

Appendix J

Emergency Supply Inventory

Purpose and Use

This inventory is intended to help parish and school leaders identify, store, maintain, and replenish emergency supplies needed for evacuation, shelter-in-place, lockdown, reunification, extended power outage, earthquake, wildfire smoke, extreme heat, medical emergency, and other all-hazards incidents. Locations may not need all suggested items in the list or may need some items not listed. Tailor to the site and the possible emergencies. The inventory should be attached to the Emergency Plan and reviewed at least twice each year.

Inventory Control Information

Site Name	Parish / School:
Address	
Primary Inventory Manager	Name / Title / Phone / Email:
Backup Inventory Manager	Name / Title / Phone / Email:
Primary Storage Locations	Main office, classrooms, parish hall, church, maintenance area, outdoor emergency container, vehicles, or other:
Last Full Inventory Date	
Next Review Date	

Master Emergency Supply Inventory

Category	Item	Recommended Quantity	Current Quantity	Storage Location	Expiration / Replacement Date	Responsible Person	Notes
Water	Drinking water	At least 1 gallon per person per day for several days, adjusted for students, staff, clergy, visitors, and special events					Include water for sanitation where feasible.
Food	Non-perishable emergency food	Several-day supply; include shelf-stable, nut-aware, and age-appropriate options					Consider student allergies and dietary needs.
Communications	Battery-powered or hand-crank radio / NOAA weather radio	1 per command post and key shelter area					Test during drills.
Lighting	Flashlights, lanterns, and extra batteries	1 per room or team kit, plus extras					Avoid open flames.
First Aid	First aid kits	1 per office, classroom wing, parish hall, kitchen, athletic area, and emergency command post					Check contents after every use.

Category	Item	Recommended Quantity	Current Quantity	Storage Location	Expiration / Replacement Date	Responsible Person	Notes
Trauma Care	Bleeding control supplies	Accessible kits in office, hallways, church, parish hall, and athletic areas					Include gloves, pressure dressings, and instructions.
Sanitation	Moist towelettes, garbage bags, plastic ties, gloves, toilet paper, hand sanitizer	Enough for shelter-in-place and delayed reunification					Store separately from food and water.
Shelter-in-Place	Plastic sheeting, duct tape, scissors	Enough for designated shelter areas					Label by room or building area.
Tools	Wrench, pliers, utility shutoff tools, manual can opener	1 set for facilities team and command post					Only trained personnel should shut off utilities.
Accountability	Clipboards, pens, attendance rosters, class lists, parish event rosters, visitor logs	1 set per classroom, office, ministry area, and reunification station					Protect confidential information.
Reunification	Student release forms, signage, vests, cones, barriers	Enough for parent/guardian reunification and parish event release operations					Store with reunification plan maps.

Category	Item	Recommended Quantity	Current Quantity	Storage Location	Expiration / Replacement Date	Responsible Person	Notes
Personal Protective Equipment	Masks, gloves, eye protection, high-visibility vests	For response teams, office staff, facilities, and first aid stations					Include sizes suitable for adults and students where appropriate.
Special Needs	Medical, mobility, communication, sensory, and dietary support supplies	Based on confidential student, staff, clergy, volunteer, and visitor needs					Coordinate with families and health staff.
Documentation	Campus maps, utility maps, emergency contacts, vendor contacts, insurance contacts	1 set in command post, office, and crisis response box					Keep hard copy and secure digital copy.

Classroom and Ministry Area Go-Kits

Kit Location	Assigned Staff / Volunteer	Required Contents	Current Status	Last Checked	Notes
Each classroom		Roster, emergency procedures, whistle, flashlight, batteries, first aid basics, gloves, student needs list, reunification cards, pen, notepad			
School office		Master rosters, visitor log, radios, chargers, emergency contacts, release forms, incident forms, maps			

Church / sanctuary		Flashlight, first aid kit, evacuation route, ushers' instructions, incident report forms, basic PPE			
Parish hall / event space		First aid kit, radio, flashlight, crowd management supplies, signage, sanitation supplies			
Kitchen / food service		First aid kit, utility shutoff instructions, gloves, sanitation supplies, emergency food handling guidance			
Maintenance / facilities		Utility tools, keys, building maps, PPE, fire extinguisher locations, shutoff procedures			

Supply Maintenance Schedule

Frequency	Task	Responsible Person	Completion Date	Notes / Follow-Up
Monthly	Check radios, flashlights, chargers, batteries, and emergency lighting.			
Quarterly	Inspect first aid kits, trauma supplies, sanitation supplies, PPE, and go-kits.			
Twice per year	Conduct a full inventory of all emergency supply locations and update this document.			
Before major parish or school events	Confirm first aid, communications, crowd management, sanitation, and reunification supplies are available.			
After any incident or drill	Restock used items, document gaps, and update the Emergency Action Plan or Emergency Operations Plan if needed.			

Planning Notes for the Emergency Action Plan and Emergency Operations Plan

- Store supplies in clearly labeled, secure, and accessible locations throughout the campus rather than relying on one central storage area.

- Assign responsibility for each kit or storage area to a specific staff member, clergy member, ministry leader, or trained volunteer.
- Use supplies planning to support all-hazards procedures, including evacuation, shelter-in-place, lockdown, earthquake response, wildfire smoke response, power outage, heat emergency, and reunification.
- Coordinate confidential medical, dietary, mobility, communication, and sensory needs with appropriate school and parish leaders.
- Keep copies of maps, emergency contacts, utility shutoff information, insurance contacts, and vendor contacts in both the emergency command post and a secure backup location.
- Review this inventory after drills, incidents, staff changes, facility changes, and major parish or school events.