

STANDARD OPERATING PROCEDURE

Emergency Zone Standard Classroom Lockdown Kit

Immediate life-sustainment for students and staff during a prolonged classroom lockdown or shelter-in-place scenario.

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SECTION 1

Mission Brief & Intended Use

1.1 Mission Profile

This kit provides **immediate, short-term life-sustainment** for students and staff during a prolonged classroom lockdown or shelter-in-place scenario where egress is denied or unsafe.

It is designed to mitigate the primary physiological and sanitation challenges of confinement.

 This is **NOT** a tactical response kit, a trauma kit, or a long-term survival solution. Its function is to manage the immediate consequences of a lockdown — not to resolve the causal event.

1.2 Intended Use & Scope

Intended for deployment by staff in institutional settings:

- K-12 schools
- Daycare centers
- University classrooms
- Places of worship

1.3 Operational Assumptions

- A lockdown or shelter-in-place order has been issued by an appropriate authority
- The designated room is physically secure — doors locked, entry points hardened/barricaded
- All personnel are accounted for within the secure area
- Duration is unknown but potentially exceeds several hours

SECTION 2

Equipment & Component Familiarization


All components are grouped by **operational purpose**. Conduct a full inventory upon deployment.

2.1 Sanitation System

- **5-Gallon Bucket** — Primary storage & toilet basin
- **Honey Bucket Toilet Seat** — Snaps onto bucket rim
- **Toilet Liners (10)** — Heavy-duty bags for waste containment
- **Eco Gel Pack** — Solidifies liquid waste, reduces odor & pathogens
- **Biohazard Bag (1)** — Secure containment for used liners
- **Toilet Paper Roll (1)** — Personal hygiene
- **Nitrile Gloves (1 pair)** — PPE for sanitation management
- **1-Gallon Zip Lock Bag** — Secondary containment for contaminated items

2.2 Sustenance & Hydration

- **3600 Cal Food Bars (3)** — High-density non-perishable rations; scored for portioning. Total: **10,800 calories**
- **4.2 oz Water Pouches (30)** — Purified sealed water. Total: **~126 fl oz (≈0.98 gal)**

 **Strict rationing is required** for both food and water.

2.3 First Aid (Basic)

- **Medium Bandages (15) & Small Bandages (15)**
- **Antiseptic Wipes (6)** — Pre-bandage wound cleaning
- **Butterfly Closures (2)** — Minor laceration closure
- **Small Sterile Sponge Dressing (2)** — Larger abrasion coverage
- **Cotton Tip Applicators (10)** — Wound area cleaning

2.4 Information & Signaling

- **AM/FM/WB Radio w/ Batteries** — Monitor official broadcasts; WB provides NOAA alerts. Keep volume at minimum audible level.
- **Signal Whistle** — Auditory alert for rescue personnel. Carries farther than yelling with less energy.

2.5 General Utility

- **Emergency Reflective Blanket** — Reflects ~90% body heat; used for shock & hypothermia prevention
- **Roll of Duct Tape** — Repairs, sealing doors/windows, securing items
- **Emergency Preparedness Guide** — Reference document for general procedures

Standard Operating Procedure — Deployment

Scenario: An active threat has been identified outside the building. A campus-wide lockdown has been initiated. The classroom door is secured, windows are covered, students are in a position of cover, and all are accounted for.

1	<p>Kit Deployment & Inventory</p> <ol style="list-style-type: none"> 1. Retrieve the kit from its designated storage location 2. Move the kit to the primary student staging area 3. Open the 5-gallon bucket, remove all contents, and conduct a rapid inventory. Set the toilet seat lid aside.
2	<p>Establish Priorities & Roles</p> <ol style="list-style-type: none"> 1. Lead staff member (teacher) is the incident manager 2. Delegate tasks if other adults are present: radio monitoring, first aid oversight, sanitation management 3. Communicate instructions to students clearly and calmly. Maintain order.
3	<p>Information Gathering</p> <ol style="list-style-type: none"> 1. Unpack the radio and insert provided batteries 2. Tune to a known local news station or NOAA Weather Band channel 3. CRITICAL: Set volume to the lowest possible audible level. Do not broadcast your position to a potential threat.
4	<p>Sustenance Rationing Protocol</p> <ol style="list-style-type: none"> 1. DO NOT distribute food or water immediately unless a medical emergency (e.g., hypoglycemia) requires it 2. Base rationing on occupant count with assumption of a minimum 24-hour duration 3. Recommended start: one 4.2 oz water pouch + one 400-calorie portion per person every 8–12 hours
5	<p>Sanitation Station Deployment</p> <ol style="list-style-type: none"> 1. Designate a far corner of the room; create a visual privacy screen using desks, bookshelves, or coats 2. Designated adult dons nitrile gloves 3. Place one toilet liner into the bucket, draping edges over the rim; sprinkle Eco Gel into the bottom 4. Snap toilet seat firmly onto the bucket's rim 5. Instruct users to add Eco Gel after each use 6. When liner is full: remove, twist to seal, knot or tape shut. Place inside the biohazard bag and stage in the sanitation corner.
6	<p>First Aid Application</p> <ol style="list-style-type: none"> 1. Administer first aid for minor injuries only (scrapes, small cuts) 2. Clean wounds with antiseptic wipes before applying bandages or dressings 3. Refer to Critical Warnings — this is not a trauma kit
7	<p>Signaling Protocol</p> <ol style="list-style-type: none"> 1. Use the signal whistle only when rescue personnel are confirmed nearby 2. Produce three sharp blasts in succession (universal distress signal). Pause, listen, repeat as necessary.

SECTION 4

Critical Warnings, Limits & Safety

 **Scope of Medical Practice**

First aid components are for **minor abrasions and lacerations ONLY**. This kit cannot manage traumatic injuries such as severe bleeding, penetrating trauma, or fractures.

For life-threatening hemorrhage: use improvised tourniquets or pressure dressings from ambient materials while awaiting professional responders.

 **Resource Management**

Food and water are **finite resources** for the group. The kit's viability is directly tied to disciplined rationing.

Uncontrolled consumption will rapidly deplete all supplies.

 **Biohazard Risk**

Human waste is a significant biohazard. The designated adult **MUST** wear nitrile gloves when handling liners. The biohazard bag must be securely sealed to prevent pathogen spread within the confined space.

 **Food Allergies**

Food bars may contain common allergens including soy, wheat, and nuts. Be aware of known student allergies. Check ingredient information before distribution if available.

 **Operational Security (OPSEC)**

Maintaining a low profile is **critical** in an active threat scenario. Keep all noise — including radio volume and conversation — to an absolute minimum at all times.

SECTION 5


Readiness, Inspection & Sustainment

5.1 Storage Requirements

Store the kit in a **designated, unlocked, and unobstructed** location within the classroom (e.g., supply closet, marked cabinet).

The location must be known to **all primary and substitute staff**.

5.4 Post-Deployment Procedures

-  This kit is considered **single-use**. If any component is used, the entire kit must be taken out of service and fully restocked. All sanitation components are non-reusable and must be replaced.

5.2 Quarterly Inspection Protocol (Every 3 Months)

 Inspect Expiration Dates

Physically check manufacturer expiration dates on food bars and water pouches.

 Verify Components

Conduct a full inventory against the component list. Ensure all items are present and packaging is intact.

 Test Electronics

Test the radio on all bands (AM/FM/WB). Check batteries for corrosion or leakage. Recommended: store batteries outside the device, taped to it in original packaging.

5.3 Annual Sustainment & Replacement

- Replace any food, water, or batteries within one year of their expiration date
- Replace any items with compromised packaging