

ORANGE UNIFIED SCHOOL DISTRICT/CWA EARTHQUAKE/EMERGENCY OPERATIONS PLAN SECTION 6 – FIRST AID & SUPPLIES

FIRST AID

RATIONALE FOR FIRST AID SUPPLIES ACCORDING TO PREDICTED

CASUALTY RATE: A difficult task in earthquake, disaster preparedness is determining what first aid supplies will be needed and in what amounts. In a major disaster (earthquake, fire, explosion, etc.) the ability to predict actual number of dead and injured victims is impossible. However, it is vital to estimate possible casualties in order to preserve life, minimize injury, and hasten recovery. Utilizing a worst-case scenario of potential earthquake as the basis for this estimate, information contained herein is offered to assist in the preparation and use of first aid supplies.

In the event of a major earthquake/disaster/crisis with resulting casualties and possible lawsuits, the courts will ask major questions such as:

1. Was the earthquake/disaster/crisis threat known to the public? Was the disaster clear in terms of magnitude?
2. Based on that threat, did the school district adequately prepare for the people in their care? Was the preparedness effort taken by the school district "reasonable?"
3. At time of the earthquake/disaster/crisis, did the school district carry out preplanned measures in an appropriate way including reasonable first aid in performance of duty?

Each school's primary concern is to provide care for injured students and adults. Out of a total school population (or any work or living site), it is reasonable to estimate, according to the current earthquake threat, that 25% of the population will have first aid/medical needs. If all schools prepare accordingly for first aid supplies, any site with more than 25% casualties could obtain additional supplies (provided transportation is possible) from a nearby location not as seriously affected by the incident.

This document represents an estimation of needed first aid supplies and appropriate use for a predicted 25% casualty rate in any school population.

RATIONAL FOR TRAINED FIRST AIDERS: First Aid is defined by American Red Cross as the immediate care given to persons who have become injured or suddenly taken ill. Such care can mean the difference between life and death, temporary and permanent disability, rapid recovery and long hospitalization. The California Education Code, 49400, provides that diligent care be given to the health and physical development of pupils.

Based on this information, it is recommended that First Aid Team members be trained in first aid, cardiopulmonary resuscitation (CPR), and use of the recommended first aid supplies. There is no case on record in which a trained first aider rendered care and was later sued and convicted in a court of law. Liability does occur when people render assistance without training or beyond the knowledge/skill level of their training.

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Whenever possible, training may also include Triage (from the French word meaning "to sort") which is used when a limited number of first aiders are faced with a greater number of injured victims. Triage, requiring one minute or less per victim, is a process for quickly assessing multiple victims in order to render life-sustaining measures and prioritize for further care. An average school is estimated to have 6 to 10 or more trained adult first aiders. Based upon a predicted earthquake during this century, it is wise to have middle and high school students also trained as first aiders.

OVERVIEW OF FIRST AID SUPPLIES: The “Earthquake, Disaster Preparedness Plan includes 55 first aid supply items based on materials needed to render first aid and provisions for a three-day water supply. These supplies are for use: 1) During initial response to mass casualties, 2) In the classroom and Assembly Area, 3) At the First Aid Station, and 4) As needed throughout the school/site.

First Aid Supply List

The 55 supply items are listed sequentially in the First Aid Supply List according to urgency for care within the following four priorities:

Priority 1:	Bleeding & Shock
Priority 2:	Drinking Water
Priority 3:	Fractures & Rescue
Priority 4:	Other First Aid Station Supplies & Hygiene/Related Needs

In addition, the supply list has been designed in spreadsheet format for all schools/sites in order to: 1) Provide information for first aiders about the 55 supplies and methods for use, and 2) Determine the amount of supplies needed in comparison to supplies on hand. The spreadsheet format is provided both as a written list in this document and on computer disk, which has been placed on the portal. Use the disk for calculating supply needs as follows:

1. Take an inventory of first aid supplies currently on hand and input the information into the spreadsheet using the same number of units per item. For example: Box of 24, case of 100 each, etc.
2. Take note of the suggestions for cost saving alternatives where applicable.
3. Input the number of students enrolled - and - Input the number of staff members.

The spreadsheet will calculate all but a few of the needed supplies. Schools/sites will need to manually calculate only a minimal number of items.

Note: Copy the spreadsheet from the portal. If a school/site has difficulty with the excel spreadsheet, contact CWA for assistance. In addition, Health Services will maintain an updated First Aid Supply Resources and Price List with information needed for purchasing supplies. A current list is listed on the portal.

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Financial Constraints When Purchasing First Aid Supplies: In the event of financial constraints, the purchasing of all first aid supplies may have to be time phased beginning with all or part of Priority 1 items, then Priority 2 items, etc. If so, schools should prepare for any first aid limitations, which may be imposed until the desired amount of supplies, are on hand.

Important For All First Aid Team Members: The entire supply list is to be reviewed by all members of the First Aid Team in order to assure their knowledge of the supplies and methods for use.

DISASTER/CRISIS FIRST AID KITS (For Initial Response to Mass Casualties): The “First Aid Kits” are appropriate for the entire "Earthquake, Disaster Preparedness Plan". These kits are used by first aiders during initial response to casualty victims for the control of bleeding, shock and related immediate, life sustaining first aid throughout the school/site. This will often occur before victims have been brought to the First Aid Station. It is estimated that an average school would have one kit per each 100 persons of school population (students and staff).

Each kit would be taken by members of the First Aid Team (and other support personnel) to the site of mass casualty victims. Recommended supplies for each kit are listed below. Details for methods of use are described in the First Aid Supply List.

Earthquake, disaster/ First Aid Kit Supplies (1 Kit/100 Persons)

Supplies Needed	Amount Needed for Each Kit
Lightweight box with lid and handle - or - Small, duffle bag with zipper top and handle	1
Gauze Pads, Non-Sterile, 3" x 3"	400
Sanitary Napkins (For control of bleeding on head wounds only)	7
Roller Gauze, 4 inch	5
Bandage Scissors	1
Adhesive Tape, 1" roll	1
Triangular bandage	5
Latex Gloves (100/box)	Medium - 50 Large - 20
For Triage Trained Persons Only: Triage tags made of red and yellow laminated construction paper (4" x 5") with 24" ties attached	10-20 of each color

CLASSROOM FIRST AID KITS (For Classroom & Assembly Area use): Classroom First Aid Kits contain supplies regularly used in the classroom throughout the year and for use in the event of any incident, emergency, earthquake, disaster, or other crisis. The recommended supplies and methods for use are listed below. At the time of any disaster/crisis, teachers who are able to evacuate to an Assembly Area, will bring these kits for use as members of the Supervision and Assembly Team.

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Classroom First Aid Kit Supplies

Needed Supplies	Amount	How Used
Storage Container (Such as plastic lidded container, Zip-lock baggies, or small fanny pack or backpack). Note: Fanny pack/backpacks are easy to carry at time of disaster/crisis.	1	Store first aid supplies - Zip-lock bags can be used to organize kit contents, keep supplies clean, and store liquid soap, etc. separately. Note: If same container is used for both Classroom and disaster/crisis use, supplies must be replenished regularly to maintain emergency preparedness.
Gauze pads, non sterile (3 x 3 or 4 x 4)	50	Cover wounds, apply pressure for control of bleeding, and clean minor wounds
Roller Gauze, 4" wide	1	Secure gauze pads over wounds
Adhesive tape, 1"wide	1	Secure gauze pads or bandages over wound
Scissors	1 pair	Cut roller gauze
Phisoderm, in 4 oz. (Approx.) container	1	Clean wounds
Band-Aids, Regular size, 1" x 3"	20	Cover minor wounds
Band-Aids, Large size, 2" x 4"	10	Cover minor wounds
Latex gloves (100/box)	Medium – 20 Large - 20	Protect from blood and body fluids
For Teachers Trained in Triage Only Triage tags made of red and yellow laminated construction paper (4"x5") with 24"ties attached.	10 of each color	Label victims during triage Red = Immediate Yellow = Delayed

Recommended storage containers are included in the First Aid Supply List. The following illustrates which supplies are kept in specified storage containers and locations.

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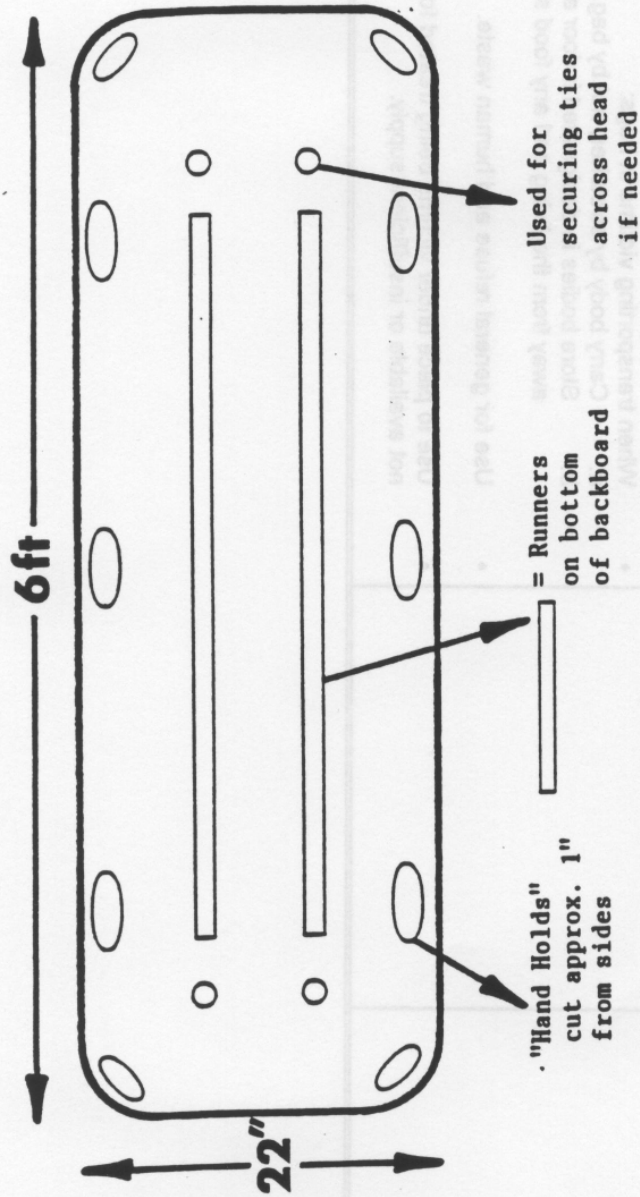
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Supplies	Storage Containers and Locations
Contents of Disaster/Crisis First Aid Kits (For Initial Response to Mass Casualties)	Lightweight box with handle -or- small duffle bag with zipper top and handle
Contents of Classroom First Aid Kits	Plastic, lidded container -and/or- Ziploc baggies, 12"x15" -and/or- Fanny pack or small backpack
First Aid Station Supplies	Trashcans on wheels, 32 gal. Note: Supplies must be proportioned into several smaller, complete sets and stored in separate barrels in separate locations throughout the school/site in event some storage areas are inaccessible at time of need.
First Aid Station Supplies that are bulk items needing larger storage space: • Prepared splints • Water • Stretchers • Blankets, Sheets, Pillows (if too many for trash cans on wheels)	Closets, shelves, outdoor cargo, etc...
(Optional) Voting Booths (To be used for toilet areas)	Closets, outdoor cargo containers, etc

STORING FIRST AID SUPPLIES FOR READY ACCESS IN TIME OF NEED: First Aid Station Supplies should be prepared for storage according to nine (9) "layout" categories of first aid care (**Refer to the following "Layout Map"**). This will facilitate rapid set up of supplies in readily accessible groupings for immediate use. The "Layout Map" For Assembling First Aid Station Supplies is designed to: 1) Assist school/site personnel in pre-sorting and organizing supplies for storage and 2) Serve as a "layout map" for personnel who will set up the first aid station at time of need. In preparation for either task, see "layout map" details.

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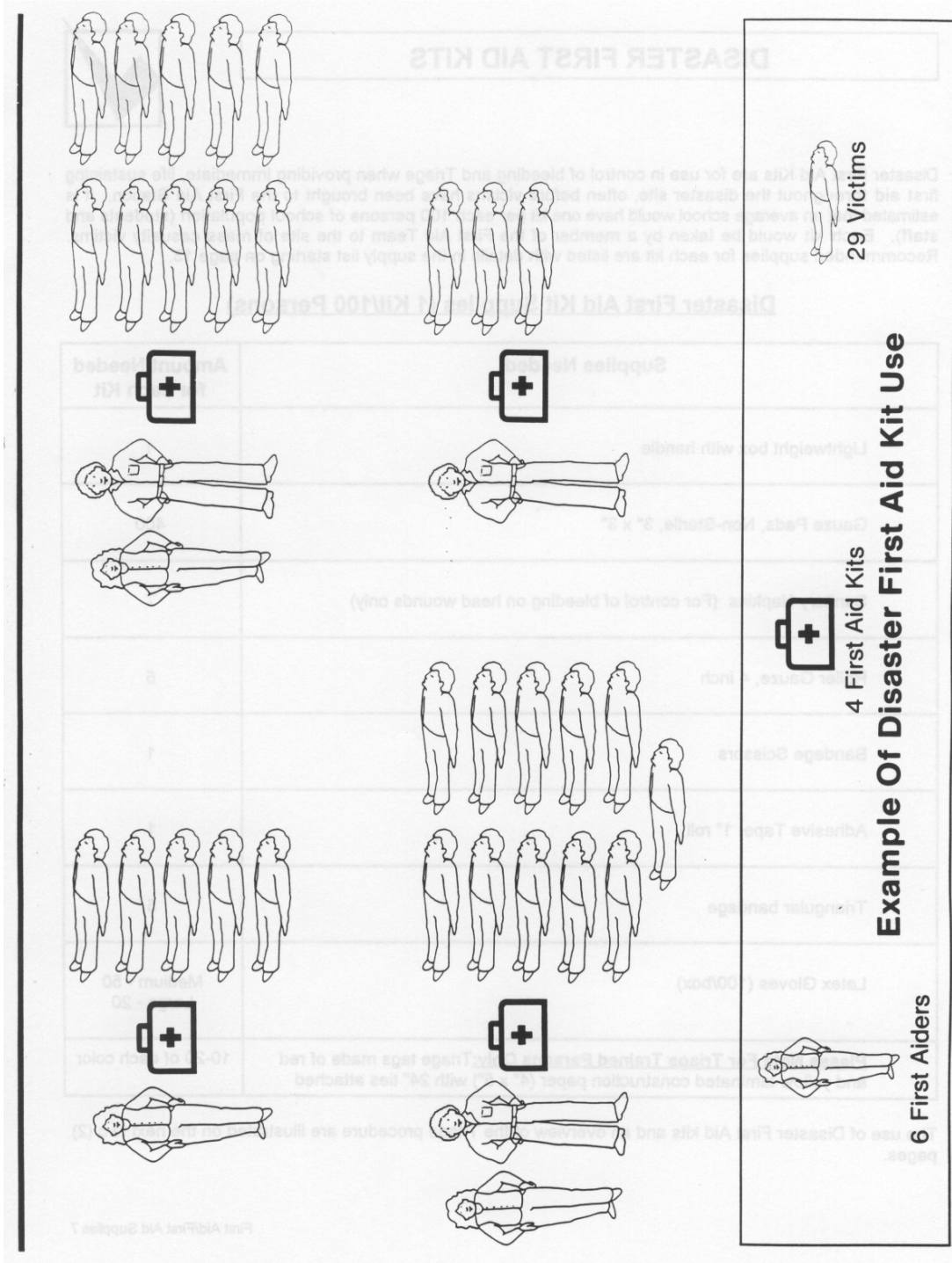
DIRECTIONS FOR MAKING BACKBOARDS



Backboard Used with Straps Similar to

- Seat belts, 3" x 48"
- Alternative strap = sheeting
- Minimum # of straps = 2, used over chest and legs
- Maximum # of straps = 4, used over chest, legs, lower trunk, and head

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<p>Needed Preserver and Water Drums</p>	<ol style="list-style-type: none"> 1. Water Preserver, used to store emergency drinking water in 55 Gallon Water Drums, must be replaced every 5 years. 2. Water Preserver", and the Water Drums are obtained from Earthquake Management, 16462 Gothard #G, Huntington Beach, CA 92646. Tel. # 1 (800) 925-9744. 3. Periodically, Health Services coordinates district-wide ordering of Water Preserver to obtain a discount price for bulk quantities. Last order was placed in April 2000.
<p>Important Storage Tips (Read prior to filling new and/or previously used water drums)</p>	<ol style="list-style-type: none"> 1. Store water drums as follows: <ul style="list-style-type: none"> • In a cool place avoiding direct sunlight and excessive heat over 150°. (storage OK in ventilated cargo container) • On slabs of wood to prevent direct contact with concrete. • NEVER keep near stored gasoline, kerosene, pesticides or similar substances that can contaminate water. • ALWAYS keep bung wrench (for opening/closing sealed cap) and pump (for dispensing water) with water drum. 2. Be aware that a full, 55-gallon water drum weighs approximately 450 lbs. NOTE: prepare and fill drums in storage area or plan to move using a large dolly. 3. Seal drum only with it's own cap (NOT the pump which does not provide an airtight seal). 4. Dispose of any unused preservative by flushing down toilet or sink - and – discard empty preserver container in trash. Do not reuse container. 5. Do not open prepared water drums until water is needed. NOTE: If opened, drum must be emptied and refilled per directions below.
<p>Equipment & Supplies</p>	<ul style="list-style-type: none"> • Water drums (usually 55 Gal. Size) • Water Preserver Concentrate • Bung Wrench (that came with water drums) • Running water and hose
<p>Preparing and Filling Water Drums</p>	<ol style="list-style-type: none"> 1. Unseal cap (usually requires bung wrench) - and - Empty out old water. 2. Rinse completely with fresh running water. (REQUIRED for all drums including never used ones) 3. Add Water Preserver" to EMPTY drum. <ol style="list-style-type: none"> a. Remove safety seal from Water Preserver" cap. (Do NOT use if safety seal is broken or missing). b. Add Water Preserver": <ul style="list-style-type: none"> • For 55 gal, drums: Remove dropper top carefully and pour all preserver into drum. • For smaller drums: Add 8 drops per gal. (Example: 30 gal. drum X 8 drops/gal = 240 drops). 4. Fill drum with fresh water to 3 inches below cap. 5. Reseal cap tightly. 6. After capping, slosh container several times to wet the inside area. 7. Write date of water preparation on outside of container (Good for 5 years).

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FIRST AID SUPPLIES EXCEL SPREAD SHEET

An “Excel Spreadsheet” has been placed on the District’s portal. The “Excel Spreadsheet” will automatically calculate “First Aid Supply” needs for your school site. This spreadsheet will assist your school site in updating existing supplies and maintaining an appropriate inventory. You will need to know:

- 1. The number of students enrolled.**
- 2. The number of staff members (classified, certificated, and leadership).**
- 3. A complete inventory in designated units of existing first aid supplies that includes disaster first aid kits, first aid station, and classroom first aid kits.**
- 4. Confirmation of vendors and exact prices.**

On the portal is a current price list/per unit. This list is updated annually. Make a copy of the file prior to using and make a paper copy of your results after inventory. In the event of any problems, please contact CWA at (714) 628-4260.

Remember, “First Aid Station Supplies” should be prepared for storage according to nine (9) “layout” categories of first aid care. This will facilitate rapid set up of supplies in readily accessible groupings for immediate use.

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**INSERT A MAP OF YOUR SCHOOL
HERE
&
MARK LOCATIONS OF
FIRST AID SUPPLIES, TOOLS &
OTHER EMERGENCY SUPPLIES**