

PAC Emergency Preparedness Guidelines & FAQs

Table of Contents

1) Funding for Emergency Preparedness Supplies	2
2) Purchasing Priorities	2
3) Outdoor Emergency Equipment Containers.....	2
4) Classroom Grab-and-Go Bag	4
5) Classroom Comfort Kits	4
6) Incident Commander Kit.....	5
7) Central Trauma Kit.....	5
8) Water Supplies	5
9) Food Supplies	6
10) Finding a Supplier	6
Additional Questions?.....	6

PAC Emergency Preparedness Guidelines & FAQs

1) Funding for Emergency Preparedness Supplies

Q: How do schools pay for emergency preparedness supplies?

A: Funding for emergency preparedness supplies comes from a combination of North Vancouver School District, PAC fundraising and BC Gaming Fund applications.

2) Purchasing Priorities

Q: What are the priorities when purchasing supplies?

A: Schools purchase and enhance their supplies as funding permits. As a general rule, the priorities are:

- Water (effective 2024, provided by the school district)
- Classroom Grab-and-Go kits
- Outdoor Emergency Equipment Container contents
- Incident Commander Kit

3) Outdoor Emergency Equipment Containers

Q: How Does a School Purchase an Outdoor Emergency Equipment Container?

A: Currently, all NVSD schools have an outdoor emergency equipment container. If your school's container is nearing the end of its life cycle, please contact:

Nelson Dow, Occupational Health and Safety Manager:

604-903-4616 (Office)

ndow@sd44.ca

Q: Should the outdoor emergency container be labelled?

A: Leaving the outdoor container **unlabelled** is the standard practice. Note that emergency supply containers throughout the lower mainland (such as those owned by municipalities) are unlabelled to avoid attracting unwanted attention in the form of theft and vandalism.

Q: What supplies should not be stored in the Outdoor Emergency Container?

A: Some emergency preparedness supplies should not be stored outdoors. These items include:

- Radios, 2 way / multi-channel (radios should be readily accessible, and checked regularly)
- Student Release Kit (store indoors in proximity to the Office Manager)
- Classroom Comfort kits (kept in the classroom)
- Classroom Grab-and-Go kit (kept in the classroom)
- Incident Commander Kit (kept in proximity to Principal or Vice Principal)
- Lockdown toilet kits (kept in the classroom)

Q: What supplies should be stored in the Outdoor Emergency Container?

A: The outdoor container should contain adequate supplies of water, basic tools, medical supplies (trauma kit), shelters, and comfort supplies.

In addition, all equipment associated with each Incident Command Team position should be stored in the outdoor container. Ideally, equipment supplies would be stored in individually labelled stackable plastic

containers, one container dedicated to the items required for the specific Incident Command Team role, plus, all commonly required tools (shovels, tarps, etc.).

The following table provides a recommended list of Outdoor Emergency Container contents:

Outdoor Emergency Container Supply List		
✓	Item	Description
	Water	Combination of 125 ml foil pouches, and 18-liter commercial bottles as supplied by NVSD (see FAQ #8 for additional information)
	Signal devices	glow sticks / whistles / air horn
	Flashlight & spare batteries	multiple quantity (i.e. 10), school size dependent
	Headlamps & spare batteries	multiple quantity (i.e. 10), school size dependent
	Hardhats	multiple quantity (i.e. 10), school size dependent
	Blankets	fleece - multiple quantity (i.e. 25), school size dependent
	Tarps	multi-use; 10 tarps of various sizes (i.e. 6' x 8', 8' x 10', 15' x 20')
	Garbage bags	multi-use; 200 bags of various sizes (i.e. 100 'medium' 24" x 25" + 100 'large' 30" x 33")
	Plastic sheeting	multi-use; minimum 10' x 100' clear; rolls or sheets
	Duct tape	multi-use; minimum 5 rolls
	Barrier / flagging tape	multi-use; minimum 5 rolls
	Rope	multi-use; various thickness, minimum 200 feet
	Wire cutters	minimum 1
	Shovels	minimum 2
	Axes	minimum 1
	Crowbars	minimum 1
	Wrenches	minimum 1 – include wrench for gas shut off
	Leather work gloves	minimum 10
	Safety goggles	minimum 10
	Dust masks	adult sized; 1 box of 50
	Tent / Emerg. Shelter	self standing (includes poles)
	Identification garment	Vest / t-shirt / ball cap - one per Incident Command Post role
	Hygiene supplies	hand sanitizer (i.e. 4 x 500 ml), small water pails (12), paper towels (25), liquid soap (4 x 500 ml), latex gloves (box),
	First Aid / Trauma Kit	Level 2/3 First Aid kit that meets WorkSafeBC first-aid requirements; 1 kit per 150 students
	Toilet kits	1 kit per 100 students/staff. Includes 1 privacy shelter, 1 toilet bucket with seat/lid, 20 rolls toilet paper, 300 wet wipes, 200 plastic bags/ties, 10 large heavy duty trash bags, heavy rubber gloves
	Office Supplies kit	multiples of writing materials, clipboards, scissors, notebooks, pens, name tags, staplers, sticky notes, etc
	Signage materials	Poster board / indelible markers / tape
	Incident Command System role descriptions / templates	15 copies - checklists / responsibilities / associated forms for each Incident Command Post position
	Building & site maps	1 copy for each key Incident Command Post position (8)

	Emerg. Response Plan	1 copy of updated Emergency Response Plan
Optional Items for Consideration		
	Stretcher	1
	Tables & chairs	3 tables (3' x 6') / 6 chairs
	Megaphone / bull horn	1 spare (Note: Incident Commander Kit contains 1 megaphone)
	Kitchen equipment	camp stove / fuel / pots / bowls / disposable cups & silverware

4) Classroom Grab-and-Go Bag

Q: What goes in the Grab-and-Go bag and where is it stored?

A: The Grab-and-Go bag is a portable emergency kit to be used in the classroom or during evacuation. One kit is located in every classroom and commonly used teaching space (library, gymnasium, music room, lab, etc.). For ease of carrying, the contents of the kit should be stored in a backpack or small 2-handled duffle bag or rolling container. Contents typically include:

- 1 First Aid kit (compact kit for minor injuries)
- 1 Flashlight with extra set of spare batteries
- Notepad / pens / indelible felt pen
- 1 Identity garment - vest or t-shirt or neon hat for staff
- 1 small crowbar
- Leather work gloves (1 set)
- Dust masks (one per student / adult – all adult sized)
- Clipboard with class list (in weather protective plastic sleeve)
- Forms:
 - Class Status Report (6 copies)
 - Teacher's Incident Command System Role / Responsibilities checklist, if applicable
- *optional – playing cards / compact games*

5) Classroom Comfort Kits

Q: What goes in the classroom comfort kit and where is it stored?

A: The comfort kit contains short term basic comfort items. A *group* Classroom Comfort kit can be created for each classroom, ensuring that identical supplies are provided for each student / staff. One kit would be located in every classroom and commonly used teaching space (library, gym, music room, lab etc.). The kits are stored in either a backpack, small 2-handled duffle bag, or rolling container; easily accessible while in the classroom and highly portable during evacuation. This kit should be revisited every September to refresh the snack bars, and ensure the remaining items are undamaged. Note that some schools combine the contents of a group Classroom Comfort Kit with the Grab-and-Go Bag, resulting in one larger kit per teaching space. Contents of the group Comfort Kit include:

- foil emergency blanket - 1 per student / staff
- plastic rain poncho - 1 per student / staff
- snack bars - long shelf life, nutritious (fruit bar or peanut free granola bar); 2 or 3 per student / staff
- 1 box of band-aids (> 50 band-aids)

Alternatively, parents can be responsible for providing the contents of the comfort kit, following guidelines provided by the school, and replenished each September. For each student, the following should be provided in a medium zip lock bag, labelled with the child's name:

- foil emergency blanket
- plastic rain poncho
- snack bars - long shelf life, nutritious (fruit bar or peanut free granola bar); 2 or 3 per student

- tissues (1 compact package)
- family photo (with parent's contact number, out-of-area contact, & care card # written on back)
- personal comfort item (i.e. a small toy)

6) Incident Commander Kit

Q: What goes in the Incident Commander Kit and where is it stored?

A: The purpose of this kit is to ensure critical procedures, lists, and equipment are immediately accessible to the Incident Commander (typically the principal or designate). It should be located in the principal or vice principal's office, be easily accessible, and stored in a pack.

Contents typically include:

- Identity garment - vest or t-shirt or neon hat
- Megaphone or bull-horn
- Hardhat
- Radio – 2 way / multi-channel with one complete set of spare batteries
- Radio – battery operated transistor with one complete set of spare batteries
- Clipboard
- keys – copy of critical access keys (equipment container, gas shut-off, internal doors master key)
- flashlight - batteries + 1 replacement set of batteries
- writing kit – 1 notebook + 3 pens + 1 heavy black marker
- maps – building map/ school site map / area map
- current *Emergency Response Plan* including ICS staff assignments
- Incident Command System role descriptions / core templates:
 - ICS Action Plan
 - Staff Release Form
 - Earthquake Damage Assessment form – Non-Structural
 - Earthquake Damage Assessment form – Structural
 - Spills / Leaks Damage Assessment Form
 - Emergency Status Report
 - Class Status Report
 - Staff Assignment Record
 - Volunteer Registration Record
 - First Aid Log

7) Central Trauma Kit

Q: What is the Central Trauma Kit and where is it stored?

A: The Central Trauma Kit is a medical supplies kit for moderate to large-scale emergency response (not everyday use) and should include supplies to treat approximately 25 to 30 injuries. As each school should have a fully stocked infirmary, and every classroom should have a compact first aid kit (in the Grab-and-Go kit), the Trauma Kit can be stored in the Emergency Supplies Container to ensure its contents are not being used for day-to-day situations. It should be checked annually, looking for expiry dates and damaged items.

8) Water Supplies

Q: Should emergency water supplies be stored for all staff and students?

A: Yes, water is a top priority. Effective 2024, the school district will oversee the initial purchase and delivery of emergency water supplies to all NVSD schools. Moving forward, the district will also initiate the replacement schedule for expired water.

Water is supplied in a combination of:

- 125 ml foil pouches (5-year expiry date)
- 18L commercial water containers (2-year expiry date)

Cups and manual pumps for the commercial containers are also provided.

Water volumes have been calculated based on the student / staff population for each school.

9) Food Supplies

Q: Should emergency food be purchased for staff and students?

A: Although it is at the discretion of the individual school, the stockpiling of large quantities of food is not recommended; water is the priority. It is anticipated that the majority of students will be reunited with an approved adult within 6 – 8 hours of an emergency. The Classroom Comfort Kit should contain 2 to 3 snack bars per student. These are intended to support students through the first hours of the emergency.

For staff, given the timeframe noted above, it is anticipated that most children will be released from the school with 12 hours. Most teachers would be released in a similar time frame. For staff who travel some distance (particularly across a major bridge) food could be an important issue and staff are strongly encouraged to have a robust comfort kit and / or car kit that contains emergency food / water for up to 72 hours.

Purchasing food is at the discretion of individual schools; should they proceed, food should be non-perishable, not require refrigeration, be easy to prepare (i.e. ‘just add water’) and stored in a rodent free area.

10) Finding a Supplier

Q: Can you recommend a local vendor for emergency preparedness supplies?

A: Providing current vendors will quickly result in an outdated list and may result in the exclusion of newer companies. A quick internet search will produce the names of suppliers in the lower mainland and across British Columbia that specialize in providing emergency preparedness supplies. Most are willing to offer volume discounts for bulk orders, as well as customize school purchases.

It is also worth exploring the BC government’s **Product Distribution Centre** for the bulk purchase of emergency preparedness supplies, as individual schools qualify for an account. *“The Product Distribution Centre (PDC) is a full-service supply facility that provides a range of products to government, crown corporations and voluntary sector organizations”*

www.pdc.gov.bc.ca

Additional Questions?

If you have additional questions regarding the PAC and emergency preparedness activities, please contact:

Nelson Dow, Occupational Health and Safety Manager:

604-903-4616 (Office)

ndow@sd44.ca