

Response Supplies Checklist

This checklist is a comprehensive list of items that schools may need to respond to an emergency. Your school will not need all of these response supplies for every emergency but should plan on stocking (or being able to obtain) these supplies in the case of a catastrophic disaster. Use the checklist as a guide to developing and maintaining your supply inventory. **Note:** Your school may not need all items on this checklist—or it may need other items that are not shown here. Review the list carefully to determine the supplies that your school needs.

Classroom “Go Kit”

- Bright-colored bucket with lid. The bucket should be stenciled with the classroom number for visual identification.
- First aid kit.
- A hat, vest, or other unique identifier for the teacher (and aide).
- A whistle.
- Student accounting paperwork for student accountability (student disaster cards, buddy class list, etc.).
- Tarp or ground cover.
- Age-appropriate time passers (cards, crayons, etc.).
- Storage Container** (Keep this container outside if your school is at high risk for earthquakes.)
- Medical equipment.
- Food and water. (Remember dietary needs for special populations.)
- Sanitary supplies:
 - Toilet paper.
 - Chemicals (if required).
 - Plastic sheeting for privacy.
 - Disinfectant spray.
- Note:** Consult with the local sanitation district regarding plans for post-event disposal of human waste.
- Spare batteries.
- Blankets.
- Search and rescue backpacks with medical supplies.
- Search and rescue bucket that contains:

- Flashlights.
- Crowbar.
- Masking tape.
- Large chalk.
- A door restraint.
- A lanyard with snap hook.
- Whistle.
- Keys.
- Portable radio.
- Pen and clipboard (for logging of victim locations and status).
- Site map.
- A lockbox with master key sets (enough to guarantee access) on a lanyard.
- A bull horn.
- Rescue tools:
 - Shovels
 - Prybars
 - Sledgehammers (10 lb.)
 - Pick axes (6 lb.)
- Backboards
- Water Barrels**
- Water Dispensing System**, consisting of:
 - 5-gallon barrel(s) with spigot in lid.
 - Disposable paper cups.
- Student Request Table**
 - Signs to notify parents.
 - Request cards, pencils, and pens.
 - File box containing each student's emergency card and alpha dividers.
 - Staplers.
 - 2-way radios.
 - Vests for staff and student runners.
 - Fire Extinguishers (A, B, C, D)**
 - Emergency Supplies - Automobile/Bus**

- AM Portable Radio
 - C B Radio
 - Cellular Phone
 - Emergency Blanket
 - Emergency Drinking Water
 - Extra Batteries (flashlight/radio)
 - First Aid Book
 - First Aid Supplies
 - Flashlight
 - Food Bars
 - Safety Lightsticks
 - Sanitation Supplies
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