

Ann Arbor Public Schools
Readiness and Emergency Management for Schools (REMS) Grant
Emergency Equipment/Supplies Implementation Guidelines
January 2009

District Crisis Response Plan and Resource Guide
Emergency Quick Reference Guide
Classroom Emergency "To Go" Bag
Administrative "To Go" First Aid Kit
Automated External Defibrillator (AED)

District Crisis Response Plan and Resource Guide

The *District Crisis Response Plan and Resource Guide* has been developed with REMS Grant funds, and has been modified and reproduced solely for District use.

This plan, which contains information provided by the Department of Homeland Security, the Federal Emergency Management Administration, the National Center for Disaster Preparedness at Columbia University, and other federal, state, and local agencies, was developed to assist the Ann Arbor Public Schools to better address the issues of prevention-mitigation, preparedness, response, and recovery concerning major disasters, acts of terrorism, public health emergencies, or in the day-to-day effort of maintaining the safest environment for all students, staff and community members.

All Ann Arbor Public Schools facilities administrators and/or supervisors are encouraged to create site emergency plans with guidelines and protocols consistent with the plans outlined in the *District Crisis Response Plan and Resource Guide*.

Emergency Quick Reference Guide

The revised *Emergency Quick Reference Guide* (flipchart) should be kept in the front pouch of the Classroom Emergency "To Go" Bag at all times. This emergency quick reference tool is meant to remain readily accessible To ALL in need of assistance pertaining to a number of referenced emergency situations. The District will update the *Emergency Quick Reference Guide* as appropriate.

Classroom Emergency "To Go" Bag

Each *Classroom Emergency "To Go" Bag* will contain an *Emergency Quick Reference Guide*, a small *First Aid Pack*, and other non-confidential information and/or materials specified by site. Each bag must be labeled with the provided 'School Name/Room Number' tag. All *Classroom Emergency "To Go" Bags* must be displayed on the instructional wall (near the Sound Field unit as possible) in each classroom using the hook provided. *Classroom Emergency "To Go" Bags* (and content) are to be removed from the classroom for 'drills' or actual 'emergencies' ONLY. Each site is responsible for restocking all first aid supplies in each *Classroom Emergency "To Go" Bag*.

Administrative "To Go" First Aid Kit (#1 and #2)

One (#1) *Administrative "To Go" First Aid Kit* (containing first aid supplies, plus Incident Commander Vest, Blood Pressure Test Kit, and Glucose Test Kit) must be maintained in the main office at each site, and one (#2) *Administrative "To Go" First Aid Kit* (containing first aid supplies) must be maintained in all other administrative offices at the site. All *Administrative "To Go" First Aid Kits* must be labeled with site name and office identification. Each site is responsible for restocking all first aid supplies in each *Administrative "To Go" Kit*.

Automated External Defibrillator (AED) Unit

With the deployment of twenty-five (25) AED units throughout the District in October 2008, every Ann Arbor Public School site now has at least one AED unit available for emergency. Each AED Unit will be kept in a wall case located near the Main office at each site. The wall case should remain unlocked at all times for easy access. Each site is responsible for monitoring the AED unit to insure proper operation.

REMS Grant Equipment/Supplies Implementation DVD

A 2007-09 REMS Grant Implementation DVD will be provided to each site for use as needed. Helpful tips for implementation of the various REMS Grant emergency equipment and supplies are offered in this brief presentation. Please feel free to contact Henry Caudle, District Crisis Response Team Coordinator, or Liz Margolis, Director of Communications, for more information.

Classroom Emergency "To Go" Bag
First Aid Pack
January 2009

<u>Count</u>	<u>Item</u>
10	4" x 4" compress
1	1" x 5" yards, hypoallergenic cloth tape roll
1	Power flex roll
10	Latex free vinyl gloves
100	Latex free band-aids
1	CP pocket mask
3	Ice pack
35	Antiseptic wipes (cut cleaners)
1	Flashlight (battery free)
1	Pack for storage

13.74 each
650 bags in May