



CONTRA COSTA COUNTY Office of Education

Emergency Supplies (minimum standard list)

School Office Evacuation Supplies

- Student roster, emergency contact information, and staff roster in the form of a sign-in/sign-out sheet
- Safety Team reflective vests
- Whistles
- List of emergency telephone numbers (public safety, hospital, school district, etc.)
- COE-provided walkie-talkies/radios
- Pens, pencils, or wax markers
- Copy of school's "Standard Response Protocol"
- First aid kit
- First aid instruction manual
- Medical gloves
- Battery-operated flashlight or light sticks
- Extra batteries
- Speaker or megaphone
- Utility turnoff wrench/procedures

School Storage Container (Evacuate/Shelter)

- Water supply [55-gallon drum/AquaBlox (25% of enrollment)]
- Battery-operated or crank radio
- Folding table/folding chairs
- Space/protective blankets
- Caution Tape
- Duct Tape
- Portable toilets/makeshift toilets
- Garbage bags/plastic disposal bags for toilets
- Sanitary items (toilet paper and towelettes)
- Work gloves
- Plastic sheeting or standard tarps
- Hard hats/safety glasses
- Dust masks
- Lighter
- Shovel (round point and transfer)
- Sledge hammer/regular hammer

- Pry bar/wonder bar/bolt cutters/screwdriver set
- Broom/dust pan
- Multipurpose tool/wrench or pliers/utility knife
- Privacy screen(s)
- Rope
- Stretcher/full-body rigid backboard

Classroom Supplies (Evacuation Supplies)

- Bucket/portable container for supplies (bucket may also act as makeshift toilet)
- Clipboard with—
 - List of classroom students
 - List of students with special needs and description of needs (i.e. medical issues, prescription medicines, dietary needs), marked confidential.
- Whistle and vest for teacher
- First aid kit (1)
- Medical gloves (2 pair, latex-free)
- Garbage bags (5)
- Battery-powered flashlight
- Batteries
- Space blankets (2)
- Copy of school's "Standard Response Protocol"

Classroom Supplies (Shelter)

- * Food (i.e. food bars/self-supplied food bags)
- * Water
- Sanitary items (towelettes & toilet paper)
- Work gloves (1 pair)
- Breathing masks (30)
- Duct tape (1 roll)
- Emergency candles/matches (or lightstick)

* Food: Self-supplied by students (elementary)

* In addition to 55-gallon drum of treated water, each school shall have single-use emergency waters equivalent to 25% of enrollment (placement to be determined by school).