

The following list of emergency equipment is recommended, as the minimum needed to cope with a major disaster such as an earthquake. Care should be used in storing your equipment. Plan for collapsed buildings; potential downed wired, trees or poles; and other obstructions. Store your equipment so that is accessible from the outside-near windows, attached to outside walls, or in a separate outside storage shed. Dividing equipment into different locations on the school site is also a possibility. The equipment should include the following:

	SUPPLIES	ON HAND	NEED TO ORDER
1	Fire extinguishers (ABC-Halon) <b>( In every room)</b>		0
2	Fire ax	0	1
3	Crow bar	0	1
4	Sledge hammer	1	0
5	Shovel	1	0
6	Hand saw	0	1
7	Bold Cutters <b>(In the Office)</b>	1	0
8	Hose (faucet handles and nozzle) <b>(Custodian and Connex)</b>	1	0
9	Nylon rope	300"	0
10	Broom	1	0
11	Gas valve shut-off wrench <b>(on Gas Meter @ K2)</b>	1	0
12	Hydraulic or car jack	0	0
13	Fluorescent lanterns (and spare batteries) <b>(In the Office)</b>	1	0
14	Flashlights (and spare batteries) <b>(In the Office)</b>	1	0
15	Light sticks	0	2 each Yellow, Red,
16	Small AM/FM portable radio <b>(In the Office)</b>	1	0
17	Water valve shut-off wrench	1	0
18	Two-way radio <b>(In the Office)</b>		0
19	Megaphone portable P.A. (and spare batteries) <b>(In the Office)</b>	2	0
20	Stretchers	0	1
21	Signal flags	0	0
22	Portable Toilet w/bucket	3	0
23	Plastic totes for storage	0	20

Maintain a complete inventory of all emergency equipment. Record the number and condition of your equipment at least twice per year in October and February. Replace promptly any missing or damaged items. Remember, batteries can deteriorate. Utilize the inventory lists that follow to keep your equipment updated.

## EMERGENCY SUPPLIES

The following list of emergency supplies is recommended, as the minimum needed to adequately cope with a major disaster such as an earthquake. The same care and considerations should be used in storing these emergency supplies as were used with emergency equipment. These supplies should include:

	SUPPLIES	ON HAND	NEED TO ORDER
1	Duct tape <span style="float: right;"><b>(In the Office)</b></span>		0
2	String/wire	0	0
3	Large heavy duty plastic garbage bags	1200	0
4	Plastic liners for waste baskets	1200	0
5	Saran wrap <span style="float: right;"><b>(In the kitchen)</b></span>		0
6	Matches in waterproof container	0	0
7	Tarp/drop cloth	8	2
8	Canopy-type shelter 3 EZ-Ups in the P.E. area	3	3
9	Solar blanket(s)	250	0
10	Heavy-duty pocket knife	0	2
11	Clock; wind-up or battery, with a second-hand (and spare batteries)	0	1
12	Work gloves with leather palm	30	0
13	Toilet tissue	250	0
14	Paper towels	300	0
15	Manual can opener(s)	1	2
16	Punch can opener(s)	1	2
17	Paper products: plates, cups, napkins <span style="float: right;"><b>(cups only)</b></span>	0	1200
18	Plastic ware	0	1200
19	Handi-wipes –	0	600

As with any emergency equipment, a complete inventory should be maintained and checked at least twice a year in October and February. Replace promptly any missing, malfunctioning or damaged supplies.

## SCHOOL FIRST AID KITS

Suggested First Aid items to supplement First Aid Kit

	SUPPLIES	ON HAND	NEED TO ORDER
1	Assorted Band-Aids		
2	Sterile gauze pads		
3	Steri-strips		
4	Sanitary napkins		
5	Roller Gauze		
6	Adhesive tape		
7	Kwik kold packs		
8	Safety pins		
9	Cotton balls		
10	Handi-wipes		
11	Bactine or 8 oz. bottles of sepherin chloride solution		

Other items that may be included:

	SUPPLIES	ON HAND	NEED TO ORDER
1	Eye pads		
2	Q-tips		
3	Disposable diapers		
4	Ace bandages (2" and 3")		
5	Magnifying glass		
6	Tongue depressors		
7	Splints/magazines		
8	Pocket knife (heavy duty)		
9	Rubbing alcohol		
10	Liquid soap (Phisoderm)		
11	Sunscreen		
12	Baking soda		
13	Iodized salt		
14	Matches		
15	Drinking cups		
16	Kleenex		
17	Sheets (clean, pre-cut, and bagged in plastic)		
18	Light sticks		
19	Quick first-aid reference book		
20	Mirror		
21	Tourniquet		
22	Slings		
23	Soft bristle brush		
24	Eye irrigating solution		
25	Needles for splinter removal		
26	Solar blankets		
27	Hydrogen peroxide		
28	Medications (Antacids, Tylenol, Ammonia Amps, Vaseline, Neosporin, Ipecac Syrup)		