

PAC Emergency Preparedness Information

Role of the PAC in Emergency Preparedness

The Parent Advisory Committee plays a valuable role in a school's emergency preparedness state of readiness. Emergency preparedness supplies are typically funded by PAC fundraising efforts. In addition, the PAC's emergency preparedness representative often spearheads or participates in reviewing and updating emergency preparedness supplies, including:

- contents of the classroom Grab-and-Go kits
- emergency water supplies
- outdoor emergency container supplies

To follow is detailed information for the PAC on school emergency supplies. Topics include:

- 1) Funding for Emergency Preparedness Supplies
- 2) Emergency Supplies Priorities
- 3) Outdoor Emergency Equipment Container
- 4) Classroom Grab-and-Go Bag
- 5) Classroom Comfort Kits
- 6) Incident Commander Kit
- 7) Central Trauma Kit
- 8) Water Supplies
- 9) Food Supplies
- 10) Student Release Drill
- 11) Finding a Supplier

Questions?

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

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Emergency Preparedness FAQs

1) Funding for Emergency Preparedness Supplies

Q: How do schools pay for emergency preparedness supplies?

A: The BC Ministry of Education encourages school districts to have emergency preparedness plans in place but does not provide financial assistance. As a general rule, funding for all emergency preparedness supplies comes solely from PAC fundraising and, optionally, BC Gaming Fund applications.

2) Emergency Supplies Priorities

Q: What are the priorities when purchasing supplies?

A: Since emergency preparedness supplies are typically funded by PAC fundraising efforts, it is an ongoing process for all North Shore schools to purchase the recommended supplies. Schools purchase and enhance their supplies as funding permits. As a general rule, the priorities are:

- Water
- Classroom Grab-and-Go kits
- Incident Commander Kit
- Outdoor Emergency Equipment Container contents

3) Outdoor Emergency Equipment Container

Q: How does a school purchase an outdoor Emergency Equipment Container

A: When preparing for the purchase an emergency equipment container, the following criteria should be considered:

- Budget:** The preparation of the cement pad is undertaken by School Facilities. The initial purchase cost of the container must be raised through PAC funding. You will also want to consider the cost of outfitting the container with shelving, and an adequate weatherproof locking mechanism.
- Features:** Consider whether you wish to purchase new or used, and what size you are looking for. Schools typically purchase containers less than 20' in length with 10' being the most common. Containers should be wind, water, and rodent proof. Consider visiting the containers of neighbouring schools to understand what size will work for your given school.
- Location:** The location of the container on the school grounds will vary from school to school based on the layout of the school / fields / parking lot. Choose a spot that is flat, well drained, away from power lines, and can accommodate the pad needed for the container to sit on. The location should be close to an exit door to have reasonable access to the supplies, but not interfering with other outdoors functions of the school property. Location is chosen by the school Principal in conjunction with Facilities. Note that once the pad is prepared and the container is mounted, it is costly to move; take the time to select the correct location up front.
- Authorization:** SD44 Facilities department will need to be advised and included.
- Vendors:** There are several vendors in the lower mainland who provide containers. Although by no means an exhaustive list, known vendors include:
 - ContainerWest (containerwest.com)
 - Cratex Container (cratexcontainer.com)

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. The supplies within the container are the property of the school, and not intended for use in the general community.

Q: What should not go into the Emergency Container?

A: Some emergency preparedness supplies and equipment should not be stored outside. These items include:

- Food (if being purchased, food should be stored indoors due to rodent issues in outdoor containers)
- Radios, 2 way / multi-channel (should be readily accessible, and checked regularly)
- Student Release Kit (stored 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)
- Student Medications / Medical Plans (stored in Front Office)

Q: What goes into the Outdoor Emergency Container?

A: The (outdoor) emergency container should contain adequate supplies of water, basic tools, medical supplies, shelter, 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.). Start with the highest priorities and build up as funding permits.

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

Outdoor Emergency Container Supply List		
✓	Item	Description
	Water	500 ml water bottles recommended. See FAQ #8 – Water Supplies for additional detail on quantity
	Signal devices	glow sticks / whistles / air horn
	Flashlight & spare batteries	multiple quantity (i.e. 10)
	Headlamps & spare batteries	multiple quantity (i.e. 10)
	Hardhats	multiple quantity (i.e. 10)
	Blankets	fleece - multiple quantity (i.e. 25)
	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, 3 hole punch, etc

	Signage materials	Poster board / indelible markers / tape
	Incident Command System lists / forms	15 copies - checklists / responsibilities / associated form for each Incident Command Post position (see Portal page ' Incident Command System '))
	Building & site maps	multiple copies - 1 copy for each key Incident Command Post position
	ERP & Staff Assignment Records	multiple copies of Emergency Response Plan and Staff assignment records for reference - updated yearly
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 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:
 - Teacher's Incident Command System Role / Responsibilities checklist
 - Class Status Report (6 copies)
- Special instructions / safety plans / behavioral plans for students with mobility, medical, or behavioral challenges (can be kept in a sealed envelope)
- *optional – playing cards / compact games*

5) Classroom Comfort Kit

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 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 would be revisited every September to refresh the snack bars, and ensure the remaining items were undamaged. As with other emergency preparedness supplies, the PAC funds this kit or requests financial assistance from parents. 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, the parents of each student 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
- non-perishable snack bar (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)
- chewing gum (sugarless)
- band-aids (2 or 3) suggest with cartoon characters

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 key forms – 10 copies of each: (found in ***Emergency Management for North Vancouver Schools*** Appendix 4A 'Reproducible forms')
 - 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 the 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 and updated annually, looking for expiry dates and damaged items.

8) Water Supplies

Q: Should we stock water for all staff and students?

A: Yes. Water is a top priority. The recommendation is to purchase bulk flats of 500 ml bottles of water. These typically have an expiry date of 18 months. If purchased at the beginning of a given school year, these can be distributed (or sold) at the end of the following year during sports day / fun day. As a result, the school's drinking water supply can be self-funding. Water that significantly exceeds its expiry date can be re-labelled as 'non-potable' and kept for hygiene use during an emergency.

Q: How much water should be purchased?

The suggested minimum requirement for drinking water is 4 litres per person per day. This means your school may require at least 400 litres per day for each 100 students and staff. If using the recommended student release procedures, some schools choose to plan water supplies for approximately 40% of the school population.

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 student's classroom Comfort Kit will contain 2 to 3 nutritious snack bars (fruit bars or peanut-free granola bars recommended) per student. These are intended to see the 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 teachers able to safely return home, food would not be a priority issue. For staff who travel some distance (particularly across a bridge) this 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. Note that the school is not a resource for the community while staff / students are present.

10) Student Release Drill

Q: Why do we do Student Release Drills?

A: Conducting the Student Release Drill provides your school with the opportunity to practise the secure and orderly release of students to their authorized parent or guardian. This is an important component of the school's Emergency Preparedness Plan. Emergencies happen without warning; practising the student release ensures that staff and students have a level of understanding and familiarity with the process, reducing stress and enhancing their response during a time of real emergency.

Q: Do I have to take time off work to pick up my child during a Student Release Drill?

A: No, taking time off work is not required. All children will be expected to be picked up by a parent **or alternate** as listed on the *Emergency Student Release* form completed by parents at the beginning of the school year. If you are unable to pick up your child(ren) from school, send a designated alternate as listed on your *Emergency Student Release* Form. Please refer to your *Personal Alternates Record* (completed at the beginning of the school year) to help you remember which adults you agreed could pick up your child and / or which children you have agreed to pick up.

Q: Should a second copy of the Student Release Kit information be made and stored in the outdoor Emergency Container?

A: No, absolutely not. This would put confidential student information (from the Student Identification Forms / Student Release Forms) in a vulnerable situation. There should be **one** Student Release Kit (with original paperwork) stored indoors, easily accessible to the front office. For ease of movement, this kit is typically stored in a rolling container, such as a carry-on suitcase or wheeled Rubbermaid container.

Q: Should the school maintain a list of the children that each family has consented to pick up?

A: It is the responsibility of the parent / legal guardian to know who they are authorized to pick up. The *Personal Alternates Record* – sent home every September - has been created for this specific purpose. This form not only identifies which Alternates can pick up your own children, but who you have agreed to pick up.

Q: Why do we have to wait in line during a Student Release Drill?

A: Waiting in line is an unfortunate by-product of doing the controlled student release under artificial circumstances; parents arrive at the same time and as a result a line forms. During a real emergency, it is anticipated that the bulk of parents (or designated adults doing the pick-up) would arrive over a much longer time frame - for example, 8 hours - and there would not be a line. During a real emergency, parents are encouraged to wait a few hours before they pick up their children, as the school staff will need the time to assess the situation and properly setup for the Student Release process. If you were to arrive at the school immediately, the school would not be ready for you. During the drill, there are ways to make the line move faster. One example is that parents can fill out the lower portion of the *Student Emergency Release* Form (distributed by school staff) while in line. Parents then arrive at the front desk with the paperwork partially complete, shortening the length of time this step takes.

11) 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 many excellent suppliers on the North Shore and across the lower mainland that specialize in providing emergency preparedness supplies. Most are willing to offer volume discounts if you order in bulk, as well as customize school purchases. It comes down to checking websites, and seeing what package appeals to you, as their various kits are all of a slightly different 'flavour'.

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