

STANDARD OPERATING PROCEDURE CLASSROOM EMERGENCY KITS

PURPOSE: To establish procedures for the use of classroom emergency kits in the Isles District Schools.

REFERENCE: “A Guide for Crisis Management in the Schools,” DoDDS-E, December 2001, Revised Supplement to D.S. Manual 2943.0, *DoDDS School Action Plan for Crisis Intervention and Response to Death*, February 1, 1990

BACKGROUND: The Isles District schools and Isles District Superintendent Office have been provided with classroom emergency kits through the Safety and Security Office. These kits are to be used for emergencies within the school as well as during emergencies that require evacuation of the facility.

PROCEDURES:

1. Once received and accounted for, tag the kits with the school name. (Please use a tag or label; do not write directly on the kits.) Work with the crisis team to ensure the kits are complete. The district-supplied kits contain first aids supplies, plastic and duct tape, food bars, water, flashlights, and batteries. They will need to be supplemented with:

- Class roster for all students in the class
- Emergency evacuation plan, including location of rallying points, safe havens, and specific destinations for inclement weather
- Names and phone numbers of Crisis Team members
- Books and activities for students – keep it lightweight

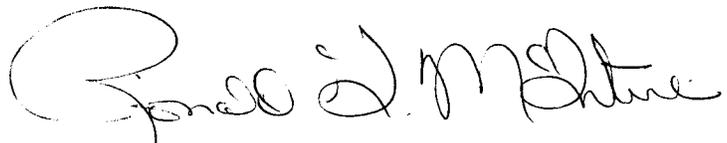
Consult with the crisis team if the hazards of the area require any further specialized emergency equipment in the kits.

2. It is recommended to safeguard the kit so that students cannot access the contents – either on purpose or by accident. The main crisis kit is located in the school office and handled only by administrators and designated staff.

3. Distribute kits to regular classrooms first. For elementary schools, begin with PK-6th grade homerooms and then in specialist classrooms if there are sufficient kits. In middle and high schools, begin with classrooms with higher enrollment and then in rooms with fewer students. Do not put kits in rooms that are not used as classrooms or otherwise occupied.

4. Mount the kit near the exit door of the classroom. Do not lock it in a cabinet or desk; the kit must be readily available for evacuation/emergency. In an ES, place the hook high so small children cannot access the contents of the kit. In a MS/HS, ensure the kits are located where the teacher can see it.

5. Practice evacuating with the kits – carry them out for both fire drills and bomb threat evacuations. In classes with young students, have the teacher carry it. For older classes, the teacher may want to assign a student to do it (i.e. the student that is sitting closest the door, or the first student out of the classroom.) Do not assign this to the last person out, if he/she forgets, there is no one behind him/her to see it. Brief substitutes about the kits and the emergency and evacuation procedures prior to his/her work in the school.
6. Kits may be used in an emergency inside the school as well. Remember to include kits in earthquake, lockdown, and shelter-in-place plans/drills.
7. Ensure kits are included in the school’s emergency procedures, drills/exercises, annual training, etc. Include substitutes and volunteers in this training, or brief them prior to their work in the school. Crisis teams and nurses can aid in this area and only minimal training is necessary to use the kits.
8. Kits are to be used for natural/man-made disasters or school-wide emergencies only. Continue to follow the school’s protocol for routine first aid needs for students. Ensure the kit is not used as a first aid supply source. Continue to remind staff, volunteers, and substitutes throughout the school year.
9. Ensure each classroom kit is updated with classroom rosters as changes occur. Prior to the end of the school year, have the crisis team, or designee (nurse), check all the kits to ensure expired or near-expired items are discarded. If supplies are required, have the crisis team prepare a list of what is needed before school is out. (Essential supplies are those required to be in classroom emergency kits per the above reference document.) If any kits have become damaged or unusable, please annotate the list accordingly. Forward needs to the District Safety and Security Office.
10. At the end of the school year account for all the kits. Keep all the kits in a secure area during the summer to ensure they will not be stolen or tampered with.
11. Prior to the start of school, re-distribute the kits as necessary based on classroom usage.



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