of patient assessment charts (WCB)
- 1 first aid record book, pencil/pen and clipboard
- 1 150 ml liquid antibacterial soap
- 20 tongue depressors
- 50 cotton tip applicators
- 4 30 gram tubes water soluble burn treatment
- 100 sterile adhesive dressings, assorted sizes, individually wrapped
- 50 sterile skin closures, individually packaged
- 12 20 cm x 25 cm sterile abdominal dressings, individually packaged
- 9 30 cm x 40 cm sterile abdominal dressings, individually packaged
- 8 sterile eye pads, individually packaged
- 9 43 cm x 43 cm sterile 4-ply gauze dressings, individually packaged
- 200 7.5 cm x 7.5 cm gauze sponges
- 100 7.5 cm x 7.5 cm sterile gauze dressings, individually packaged
- 100 10 cm x 10 cm sterile gauze dressings, individually packaged
- 12 7.5 cm x 4.5 m crepe roller bandage
- 40 10 cm x 16.5 cm sterile pressure dressings, with crepe ties
- 1 box 2.5 cm x 4.5 m adhesive tape
- 1 box 5 cm x 5.5 m adhesive tape
- 1 7.5 cm x 4.5 m esmarch gum rubber bandage
- 24 5 cm x 1.8 m conforming gauze roller bandage
- 24 7.5 cm x 1.8 m conforming gauze roller bandage
- 50 cotton triangular bandage, minimum length of base 1.25 m
- 1 200 ml 3% hydrogen peroxide solution
- 12 500 ml sterile 0.9% sodium chloride solution (CHECK EXPIRY DATES)
- 1 kidney basin
- 1 wash basin
- 2 box alcohol wipes
- 20 triage tags
- 2 box disposable gloves
- 2 sets oropharyngeal airways
- 1 pocket mask with one-way valve
- 2 sets leg splints (1 long, 1 short)
- 4 signs First Aid Station Area One (Green) (Yellow)
Area Two (Red), Area Three (Black)

Safety & Security Committee

- hard hats, reflective vests, work gloves, safety goggles
- coveralls (disposable)
- two-way radios
- gas shut-off tool
- set of master keys (incl. keys for gas meter cage)
- flashlights
- barrier tape
- whistles
- road flares
- duct tape
- ABC fire extinguishers
- water hoses
- axes
- crowbars
- wrenches

- Writing and signage materials:
 - clipboard/paper/pencils
 - permanent ink marker pens
 - utility knife or scissors
 - paper and cardboard and/or choroplast
 - plastic sheets

Search & Rescue Committee

Individual Team Member's Equipment (separate pack per member):

- 1 back pack
- 1 pair coveralls
- 3 dust/mist masks with exhaust valve
- 1 pair safety goggles - chemical splash type, vented
- 1 pair work gloves - leather palm
- 1 hard hat - adjustable with chin strap
- 1 safety vest - mesh with reflective tape
- 1 flashlight - non sparking (CSA approved for hazardous gases) with spare bulb
- "D" cell alkaline batteries
- 1 whistle with lanyard
- 1 pair knee pads
- 1 heavy duty garbage bag
- 1 marking crayon - red
- pen/pencil and note pad
- bandage and space blanket
- 1 Cyalume light stick - 12 hour green
- 1 Cyalume light stick - 30 minute high intensity white

General (Group) Equipment:

- Master keys and any others needed for access to all areas of the school
- radios or other means to communicate
- 1 roll barricade tape- 3" x 1000' with words "CAUTION DO NOT ENTER"
- 3 rolls barricade tape- 1" x 150'
- 1 roll duct tape- 2" x 180'
- 2 emergency blankets- 71" x 58" quilted, water resistant
- 1 poly rope- 1/4" x 100'
- 1 pol rope- 3/8" x 100'
- 60 water pouches- 125 ml
- 1 utility knife with 4 spare blades
- 1 pair pliers- 10" vice grip type
- 1 pair pliers - 8" linesman type
- 1 pair metal shears
- 1 hacksaw with 4 spare blades
- 1 bow saw (21") with extra blade
- 1 shovel
- 1 prybar
- 1 sledge hammer- 4 lb. double sided
- 1 multi-screw driver
- 1 cold chisel
- 1 claw hammer
- some nails
- 1 hoist and rope
- 1 axe
- 1 small ABC fire extinguisher
- 1 storage container

Volunteer Management & Student Release Committee

- writing materials
- tables and chairs
- volunteer identification (tags or badges)
- volunteer assignment forms
- site map
- Two binders:
 - one containing the Student Release forms (filed alphabetically) and a copy of the master student list
 - one empty binder with alphabetical dividers for Student Release forms completed and signed at the time of release.
- stationary supplies (e.g., staples and extra staples, tapes and 3 hole punch, etc.)
- extra blank Student Release forms for new students
- signage designating student release area, parent/alternate waiting area, alphabetical signs (A-H, I-P, Q-Z), release procedures, etc.