

# Disaster Supply Kit Procedure

## Purpose

This document describes the contents of a classroom disaster supply kit and all of the supplies needed for an emergency.

## Procedure

- Every classroom must have a kit containing the contents listed in the table below.
- The kit must be taken out of the classroom during all drills.
- One classroom team member must be responsible for the kit.
- To make sure each classroom has a complete kit when emergencies happen, supplies must not be removed or borrowed from the kit.
- Both the first aid and disaster kits are kept in a central place that is easily accessible in any incident.
- The kit must contain 3-days of supplies for all site team members and children.
- Adjust the contents of the kit based on the needs of the children and team.
- Do not include candles, weapons, toxic chemicals, or controlled drugs unless prescribed by a physician.
- The contents of your kit must be kept in a container on wheels or something that can be easily and quickly transported.
- Individual comfort kits may be created for each child at the discretion of the site team.

Disaster Supply Kit	
<p><b>General supplies</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Copy of classroom student roster</li> <li><input type="checkbox"/> Two pair of heavy work gloves</li> <li><input type="checkbox"/> Wet wipes (200)</li> <li><input type="checkbox"/> Bright barricade marking tape – 1 roll</li> <li><input type="checkbox"/> Toilet paper</li> <li><input type="checkbox"/> Flashlight and one set of extra batteries</li> <li><input type="checkbox"/> One small shovel</li> <li><input type="checkbox"/> Water (safe past expiration date as long as seal intact)</li> <li><input type="checkbox"/> Large garbage bags</li> <li><input type="checkbox"/> One battery powered radio for each center</li> <li><input type="checkbox"/> Food ration bars – 3 day supply for children and adults</li> <li><input type="checkbox"/> Water – at least one gallon for each staff member and child</li> <li><input type="checkbox"/> Space blankets</li> <li><input type="checkbox"/> Medications</li> <li><input type="checkbox"/> Staff: 3-day supply of commonly used medications and prescription medications</li> <li><input type="checkbox"/> Children: 3-day supply of any prescription medications</li> </ul>	<p><b>Additional Team Supplies</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> At least one complete change of clothing, including closed-toed shoes or boots</li> <li><input type="checkbox"/> Personal hygiene items, including a toothbrush, toothpaste, comb, brush, soap, contact lens supplies, and feminine supplies</li> <li><input type="checkbox"/> Extra eye glasses for those who wear them</li> <li><input type="checkbox"/> Permanent marker to write names on students for easy identification</li> <li><input type="checkbox"/> Colored flag to call for first aid</li> <li><input type="checkbox"/> Familiar toys, books, games, paper and crayons</li> </ul> <p><b>Additional Early Head Start supplies</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Disposable diapers</li> <li><input type="checkbox"/> Ready-to-feed formula – 3-day supply</li> <li><input type="checkbox"/> Bottles, nipples</li> <li><input type="checkbox"/> Baby food/spoons</li> <li><input type="checkbox"/> Food for toddlers – 3-day supply</li> <li><input type="checkbox"/> Food for adults – 3-day supply</li> </ul> <p><b>Individual comfort kit supplies</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Note to child from parent</li> <li><input type="checkbox"/> Photo of family or pet</li> <li><input type="checkbox"/> Extra pair of socks</li> <li><input type="checkbox"/> Small comfort items</li> </ul>