



Disaster Kit Procedure

Performance Standards and Regulations

EHS/HS: 1302.47 (8)

ECEAP: PAO-22

WAC: 110-300-0470

Purpose

This document explains the contents of a classroom disaster kit and 3-day emergency food supplies.

Guidance

- Every classroom must have a labeled disaster kit that is kept in a rolling container with a lid.
- Location of the disaster kit (and key if needed) is posted and in an easily accessible location known to all staff and volunteers, including keys that may be needed to access the disaster kit.
- To ensure each classroom has a complete kit when emergencies happen, supplies must not be removed or borrowed from the kit unless there is an emergency.
- The disaster kit must contain enough supplies for 72 hours for all children and site team members.
- All needed supplies are store appropriately before the first day of class. Adjust the contents of the based on the needs of the children and team.

Procedure

1. The Site Supervisor is responsible for assuring that the disaster kit is inventoried and restocked monthly (or more often as needed) using the *Site Supervisor Monthly Health and Safety Monitoring Checklist-ChildPlus*.
2. See Emergency Supply List for list of required supplies.