

Emergency Supplies & Kits Lincoln County School District

Lincoln County School District has a variety of emergency supplies and kits that can be used for drills and real emergencies. Here is a description and inventory list.

CLASSROOM BUCKET KIT

All Lincoln County School District classrooms (and most offices) have a "Classroom Bucket Kit." This is available for immediate use during emergency situations when students/staff need to stay in their classrooms due to an extended lockdown or a shelter-in-place emergency. The supplies could also be used after an earthquake.

Toilet

- 1 Portable Toilet: 5-gallon bucket with handle, Seat, & Lid
- 1 Roll Toilet Paper
- 2 Liners for Portable Toilet
- 1 Large Mylar Blanket (52 x 84) (for privacy screen)
- 1 Roll Duct Tape
- 24 Hand Wipes

Shelter-In-Place Supplies

- Plastic Sheeting (each teacher should cut the plastic to fit their windows/doors)
- 1 Roll Wide Masking Tape
- 3-4 Towels
- 1 Bottle of Water (or small bags of water) for wetting down the towels



Misc

- 1 baggie with medical gloves
- 1 box band aids
- 1 roll black electrical tape (for bomb threat markings)

Some early kits have additional contents like radios, flashlights, whistles, etc. Some kits also have a hex key/allen wrench in a zip bag taped to the inside of the lid. This is used to turn off the classroom ventilation unit.

CLASSROOM GO-KIT

This small go-kit hangs on the wall right next to the exit door and alongside the Emergency Plan and Evacuation Route Map. Teachers are responsible to grab it as they exit their rooms for an evacuation if it is safe to do so.

- Clip board & Pen
- Red/Green Card with Room Number
- Classroom Attendance List/Roster, Student Accountability Forms
- Substitute Folder

SAFE TEAM GO-KIT & REUNIFICATION SUPPLIES

Each school has a SAFE Team Go-Kit which is usually stored in the office area. A SAFE Team member is assigned to exit with the Go-Kit each time there is an evacuation. Family Reunification supplies are kept in the bottom section of the kit.

School Office Staff should print out an updated Student Emergency Contact List at the beginning of the school year and at the semester change. This should be kept in the SAFE Team Go-Kit. Update non-custodial issues as they occur.

SAFE TEAM SUPPLIES

- 5-8 Orange SAFE Team Reflective Vests
- First Aid Kit
- Mega Phone & 8 "C" Batteries
- Yellow Caution Tape (bilingual)
- 8 Rain Ponchos and 8 sets Masks, gloves, goggles
- AM/FM Radio/Flashlight Combo & 4 "AA" Batteries
- Facial Tissues
- Whistle
- Metal Utility Knife
- 100 Sticky Name Tags
- Misc. Pens, Sharpies, Pencils, Clipboard, Notepad

PLANS, FORMS, DOCUMENTATION

- Emergency Plan
- School Floorplans
- SAFE Team Roles & Responsibilities List
- Binder with Student Emergency Contact Rosters
- Family Reunification Instructions
- Family Reunification Cards (300- 700 depending on enrollment #s)

FAMILY REUNIFICATION SIGNS & VESTS

- 3 Vinyl Signs:
 - PARENT CHECK-IN [REGISTRACIÓN DEL PADRE](#)
 - FAMILY WAITING AREA [ÁREA DE ESPERA DE LA FAMILIA](#)
 - INFORMATION [INFORMACIÓN](#)
- 5 Laminated Signs: A-G, H-M, N-R, S-Z & No ID (legal size)
- Supplies to Hang Signs: Duct Tape, Push-pins, Sign Clips, Zip Ties, Rope, Bungee Cords, & Scissors
- 10 Vests
- Placards for Vests: 4 Parent Check-In, 2 Security, 2 Information, 2 Family Waiting Area, 4 Runners



Updated 3-15-16

ADMINISTRATOR CAR GO-KITS

All school administrators have a Go-Kit Backpack to keep in their automobile.

School Administrator Backpack Contents

1 Vest with Placards

- School Incident Commander
- School Superintendent
- School Public Information Officer
- School Operations
- School Logistics
- School (blank)

3 bottles of Water

4 Protein/Granola Bars

1 pair Goggles

1 pair Leather Gloves

2 Rain Ponchos

1 Mylar Blanket

1 First Aid Kit

8 Packets Tissue

20 Medical Gloves

8 Masks

1 Roll Duct Tape

1 wind-up Radio/Flashlight

1 Whistle

1 Magnesium Fire Starter

1 bottle Water Purifier Tablets

1 Notepad

1 Sharpie

1 Pen

1 Highlighter

3 Post-it-Note Pads

1 Two-Way Radio (for home or car)

1 Car Charger for Two-Way Radio

District Administrator Backpack Contents

1-2 Vests with Placards

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5 bottles of Water

8 Protein Bars

1 pair Goggles

1 pair Leather Gloves

4 Rain Ponchos

1 Mylar Blanket

1 First Aid Kit

4-8 Packets of Tissues

5 pair Medical Gloves

6 Masks

1 roll each Duct, Electrical & Clear Tape

1 wind-up Radio/Flashlight

1 Whistle & Lanyard

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2 bottles Water Purifier Tablets

1 Notepad

1 Sharpie

2 Pens

1 Highlighter

3 Post-it-Note Pads

1 box hand wipes



CRISIS RESPONSE TEAM KIT (Care Room Kit)

Each school has a Crisis Response Team Box which includes supplies needed for the Care Room. Schools are responsible to reorganize and replenish these supplies after they are used, in order to be ready for the next time they are needed.

Administrative Supplies

- Crisis Response Team Manual
- Crisis Response Team Video
- Care Room Passes (200+) (separated into zip lock bags – 1 per class)
- Care Room Door Signs
- Care Room Staff Name Tags (50+)
- Care Room Sign-in/out Booklet
- Handout: “Supporting Your Students” and “Classroom Guidelines” to distribute at the before-school staff meeting (50 copies)

Comfort & Activities Supplies:

- 3-4 Boxes of Tissues
- 1 pack Colored Construction Paper
- Play Dough
- Stuffed Animals
- Pipe Cleaners
- 1 Clipboard
- 1 Pad of Paper
- Crayons
- Colored Pencils
- Markers
- Glue Sticks
- Scotch Tape
- Scissors
- Colored Post-it Notes
- Pens/Pencils
- Pushpins



INCIDENT COMMAND CENTER/EOC SUPPLIES

Located at Newport Middle School in the District Safety Office

Gray Trunk on Wheels

5 Lanterns with batteries: Emergency Lighting

2 Wind-up Radio/Flashlights

10 Orange Reflective Vests

Notebook with all School Floor plans & Confidential Contact Information

2 Emergency Plans

1 first aid kit

Office Supplies

- Pens, Pencils, Sharpies
- Notepads, Post-it Notes
- Scotch Tape, Staplers, Push Pins, Paper clips
- Calculator
- Sticky Name Tags
- Tissues
- Masking Tape, Duct Tape

4 Two-Way Radios & Chargers

6 Car Chargers for Two-Way Radios

Ham Radio

1 Presentation/Display Board & Stand

This can be used for:

- Press Briefings
- Parent Information Center
- EOC Information Center

