



TITLE: School Site Emergency/Disaster Supplies

NUMBER: REF-5451.2

ISSUER: Earl R. Perkins, Associate Superintendent
Division of District Operations

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ROUTING

Local District Superintendents
Administrators of Operations
Operations Coordinators
Principals
Non-School Site
Administrators

PURPOSE: The purpose of this Reference Guide is to provide guidance for acquiring and maintaining emergency supplies at school sites.

MAJOR CHANGES: This document replaces District Reference Guide 5451.1 of the same subject issued by School Operations, dated April 11, 2013. The revised Reference Guide reflects current District organization and contact information.

Inventory lists have been added (Attachment D) to assist schools with maintaining adequate emergency supplies onsite.

INSTRUCTIONS: I. Background

LAUSD schools have the responsibility to care for and protect more than 600,000 students every day. Thousands of district students are transported many miles to and from school every day. After any disaster, many students may not be able to return home until the roads and transportation systems are restored. It is the responsibility of the school staff to protect and care for the students until they are reunited with their parents, guardians or their approved designees. Section 3100 of the California Civil Code stipulates that all public employees are “Disaster Service Workers” and as such, District employees will be tasked to care for students during a disaster as part of that responsibility.

It is the responsibility of site administration to develop and implement plans to provide a minimum of a 72-hour supply of emergency water, food, and other emergency supplies and equipment.

II. Site Administrator Responsibilities

Emergency preparedness activities include the storage and maintenance of specific emergency supplies for all students and staff. Sections III through XI provide specific information for each of the following requirements:

1. One-half gallon of potable water per person, per day, for three days; include both students and staff in the calculation
2. Emergency food supplies in case foods are not available from the school cafeteria
3. First aid supplies that provide sufficient resources for the school



- population; the current standard requires one District-approved first aid supply kit for every 400 individuals on campus
4. Search and Rescue (SAR) supplies and equipment for each SAR team, including personal protective equipment (PPE) for all team members
 5. Identification of sanitary facilities, separated by gender, with adequate sanitation supplies
 6. Classroom emergency supplies
 7. Sufficient number of hand-held radios available for emergency use
 8. School emergency documents

III. Administrative Certification

Each semester, principals are to use the included checklist (Attachment A), and certify the contents of their emergency bin, using the Administrator Online Certification system. Supplies should be stocked in adequate amounts (at least to district minimum standards as specified in this document), organized, in good working order, and within applicable expiration guidelines. Schools can use the sample inventory list of emergency supplies (Attachment D) to assist with this process.

Coordination of all emergency preparedness site efforts must include participation and access by all site users, including Early Education Centers, Adult Schools, and Beyond the Bell before and after-school programs (i.e. Youth Services, LA's Best, Ready-Set-Go, Youth Development Program, Woodcraft Rangers, etc.).

Any time that there are students on a campus, emergency supplies must be accessible to support the students during an emergency. This access must be combined with training and drills so that students and staff have the skills, knowledge, and tools that successful emergency response demands.

IV. Water

LAUSD 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 three days. This quantity of water is in addition to any inventory of milk, juice, and/or other beverages 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:

$$520 \times 0.5 \text{ gallon per day per person} \times 3 \text{ days} = 780 \text{ gallons, or} \\ 14 \text{ drums (55-gallon each) of treated water}$$

During an emergency, the following precautions should be taken to preclude the ingestion of contaminated water, which may cause illness:



1. Do not use water from swimming pools or boilers. Chemicals that are added to this water make it unsafe to drink and may cause illness, even if water is boiled.
2. Water drained from water heaters may have an off-color, odor or taste. It is preferable to keep fresh supplies of potable water.
3. Be suspicious of stale-smelling or cloudy water.
4. Untreated stored tap water must be changed every six months. During an emergency, if water quality is ever in question, purify before use according to the chart below.
5. Purification can be accomplished with plain 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 formula:

<i>Amount of Water</i>	<i>Clear Water</i>	<i>Cloudy Water</i>
1 Quart	2 drops	4 drops
1 Gallon	8 drops	16 drops
5 Gallons	½ teaspoon	1 teaspoon
55 Gallons	2 tablespoons	2 tablespoons

Because most water stored at schools is in 55-gallon barrels, the containers are too heavy to move. Schools will need to pump the water from the barrels into water carriers and set up water stations. The District supplies 55-gallon drums to schools for storage of water to be used in case of an emergency. Storage of water in containers should be done carefully and efficiently to maximize storage time and to ensure that water will remain usable when needed.

- A. The 55-gallon supply drums must be clean and meet Food and Drug Administration (FDA) and Department of Transportation (DOT) requirements for contact with food and water. When filling brand new drums, open the cap and turn the barrel over to remove plastic pieces, which may have chipped off during delivery. When refilling drums, use an electric pump available through your Maintenance and Operations Area Office to empty the drums for water replacement.

Clean the barrels and flush them out with water or a 1:10 bleach/water solution before use. Because filled water barrels weigh over 400 pounds, they should first be positioned in the emergency bin while empty, and then filled in place. Care should be taken to position the water barrel so the opening that the pump will use will not be blocked by a fixed object such as a shelf.

- B. Fill each drum to the top with clean tap water. To avoid contamination, the hose should not come in contact with the water in the drum. If



- possible, use a new hose and store it with the water drums for future use.
- C. Chemically purify water with fresh, unscented liquid chlorine household bleach (5.25% sodium hypochlorite) after filling barrels.
 - 1. Use 2 Tablespoons of plain, liquid chlorine bleach per 55-gallon drum. **DO NOT OVERTREAT.**
 - 2. For treatment of water in other sized containers, refer to the American Red Cross web site: www.redcross.org.
 - D. Secure the cap tightly to ensure an airtight seal. When replacing the plugs (also called bungs) in the barrel, please note that each barrel has two different-sized threads in the openings. Make sure to use the correct plug for the corresponding hole. Do not force or cross-thread the plugs, as the drum will not seal completely.
 - E. Label the drums using the provided label (Attachment B) and a permanent black marker. Use Attachment B as a master; fill in the information and make enough copies for all the drums that are being treated. Tape the labels to the drums. Unlabeled drums are to be considered expired.
 - F. Inspect the drums during regularly scheduled earthquake drills. Check for leakage and ensure that caps are tightly sealed. If leaks are detected, drums should not be used to store drinking water. Replace leaking drums with new FDA-approved drums.
 - G. Liquid chlorine bleach loses strength over time and the bleach supply in the emergency bin should be replaced regularly at each scheduled earthquake drill. Mark the date on the new bleach bottle, as you replace your supply.
 - H. If the water is treated with a product other than bleach, write that information on the label and attach a copy of the product's information sheet to the barrel. It is important for future users to know how the water was treated. Ensure that the alternative product is approved for use by the Office of Environmental Health and Safety (OEHS). If you have any questions about products approved to treat drinking water, call OEHS at (213) 241-3199.
 - I. Drums should be stored in an accessible location and out of direct sunlight. Store wrenches, pumps, extra bleach container and a measuring spoon with the drums, along with a copy of this reference guide. Do not stack filled water barrels atop one another.
 - J. Well-sealed and properly treated water may be stored for up to three years.



K. Three years from the date of filling and treatment, replace and treat the water again, following procedures in this Reference Guide.

1. NOTE: Prior to use during an emergency, water must be re-purified with another two tablespoons of bleach. Mix thoroughly and allow to stand for 30 minutes before using. The water should have a slight chlorine taste and odor.
2. SUGGESTION: To improve the taste of the water, you may wish to purchase and store powdered drink mix with other disaster supplies. Powdered drink mix and cups should be part of the school’s emergency supplies.

<i>General Stores Distribution Material #</i>	<i>Item</i>
6405008404	4 oz. cups (plan on four or more cups per person)
4508723300	Collapsible water carriers
7200620055	Pump
1004570546	Water barrel 55 gallon
5052538151	Bleach
2409186065	Measuring spoons (to measure bleach for each water barrel)

V. Food

Current emergency protocols anticipate that a three-day food supply will be made available at each school in the case of an emergency.

The availability of food products from Food Services will vary depending on the type of cafeteria at a school. Due to storage issues and delivery schedules for schools, Food Services cannot guarantee that a three-day supply of food will always be available at each school site cafeteria. School Administration should work with the Food Services Manager to determine what foods need to be available for emergency use at the site, and plan for the purchasing and storage of additional emergency foods.

The following food availability variables apply:

1. Preparation sites with kitchens (elementary & secondary sites serving food not delivered from the Newman Nutrition Center) will have the following types of stored food:
 - Canned food products, such as fruit and vegetables
 - Dry goods, such as graham crackers and cereal
 - Non-refrigerated produce
 - Refrigerated and frozen food products (only available if food can be safely prepared and served and all food safety procedures



have been maintained—if electricity or gas has been shut off, these products will not be available)

2. Newman Nutrition Center Sites (satellite kitchens) will have:
 - Limited dry goods, including graham crackers and cereal
 - Limited back-up meals such as shelf stable supper kits or refrigerated supper kits (lack of storage space and timed delivery schedules prohibits the storage of additional food items not on the menu).

Shelf-stable meals and other supplemental food supplies can be ordered by Administration and placed in the emergency bin, preferably in a new metal trash can to protect the meals from rodents. Schools can order 45 gallon metal trash cans from the General Stores Distribution using Distribution Material # 4503424480.

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

- Date and rotate any stored food that is not regularly used.
- Avoid food that will attract rodents or insects. Keep food in sealed metal containers, such as new trash cans. Secure the lid on the can and seal it with duct tape, which can be ordered from the General Stores Distribution using Distribution Material # 8322409077.
- Purchase and store a manual can opener in the bin with the food.
- Food bars (five-year shelf life) are available from outside vendors. One bar meets one person's caloric needs for three days.

3. Invoicing For Food Used During An Emergency

Due to the nature of the emergency, food provided by the Food Services Division may or may not be invoiced to the site administration for reimbursement.

- If the emergency is a declared State or National Emergency, the school Food Services Manager will provide food products to students and keep records of items served. The cost of these foods may be reimbursed through the government.
- If the event/emergency is not a declared State or National Emergency, the school Food Services Manager will record food items served on a cafeteria invoice and present this to site administration for reimbursement.
- If the American Red Cross uses the school as a shelter for the public, it will utilize its own food supply or reimburse Food Services directly for any food provided.

Specific details regarding food services during emergency situations (lockdowns, etc.) are located on the Principal's Resource page of the Food



Services website at <http://achieve.lausd.net/cafela>. Food Services Division Standard Operating Procedures are available through each school’s Food Services Manager.

VI. First Aid Supplies

First aid kits are available through General Stores Distribution (Distribution Material # 3453248292, listed in the “First Aid & Emergency Supplies” section). Sites are to have a minimum of one kit for every 400 people on campus. Each kit assumes a 10% injury rate and contains sufficient supplies to treat 40 injured people.

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

Qty	Unit	Item
1	pkg	Antibiotic ointment 1/32 oz, in foil packet, 75 ea/pkg
3	pkg	Antacid/Nausea/Diarrhea Tablets, 30/pkg
1	box	Antiseptic Wipes, 5" x 7", 100 per box
1	box	Aspirin Tablets, 325 mg – 2 tablets/pkg 50 pkg/box
1	box	Non-Aspirin Tablets, 325 mg – 2 tablets/pkg 125/box
1	box	Non-Aspirin Tablets, 325 mg - 2 tablets/pkg 125/box
1	pkg	Hand Cleaner 4oz Waterless 70% ethyl alcohol, 2 ea/pkg
1	pkg	Cold Pack 6" x 9", 16 ea / pkg.
2	bot	Saline solution, 0.9% sodium chloride, 500ml bot.
1	pkg	Petroleum Jelly 1oz, 3 ea/pkg
1	pkg	Diphenhydramine tablets, 12.5 foil/blister pack, 50 ea/pkg
1	pkg	Hard candy glucose tablets, 20 ea/pkg

All of the above items can be ordered in one package (Distribution Material #3453248271 *First Aid Kit Replacement Supplies*), which allows schools to replace all expired first aid items at the same time.

The LAUSD first aid kits have been approved for District use by District Nursing Services. They contain only materials that are approved for use by people with a Standard First Aid Certificate and do not contain medicines or supplies that are likely to cause an allergic reaction.

Schools are to supplement their first aid supplies with:

- Non-latex, disposable exam gloves and personal protective equipment to be used by the first aid team
- Bleach to be used to make a universal disinfectant (1 part bleach: 10 parts water) to disinfect surfaces or spills of blood or other bodily fluids
- Additional specific medical supplies that may be anticipated based on the school’s condition and population



<i>General Stores Distribution Material #</i>	<i>Unit</i>	<i>Item</i>
4751470598	box	Vinyl Powdered Gloves –Small
4754147079	box	Vinyl Powdered Gloves – Medium
4754147119	box	Vinyl Powdered Gloves - Large
4754147138	box	Vinyl Powdered Gloves – Extra Large
4754147302	box	Vinyl Powder Free Gloves – Small
4754147303	box	Vinyl Powder Free Gloves - Medium
4754147304	box	Vinyl Powder Free Gloves – Large
4754147305	box	Vinyl Powder Free Gloves – Extra Large
5052538151	gal	Bleach

Schools are expected to always be aware of the specific needs of vulnerable students and staff and stock their supplies accordingly. Medicines stored at school should be evacuated to the first aid/triage station during all emergencies and drills.

Students who have specific needs include students receiving Special Education services as well as students listed in the Welligent reports that are kept in the School Emergency Response Box.

VII. Search and Rescue Supplies

Search and rescue teams consist of four members. The number of search and rescue teams needed varies by site. Schools can purchase a search and rescue kit with all of the supplies needed for one team by ordering Distribution Material # 3453248278 from General Stores Distribution. The kit contains both the personal protective equipment (PPE) needed for every member of the team and their tools.

BASIC SEARCH AND RESCUE (SAR Tools) <i>(Supplies per 4-Member Team)</i>	
<i>General Stores Distribution Material #</i>	<i>Item</i>
4455254120	Adjustable pliers (10")
4455235140	Lineman pliers (8")
4455248158	Pliers (6")
	Bolt cutters (18")
	Hammer (3 lbs.)
6652452120	Plastic bags (6)
	Folding shovel
	Anglehead flashlight
	Phillips screwdriver (6")
	Screwdriver (8")



4454248214	Utility knife
	Prybar 24, 3/4
	Folding Saw
	Hand Axe Wood Handle 15"
	Duffle bag
4701078050	Stretcher
8322080911	Barricade tape (Do Not Enter)
	24 Each Water Pouch

BASIC SEARCH AND RESCUE (SAR PPE Supplies) (Supplies per Team Member)	
<i>General Stores Distribution Material #</i>	<i>Item</i>
5 Colors: 3455639420, 22, 30, 35	Hard hat (OSHA approved)
	Vest Orange
	Gloves, leather palms
4503211380	Flashlight
3457251110	Dusk mask
3456560050	Safety goggles
3453248300	First-aid kit (small)
6806290200	Whistle with lanyard
9661226135	Triage tag (50 pkg)
4500611040	Extra batteries ("D")
8322409077	Duct tape
4502457032	Rope
	Fanny pack, red, 10 x 4

VIII. Sanitation Supplies

Schools need to provide enough portable toilets and sanitary supplies to serve their school population. The supplies that are needed can be purchased through the District's General Stores Distribution. Many of these supplies can be ordered with regular school custodial supplies and rotated in the emergency supply bin so they remain fresh.

Many schools also provide sanitation supplies as part of a classroom lockdown kit. To eliminate the cost of purchasing two sets of supplies, schools with lockdown kits are encouraged to have teachers bring those kits with them to the Assembly Area when they evacuate. Schools are expected to have one toilet for every 30 people on campus.



BASIC SANITATION SUPPLIES	
<i>General Stores Distribution Material #</i>	<i>Item</i>
3453248353	5-Gallon Utility Bucket*
3453248352	Emergency Toilet Seat

* Schools can save and recycle the 5-gallon white buckets used for floor wax, etc. and eliminate the expense of purchasing new buckets.

OTHER SANITATION SUPPLIES THAT ARE NEEDED	
<i>General Stores Distribution Material #</i>	<i>Item</i>
6652452120	Plastic Bags - Liners
6407556175	Toilet Paper
4858247140	Sanitary Napkins
1557050015	Privacy Screen
4857450670	Absorbent
4357038045	Waterless Hand Cleaner
4854214150	Deodorizer

Toilets/buckets that capture waste are preferable to other means of waste storage such as digging a field latrine. Human waste is to be stored in plastic bags and placed in SEPARATE dedicated dumpsters. IT IS TO BE CONSIDERED HAZARDOUS MATERIAL.

IX. Emergency Containers

Every LAUSD school site has been provided with a shipping container exclusively for the storage of emergency supplies. Other items may not be stored in the emergency container at any time. Containers should be staged away from buildings near where students evacuate so that supplies are readily available during an emergency. The outside and inside of the container should be checked at least once each semester to ensure that there are no leaks or holes in the container and that is otherwise in good condition. Any leaks or holes should be repaired promptly to minimize the chance of water, vermin or damages to emergency supplies.

Each emergency container should have a covered handle with eyes through which a padlock can be placed. Emergency containers must be locked and schools are to use the covered lock area, which does not allow bolt cutters to be used on the lock and prevents theft of materials. A standard padlock may not fit inside the covered are. Schools that do not have a padlock that fits inside the covered lock area may contact the Maintenance and Operations Lock Department at 213-745-1600 for assistance with obtaining an appropriate lock. It is a good idea to lock the container in a visible location with a second, matching padlock as an additional theft deterrent.



X. Classroom Emergency Supplies

Schools can supplement their emergency supplies by placing specific supplies in classrooms to be used during a lockdown or shelter in place. These supplies usually consist of sanitation supplies outlined in section VII, supplemented with a box of snack bars, bottled water, and simple first aid supplies. Classroom emergency supplies should be placed near the classroom's primary evacuation door.

Many elementary schools have a backpack in every classroom with class rosters, basic first aid supplies and comfort supplies for students.

Comfort supplies are essential for the well-being of students. Schools may elect to request that parents provide comfort kits for students. Attachment C is a sample request letter that schools may use for this purpose. Schools should consider storing games and activities for use during prolonged evacuations. Some schools have rolls of butcher paper and crayons for students to use while they wait in the assembly area.

Many schools have a plastic tarp for every class. The tarp acts as a base for students to keep them together. In addition, the tarp can be used as a rain cover for the class during inclement weather or as a ground cover when sitting on the grass. Schools are asked to store cases of large plastic bags that can be used as ponchos to keep students dry in wet weather or warm on cold, windy days.

XI. Two-Way Radios

Schools are to have at least one two-way radio that is configured to contact another school or the Los Angeles School Police Department in an emergency. Early education centers have a radio that they can use to contact the closest elementary school. Elementary schools have at least one "Emergency" radio that has a second channel used to contact their closest secondary school. Secondary schools have a base station that has a second channel that can contact School Police directly. Emergency radio information is found in Reference Guide 6343.0, *School-Based Radio Systems*

Because these radios may be the only reliable method of communication in a major emergency, schools are expected to test them during the fall and spring disaster drills. The Inter-Campus/District-wide Safety Communications Test is held every semester to test radio communications. Information about the radio test can be found in Reference Guide 5854.3, *Inter-Campus/District-wide Safety Communications Test*, updated annually.

Schools should have an adequate number of two-way radios to communicate among emergency teams during an emergency. All school



radios should be kept charged and in working order. Radios may be assigned to different employees during emergencies than during day-to-day school operation. The online radio inventory is to be completed annually by each school and is to include radios that may be reserved for emergency use. The inventory is accessed through the Radio Unit's website, <http://achieve.lausd.net/radiounit>.

Schools that need to purchase replacement radios can order them directly from the General Stores warehouse. All requests for radio repair services should be submitted directly to the Radio Unit Branch using the IT Self-Service system at <http://achieve.lausd.net/Page/286>.

XII. School Emergency Documents

School site administrative staff must store the supplies that they will need to manage emergencies at school sites. Schools should follow Reference Guide 5450.1 *School Emergency Response Boxes* and have current lists of students and staff in the box. Schools can also keep copies of emergency-related District Reference Guides in the box. Schools should have enough copies of the information kept in the box so that, if necessary, they can move their entire school population to another campus and be able to account for and reunite all students. Schools that need additional boxes can order them using Distribution Material # 3453248385.

In addition to hard copies of all school information, administrative staff needs to store office supplies for making signs for parents, yellow barricade tape to direct people away from hazards, pens, paper, markers, tape, and all school forms that will be necessary to manage the evacuation, accounting, and reunification of the entire school population.

XII. Sources of Funding/Donations

There is currently no specific budget line for emergency supplies. Schools can allocate funds from any non-restricted budget. Some schools have allocated a small percentage every year, while others have set aside larger amounts as needed.

District policy makes 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.

Fiscal Procedures:

1. 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."
2. All gifts to school student bodies must be approved by the School



Fiscal Services Branch.

Possible Funding Strategies:

1. Conduct fund-raising events.
2. Announce earthquake/emergency preparedness needs in the school bulletin, parent letter, school and community newspaper.
3. Use individual contacts with corporations to generate contributions of cash or supplies.
4. Identify school representatives to make presentations to service clubs regarding earthquake preparedness needs.

Student Involvement:

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

Adopt-A-School Program:

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

Faculty Involvement:

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

**RELATED
RESOURCES:**

For training on how to use emergency supplies and manage emergency situations, please see the Safety Training in Emergency Preparedness at Schools (STEPS) website at STEPS.lausd.net.

REF-5450.1, *School Emergency Response Boxes*, dated March 19, 2013, issued by the Office of School Operations

REF-5803.3, *Emergency Drills and Procedures*, dated March 2, 2016, issued by the Office of School Operations

REF-6537.0, *Inter-Campus/District-Wide Safety Communications Test*, dated July 27, 2015, issued jointly by the Office of Educational Services and the Information Technology Division

REF-6343.0, *School-Based Radio Systems*, dated July 29, 2014, issued by the Information Technology Division

Federal Emergency Management Agency at www.fema.gov

FEMA for Kids at www.fema.gov/kids

LA Chapter of the Red Cross at www.redcrossla.org

California Emergency Management Agency at www.calema.ca.gov



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

LA City Emergency Management Department at <http://emergency.lacity.org/>

L.A. County Emergency Survival Program at www.espfocus.org

L.A. County Emergency Survival Guide at www.lacoa.org

Community Emergency Response Training (CERT) at www.cert-la.com

Southern California Earthquake Coalition at www.scec.org.

Great California ShakeOut at www.shakeout.org

Earthquake Country Alliance at www.earthquakecountry.org

ATTACHMENTS: Attachment A - Emergency Supply Checklist for Administrative Certification
Attachment B - Drinking Water Label
Attachment C - Sample Parent Letter for Disaster Supplies English/Spanish
Attachment D - Disaster Supply Inventory

ASSISTANCE: For assistance or further information please contact the Office of Emergency Services at (213) 241-3889.