

Kent Area PTA Council
School Emergency
Preparedness Resource Guide

*Promoting
Emergency Preparedness
throughout
The Kent School District
by sharing information
and ideas*

KAC PTA Emergency Preparedness Committee
2002-2003

KAC PTA School Emergency Preparedness Resource Guide

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Introduction

Kent Area PTA Council School Emergency Preparedness Resource Guide

PTA has a long-standing tradition of those who have knowledge and experience mentoring those who don't and the intent of the KAC Emergency Preparedness Committee is to continue this tradition with this resource guide.

It is compiled of information gathered from a wide variety of sources but should be considered a "work in progress". Our intent is that it will stimulate your thinking and inspire you to find creative ways to meet your challenges and achieve your goals. Our hope is that you will then share your ideas so that we may pass them on.

You may have just the idea that someone else needs!

Participating in school emergency preparedness planning can be an overwhelming experience. Some appropriate sayings come to mind such as, "You have to crawl before you can walk", "One day at a time" and "The longest journey begins with a single step" But my personal favorite is "How do you eat an elephant? One bite at a time!"

What was most helpful to me to figure out where to take the "next bite" was by attending the Community Emergency Response Team (CERT) training available free from the Kent Fire Department. I enthusiastically recommend it for anyone concerned about emergency preparedness not just at school but at home and work as well.

More information about KAC PTA Emergency Preparedness is available at
www.kacpta.org

Questions? Comments? Suggestions?
Feel free to contact me, as your input is always welcome!

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Emergency Preparedness Information

Kent School District Emergency Plan Information

The first step in assisting your school with its emergency preparedness program could be to become familiar with what information is contained in the Kent School District Emergency Plan and what are the current expectations. The KSD Security Department has developed and distributed two valuable sources of emergency information to all schools.

- The KSD Emergency Response Information flip chart, a quick resource for staff that should be available in every classroom.
- The KSD Emergency Response Information binder containing KSD Emergency Plan general information as well as individualized emergency information unique to that school. If your principal does not know where their copy is then they should contact the KSD Security Department. It should be possible for you to ask to see your schools emergency plan but for your convenience I have included direct quotes of relevant information.

The following contains excerpts from the

Kent School District Emergency Response Information

The KSD Emergency Plan Vision Statement

It is the purpose of the Kent School District to empower its employees, through its emergency response plan, to be able to respond and effectively deal with emergency situations. It is also the intent of the district to ensure the safety of all students, staff and community through the implementation of its emergency response plan.

Emergency Plan Requirements For School Administrators

In the event of an emergency, school administrators are responsible to ensure the safety of students and staff. The administrator or designee is expected to assemble a school emergency management committee that is composed of various school staff including, but not limited to, the nurse, teachers, custodian, secretary, playground supervisors, and PTSA representatives. The administrator is the single most important factor in the successful development of the Emergency Management Plan. Support and commitment are critical to the implementation of an effective and credible plan...

...Emergency situations require cooperation, coordination, clear communication, and responsible action. Each site administrator should review procedures with staff early in the school year and periodically throughout the year...

...The principal or site administrator is responsible for the implementation of the Emergency Management Plan. Aside from putting the plan into motion, the attitude the administrator presents about the importance of the plan and how it should be carried out can set the tone for how the entire school responds. The principal or site administrator's active participation and leadership is necessary from the first step of receiving notification of the crisis, to after the immediate crisis is over when the effectiveness of the emergency plan is evaluated.

Basic Emergency Planning

1. Each school or site should develop an information system that includes but is not limited to...
 - A process for sharing the emergency procedures with staff members early in the school year or before the start of school and throughout the school year.
 - An emergency evacuation plan for the site.
 - A plan for dealing with the early release of students whose parents are known not to be home and for keeping the students in the school if unforeseen events (such as power outages, etc) require supervision and alternative actions...
2. Each school should provide staff and parents with information on what the procedures would be in case of an emergency...

Before A Crisis Occurs

Organize and Conduct Training For Staff:

Preparation for handling crises at school, before and emergency happens, is essential. It is the only way to assure rapid and effective handling of these emergency situations. In service training on handling these situations should be a necessity rather than a choice.

An in-service training program could include information on:

- Community resources
- Grief training
- Dynamics of a crisis situation
- Emergency Preparedness
- Incident command system training...

Incident Commander Pre-Incident Planning Guidelines

- Acknowledge this position's ultimate responsibility for site disaster preparedness.
- Be familiar with all aspects for site disaster plan.

Action Steps:

- Review, by October 30, disaster response procedures and non-structural mitigation with all staff.
- Survey staff for preference of emergency assignments.
- Make tentative assignments with provisions for absence...
- Create buddy teacher list. Buddy teachers should be familiar with each other's assignment in case one is absent.

Complete all necessary plans, lists, and maps in this section:

- Schedule date(s) for skills training...
- Send parent information on preparedness at home/school each year by October...

Meet with site representative, PTA safety chair, and custodian to:

- Check bulk water for exchange date. Determine method of water distribution. If necessary, locate siphon pumps and directions.
- Check inventory of supplies in container and classrooms.
- Replace missing supplies and change batteries.
- Post signs indicating parent request gates for emergency pickup.
- Verify copies of Emergency Cards are available-one in office, one in classroom and/or container; and that Emergency Cards are moved appropriately with class changes.
- Plan monthly (elementary or middle) or quarterly (high school) emergency/disaster drills with verbal and written critiques.
- Gather and organize written materials and supplies for response. Put individual job descriptions on clipboards with copies of necessary forms.

Working With Your Principal on Emergency Preparedness

Developing a good working relationship with your principal is essential for any PTA committee member particularly for those involved in emergency preparedness. The Washington State PTA publication, The PTA & The Principal uses the analogy of two vehicles driving in separate lanes toward a common destination to describe the importance of PTAs and principals “sharing the road”. Neither driver should attempt to control the other’s vehicle “but there is a mutual trust and respect as they honor the other’s chosen course towards their common destination”.

The PTA & The Principal goes on to state that “PTA...is NOT a part of the school program and is not under the control of the principal...The PTA which has informed, educated members is an asset to the school principal...The PTA should be an educational forum for its members as they seek to understand issues and decisions which affect the school community...The school building is the principal’s territory. Acknowledge that the principal is responsible for all that happens in the building. Review with him/her all materials sent home with students...Develop an unassuming, positive, working relationship regarding the use for either school district space or equipment. Seek the principal’s approval for programs which touch the classroom...or education day. For cooperation from staff, explore with the principal the possibility of attending staff meetings occasionally.”

The KAC Board presents an annual workshop “The PTA and the Principal” usually at the September General Membership meeting. Talk to your local unit’s KAC voting delegate who attended that workshop to get more information. You may also consult with your KAC Area Vice-President for advice if difficulties arise.

The KSD Emergency Plan states, “In the event of an emergency, school administrators are responsible to ensure the safety of students and staff... The administrator is the single most important factor in the successful development of the Emergency Management Plan...The principal...is responsible for the implementation of the Emergency Management Plan.”

An unfortunate reality is that school administrators have tremendous responsibilities and there literally may not be enough hours in a day for them to accomplish all that is currently expected of them. They are forced to set priorities of what has to be done now and what can wait until later. It then becomes easy for emergency preparedness to be thought of as something that can wait because it is impossible to predict if or when it will even be needed.

However, if a school remains unprepared, by not having the supplies it needs OR by not having staff trained how to use them, it is not unlike playing “Russian Roulette”. How willing are we to let a school gamble with the safety of our children?

It may be helpful to visualize your school's emergency plan as a "house" to be occupied by students during an emergency situation.

- The Kent School District Emergency Response Information binder represents the "tools" necessary to build the "house"
- "The Multi-Hazard Safety Training" program for schools, taught by The Kent Fire Dept, is a class that teaches school employees how to use the "tools" to construct the "house"
- The principal is the "carpenter" and is responsible for building the "house"
- The teachers and school staff are the "building materials" that the "house" is constructed from

What then is our role in school emergency preparedness?

We are volunteers who want to see the "house" completed and "furnished" so that our children's needs will be met in an emergency. We can help out by donating supplies to "furnish the house" and by providing encouragement to the "carpenter" to complete the "house". But we have *no direct responsibility* for the actual construction

We need to gently but firmly avoid being made to feel that it is our responsibility to plan the "construction" or build the "house"

We can become more informed about what has already been "built" at our school and what is still needed. We can frequently, but politely, let our principal know how important it is to us that this be completed.

It can help to remember
"The squeaky wheel gets the grease"

We can look for opportunities, such as at Open House, PTA General Membership meetings etc, to ask specific questions about how well the school is prepared to care for our children in an emergency.

Ideally a principal would:

- Know what supplies they have, where they are stored, where the key to the container is, and where their school's Emergency Plan is kept
- Have attended "Multi-Hazard Safety Training" and know who on their staff have received "School Emergency Response Training (SERT)"

It can also help to remember
"You can catch more bees with honey than vinegar"

We can also look for opportunities to publicly "reward" our principal by

- Acknowledging their challenging position
- Praising the effort they have made so far

Training

The Kent Fire and Life Safety Public Education Department

Offers an extensive collection of emergency preparedness classes

Free of charge and open to all citizens.

More information is available

On their web site www.ci.kent.wa.us/fire or by calling (253) 856-4440

School Emergency Response Training (SERT)- An intense 4-hour class designed for school employees to give them the basic skills they may need in a disaster including:

- Incident /Command
- Fire Suppression
- Search and Rescue/Heavy Lift
- Medical Treatment/Triage
- Accountability

Multi Hazard Safety Program for Schools-A comprehensive 16-hour class designed for school employees to enable them to develop a detailed emergency plan at their own school including:

- Identify hazards, develop evacuation routes, non-structural mitigation
- Response actions in a school safety program
- Incident Command Structure
- Implementing and Evaluating the Plan (including drills/exercises)
- Planning to Recover
- Includes the 4 hour SERT Class

Community Emergency Response Team (CERT)-The most comprehensive emergency preparedness program consisting of 8-3 ½ hr classes includes:

- Disaster Preparedness
- Fire Suppression
- Disaster Medical
- Search and Rescue
- Disaster Psychology
- Disaster simulation

Fire and Injury Classes for Middle School, Jr High and High School Students and Staff:

Fire Prevention and Evacuation Planning
Talking to Kids about Fire Injury Prevention
Fire Extinguisher Use
Bike and Water Safety
Disaster preparedness
Kids and Fire play-Preventing Youth Arson
Preventing Teen DUI

General Emergency Preparedness Information for Parents, Students, and Staff

Emergencies are stressful for everyone and it's only natural for us to be concerned about our families and have an intense desire to reach them. *However*, professional emergency responders agree that the best thing we can all do after a disaster is to stay put until it has been determined that roads, bridges etc are safe for travel. Also it may be essential to keep roads open for fire trucks, police cars, aid cars, utility co. vehicles etc. So it is important to educate parents, students, and staff on the importance of emergency preparedness not just at school but at home and office so they can just stay put.

Personal preparedness is especially important for those who will be responsible for caring for others. In an emergency situation one cannot meet the needs of others until their own basic needs are met.

In this day and age people sometimes have to hear information over and over before they finally “get it”. Also we don't all learn the same way so presenting information in different ways helps to ensure a larger number is reached. So be creative and take every opportunity to get your message across

- With speakers and/or flyers at PTA meetings, open house, parent/teacher conferences etc
- Preparedness tips (what to put in a car kit etc), reminders, and suggestions in PTA Newsletter
- Create a costume (orange vest, hard hat etc) for an emergency preparedness super hero, such as “Disaster Man/Woman” to attract attention at events

While providing supplies to meet student's physical needs, such as shelter and water, is essential it is also equally important provide “supplies” to meet their emotional needs. Methods to help relieve student stress during an emergency include:

- They know that their family members are prepared at home, at other schools, at work as well as in the car.
- Their mind/body is kept occupied with games, activities or tasks to accomplish

Also be aware that this is a very multi cultural/multi lingual school district with over 78 languages spoken. Find out from your principal, school nurse, or counselors what the predominant cultures and languages are at your school. If possible have your emergency preparedness information translated so that this segment of your parent population can be reached.

- Seek out parents and students who are comfortably bilingual.
- Ask teachers of secondary language classes for assistance.
- Contact local churches that share their facilities with other cultures.

Emergency Preparedness Information - Specific to Primary Schools

Emergency preparedness at the elementary level is of prime importance as the younger and smaller the child the more at risk they are. For example, young children are more likely to lack understanding of emergency situations and become emotionally distraught. Also due to their smaller physical size they are more at risk for suffering from hypothermia.

Generally speaking elementary schools have an easier time generating interest in emergency preparedness, PTA participation is higher, students are there longer so “parent buy in” is greater and since students are younger parents worry more. However this may not be the case at your school as KSD has its fair share of under supported elementary schools. In this case it would be necessary to rely more heavily on community resources such as “School/Business Partnerships”.

In addition to the general information suggestions PTAs at primary schools may also sponsor:

Comfort Kit Drive

- Create and distribute list of suggested items
- Provide each student with a one-gallon Ziploc bag for comfort kit (to limit size)
- Request donations of cash/items to create comfort kits for those students without
- Purchase items in bulk, put together in individual comfort kits and sell at cost or for a profit.
- Quake Pac Inc comfort kit fundraiser program (see suppliers list)

Emergency Preparedness/Safety Family Night

- Plan an evening for parents and students
- Invite local agencies-Fire/Police Dept Public Education, Red Cross, FEMA etc
- Acquire handouts specific for young children from FEMA etc
- Solicit donations of emergency supplies to raffle
- Offer Child Identification/DNA/Finger printing/Photo I.D.
- Teddy Bear drive
- Collect donations of funds/supplies
- Games, activities, speakers
- Sell popcorn, ice cream, sodas, pizza etc

Finally primary level PTAs can provide information to help educate parents about need for emergency preparedness at secondary level because all children eventually grow up and move on.

Emergency Preparedness Information - Specific to Secondary Schools

Providing emergency preparedness at secondary schools is challenging. Typically there is less parent involvement in PTA and less “parent buy in” because their children do not attend junior or senior high schools for as many years as they did at the elementary level. Secondary students are physically so much larger that it becomes easier to not feel as concerned as we did when they were in kindergarten. Also since they are now *teenagers*, and believe they are invincible, they may not take emergency situations seriously. It becomes increasingly difficult to even get them to stay at school during an emergency. To complicate matters once a student begins driving they may have been instructed by their parents to go get their younger siblings during an emergency.

However they are still children and may lack the knowledge and experience to cope with the emergency. The first task of an emergency preparedness program could be to educate students and parents of the importance of “staying put”. For example it could be explained to parents why it is dangerous for a child to be the first one to enter a house after an earthquake. What if there is a gas leak and they turn on a light? Another option would be to acknowledge the fact that some students will leave no matter what and provide them with information on how to do it safely.

The Kent Fire Dept Public Education division offers a wide range of classes covering topics such as:

- Fire extinguisher use
- How to detect gas leaks
- How to shut off gas
- What should be in an emergency car kit

Other ways to encourage secondary students to remain at school is to involve them in the emergency plan. The KSD Emergency Plan contains a job description for Student Support Teams made up of pre-selected students (with parental permission) to assist staff as runners, delivering/setting up equipment etc. Perhaps your school could organize a “Student Emergency Response Club” where students become involved in implementing a schools emergency plan.

Possibly the best example of involving students in an emergency plan is the “Emergency Response and Health Careers Class” taught at Thomas Jefferson High School in Federal Way. This is a trimester long class available to seniors and explores various health related careers. The school has an annual Emergency Evacuation Drill, next scheduled for 10/16/02 at 8:30 AM, where they practice what they have learned. For more info contact Monica Watchie (253) 945-5694 mwatchie@fwsd.wednet.edu

Emergency Information Sources

City of Kent Fire and Life Safety	www.ci.kent.wa.us/fire
City Of Seattle Office of Emergency Management	www.cityofseattle.net/emergency_mgt
King County Office of Emergency Management	www.metrokc.gov/prepare
Region 10 OSHA Training Institute Education Center UW Online Institute	www.regionxoti.org
Washington Military Department Emergency Management Division	www.wa.gov/wsem
American Red Cross	www.seattleredcross.org
National Weather Service	www.wrh.noaa.gov/seattle
Puget Sound Energy	www.pse.com
Federal Emergency Management Agency	www.fema.gov
FEMA Publications Catalog	FEMA PO Box 2012 Jessup, MD 20794-2012 (800) 480-2520

Recommended Supplies

Evacuation Kit

It is recommended that each classroom have some type of evacuation kit (also known as “emergency back packs”, “grab and go bags” etc). This kit contains items to be used during an emergency evacuation as well as to meet the immediate needs of students until the school’s emergency plan can be initiated.

The KSD Emergency Plan “Teacher Responsibilities/Student Care” job description states that in an evacuation the teacher should “take evacuation kit” and recommends the following emergency supplies under:

Classroom kit per classroom:

Leather work gloves	Student disaster cards
3 pair protective gloves for first aid	Buddy classroom list
1 pair safety glasses	Pens, paper
3 pressure dressings	Whistle
3 space blankets	Student activities
Tarp or ground cover	Suitable container
Blank student accounting forms	

Other items that could be added include:

Flashlight(s)	Extra batteries
Dust masks	Garbage bags
Antiseptic wipes	First aid tape
Band-aids	Clipboard with pen attached
Class rosters	Teacher Responsibilities/Student Care sheet
Red/Green room number signs*	Radio
Wet wipes	Kleenex
Duct tape	Water
Snacks	

Suitable containers include:

Backpack-Best choice, easily and securely carried while leaving both hands free.

Duffle/Satchel/Tool Bag-Goes over one shoulder leaving hands free

Drawstring bag-Economical and can go over the shoulder.

5-gallon buckets-Free or economical, leaves one hand free, room number can be stenciled on

Plastic totes-Economical but harder to carry, teachers may use as “counter space”

***Red/Green signs**

The purpose of the red/green sign in the evacuation kit is to provide a rapid visual aid to be used after an emergency evacuation to identify classes with immediate needs or missing students.

- Green means all are accounted for and all are okay.
- Red means someone is missing or needs immediate help.

These can be easily and cheaply made with red and green construction paper that is glued together, with the room number painted on if desired, and then laminated.

Shelter and Warmth

The KSD Emergency Plan recommends that each campus have the following supplies:
Classroom kit: should contain 3 space blankets, Tarp or other ground cover
Medical supplies: should contain 10 disposable blankets per 100 students, 1 space blanket per student and staff.

In this climate if a school has to be evacuated and students have to stay outside for any length of time hypothermia could be the greatest threat to their safety. Hypothermia is a potentially life threatening condition and children are particularly at risk because of their smaller size. Also their bodies can compensate longer than an adult, which means that in the same cold conditions a child will not feel chilled as quickly as an adult does. *However, once a child does become chilled they become hypothermic much more rapidly.* To best prevent hypothermia they need to be kept warm and dry. Shelter options include:

Garbage Bags,

- One for each student, quick and economical protection from elements

Ponchos

- More expensive but more comfortable for longer-term use

Tarps/Large sheets of plastic

- Economical quick shelter for groups
- May be attached to existing fences, goal posts, container etc

Awnings, Canopies, and Tents

- More expensive but more comfortable for longer-term shelter

Mylar Blankets

- Economical, compact, hard to keep wrapped around body of active child
- Waterproof, no insulation if seated on ground, may tear easily

Mylar Sleeping Bags

- Cost more than Mylar blankets but larger and provide better protection
- Unable to stand/walk around while using them and no insulation if seated/lying on ground

Fabric blankets

- Expensive if purchased new but economical if purchased used*
- Provide insulation if seated on ground, not waterproof or wind proof
- Require much more storage space, provides greater “comfort value”
- Can be made cheaply by sewing fabric scraps/remnants together

Disposable emergency blankets

- More expensive, may be waterproof and wind proof

*Local thrift stores stock a wide variety of inexpensive blankets

- Acrylic or fleece preferred to wool or cotton, absorbs less moisture, dries faster
- Most are large enough to be cut in half
- Wires can be removed from electric blankets by cutting the blanket across middle
- Cost ~\$2.00 per finished blanket (if purchased on “50% off Sale” days)

Sanitation

After a disaster poor sanitation can lead to the spread of infection and disease if human wastes are not contained properly. Also it will greatly reduce stress for students if facilities are quickly made available.

The KSD Emergency Plan recommends that each campus have 1 portable toilet and privacy shelter available for each 100 students

Toilet Options include:

“The PETT” (Portable Environmental Toilet)

- Expensive but effective system containing toilet and disposal bags
- Disposal bags contain chemical which gels waste and removes odors
- Meant for use with “The PUP” privacy shelter

Hassock Portable Chemical Toilet

- Less expensive, bag is contained, deodorizer available

“Luggable Loo” Portable Chemical Toilet

- Less expensive, bag is contained, deodorizer available

Folding Portable Toilet

- Economical, bag not contained, is visible and hangs loose, deodorizer available

3 or 5 gallon bucket

- Most economical especially if buckets acquired free
- Holes may be cut in lids or folding seats purchased
- Bag is contained, deodorizer available

Privacy Shelter Options include:

“The Pup” (Portable Utility Pop-up Tent)

- Expensive but sets up quickly
- 4’x 4’x 6’ with roof, zippered door and mesh windows
- Meant for use with “The PETT” toilet

“Stan Sport” Privacy Shelter

- Less expensive but takes a little longer to set up
- 3’x 3’x 6’ with clear roof and zippered door

PVC Pipe Frame with Sheet Plastic/Tarp walls

- Economical but may take longer to set up
- Time consuming to design and acquire parts but can customize to needs

Sanitation

The KSD Emergency Plan also recommends that each campus have for each 100 students:

20 rolls toilet paper
300 plastic bags/ties
10 large trash bags/ties
300 wet wipes
Soap and water is strongly advised*

Other supplies could include sanitary napkins.

*Antiseptic wipes and liquid hand sanitizers are better than nothing but health care professionals agree that nothing beats soap and running water for effective hand washing. Depending on the circumstances large quantities of water may be needed in the first aid area for flushing debris from wounds or eyes. Also it may be needed to provide caregivers a method for washing blood and tissue off of themselves before caring for the next victim.

There is an easy way to provide “running” water for hand washing. Several brands of liquid laundry detergent come in large 2.34 gal containers with a spigot. Once empty the container can be thoroughly rinsed and refilled with tap water. The water should be changed once a year. Additional water can be stored in 5 gallon buckets and bleach (1 tsp/5 gal) may be added if purity is in question.

However this water is not safe to drink as the container is not made from “food grade” plastic and it should be labeled appropriately.

Water

The KSD Emergency Plan recommends ½ gallon per person per day times 3 days, with 3.5 oz paper cups, 5/day/person.

Also listed under Shelter in Place Kit: Water in containers

Water can be stored in containers that are either pre filled or filled with tap water. The containers can be a variety of sizes but keep in mind that if school site is deemed unsafe for students to remain they will be relocated to a different site as indicated in the school's emergency plan. *In that case how would the water be transported?*

Pre filled containers

- Usually have a 5-year shelf life
- 4.2 oz pouches, 8.45 oz, 33.8 oz boxes
 - Widely available from Emergency Supply Companies (check supplies web sites page)
- 1 gal, 5 gal* bottles-hand pump available
 - Available from local bottled water companies (check local yellow pages)

Containers filled with tap water

- 5 year Preservative available
- Needs to be changed every six months if no preservative added
- Bleach can be added to water of questionable purity (1 tsp/5 gal)
- Water barrels*: 55, 30, 20, 15, 5 gal-needs siphon pump, bung wrench
- 5 gal buckets* (food grade plastic)
- 1 gal jugs, 1 or 2 liter bottles

Cups

- Economical to purchase
- Disposable plastic cups more durable
- Provide “sharpie” pen to write name on cup

*When water is stored in 5 gal or larger containers then a method of distributing it to each class needs to be determined in advance.

One method would be to collect empty plastic bottles/jugs

- 1 or 2 liter soda/water, 1 gal- water/juice/milk
- Wash, rinse, and dry thoroughly
- Have enough for each class to have at least 2
- To be filled and refilled from larger water container as needed

Food

The KSD Emergency Plan states: The bulk of stored food should be non-perishable and not need refrigeration or heating after opening. Food is generally considered a low priority item, except for those with diabetes and certain other specific medical conditions. One method used by schools is to purchase food at the beginning of the school year and donate it to charity at the end of the year. A supply of granola bars, power bars, or similar food that is easy to distribute, may be helpful. Some schools store hard candy, primarily for its comfort value. The recommended amount is three days supply for each student and staff member.

Ideally, food stored in an outside storage container for emergency use should be food that was produced for that specific purpose. Temperatures inside containers fluctuate greatly and can become extremely hot. Unless food has been packaged with high temperatures in mind it's shelf life may be greatly reduced. It may be a good idea to periodically "Taste Test" food items stored to see if that is an issue with your container.

Also when planning your food supply it would be a good idea to consult with your school nurse about students with food allergies or medical conditions such as Diabetes so their needs may be addressed.

Food bars

- Such as Mayday and Datrex, are available from a variety of companies selling emergency preparedness supplies.
- Different flavors available

Meals-Ready-To-Eat (MRE)

- First developed for military
- Long shelf life, wide variety
- Available from a variety of companies selling emergency preparedness supplies.

Canned Foods with "flip top"

- Fruit, meat, juice, etc

Many other nonperishable food items are available at grocery stores.

Search and Rescue

The KSD Emergency Plan under Search and Rescue Equipment states:
 “Adjust the number of S & R teams according to the size and complexity of the campus.
 Teams must consist of a minimum of two persons.” And recommends the following tools
 and supplies:

Gear per Search and Rescue Team:

Backpack with First Aid Supplies Master keys Site plan of school

Protective gear per team:*

Hardhat, adjustable OSHA approved	Identification vest with pockets
Leather work gloves	Safety Glasses
Dust mask	Flashlight with extra batteries
Earplugs	Protective gloves for first aid
Duffle/backpack to carry supplies	Grease markers
Wonder bar/pry bar 24”	Whistle

Tools per campus :*

2 Pry bars 5’ - 6’ San Angelo bars	Adjustable wrench
Pick Ax, 6#	Sledgehammer, 10#
Utility shut off wrench, 1/utility	Square shovel
10 flashlights/spare batteries	Round Shovel
Barrier tape/”Caution-Do Not Enter”	Screwdriver, 6”
Broom, street grade	Screwdriver, Phillips, 4”
Pliers, adjustable 10”	Utility knife
Pliers, lineman, 8”	Container to hold tools
500 large plastic bags, with ties	Cribbing:
Hacksaw, mini folding	18-2”x 4” wood (24” long)
18” bolt cutters	15-4”x 4” wood (24” long)
3” hammer	6 wedges
Duct tape	6 plastic bags
Site plan of school	Radio(s)/spare batteries
Laminated job description in vest pocket	Plastic tarps 5-16’ x 20’
Nylon strap	Kneepads
Air horn	Orange spray paint
Chalk in plastic container	Whistle
Pens/pencils	Notepads
Masking tape	2-100’ ½” rope

*KSD used grant monies it received to purchase some search and rescue tools for secondary schools. Ask your principal/school security guard what supplies were received so that they may be added to your inventory. If your school does not have a storage container then ask your principal/school security guard where they are being stored.

First Aid

The KSD Emergency Plan recommends the following medical supplies:

4"x 4" compress: 1000 per 500 students
8"x 10" compress: 150 per 500 students
Kerlix bandages: 1 per student
Ace wrap: 2-inch: 12 per campus
 4-inch: 12 per campus
Triangular bandage: 24 per campus
Heavy-duty rubber gloves, 4 pr
Cardboard splints: 24 each, sm, med, lg.
Steri-strips or butterfly bandages: 50 per campus
Aqua-Blox (water) cases: $0.016 \times \text{students} + \text{staff} = \# \text{ cases}$ (for flushing wounds etc)
Neosporin: 144 squeeze packs per campus
Hydrogen peroxide: 10 pints per campus
Bleach, 1 large bottle
Backboards/stretchers: 1.5 per 100 students
Scissors, paramedic: 4 per campus
Tweezers: 3 assorted per campus
Triage tape: red, yellow, green, and black*
Protective gloves: 100 per 500 students
Oval eye patch: 50 per campus
Tapes: 1" cloth: 50 rolls per campus
 2" cloth: 24 rolls per campus
Dust Masks: 25 per 100 students
Disposable blanket: 10 per 100 students
First Aid Books: 2 Standard and 2 Advanced per campus
Space blankets: 1 per student and staff
Stethoscope
The KSD Emergency Plan recommends following equipment for Medical Team:
Job description clipboards
Backboards
Vests
Quick Reference medical guides
Forms: "Notice of First Aid Care" and Medical Treatment Victim Log
Marking pens
Blankets
Tables and chairs
Ground cover/tarps

*Triage tape-Surveyor's tape in four colors is used in disaster medical to sort (Triage) victims according to need: Red=Needs immediate first aid, Yellow= Needs first aid but can be delayed, Green=Does not need first aid, Black=dead or mortally wounded

The KSD Emergency Plan also states “Soap and water is strongly advised”

Antiseptic wipes and liquid hand sanitizers are better than nothing but health care professionals agree that nothing beats soap and running water for effective hand washing. Depending on the circumstances large quantities of water may be needed in the first aid area for flushing debris from wounds or eyes. Also it may be needed to provide caregivers a method for washing blood and tissue off of themselves before caring for the next victim.

There is an easy way to provide “running” water for hand washing. Several brands of liquid laundry detergent come in large 2.34 gal containers with a spigot. Once empty the container can be thoroughly rinsed and refilled with tap water. The water should be changed once a year. Additional water can be stored in 5 gallon buckets and bleach (1 tsp/5 gal) may be added if purity is in question.

However this water is not safe to drink as the container is not made from “food grade” plastic and it should be labeled appropriately.

When deciding how best to arrange and store first aid supplies it may be helpful to try to put yourself in the “shoes” of the people who may use them. It may be best to divide up the supplies into multiple identical first aid supply bags/buckets/totes. That way multiple caregivers can have ready access to supplies and supplies can be easily transported to wherever needed.

A word about purchasing pre assembled “First Aid Kits”: A wide variety of kits are available however it is frequently more economical to purchase items separately. Also they may include more expensive items not used in a disaster situation, such as blood pressure cuffs, thermometer etc.

Student Activities

The KSD Emergency Plan states that each Classroom kit contains “Student Activities”

The purpose of having student activities available is to help reduce student stress by occupying their minds and bodies. To determine what could be used as a student activity one needs only to let their imagination run (or look in our own child’s closet). Also it could help to provide a wide variety of age appropriate items, for quiet activities as well as more active use, as different students have different needs.

- Games
- Checkers
- Yahtzee
- Boggle
- Small puzzles
- Cards
- Books
- Comic books
- Paper
- Pencils
- Pens
- Puzzle books
- Maze books
- Coloring books
- “Nerf” balls
- Hacky Sack
- Frisbees
- Flippy Flyers
- Legos
- Small toys
- Etc etc etc

Items may be acquired economically in many ways including:

- Thrift Stores, yard sales
- Request donations
- Sponsor a “Clean Out Your Closet Week” give prize to class who collects the most (either number of items or by weight)

Ideally items would be relatively small but many games etc can be made more compact by moving them from the box to a Zip Loc bag. An assortment of items could be grouped in larger bags, such as 1 for each class, and these bags could be quickly distributed to each class.

Incident Command System

Incident Command System (ICS) is an organization tool used by Emergency Responders nation wide and is used by The Kent School District as well.

The KSD Emergency Plan recommends that each campus have:

Other Supplies:

Identification vests with pockets

Clipboards with Job Descriptions*

*Incident Command Job Descriptions are located in the KSD Emergency Response binder at your school.

General:

- Teacher Responsibilities/Student Care
- Support Staff Responsibilities
- Student Support Teams

Command Section:

Incident Commander

- Safety Officer
- Public Information Officer
- Liaison Officer

Operations Section:

Operations Chief

- Site Facility Check/Security
- Search and Rescue Team Leader
- Search and Rescue Teams
- Medical Team Leader
- Medical Team
- Student Care
- Student Release

Planning/Intelligence Section:

Planning/Intelligence Chief

- Documentation
- Situation Analysis

Logistics Section:

Logistics Chief

- Supplies/Facilities
- Staffing
- Communications

Finance/Administration Section:

Finance/Administration

- Time Keeping
- Purchasing

Shelter in Place

Unfortunately in this day and age our schools need to be prepared for emergency situations when students and staff must remain inside the classroom in “Lock Down” such as when there is an intruder on campus. It becomes necessary to be prepared to meet many of the same needs just as when a building is evacuated. Shelter is not an issue but there is definitely the potential need for toilets.

The KSD Emergency Plan recommends the following supplies:

Shelter in Place Kit:

2 rolls duct tape
Scissors
Towels
Water in containers
Toilet supplies
Portable radio/spare batteries
Flashlight/spare batteries

Some of these supplies may already be contained in the Evacuation Kit and it could be desirable to include additional shelter in place items in the kit. Or depending on your school’s situation it may be better to create a separate “shelter in place” kit containing needed supplies such as in a bucket.

Some ideas to provide a toilet and privacy screen include:

- Garbage bags or Zip Loc bags to contain waste
- Garbage can could be used
- Garbage bags and duct tape could be used to construct privacy screen
- A garbage bag with a hole for the head could be worn as a privacy screen

Parent Check In/Student Release

Perhaps one of the most challenging situations that school staff will encounter after any type of an emergency will be reuniting students with their parents. KSD has very specific procedures they follow before releasing a child, such as checking information on their “student locator card” to see who has permission to pick up that child. Also all schools require any visitor to the campus to *first* go to the office to sign in and receive a “visitor” badge. Parents are familiar with these procedures, recognize the importance, and under normal circumstances are usually compliant.

However, *after* an emergency, parents concern for their child’s safety may simply over rule their better judgment. For example, after the 2001 Nisqually earthquake concerned parents throughout the district rushed to schools, entering buildings without signing in at the office, and some removing their children from school grounds without signing them out.

Student Release is one of the job descriptions listed under “Incident Command” and this is the list of supplies recommended in The KSD Emergency Plan:

Other Supplies:

3-4 folding table 3’x 6’

12-16 chairs

Identification vests with pockets

Clipboards with Job Descriptions*

Extra clipboards

Office supplies: pens, paper, etc.

Signs for student request and release

Alphabetical dividers for request gate

Copies of all necessary forms

Jumper cables to connect car battery for emergency power

Also included in the job description “Student Release” under Equipment /Supplies:

Job description clipboards

Pens, stapler

Box (es) of emergency cards

Signs to mark parent request gate and release gate

Signs for alphabetical grouping to organize the parents (A- F, etc)

Empty file boxes to use as out boxes

Forms: Student Release form (copies for every student)

What we can do to assist our school before an emergency:

- Provide reminders to other parents at PTA meetings, PTA Newsletter, open house, parent/teacher conferences etc of what the policy is
- Provide reminders (as above) on why it is important, such as it prevents unauthorized adults from having access to children.
- Obtain needed supplies

What we can do to assist our school after an emergency:

- Role model appropriate behavior ourselves when such situations arise.
- We can offer our services to the staff and help parents to follow procedures

Containers for Storing Emergency Supplies

The KSD Emergency Plan states: All storage containers for supplies must be organized, bug-free, water tight, secure from vandals, and, if possible, kept cool. Ventilators on the roofs of storage containers allow vandals access. Some schools have purchased used refrigerated cargo containers or sprayed insulation inside the container. Containers should be located on a paved, level surface, away from hazards, preferably in a shaded area. It is highly recommended that shelves be installed to hold and organize supplies. Secure all supplies from damage during ground shaking.

Ownership:

Issues concerning the containers used to store emergency supplies represent a “gray area”. *Generally speaking the KSD position is that they are structures on district property and therefore belong to the district.* However some PTAs may believe that since they purchased them that they own them. Others who are using containers that were already on school grounds accept the district’s ownership. Talk to your principal to see if you can learn your container’s “history”. Another source of information would be your PTA’s meeting minutes located in the PTA Secretary records. If no one seems to know anything then it would be best to assume it belongs to the district.

Purchasing:

- Work with your principal
- Contact KSD Facilities concerning purchase, permits location etc (253) 373-7526
- Read the Washington State PTA Legal Issues in this guide, or consult “PTA and the Law”, call the WSPTA office (800) 562-3804 concerning purchases for/donations to school districts
- KSD Donation Agreement form available in KAC Local Unit notebook (ask your PTA president) and KAC Website www.kacpta.org

Sources

- A Plus Storage and Container (253) 946-9590
- Bob Bunch (800) 662-8810
- Mobile Mini www.mobile.mini.com (425) 489-9755
- Northwest Container Service www.nwcontainer.com (206) 764-4500
- Royal Wolf Portable Storage www.tmsstorage.com (206) 762-4807
- Pacific Northwest Equip. Inc www.pnwgroup.com (206) 286-3177
- A Better Mobile Storage Co www.mobilestorage.com (800) 662-8810
- McKinney Trailers/Containers www.E-mckinney.com (800) 773-0903
- Container Storage Inc (253) 838-5576

Shelves

- Supplies donated by businesses or individuals, scavenged from construction sites
- Labor by Eagle Scouts, secondary shop classes, individuals needing community service
- Use eye-hooks with wire/rope to secure items on shelves

Vandalism /Theft/ Insurance Issues

Unfortunately theft, vandalism and lawsuits are a part of today's society and it has become necessary for organizations such as PTAs and school districts to protect themselves from losses. As there are too many variables and to avoid the possibility of misleading someone with potentially incorrect information I am not including specific information. The best advice I can give is for you to contact KSD, AIM, and WSPTA when you have specific questions.

Vandalism /Theft

- Contact KSD Security (253) 373-7256

Insurance-KSD

- Contact KSD Risk Management for specific information concerning liability or property insurance (253) 373-7220

Insurance-PTA

- Contact Association Insurance Management, Inc (AIM) for specific information concerning PTA liability and property insurance (800) 876-4044
- Your PTA may already carry liability and property insurance (it is strongly advised). Ask your PTA president.

Condensation

Condensation can be a major problem in many storage containers and can cause moisture damage to the contents if it is not properly controlled. Condensation forms when warm air comes into contact with surfaces that hold a cooler temperature. For example, on a cool clear night contents become chilled but then once the sun is up and the inside air temperature rapidly increases moisture will condense on surfaces. Methods for controlling condensation include:

“Dri-Z-Air” or comparable brand

- Consists of plastic units that collect excessive moisture
- Economical, available from hardware stores, RV supply stores
- Need regular emptying and granule replacement (every 1-2 weeks through out year). Custodians may be willing to maintain.
- Liquid is corrosive-dispose down drain
- ~4 needed for 40' container

Insulation

- Spray on, purchase form board and attach to walls/ceiling

Vents

- Increasing ventilation to equalize interior and exterior temperatures
- Vents need to be vandal proof, rodent proof, and weather proof

Protecting supplies from Condensation

- Store items in plastic totes, bags, etc. whenever possible:
- Heavy duty freezer Ziploc bags, or borrow vacuum sealer for First Aid supplies

Freezing

- Monitor weather for sustained sub freezing temperatures
- Check water containers for cracks and remove any leaking ones
- Make principal aware of risk. Ask principal/custodian for advice on how to temporarily get power to container to run electric heater

Inventory of Supplies

Once you have started collecting supplies and are organizing them inside your container it may help to put your self in the place of the person who will be using the items. Think about what would be needed first and make those items the most accessible. Consider constructing and posting a “map” of where specific supplies are located so that an individual who is unfamiliar with the container is able to locate needed items. Signs can also be used. Have directions for supplies, such as how to set up privacy shelters, readily available.

Also it is highly desirable to keep a detailed and up to date inventory of supplies and to keep a:

- Copy in The KSD Emergency Response Information binder
- Copy in the PTA Emergency Preparedness Committee procedure binder
- Copy in the container
- Copy with each appropriate ICS job description:
 - Complete inventory:
 - Logistics Chief
 - Supplies/Facilities
 - List of search and rescue tools
 - Operations Chief
 - Search and Rescue Team Leader
 - List of first aid supplies
 - Medical Team Leader

Another important reason to keep a detailed inventory could be for insurance documentation purposes in case of vandalism, theft, other damage or losses!

Some choose to alphabetize information in an inventory but it could be more helpful to have the inventory divided up into categories such as:

- Evacuation Kit
- Shelter/Warmth
- Sanitation
- Water/Food
- Search and Rescue
- First Aid
- Student Activities
- Incident Command
- Shelter in Place
- Parent Check In/Student Release

This method could help you to set your priorities and allow you to see more quickly which areas still need supplies.

Obtaining Supplies

Basic Strategies for Obtaining Supplies

Sources of donations and discounts can be found throughout your community. Don't hesitate to approach anyone who may be able to help your program and explain what you want to accomplish. Often times individuals are more than willing to help once they are made aware of the need. It never hurts to ask!

- Utilize every opportunity to let parents at your school know what you need
- Shop around with catalogs as well as local businesses
- Ask for a donation or discount before you pay full price
- Some companies have a policy of giving discounts to schools
- When ordering mail order compare shipping and freight costs
- Be willing to share contact information with other Emergency Preparedness Chairs
- Get together with others to qualify for quantity discounts
- Be willing to share all of your ideas with KAC PTA Emergency Preparedness Chair so that they may be added to this guide

Ideas for Fundraising and Collecting Donations

Throughout the school year there are numerous occasions when groups of parents come together: Open House, BBQs, Curriculum nights, PTA meetings, Parent/Teacher Conferences, sporting events. These can be opportunities to increase their awareness of what is needed at your school. *Always check out your idea with your principal first!*

Raffles/Auctions

- Baskets etc containing items donated by students, parents, and teachers
- Baskets etc containing items donated by local businesses
- If your PTA already has raffles/auctions then request one (or more) basket(s) designated as “Proceeds go to Emergency Preparedness Committee”
- Car emergency backpacks/duffels (containing purchased or donated items)

Comfort Kit Drive

- Create and distribute list of suggested items
- Provide each student with a one-gallon Ziploc bag for comfort kit (to limit size)
- Request donations of cash/items to create comfort kits for those students without
- Purchase items in bulk, put together in individual comfort kits and sell at cost or for a profit.
- Quake Pac Inc comfort kit fundraiser program (see suppliers list)

Gift Ideas

Create a “Gift Ideas” list and distribute prior to holidays, for example:

- Replace old tools with new ones and donate the old ones etc
- Replace worn backpacks with new ones and donate the old ones etc

Pass the Hat to request cash donations

- For Emergency Preparedness Fund or for a specific item or items.
- Dress up as “Disaster Woman/Man” an emergency preparedness super hero

Wish List

- Maintain a list of items your school needs the most and distribute to parents at all events, in PTA Newsletter.
- Offer tours of Emergency Container to show parents and staff just how much (or how little) your school has stored in it.

Supplies Drives and Collection Events: “Be Prepared Week”, “Safety Week”, “Clean Out Your Closet Week”, Walk-a-Thons

- Establish a list of desired items and timeline for the event
- Publicize in advance with articles in PTA Newsletter, posters at school, announcements and flyers at school and events, skits on morning announcements
- Offer a prize to the class that collects the most items (count or by weight)

Ideas for Other Sources of Funding

Grants

- **Local Unit Grant** from KAC-application form available in KAC Local Unit notebook (ask your PTA president) and KAC Website www.kacpta.org
- **Applegate Grant** from WSPTA-application available in the Leadership Packet (ask your PTA president) or from WSPTA Website www.wastatepta.org Deadline 12/1/02
- Other Grants-information concerning other grants is available through the nonprofit and Philanthropy Resource Center located at the Redmond Regional Library www.kcls.org/sc/nprc
- Classes on Grants writing are frequently available through:
 - Green River Community College www.grcc.ctc.edu
 - Highline Community College www.highline.ctc.edu

School/Business Partnerships

Several area businesses have formed partnerships with schools.

- Identify parents in you school who work for area businesses or contact managers of nearby businesses
- Make them aware of what your school needs and have them contact your Principal or the KSD Community Connections Dept at (273) 373-7524
- Make them aware of what other businesses in the area are doing with their partnerships with schools
- Read “Business and Education-Partnering for success” in the 4/3/02 KSD Newsletter on the KSD Community Connections Web page www.kent.k12.wa.us/KSD/CR/.
- Read the 4/2/02 South County Journal article about the partnership between Springbrook Elementary and Phillips Services in “Miscellaneous Information” www.southcountyjournal.com/sited/story/html/87696

Dream List

- Allow yourself to “think big” here and establish your dream list so if in the future you are approached by a business or individual who is willing to support your program in a big way you will be able to tell them exactly how they can!

Ideas for Acquiring Specific Items

Backpacks

- Request donation of primary student's backpacks (not big enough for secondary)
- Local department stores, sporting goods, warehouse stores
- School's Lost and Found box
- Thrift stores, yard and garage sales
- "Tool Bags" Boeing Surplus

First Aid Supplies

- School Nurse
- Local department stores, drug stores
- Go in with other schools to buy in bulk for quantity discounts
- Left over supplies from households with formerly hospitalized family members
- Panther Lake Rite Aid has given PTA a 10% discount in the past, ask the manager

Flashlights

- Department stores after Halloween
- Boeing Surplus

Incident Command Supplies

- School custodian for extra folding table and chairs
- Secondary sewing classes to sew identification vests
- Boeing Surplus
- Office supplies stores for donations of clipboards, pens, paper etc

Sanitation supplies

- Soap, paper towels, toilet paper from school custodian
- Buckets for water storage or sanitation-Food grade plastic from KSD Food Service, restaurants, bakeries
- Buckets for sanitation or evacuation kits-Empty detergent buckets, paint stores, house painters, anyone who is or has recently painted their house.
- Local department stores, drugstores

Search and Rescue

- 4"x 4" wood for cribbing-obtain old fence posts from anyone replacing their fence
- 2"x 2" wood for cribbing and plywood for container shelves-hardware stores, construction sites
- Tools-from parents employed in construction or utilities, hardware stores, surplus

Student Activities and Games

- Thrift Stores, yard sales
- "Clean Out Your Closet Week"

Vents for Containers

- 2” Metal Vent Caps from Avalon RV/Marine Inc. (800) 860-7728

Water Storage

- Food grade plastic buckets from KSD Food Service, restaurants, and bakeries

Publicity and Recognition

When a person or business donates services, funds, supplies etc to a school or PTA they get a feeling of personal satisfaction. This is enough of a motivator for some but it is human nature to enjoy being given praise and recognition for our efforts. To encourage others to support our program can help if we utilize any or all of the following opportunities to acknowledge their contribution. *Be sure to let your principal know what is happening. Also Becky Hanks at KSD Community Connections would love to know!* (253) 373-7524 rhanks@kent.k12.wa.us

At School

- PTA Newsletter, School Newsletter, School Reader Board (Ask Principal)
- KAC Business of the Month-Form available in KAC Local Unit Notebook (ask your PTA president), and on the KAC Website

Kent Chamber of Commerce

- Awards one local business annually with a “Partners in Education” award. Feel free to nominate any business that helps you. kkent@kentchamber.com

Local Newspapers

South County Journal-Daily

Letters to the Editor

- 250 words or less, must include your full name (no initials) Home address and telephone numbers(s) for verification
- Letters, P.O. Box 130 Kent, WA 98035 letterstoeditor@southcountyjournal.com

Articles

- Nora Doyle (covers school issues) nora_doyle@southcountyjournal.com

Kent Reporter-Biweekly with in city limits/Monthly throughout south king county

Letters to the Editor

- 350 words or less, must include your full name (no initials) Home address and telephone numbers(s) for verification
- Letters, P.O. Box 130 Kent, WA 98035 marc.stiles@reporternewspapers.com

Articles

- Michelle Gisi (covers school issues) michelle.gisi@reporternewspapers.com

Local TV News

Our local TV stations encourage view's tips so feel free to e-mail a news tip to any or all stations if you have a big event such as when Phillips Services trucks delivered \$3,000 worth of supplies to Springbrook Elementary in April 2002 and was covered by Komo 4.

- King 5 newstips@king5.com
- Komo 4 tips@komo4news.com
- Kiro 7 newstips@kirotv.com
- Q 13 Fox tips@q13.com

Sources of Supplies-Local Businesses

Department Stores

- First Aid, tools, backpacks, food, water, sanitation supplies, games, etc

Fred Meyer Multiple locations
Target
Wal-Mart

Drug Stores

- First Aid, sanitation supplies, games etc.

Bartell Multiple locations
Rite Aid
Walgreen

Fabric

Famous Labels Factory Outlet 17810 West Valley Hwy, Tukwila (425 251-0067)

- Sometimes has fleece scraps/remnants

Hardware Stores

- Tools, buckets, tarps, PVC pipe, plastic sheeting, barrier tape, etc

Ace Hardware
Home Depot Multiple locations
Lowe's
McLendon's

- Red and yellow surveyors tape for triage

Liquidators

- Wide variety of items, can be very cheap

Buy 4 Less	2122 S 314 th , Federal Way	(253) 941-1082
Closeout Company	222 S Central Ave, Kent	(253) 854-4390
Liquidation World	119 S Central, Kent	(253) 852-7978
Midway Swap& Shop	24050 Pacific Hwy S, Kent	(206) 878-1990

Medical Supplies

Discount Medical Supply	20052 International Blvd, Seatac	(206) 878-0999
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Safety Equipment

National Safety	19622 70 th Ave S, Kent	(253) 872-7912
Air Gas Safety	22001 68 th Ave. S, Kent	(253) 872-8664

Sporting Goods

Big 5 Multiple locations

G I Joes

REI

- Mylar blankets & bags, backpacks etc

Surplus

Boeing Surplus 20651 E Valley Hwy (425) 393-4065

- Tools, office supplies, flashlights, tool bags etc

Defense Reutilization and Marketing Service (DRMO) www.drms.dla.mil

Bob Tubig Fort Lewis bobtubig@hotmail.com (253) 589-7225

Bob Quimby Auburn (253) 333-4908

- Military surplus-ponchos, poncho liners, tents, tools, etc

Thrift Stores

- Especially good for blankets and backpacks, some tools, games, etc
- Many have regular 50% off sales especially around holidays, call for dates

Bargain World 1600 Central, Kent (253) 850-8884

Children's Hosp Thrift Store 303 W Meeker, Kent (253) 850-8216

Goodwill 1519 Auburn Way S, Auburn (253) 939-1627

Goodwill 27077 Maple Vy Hwy Maple Valley (425) 433-1566

Goodwill 32521 Pacific Hwy S, Federal Way (253) 946-0447

St. Vincent DePaul Stores 717 Auburn Way N, Auburn (253) 833-0400

St. Vincent DePaul Stores 926 Auburn Way N, Auburn (253) 833-0401

Salvation Army 422 S 3rd, Renton (425) 255-0171

Shop & Save 102 Cross St SE, Auburn (253) 939-4245

Shop & Save 24034 104th Ave SE, Kent (253) 850-8760

Thrift Center 343 Union NE, Renton (425) 271-3755

Thrift Center 320 E Meeker, Kent (253) 854-1310

Value Village 32945 Pacific Hwy S, Federal Way (253) 874-3966

Value Village 1222 Bronson Way N, Renton (425) 255-5637

Warehouse Stores

- First Aid, backpacks, food, water

Costco Multiple locations

Sam's Club

Supplies Web Sites, Phone Numbers, E-mail Addresses

Emergency Supplies

American Red Cross	(206) 323-2345	www.seattleredcross.org
Aquacheck	(800) 504-5580	www.southwest.net/aquacheck
Earth Quake Management	(800) 925-9744	getpreparednow@hotmail.com
Earth Shakes		www.earthshakes.com
Emergency Preparedness	(206) 762-0889	www.emprep.com
Emergency Supply Center	(360) 866-0366	www.emergencysupply.com
Quake Kare, Inc.	(800) 273-7273	www.quakekare.com
Quake Pro	(800) 261-3897	www.quakepro.com
Safe-T-Proof	(800) 377-8888	www.safe-t-proof.com
Simpler Life	(800) 266-7737	www.simplerlife.com
SOS Survival Products	(800) 479-7998	sos-info@sosproducts.com
National Safety Inc	(253) 872-7912	www.nationalsafetyinc.com
Safety and Supply Co	(800) 525-7233	www.safetyandsupply.com

Primarily First Aid Items

Medco School First Aid	(800) 556-3326	www.medco-school.com
National Health Supply	(800) 645-3585	

Primarily Food Items

Emergency Essentials	(800) 999-1863	www.beprepared.com
Essentials 2000	(800) 775-1991	www.essentials2000.com

Primarily Sanitation Supplies

Phillips Environmental Products Inc.	(877) 520-0999	www.thepett.com
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Primarily Water

Aqua Blox	(562) 693-9599	www.aquablox.com
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Primarily Kits

Quake Pac Inc.	(877) 709-7227	www.quakepac.com
Quake Proof Inc.	(800) 353-6800	www.quakeproofinc.com

Miscellaneous Information

Washington State PTA Legal Issues

The following information was taken from the 2001 edition of
Your PTA and the Law

A Publication of The Washington State Parent Teacher Association

Contributions Made by Your PTA

Donations of Equipment to Districts. Your PTA should not donate equipment or material to any school or district. Once you put yourself in the chain of title of property or equipment, you subject yourself to liability for any defects in the property or equipment. However, it is permissible for the PTA to allow a school merely to use equipment (for example, a copy machine) while the PTA retains ownership. In this case, the PTA assumes the same responsibilities of ownership (including operation and maintenance) as the district would assume if it accepted ownership. If your PTA wishes to retain ownership of equipment it is donating for use by a school district, you should contact the WSPTA prior to purchasing the equipment in order to discuss all the relevant considerations.

Grants of Money to Districts. You may make a grant to a school district that allows the district to purchase equipment or material itself. A grant may be made for other purposes as well. In connection with any grant of money to a school district, your PTA should take the following steps:

1. Verify the need for the grant.
2. Reach an understanding with the district regarding the terms of the grant.

The KSD Donation Agreement Form is available in the KAC Local Unit Notebook (ask your PTA president) and from the KAC Website www.kacpta.org

Charitable Contributions To Your PTA

Generally. Contributions to Section 501(c)(3) organizations are subject to two important substantiation requirements, discussed below

Substantiation of Contribution Worth \$250 or More

- If your PTA receives a charitable contribution of \$250 or more in cash, goods, or services, you must provide the donor with a written substantiation of the contribution. No particular form is required. The substantiation may be in the form of a letter, postcard or other written document. A cancelled check will not satisfy the substantiation requirement. If the contribution is cash, the written substantiation should specify the amount received.
- Individual payments over time are generally treated as separate contributions and are not aggregated for the purpose of applying the \$250 threshold. However, if someone makes a pledge of \$250 or more and decides to make payments on the pledge over time, the payments should be aggregated.
- If you receive in-kind donations, you should never place a value on the goods or services for the donor. Instead, your written substantiation should describe the goods or services and the donor can place his or her own value on the donation. For this reason, you should provide written substantiation for all in-kind donations

because it is not up to you to determine whether the donation is worth more or less than \$250. However, you will need to place a value on the in-kind donation for your own internal record keeping purposes. In no instance should you knowingly provide false information about the value of a donation. By doing so, you subject yourself to liability for aiding and abetting an understatement of tax liability.

The following information was taken from the 2001 edition of
Washington State PTA Money Matters
A Financial Handbook for PTA Treasurers, Presidents, & Board Members

Board of Directors

As a member of the board of directors of PTA, each board member has the INDIVIDUAL responsibility to make sure the PTA is operating in a fiscally, financially, and legally sound matter.

This is not only a requirement of the Uniform Bylaws of the Washington State PTA, but in fact, it is a requirement of the laws of the state of Washington, as well as the federal regulations under which PTAs operate.

When an individual becomes a board member, either through election or by appointment, that person becomes legally obligated to act in a prudent manner, and to exercise/practice reasonable care and diligence, to assure that the best interests of the PTA and its members are protected and preserved.

If an individual, as a member of a board of directors, fails to exercise this reasonable care and caution, that person is subject, not only to criticism, but to potential personal liability for losses or damage to the PTA.

This is known as *fiduciary duty* or a *fiduciary responsibility*.

Restricted Funds

Many PTAs identify projects where it will be necessary to accumulate funds over a period of time-usually extending beyond two (2) years-in order to fund a project. When this happens, it is recommended that the PTA establish
A “Restricted Fund.”

A “Restricted Fund” is established when a PTA adopts/approves a motion to set aside funds for a specific purpose. Usually, as part of that motion, there is a statement on how those funds will be raised.

(See Money Matters for examples of motions)

It is recommended that the motion approving the establishment of a “Restricted Fund” be voted on by the general membership.

IMPORTANT: Once the “Restricted Fund” is established-those funds may be used **ONLY** for the purpose(s) stated in the motion.

Call the Washington State PTA office for assistance

Phone Numbers

AIM/Association Insurance Management, Inc.....	(800) 876-4044
American Red Cross, Seattle-King County.....	(206) 323-2345
Federal Emergency Management Agency, Publications....	(800) 480-2520
Kent Fire & Life Safety, Public Education.....	(253) 856-4400
KSD Administration.....	(253) 373-7000
KSD Community Connections.....	(253) 373-7524
KSD Facilities and Construction.....	(253) 373-7526
KSD Food and Nutrition Services.....	(253) 373-7275
KSD Risk Management.....	(253) 373-7220
KSD Security.....	(253) 373-7256
KSD Staff Development.....	(253) 373-7836
Office of Superintendent of Public Instruction (OPSI) School Security/Safety Planning Program Supervisor Denise Fitch.....	(360) 725-6055
Washington State PTA.....	(800) 562-3804
Washington State Emergency Management Division.....	(800) 562-6108

Business Helps School Prepare for Emergencies

South County Journal 4/2/02

Working as a team yesterday, students at Springbrook Elementary School unloaded tents, flashlights, hard hats, bullhorns and water barrels from a truck and passed them along chain-gang style until everything was tossed into a large, walk-in container. The unconventional school supplies are what the school's more than 400 students will use in case a catastrophic event, such as a powerful earthquake, volcanic eruption or major weather storm, strikes during the day, leaving them trapped in the building. The \$3,000 worth of emergency supplies was donated to the school by Philips Services, a hazardous and solid waste management company with a Kent facility. Although the company was happy to donate the supplies, they're "things you hope you would not need, ever," said Gary Crueger, Northwest operations manager.

The Kent Fire & Life Safety department served as the matchmaker between the school and company, said Battalion Chief Larry Webb. "We knew the school had a container that was kind of empty," Webb said. He also knows what the numbers show. There are about 26,000 students in the Kent School District and around 3,000 employees. There are 27 Kent firefighters on duty at any one time, he pointed out. That's not the kind of ratio that allows firefighters to respond to every person who will need help in a major emergency, so people need to be prepared to help themselves out, especially in the first 72 hours after a disaster, Webb said.

In that vein, firefighters have spent time over the last four years giving classes in schools, teaching teachers and administrators how to sort patients after a disaster, use fire extinguishers and search for and rescue people trapped in the building. As schools fill their emergency containers, it's important that the teachers actually know how to use everything in there, Webb said. In addition to knowing how to use the tools, regular training also instructs teachers in accounting for students after a disaster; being able to find each person, keep them safe and then release them to the right person are all critical tasks, he said.

Prior to yesterday's additions to the Springbrook emergency container, it held some of the bare necessities, including water, flashlights, and sweatshirts in case students had to be outside for long periods, blankets and tissue. Those supplies were donated by parents and other community members, said Principal Gaynell Walker. Springbrook students and staff used their emergency flashlights last year after the lights went out in the Nisqually Earthquake. Each of the Kent schools has an emergency-supply container. It's the responsibility of each school to fill its own container, through whatever means available. Many schools use their PTAs to help obtain supplies. In addition, some school principals ask their students to bring personal belongings from home that could help them through an unexpected night's stay at school, such as a toothbrush, deck of cards or comforting note from mom and dad.

The match between Philips Services and Springbrook is one that both the fire department and school district hope can serve as a model for other partnerships between schools and the private sector. In addition to the aid given in the form of supplies, a number of Philips Services employees will tutor Springbrook students. By Nora Doyle, Journal Reporter