



**SAMPLE INDIVIDUAL DISASTER SUPPLIES**

(School Letterhead)

(Date)

Dear Parent(s):

Our School Safety Committee has been working to prepare for a major earthquake or other disaster.

In the event of a disaster, we may need to care for your child for several days if you are unable to reach the school. It is important to have adequate emergency supplies on hand. We are requesting that each child bring a clear, heavyweight, 1-gallon, plastic, zip-top bag containing emergency food (with a long shelf-life) and other supplies. Recommended items include:

**1. Food** - Please use canned foods with pull-tops only (they do not attract rodents or insects). Avoid foods that require cooling, water, are salty, or foods your child will not eat. Include enough food for three days.

- Fruit, pudding, vegetables
- Juices, water
- Water-packed tuna, meat, or chicken
- Spoon, fork, knife, towelettes and napkins

**2. Miscellaneous Items**

- Extra pair of prescription eyeglasses, if required
- Any medications needed in a 72-hour period, labeled with child's name and instructions
- Favorite toy, family picture, or pre-written caring note from family

Please remember to also prepare your home for emergencies, and to keep your contact information current at school. You can access more emergency preparedness materials on this Office of Emergency Management webpage: <https://www.lausd.org/Page/2751>

Please complete and return the information on the back side of this letter with your child's emergency food packet. Thank you for your interest and support.

(Principal signature line)



Please include this information with your emergency food packet(s):

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ Room No. \_\_\_\_\_

Home Address \_\_\_\_\_

Cell/ Phone ( ) \_\_\_\_\_ Alternate Phone ( ) \_\_\_\_\_

Medical information: Allergies, medication, etc. \_\_\_\_\_

Out-of-state emergency contact:

Name/Relationship \_\_\_\_\_ Phone ( ) \_\_\_\_\_