



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

**TITLE:** SCHOOL SITE EMERGENCY/DISASTER SUPPLIES

**NUMBER:** REF-802

**ISSUER:** Office of Environmental Health and Safety

**DATE:** February 5, 2004

**ROUTING**

District Administrators  
School Administrators

**PURPOSE:** The purpose of this Reference Guide is to provide assistance for the purchase and/or acquisition of emergency supplies at school sites.

**MAJOR CHANGES:** This Reference Guide updates the information found in Bulletin Q-50 on the same subject.

**INSTRUCTIONS:** I. BACKGROUND

Many thousands of District students are transported to and from school every day. After a disaster, many may not be able to return home until the transportation system is restored. Also, the reunion of resident students and their parents may be delayed for the same reason. **It is the responsibility of the school staff to care for the students until they are reunited with their parents or approved designees.**

## II. SITE ADMINISTRATOR RESPONSIBILITIES

It is the responsibility of site administration to develop and implement plans to provide water, food and emergency supplies, for at least 72 hours following a major emergency incident (for assistance refer to Attachments A, B and C). Among the provisions to be considered are:

- One-half gallon of potable water per person, per day, for 3 days.
- Search and Rescue Supplies and Equipment (SAR supplies for each SAR team).
- Sufficient number of hand-held radios available for emergency use.
- Separate sanitary facilities, with adequate supplies for males and females.
- Emergency kits for elementary school classrooms or secondary school assembly areas.
- Storage and maintenance of emergency supplies.
- Coordination of emergency preparedness site efforts with all site users (Early Education Centers, Adult Schools, Youth Services, etc.)



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## III. DONATIONS AND OTHERS SOURCES OF FUNDING

District policy has been simplified to make it possible for individuals and groups to make donations for emergency preparedness supplies and equipment. Parents, individuals, businesses, and community groups may directly donate funds and/or supplies to schools. This bulletin may be shared with interested parties who wish to assist the schools in meeting their emergency preparedness responsibilities.

### Fiscal Procedures:

- Any Parent Teacher Student Association (PTSA), approved parent group, business, individual, or interested party may donate funds directly to the Student Body Fund in a trust account entitled "Earthquake Preparedness."
- All gifts to school student bodies must be approved by the School Fiscal Services Branch, Area 1.
- For Purchases through the District, use the following Fund and program Codes:

Regular Schools	Fund 001	Program 3938
Regional Occupational Centers	Fund 001	Program 4806
Early Education Centers	Fund 001	Program 7623
Special Education Schools	Fund 001	Program 2538
Adult and Continuing Education	Fund 029	Program 3717

### Funding Strategies:

- Conduct fund-raising events.
- Announce earthquake/emergency preparedness needs in the school bulleting, parent letter, school and community newspaper.
- Use individual contacts with corporations to generate contributions of cash or supplies
- Identify school representatives to make presentations to service clubs regarding earthquake preparedness needs.
- Conduct neighborhood survey to mobilize support (Attachment D & E are also available in Chinese, Russian, Tagalog, Viernamese and Cambodian from the Office of Emergency Services.)

### Student Involvement:

- Form a student Emergency Preparedness Club.
- Assist in organizing fundraising projects.



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### Adopt-A-School Program:

- Consult with your Adopt-A-School sponsor (s) to best use their talents and resources.

### Faculty Involvement:

- Discuss creative ideas to purchase supplies.
- Convey specific school needs to appropriate community contacts.

### **RELATED RESOURCES:**

**Federal Emergency Management Agency Guide L-210 “Emergency Food and Water Supplies”.**

### **ASSISTANCE:**

For assistance or further information please contact Bob Spears at (213) 241-3889.

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ATTACHMENT A

SUPPLIES INFORMATION

Site administrators are responsible for developing and implementing plans to provide water, food and supplies, for at least 72 hours following a major emergency/disaster.

**WATER**

The District has established the following “minimum standard” formula for calculating each site’s emergency water needs - one-half gallon per person (students and staff) per day for 3 days. This quantity of water is in addition to any inventory of milk, juice, and/or other drinks normally carried as part of the site’s ongoing inventory.

Example: Based on the above formula, the quantity of emergency water to be stored for a site housing a total of 520 students and staff would be:

$$520 \times 0.5 \text{ gallon/day per person} \times 3 \text{ days} = 780 \text{ gallons}$$

or 14 55-gallon drums of treated water

The following precautions should be taken to preclude the ingestion of contaminated water:

- Do not use water from boilers. Chemicals, which have been added, make it unsafe to drink and may cause illness.
- Water from water heaters may have an off-color, odor or taste. It is preferable to keep fresh supplies of potable water.
- Be suspicious of stale-smelling or cloudy water. Contaminated water may cause illness or disease.
- Untreated tap water must be changed every six months. If water quality is in question, purify before use (use chart below).
- Purification can be accomplished with chlorine bleach. (CAUTION: DO NOT USE GRANULAR OR SCENTED BLEACHES, COLOR-SAFE BLEACH OR BLEACH WITH ADDED CLEANERS; THEY ARE POISONOUS). To purify water with chlorine bleach, use the following formulas:

Amount of Water	Clear Water	Cloudy Water
1 quart	2 drops	4 drops
1 gallon	8 drops	16 drops
5 gallons	½ teaspoon	1 teaspoon
55 gallons	2 tablespoons	2 tablespoons

*Store water in cool, dark areas to prevent contamination.*

Note: For information regarding treatment of water in the 55-gallon drums provided by the District, please refer to Reference Guide No. 801, “Storage of Emergency Water Supply,” February 5, 2004.

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## **FOOD**

Every school cafeteria has been instructed to keep, as part of its regular stock, three days worth of food. This food supply is rotated and food is chosen so that it can be served without being heated (cereal, peanut butter, canned fruit, etc.)

If additional food is stored on campus or in the Emergency Supply Bin, please be aware of the following items:

- Date and rotate stored food that is not regularly used.
- Avoid food that will attract rodents or insects.
- Food bars (5-year shelf life) are available (meets 1 person's needs for 3 days).
- Write student's name on individual food packets.
- Providing food is optional.

## **SANITATION AND COMFORT**

Schools need to provide enough portable toilets and sanitary supplies to serve their school population. Most of the supplies needed can be purchased through the District's warehouse. These supplies can be ordered with regular school custodial supplies and rotated in the Emergency Supply Bin so they are fresh.

- Chemical toilets are preferable to any other means of waste storage.
- Human waste is to be stored in plastic bags and placed in **SEPARATE** dedicated dumpsters. **IT IS TO BE CONSIDERED HAZARDOUS MATERIAL.**

Comfort supplies are essential for the well-being of students. Consider storing cards and games for use during prolonged evacuations.

## **SUPPLIES AND EQUIPMENT** (see Attachment B and C)

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ATTACHMENT B

**RECOMMENDED SUPPLIES AND EQUIPMENT**

SUPPLIES	DISTRICT SUPPLY CATALOG COMMODITY CODE
<i>CLASSROOM EMERGENCY</i>	
First Aid Kit, small (minor cuts and wounds)	345-32-48300
3 pressure dressings (severe wounds)	475-09-69480
2 Flashlights, "D" cell batteries	450-32-11380
3 Water, boxes or pouches (i.e., Aquablox)	
1 Hard hat, OSHA approved	5 colors: 345-56-39420,22,25,30,35
1 Pair of gloves, leather palms	895-72-410000
1 Whistle	680-62-90200
1 Class Roster	
1 Waterproof pen	
1 Clipboard (including paper)	
1 AM Radio (portable)	725-55-00950
1 Scissor	
1 Tweezers	
Identification (1 per student)	
 <i>TOILET FACILITIES AND SUPPLIES</i>	
Toilet, "privacy" room, plastic Tarp and poles	
Five gallon cans (plastic)	450-87-23490 <u>or</u> try and salvage the floor wax containers
Emergency toilet lid	345-32-48352
Bags/ties, plastic	665-24-52150
Disinfectants	485-42-12010
Chemical for portable toilet (such as kitty litter)	485-32-38150
Chlorine bleach	505-25-38151
Powdered chlorinated lime	
Toilet paper	640-75-56175
Wipes, wet	
Germicidal hand cleaner	435-70-38040
Sanitary Napkins	485-82-47140
Cleaning cloth	850-92-30130
Plastic Gloves (med)	475-41-47079
Disinfectant Cleaner	485-42-13000
Deodorizer	485-42-14150
Facial tissues	640-50-77100

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**SUPPLIES**

**DISTRICT SUPPLY CATALOG  
COMMODITY CODE**

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<i>BASIC SEARCH AND RESCUE (SAR Tools)</i>	
<i>Supplies per 2-4 member team</i>	
Adjustable pliers (10")	445-52-54115
Lineman pliers (8")	445-52-35140
Pliers (6")	445-52-48158
Folding hacksaw (mini)	
Bolt cutters (18")	
Hammer (3 lbs.)	
Duct Tape ("Do Not Enter")	832-24-09077
Plastic Bags (6)	665-24-52120
Folding shovel	
Anglehead flashlight	
Phillips Screwdriver (4")	445-64-61180
Screwdriver (6")	445-64-65257
Hatchet	
Utility Knife	445-42-48214
Duffle Bag	
Stretcher	
 <i>BASIC SEARCH AND RESCUE</i>	
<i>(SAR Supplies)</i>	
<i>(Supplies per team member)</i>	
Hat, hard, OSHA approved – 5 colors	345-56-39420,22,25,30,35
Vest, SAR printed on back	
Gloves, leather palms	895-72-41000
Flashlight	450-32-11380
Dusk mask	345-72-51110
Safety goggles	345-64-60050
First-aid kit (small)	345-32-48300
Whistle	680-62-90200
Triage tag (6)	966-12-26135
Pouches/boxes, water (3) (i.e., Aquablox)	
Extra Batteries	450-06-11040
Duct Tape	832-24-09077
Rope	450-24-53051

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SUPPLIES	DISTRICT SUPPLY CATALOG COMMODITY CODE
<i>ADDITIONAL SUPPORT SUPPLIES AND EQUIPMENT</i>	
Plastic tarps, 12 x 100 for ground cover/shelter	665-78-70120
Solar blankets (Mylar)	345-30-25575
Camping lanterns	
Flashlight batteries (“D”)	450-06-11040
Storage container (s), various sizes (outside supply storage)	
Gas generator	
Luminous tape (glows in the dark), signs and arrows	
Emergency lights, for use during and after earthquake	
First-aid kit, emergency, large plastic tub (3 days / 100 injured)	345-32-48275
Plastic bags (various sizes) can be used as rain gear, storage or body bags	665-24-52804
Nylon rope, (50 & 100)	
Yellow Barrier Type Tape, Plastic (“Do Not Enter”)	832-20-80911
Measuring spoons ½ and 1 tsp (water purification)	240-91-56065
Emergency First Aid Kit	
Cart with wheels	560-69-00100
Storage crates	100-06-59522
Shovel – pound point	445-61-74810
Shovel – square point	445-61-77160
Pick	445-03-42150
Portable PA	803-60-00125
Air Horn	345-73-13064
Also Consider: Board games, cards, etc., to keep kids busy	

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First Aid Kits are available through the District Warehouse (Commodity Code 345-32-48275, "First Aid & Emergency Supplies" section). Sites should have one kit per 400 enrollments. It contains sufficient supplies for 100 injured for three days.

The following items in this kit need to be replaced on a regular basis:

144 ea	Antibiotic ointment, contains bacitracin, polymyxin and neomycin, 1/32 oz foil packet (boxed)
200 ea	Antacid /nausea/diarrhea tablets (Pepto-Bismol), chewable individually sealed or 2/packet (boxed)
2 bx	Alcohol wipes, individual foil packets (50/box) Aspirin tablets, 5 gr., 2/packet (boxed)
1 btl	Eye wash, isotonic, ophthalmic irrigating solution, sterile, plastic bottle (4 oz)
3 ea	Petroleum jelly, white (1 oz tube)
50 ea	Water purification tablets (germicidal)

All of the above items can be ordered in one package:

First Aid Kit Replacement Supplies                      245-32-48280

This will allow you to replace all expired items at once.

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ATTACHMENT C

**EARTHQUAKE SUPPLIES VENDOR LIST**

The Office of Emergency Services compiled this sample vendor's list. To ensure the best quality and price for your needs, request brochures and a price list. It is recommended that price comparison, availability and product quality is considered before making purchases. Wherever possible, local vendors have been included.

<b>VENDOR</b>	<b>WEBSITE</b>	<b>PHONE NO</b>
<i>Family/Employee Preparedness Training and Handbooks</i>		
American Red Cross – Emergency Services		(213) 739-5211
Emergency Preparedness Society (EPS) Santa Fe Springs		(800) 628-9111
Lafferty and Associates Earthquake Preparedness		(818) 952-1268
<i>Earthquake Preparedness Supplies</i>		
Earthquake Preparedness Products, Santa Ana		(714) 542-3200
Earthquake Management		(800) 925-9744
Survival Industries	<a href="http://www.suvivorind.com">www.suvivorind.com</a>	(805) 484-6977
SOS Survival Products	<a href="http://www.sosurvivalproducts.com">www.sosurvivalproducts.com</a>	(800) 479-7998
Sherman Safety Co.		(800) 913-3342
Quake-Kare, Thousands Oaks	<a href="http://www.quakekare.com">www.quakekare.com</a>	(800) 277-3727
<i>Emergency Food Supplies</i>		
Ready Reserve Foods	<a href="http://www.readyreservefoods.com">www.readyreservefoods.com</a>	(800) 453-2202
Simpler Life Emergency Provisions	<a href="http://www.simplerlife.com">www.simplerlife.com</a>	(800) 266-7737
Quake-Kare, Thousands Oaks	<a href="http://www.quakekare.com">www.quakekare.com</a>	(800) 277-3727
<i>Specialty Products</i>		
Quake-Kare, Thousands Oaks	<a href="http://www.quakekare.com">www.quakekare.com</a>	(800) 277-3727
LAUSD Supplies & Equipment Catalog (Storage Warehouse)		(562) 654-9005
Fastening Solutions, Inc.	<a href="http://www.fasteningsolutions.com">www.fasteningsolutions.com</a>	(818) 996-1977
Segull Security Systems, Sherman Oaks	<a href="http://www.seagullsecurity.com">www.seagullsecurity.com</a>	(818) 991-1020
American Innotek (Restroom Kits)		(760) 741-6600
Q-Safety (Fasteners)		(626) 305-0881
<i>Fund Raising/Employee Discount Program</i>		
Farsight International, Oxnard	<a href="http://www.1stfarsight.com">www.1stfarsight.com</a>	(800) 735-0284
Quake-Kare, Thousand Oaks	<a href="http://www.quakekare.com">www.quakekare.com</a>	(800) 277-3727
SOS Survival Products	<a href="http://www.sosurvivalproducts.com">www.sosurvivalproducts.com</a>	(800) 479-7998
<i>Medical</i>		
Zee Medical Services, Santa Monica	<a href="http://www.zeemedical.com">www.zeemedical.com</a>	(888) 225-5933
Masune First Aid	<a href="http://www.masune.com">www.masune.com</a>	(800) 831-0894

For additional information, contact the Office of Emergency Services (213) 241-3889, Procurement Services Group (562) 654-9007 or The Office of Environmental Health and Safety (213) 241-3199.

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ATTACHMENT D

SAMPLE NEIGHBORHOOD SURVEY

(School Letterhead)

(Date)

Dear Neighbor:

This survey is sent to assist in our school's plan in the event of an emergency. Our students, staff and school could be severely impacted by any serious disaster. Roads may be unusable, many parents may be unable to contact their children, and bused students may not have a way to return to their homes. Many of our children may have to stay at school for three days or more.

An important part of the plan includes community volunteers to render aid, assistance, and comfort those children who may remain at our school. If you feel you can help, please complete the "Tear Off" below and return it to the school.

Thank you for your interest and support.

Principal \_\_\_\_\_ Telephone \_\_\_\_\_

School \_\_\_\_\_

-----TEAR OFF-----

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Circle the Service(s) that you may be able to provide in times of emergency.

Medical: First aid/CPR/Medical/Dental

Communications: Ham radio/CB radio/Motorcycle/Moped

Crafts: Electric/Plumbing/Carpentry/Engineering/Damage assessment/Fire fighting

General: Teacher/Child care/Clean-up/Translation

If you can provide any of the following (please circle):

Canned foods Pool water (for fires) Generator

Water pump Hydraulic equipment Camping equipment

Medical equipment (crutches, wheel chairs, etc.)

Other

\_\_\_\_\_

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ATTACHMENT E

SAMPLE EARTHQUAKE PACKET

(School Letterhead)

(Date)

Dear Parent(s):

Our school's Safety Committee has been working to help prepare for a major earthquake or other disaster.

In the event of such a disaster, we may be responsible for your child's care for several days. It is important to have adequate supplies on hand. We are requesting that each child bring a clear, heavyweight, 1-gallon Ziploc plastic bag containing emergency food and supplies. Select foods that have long shelf life. Include the following:

1. Food

Please use canned foods, pull-tops only (they do not attract rodents or insects). Avoid foods that require cooling, water, are salty or foods your child will not eat. Include enough food for three days.

- Fruit, pudding, vegetables
- Juices, water
- Water packed fish, meat or chicken
- Spoon, fork, knife, towelettes and napkins

2. Miscellaneous

- Extra pair of prescription eyeglasses, if required
- Any medications needed in a 72-hour period with instructions
- Favorite toy, family picture or pre-written caring note from parents

-----TEAR OFF-----

Please include this information with your packet(s):

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ Room \_\_\_\_\_

Address \_\_\_\_\_ Phone ( \_\_\_\_ ) \_\_\_\_\_

Out-of State emergency contact person : \_\_\_\_\_

Telephone ( \_\_\_\_\_ ) \_\_\_\_\_

Medical information: Allergies, medication, etc.

\_\_\_\_\_