

# Emergency Instructions

**To complete this kit:** Insert important emergency documents and update them regularly.

Last date of update:

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**Emergency Contacts:**

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**Emergency response plan**

Update annually. Include instructions for handling any emergency scenario to which your school/facility may be exposed.

**Class attendance roll/roster**

Use this to ensure that everyone is accounted for in an emergency.

**Buddy assignments**

Pre-assign everyone a buddy to work with and watch out for in an emergency.

**Personal emergency cards**

These cards should include emergency medical information - including allergies, medication or medical conditions - for everyone in your class/group. Include emergency contact phone numbers.

**Student activities (for classrooms)**

Develop age appropriate activities and provide materials in the classroom for these activities. In an emergency, pre-planned activities can help restore and maintain calm among students.

## Emergency Instructions

- 1) Take control of the situation by establishing calm and order.
- 2) Follow your Emergency Response Plan.
- 3) Account for everyone. Use attendance rolls or rosters to keep track of those for whom you are responsible.
- 4) Use the supplies in this kit to manage the first several hours of an emergency situation.

### Conduct search and rescue if necessary

In case of debris, use the **work gloves**, **safety goggles** and **pry bar** to conduct light search and rescue in your designated area. Wear **dust masks** if breathing becomes difficult: If exposed to dust or other contaminants, place mask over face and bend metal nosepiece to conform to shape of nose. Breathe regularly.

### Attend to injured members in your group

**First Aid kit:** Follow instructions inside lid of First Aid case.

**Latex gloves:** Use gloves to avoid contact with bodily fluids. Dispose of gloves after contact with bodily fluids or waste.

**Emergency thermal blankets:** Use blankets to cover those in danger of going into shock. Lie them down and cover them.

### Keep everyone warm and dry

**Tarp/ground cover:** If emergency calls for you to be outdoors, use the tarp to provide temporary shelter or use it as a ground cover if the ground is wet. Tarp can also be used to keep students grouped together within its boundaries.

**Emergency thermal blankets:** Use blankets to keep sick and injured group members warm, dry and protected. Blankets are helpful in reducing shock caused by injuries or trauma by keeping patients warm, dry and clean.

**Duct tape and plastic sheeting:** Use tape and sheeting to seal doors and windows if necessary for "shelter-in-place"

scenario. Consult [www.ready.gov](http://www.ready.gov) for details on preparing a "shelter-in-place". Tape and sheeting can also be used to provide ground cover or overhead protection when outdoors.

### For communication and light:

**Whistle:** Use to signal others in an emergency.

**AM Radio:** Use to monitor news reports and directives from local authorities.

**Flashlight:** Provides light in an emergency.

**Light sticks:** Remove light stick from foil wrapper, bend, snap and shake. Light stick will glow for up to 12 hours. Once light stick has been activated, it cannot be deactivated.

### Keep everyone well hydrated

To avoid premature or unequal water consumption, distribute **water pouches** only when it is time to drink. Depending on anticipated length of stay and the amount of clean water available, delay drinking for the first several hours unless you or your group members are sick, injured or in desert conditions.

Each person should drink a minimum of 8 oz. of water per day. This is the equivalent of 2 4-oz. pouches.

### Maintain proper bathroom sanitation

If access to a bathroom is impossible, turn the **5-gallon storage bucket** into a toilet by following these steps:

- 1) Line bucket with a **biohazard bag** with 3 to 4 inches draped over the outside of the bucket.
- 2) Snap **toilet seat** onto top of the bucket.
- 3) Deposit one toilet **deodorizer packet** in the bottom of the bag inside the bucket.
- 4) Once used, change bag and deodorizer as needed.
- 5) Use **toilet paper** and **moist towelettes** to maintain proper personal hygiene.

For a full 24 hours of support in an extended emergency, purchase one **LifeSecure™ 25-Student Extended Support Kit** for each day of anticipated stay.