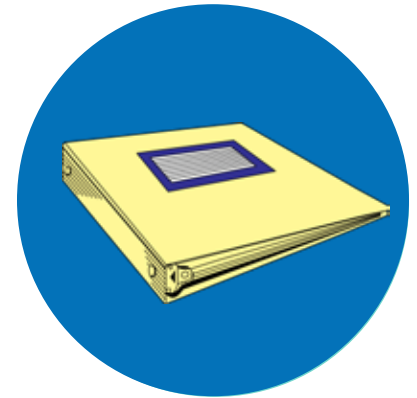


# CREATING A LOGISTICS RESOURCE BINDER FOR YOUR K-12 SCHOOL

In the event of a disaster, you will need obtain the resources and services the school community will need in the immediate aftermath of the event. This includes everything from transportation, drivers, portable toilets, emergency fuel for generators, and clean up services after fires and floods. Some of these items can be gathered and stored in advance; having a clear inventory, access plan and schedule for replacement can help ensure the ability to quickly dispense these needed materials in a time of need. Many of the services and items needed will need to be procured or scheduled quickly following the event and having contracted vendors at the ready will allow you to do so quickly.



We recommend that you create a logistics binder for the school district and each school site. This should be a printed binder (don't rely on electronics that might run out of power) which is tabbed alphabetically with all the resources you may need in an emergency. For those items that you are able to purchase in advance, include their storage location and retrieval plan. For equipment and services you will need to obtain at the time of a critical incident, include the supplier information, including the contact name and a 24-hour contact number, purchase orders and other related information.

Staff must be trained on where the binder is and how to use it in an emergency. Have sufficient copies of the binder available throughout to the school district to ensure anyone can easily access a copy during a critical event. A designated staff member should be assigned to be responsible for the binders, including making sure they are updated at least every six months.

## CREATE YOUR LIST

It is essential to assess your school's needs for a disaster event. In Gawande's book, *The Checklist Manifesto*, he stresses the importance of having a clear list when faced with a complicated, multifaceted task, especially when you are under pressure, to ensure essential parts of a plan are not neglected. The following are some examples to get you started with your planning for an emergency for your school site. It is essential that this is seen as a starting place for your process, not the finishing line. The following list should be reviewed carefully and customized for the unique needs and location of your school site.



For instance, school's in cold weather climates will have different needs than those in warm weather, as will those in areas prone to hurricanes, tornadoes, wildfires, or other regional natural disasters. Having an external consultant, such the team at D-Prep Safety ([www.deprepsafety.com](http://www.deprepsafety.com)), walk you through this customization process can help ensure things are not missed.

While these categories are grouped thematically here, we recommend that you list them in the binder alphabetically with synonymous words cross referenced for easy searches during an emergency. For example, temporary toilets, bathroom, toilets, and restroom would all direct to portable restrooms. Items designated with an asterisk are listed in multiple areas. For example, generators would be needed for scene safety, repair and to meet physical needs.

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## Building/Facility Safety

- Transportation and drivers (buses, vans)
- Fencing (temporary)
- Window repair
- Window boarding (typically done during off-hours)
- Security officer services
- Portable lighting
- Generator
- Bullhorns
- Two-way radios
- Flashlights
- Batteries (AA/AAA)
- Portable AM/FM radios\*
- Speaker system
- Pop-up tents\*
- Latex and non-latex gloves\*
- Tables/chairs\*
- Leather gloves
- N-95 masks\*
- Sanitizer\*
- Cones and marking tape
- Markers and poster board for temporary signage
- Duct tape
- 5-gallon buckets
- Sandbags
- Plastic sheeting
- Toolkit (hammer, screwdrivers, wrenches, saw, level, screws/nails)\*
- Basic first aid kit (bandages, tape, splints, tweezers, scissors, thermometer)\*
- Bleeding first aid kit (tourniquets, large gauze, wound packing, tape)\*
- Matches, lighters, manual can opener, knife\*
- Blankets
- Reflective tape
- Sleeping cots
- Blankets
- Oil/chemical spill clean up
- Vomit clean-up kit\*
- Whistles/lanyard
- Local map

## Building/Site Repair and Maintenance

- Irrigation services
- Electrician
- Plumber
- Locksmith
- IT and WIFI services
- Janitorial services
- General contractors
- Roadway repair
- Fire damage clean up services
- Water damage clean up services
- Drying fans for water damage
- Generator\*
- Portable AM/FM radios\* (hand crank)
- Flashlights\*
- Large portable fans\*
- Temporary classrooms/structures (large tents)
- N-95 masks\*
- Sanitizer\*
- Duct tape
- Toolkit (hammer, screwdrivers, wrenches, saw, level, screws/nails)\*

## Mental Health

- Large venue for family support center after critical incident
- Grief counselor/psychologist/social worker
- General counselor/psychologist/social worker
- Child counselor/psychologist/social worker
- Red Cross counselors
- Board games, crayons and coloring books, playdoh, puzzles
- Books and/or magazines
- Fidget spinners or other distracting devices
- Stuffed animals

# CREATING A LOGISTICS RESOURCE BINDER FOR YOUR K-12 SCHOOL



## Physical Needs

- Drinking water
- MREs (Meals Ready to Eat)
- Handwashing stations
- Generator\*
- Portable hand crank AM/FM radios\*
- Food services
- Pop-up tents\*
- Sleeping cots, sleeping bags
- Flashlights\*
- Large portable fans\*
- Cleaning supplies, towels
- Toilet paper
- Batteries
- Latex and non-latex gloves\*
- N-95 masks\*
- Sanitizer\*
- Toolkit (hammer, screwdrivers, wrenches, saw, level, screws/nails)\*
- Over the counter medications (Aspirin, Advil, ibuprofen, Benadryl, Pepto-Bismol)
- Basic first aid kit (bandages, tape, splints, tweezers, scissors, thermometer)\*
- Bleeding First Aid kit (tourniquets, large gauze, wound packing, tape)\*
- Blankets, manual can opener, knife\*
- Vomit clean-up kit\*
- Pens, pencils, paper
- Whistles/lanyard

## FIND YOUR PROVIDERS

Identifying providers for services and establishing relationships with them is part of the process that you can begin right now. If this is a localized incident at your school site, you don't want to be scrambling in the middle or the aftermath of an incident to research vendors, fill your purchase orders, track down credits cards and update tax forms. If this is a regional event, like a hurricane or wildfire, it is likely multiple organizations will be looking for the same resources. While there are often laws to prevent it, vendors have been known to increase their prices drastically during an emergency (a process known as price gouging). This can be crippling to small and medium school districts with limited funds and smaller volume requirements for disaster items. Establishing relationships prior to the need will help you obtain reasonable prices.



Make sure to establish either an open PO or have a current credit card on file with each vendor. Identify what items can be purchased and stored at your site or another district location. Obtain assurances that when an incident occurs, you will be first in line to have resources delivered by a vendor and have 24-hour contact information for the vendors, as emergencies don't always during normal, 9-5 business hours.



## SET UP PURCHASING

Payment for services and items can often be arranged in advance through a purchase order or credit card purchase. To avoid delays during the emergency event, ensure the proper process and forms are filled out ahead of time. Talk with your accounting and resources department to ensure the company you are engaging has their accounting needs met. There is nothing worse than a delay in service over a missing signature, out of date purchase order, or an outdated tax form. The successful navigation of an emergency requires careful planning and preparedness before the disaster strikes.

# CREATING A LOGISTICS RESOURCE BINDER FOR YOUR K-12 SCHOOL



Many of these services, such as portable restrooms, temporary washing stations, damage and restoration clean up services and similar services, can be identified in advance and paid for by the insurance group or Joint Power Authority (JPA) that serves school districts with risk and property management. These organizations have the funds to pay for these services as part of their responsibilities with school district clients. These arrangements and discussions must occur prior to the disaster and the deployment of these services.

## STORE ITEMS SAFELY

Having a clear plan of where items are stored is equally as critical as obtaining the items themselves. This includes both maintaining a secure storage location for items that you keep at the ready for deployment in the emergency and having plans in place to retrieve and deploy these items during a disaster.

These items should be kept in a secure designated location away from primary structures. Ensure your storage location is safe and secure. This means storing fuel apart from food, ensuring items that are perishable are kept in a cool, dry location and that food items are protected from animals and scavengers. Given the expense of many of these supplies, items should be secured in a locked setting.



It is important to have a plan to assess the shelf life of various items that you are storing. Nothing is worse than feeling you have adequately prepared only to learn that the items in question have spoiled, or batteries and power supplies have been drained. Attempting to recharge items or purchase new supplies in the aftermath of a disaster is extremely difficult and takes resources and time away from other tasks that demand attention.

Have a quarterly plan in place with a designated staff member to review the state of your disaster supplies and identify needs for replacement or maintenance. Items such as generators, flashlights, radios, and other electronic devices should be routinely checked to ensure they are in proper working order.

## PUT IT INTO PRACTICE

Having a clear path to putting these concepts into practice is critical. To that end, we have created this five-step process to establish a logistics binder. As we mentioned, having an external consultant may also be helpful to ensure the plan is executed and all the steps are followed. Contact Jeff Solomon, the National Director of Safety at D-Prep, at [jsolomon@dprep.com](mailto:jsolomon@dprep.com).



1. Read this paper
2. Customize our list for your needs
3. Identify providers for items you need
4. Establish payment arrangements
5. Establish storage and quality assurance plan