

Emergency Equipment and Supply Lists

There are a variety of emergency equipment and supply lists available from different sources. The lists that follow are comprehensive. Schools are encouraged to adapt the lists using the following criteria:

- Prioritize key items based on school's specific situation and needs
- Create a multi-year plan for gathering and updating emergency equipment and supplies
- Determine priorities through collaboration involving any or all the following:
 - School administration
 - The school's Emergency Management Team
 - The School Board and/or Parent Advisory group
 - Community partners
- Invite parent and/or community assistance in gathering items

For a less comprehensive Equipment and Supply List, see BC Ministry of Education and Child Care's [Emergency Management and Planning Guide for Schools, Districts and Authorities](#).

List Outline

1. Main Office Emergency Kit
2. School Emergency Container (separate from the main building)
3. School Trauma Kit
4. Food and Water Supplies
5. Staff Comfort Kits
6. Classroom Grab and Go Kits
7. Student Comfort Kits
8. First Aid Kits

1. MAIN OFFICE EMERGENCY KIT

School Emergency Management Plan

Student data (name, phone number, address, emergency contact person, pertinent medical information, sign in/out sheet if applicable)

Information cards for all students and staff (includes vital information such as medical and special needs as well as student release data). These cards can be folded and placed inside a lanyard for confidentiality.

Student release forms

Staff data (name, phone number, address, emergency contact person, pertinent medical information, sign in/out sheet if applicable)

List of staff with any emergency training/skills/ICS responsibilities

School profile and building information

Map of school area

Map of relocation route

(if not included in the school area map)

Traffic safety vests

Keys

First-aid Kit (See First Aid Kit contents)

Charged cell phone

Megaphone

Portable radio(s) and batteries

List of that day's class trips

List of that day's substitute teachers

Visitor sign-in sheet

Staff sign-in/sign-out sheet, if pertinent

Student medications (including epi-pens) – in a portable container

Basic office supply kit (pens, pencils, felt markers, scissors, stapler, paper, clip boards)



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2. SCHOOL EMERGENCY CONTAINER

Basic Equipment

Tarpaulins 24' × 40'
Nylon rope ½" × 100'
Nylon rope 3/8" × 100'
Tent pegs (3 packs)
Tent poles – to hold up tarpaulins to form tents (3 packs)
Knife (heavy duty multi-blade (3)
Small sledgehammer (2)
Handsaw
Tie wire
School Trauma First Aid Kit
(in case all kits are not retrieved from the building)
Emergency blankets
Two-way radios of sufficient number and range to suit school (batteries charged)
Battery-operated flashlights and spare batteries (3)
Class B hard hat (4)
Safety goggles (4)
Leather work gloves (4)
Dust masks (4)
Double-end 36" crowbar
Fire axe
Pick
Shovel
Multi-bit screwdriver
Crescent wrench
Vise-grip
Duct tape
Garbage bags

Basic office supply kit (pens, pencils, felt markers, scissors, stapler, paper, clip boards)
Glow sticks
Battery-operated portable radios and spare batteries (3)
Waterproof matches (3 packs)
Candles
Safety pins
Box of fire logs
Water purification tablets (3 packs of 30)
Food rations (sufficient amount for expected number of staff/students for 72 hours)
Water rations (sufficient amount for expected number of staff/students for 72 hours)
Minimum of nine Incident Command Vests with identification – 1 green (command centre), 2 red (First Aid Unit) and 6 orange (Various Operations)
Set of Incident Command Station Signs (450 × 600 mm double-sided coroplast supported by 2 m steel rod that is pushed into the ground (Signs: Command Centre, First Aid, Food and Water, Restroom, Search and Rescue, Morgue)

Basic Sanitary Supplies

Roll of black polyethylene
(used to form privacy screen for latrines)
Buckets (4)
White kitchen plastic trash bags (to line buckets) and twist ties (1 box)
Rolls of toilet paper (2 packs of 24)
Sanitary pads (2 packs)
Disinfectant spray (2 cans)
Pre-moistened towelettes (2 boxes)



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3. SCHOOL TRAUMA KIT

(Place in clearly marked water-resistant nylon kit bag for storage)

Reflective arm band (2)	Nitrile (non-latex) gloves (100 pair)
Tensor bandage 3" × 5 yd (6)	Pocket mark with one-way valve and Oxygen outlet (2)
Cotton triangular bandage with 2 safety pins each (12)	Laerdal pocket mask (2)
Sterile pressure dressing 4" × 6" (20)	Aluminum splint (12)
Sterile pressure dressing 4" × 4" (30)	Straps for spine board (2 sets)
Conforming stretch bandage 3" × 5 yd (30)	Emergency foil blanket (36)
Non-sterile gauze sponge 4" × 4" (600)	Waterproof flashlight with batteries (2)
Telfa (non-adherent) sterile gauze pad 3" × 4" (30)	12-hour emergency light-stick (4)
Sterile abdominal pad 8" × 10" (30)	Signal whistle (2)
Instant cold pack (4)	Clipboard (1)
Splinter tweezers (3 pair)	Ball point pen with flex grip (2)
Surgical scissors (3 pair)	Dry erase marker – red (1)
Universal scissors (2 pair)	Ruled paper pad (1)
Non-sterile Esmarch bandage 3" × 5 yd (1)	First aid manual (1)
	Incident Command Vest

4. FOOD AND WATER SUPPLIES

Must be regularly replenished for freshness

As much water as can be stored, in both individual bottles and carboys	Soup base
Juices	Cereals
Non-perishable, compact foods that require no refrigeration	Paper cups, plates
Water treatment chemicals	Utensils
Manual can opener, bottle opener	Aluminum foil/plastic wrap
Evaporated or canned milk	Sealed container for storage
	Plastic bags of various sizes and colours



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5. STAFF COMFORT KITS

Each staff member is encouraged to have personal supplies in their vehicle in case of a long-term emergency in which staying at the school is necessary.

In addition to any personal comfort items, it is recommended that staff have the following supplies on hand for personal use:

Extra peanut-free granola bars, fruit bars and/or high energy food bars	Plastic tarp
Canned food and manual can opener	Whistle
Bottled water (at least four litres)	Garbage bags and twist ties
Sleeping bag	Toilet paper
Solar blanket	Multi-tool
Rubber boots and other comfortable footwear	Duct tape
Extra clothes, for warmth and dryness	Work or rubber gloves
Outdoor backpack	Flashlight, first aid kit, coins and map of area
Rubber boots and other comfortable footwear	Waterproof matches and candles
Hygiene products, including toothbrush, contact lens supplies, medication and so on	Pen/pencil and paper
Scissors	Lanyard with personal information related to identity, health and emergency contact
	Booster cables, tools

6. CLASSROOM GRAB AND GO KITS

Each classroom, including rooms such as the gym, library and music rooms, should have a kit. These are taken along when evacuating the building for a large-scale emergency that makes the building potentially unsafe.

Small first aid kit (for minor injuries – See First Aid Kit for the list of contents)	Card listing teacher's roles and responsibilities
Flashlight and batteries (or windup flashlight)	Crowbar
Class list in plastic sleeve and clipboard	Leather work gloves (several pairs)
List of student and/or staff with disabilities and their special requirements, if any	Dust masks (x 35)
Name tags (preferably already completed with student name, Care Card number and other key information)	Toilet paper roll (1)
Orange safety vest for teacher	Whistle (1)
Copy of First Aid for Emergencies Guide (St. John's Ambulance)	Clearly marked water-resistant nylon kit bag for storage
Copy of Basic Rescue Skills – Government of Canada	Dust masks (30)
Pencils and notepad	Garbage bags (29 black, 1 clear)
Indelible felt pen	In a separate container:
	Lanyards with student information and copy of student emergency release forms
	Individual student comfort kits



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7. STUDENT COMFORT KITS

Gathered and updated by parents each year

One large Ziploc bag for each student
(empty bag provided by the school to ensure the correct size so that it is easily carried)

Possible Items:

Food (2 or 3 from the suggested list):

Peanut-free granola bars
250 ml juice tetra packs
Beef jerky
Vienna sausage
Tuna or other canned meat
Fruit leather or roll-ups
Sugarless chewing gum

Shelter:

Plastic rain poncho OR one large green garbage bag and one small plastic garbage bag to make emergency raincoat and hat
Foil emergency blanket

Basic Physical Comforts:

Tissues (small pack)
Band-aids (2 or 3)

Amusement and Emotional Comforts (2 or 3 from the suggested list):

Small stuffed animal
Family photo
Deck of playing cards or small pocket game
Paper and pencil
Letter of comfort from parent/guardian to child

8. FIRST AID KITS

For Office Kit and Classroom Grab and Go Kits

Adhesive bandages
(box of 100 ¾" × 3" plastic strips)
Elastic bandages – different sizes
Steri-strips
Compress dressing 4" × 4" (3)
Gauze sponge – packages of 2 4" × 4" (3)
Abdominal pad 4" × 9" (4)
Cling gauze 2" × 5 yd (2 rolls)
Crepe roller bandage (6)
Cotton Triangular bandages with 2 safety pins each (4)
Sterile eye pad (6)
Bottle of eye rinse solution 120 ml (1)
Surgical scissors (1 pair)
Adhesive hospital tape (1" × 5 yd (1 roll)
Emergency foil blanket (1)

Aluminum splint (1)
Nitrile (non-latex) gloves (3 pair)
Thermometers
Tweezers
Pocket knife
Flashlight with batteries
Antihistamines
Non-aspirin pain tablets
Anti-nausea tablets
Hydrogen peroxide
Antibiotic skin ointment
Forceps
Towels
Eye protectors

