



- Emergency Go-Kits

EMERGENCY “GO-KITS”

PURPOSE:

Schools emergency management has four phases: mitigation and prevention, preparedness, response and recovery. The preparedness phase involves developing policies and protocols for multiple hazards, conducting training and exercises and ensuring necessary resources are available should an emergency occur in school.

One way to enhance school preparedness is the creation of emergency supply kits – or, emergency “go-kits.” Go-kits are portable and should contain a stockpile of essential emergency supplies. Go-kits often come in the form of backpacks, gym bags or buckets that can be easily carried out of a school in case of an emergency. They are stored in a secure, readily accessible location in the administration office so that they can be retrieved when an emergency requires evacuation.

Every school, before and after care center, and daycare center should store emergency supplies in preparation for either an evacuation or an emergency that requires students and staff to evacuate or shelter in place. It is important that several go-kits be located throughout the building. Administrators, teachers and critical members of the school-based teams may have a go-kit with supplies needed to carry out their assigned responsibilities.

When preparing go-kits, schools should consider the specific characteristics of the school, such as its population, climate, facilities and resources. The school’s emergency plan should also include procedures for designating which staff are responsible for replenishing the go-kits. Some schools may find it beneficial to have two major types of go-kits: one for administrators and one for teachers in each individual classroom.

Administrator Go-Kit Contents:

- ☐ Clipboard or binder with lists of:
 - all students (All rosters should be accompanied by sealed/secured information on students with special medical or dietary needs, along with custody limitations or prohibitions. These envelopes should be clearly marked confidential/emergency use only.)
 - time tables
 - telephone tree
 - roster of students with special needs and description of needs (e.g. medical issues, prescription medicines, dietary needs), marked confidential
 - list of school personnel
 - divisional cell phone numbers list
 - school emergency response plan procedures
 - utility turn-off procedures
 - key contact information for the divisional crisis team, clinical and extended services
- ☐ Parent-student reunification plan – student release forms
- ☐ Whistle with lanyard
- ☐ Blank paper, pens, pencils, markers
- ☐ High visibility vest or arm bands for visibility and leadership identification
- ☐ Battery-operated flashlight and batteries or light sticks or both.
- ☐ Extra batteries

- ☐ Utility/HVAC/fire alarm emergency shutdown procedures. All shutdown procedures should be laminated prior to placement in the kit in case fire/rescue or Haz-Mat needs to enter the building with sprinklers activated.
- ☐ Emergency communication device (bullhorn, cell phone, walkie-talkies) with chargers
- ☐ First aid kit with instructions
- ☐ Blankets (cold weather evacuations)
- ☐ Garbage bags
- ☐ Small package of tissue or toilet paper
- ☐ Box or bag of latex gloves
- ☐ Sun block or insect repellent
- ☐ Portable radio
- ☐ Master keys to the building
- ☐ Duct tape, caution tape

Classroom Go-Kit Contents:

- ☐ Clipboard with lists of:
 - all classroom students
 - students with special needs and description of needs (e.g. medical issues, prescription medicines, dietary needs), marked confidential
 - classroom personnel
- ☐ School emergency response plan procedures
- ☐ Whistle
- ☐ High visibility vest or arm bands for teacher identification
- ☐ First aid kit with instructions (where applicable)
- ☐ Pens and paper
- ☐ Age-appropriate student activities (such as playing cards, checkers, inflatable ball, etc.)
- ☐ Blankets (cold weather evacuations)
- ☐ Snacks (where applicable), hard candies or other long shelf life food.

Recommended Contents from the Center for Safe Schools

Item	Teacher	Other Staff	Emergency Team Member	Nurse ²	Administrator ³
Clipboard	X	X	X	X	X
Pad of paper with sharpened pencils and pens (2 each)	X	X	X	X	X
Permanent marker – medium and fine point (minimum 2 different colors)			X	X	X
Roster ⁴ of students in class(es)	X	X			
Roster of students in buddy teacher's class(es)	X	X			
List of emergency contact numbers	X	X	X	X	X
Disposal poncho	X	X	X	X	X
Small pack of tissues or toilet paper	X	X	X	X	X
School Emergency Procedures	X	X	X	X	X
School Emergency Plan (full plan)			X	X	X
School emergency checklists or other forms	X	X	X	X	X
Parent/Child Reunification Procedures	X	X	X	X	X
Student release forms as needed	X	X			X
Whistle with lanyard	X	X	X	X	X
Flashlight – with batteries or electromagnetic/wind- up capable	X	X	X	X	X
Second flashlight or spare bulb for primary light	X	X	X	X	X
Light sticks	X	X	X	X	X
Small first aid kit including PPE ⁵	X	X	X	X	X
Small tarp or plastic sheeting	X	X		X	
Sun block	X	X	X	X	X
Insect repellent	X	X	X	X	X
Age-appropriate student activity materials ⁶	X	X			
Cell phone charger and extra batteries			X	X	X
Portable radio with extra battery			X	X	X
Map of local area			X		X
Teacher schedules					X
School building floor plans (10 copies)			X		X
School building photos					X
Student yearbook or recent photo CD					X
Map of area around the school – 5 sets minimum					X
Bullhorn					X
Master keys to building (2 sets minimum)					X
HVAC/Utility/fire alarm emergency shutdown procedures ⁸			X		X

² These items are personal bag items and do not include specialty medical supplies and equipment a nurse or medical team may need in an emergency.

³ Some recommended items for administrators may be contained in a school kit rather than a personal kit.

⁴ All rosters should be accompanied by sealed/secured information on students with special medical or dietary needs, along with custody limitations or prohibitions. These envelopes should be clearly marked confidential/emergency use only.

⁵ PPE for a school first aid kit is probably limited to protective gloves and a barrier shield device for rescue breathing. A dust mask may also be included.

⁶ Student activity materials may include playing cards, inflatable balls, checkers, bubbles, Nerf™ balls, etc.

⁷ All building plans should have the HVAC, electrical and other utility shut-offs prominently marked.

⁸ All shutdown procedures should be laminated prior to placement in the kit in case fire/rescue or Haz-Mat needs to enter the building with sprinklers activated.

Item	Teacher	Other Staff	Emergency Team Member	Nurse ⁹	Administrator ¹⁰
Fire alarm shut-off procedures			X		X
Blank index cards (multiple colors)			X	X	X
High visibility vest or arm bands for easy identification			X	X	X
Duct tape			X		X
Plastic wire ties of various sizes					X
AM/FM radio (battery operated)				X	X
Weather radio (battery operated)				X	X
Roll of heavy trash bags	X	X	X	X	X
Water – with cups	X	X	X	X	X
Hard candies or other long shelf life food	X	X	X	X	X
Roll of paper towels	X	X		X	
Multi-tool or screw driver with multiple tips			X		X
Peel off labels (2 x 4 minimum) for emergency name tags or labeling			X	X	X
Personal medications	X	X	X	X	X
Local telephone directory					X

Recommended Contents for Building or Division Go-Kits:

Specialty Kits: One per school and division	Notes
Signs or flag for command post	Coordinate these markers with local responders
Rosters of students/master schedule	
Teacher Schedules	
Full emergency plan with annexes, checklists, etc.	
Banner or poster for parent-child reunification	Use large banners, bigger than 8 x 10 inch paper
Alphabetical grouping signs A-L and M-Z A-F, G-L, M-R and S-Z	Pre-plan alphabetical breakdowns according to the size of your building's student population. Some schools may need 4 or 5 groups
School building floor plans ¹¹ (10 copies)	Even if your school has a secured website, it is best practice to have hard copy backups available in the event that internet or electric service is disrupted
School building photos	
Map of area around the school – 5 sets minimum	
Student yearbook or recent photo CD	
Bullhorn	Some schools may need more than one
Master keys to building (2 sets minimum)	
HVAC emergency shutdown procedures ¹²	Laminate these procedures

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¹² All shutdown procedures should be laminated prior to placing in the kit in case fire/rescue or Haz-Mat needs to enter the building with sprinklers activated.

Specialty Kits: One per school and division	Notes
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Fire alarm shut-off procedures	
Duct tape	
Plastic wire ties of various sizes	
Blank index cards (multiple colors)	
High vis vest or arm bands for easy identification	
Extra batteries for all electronic devices	
AC charger for cell phone and portable radios	
CAT-5e internet cables	Dependent upon existing technology infrastructure
Single line telephones with cords	

**Be sure to include any items from the administrator list that are not carried in personal go-kits.

**Please note that the lists provided above are suggested based on best practice information. These lists can be expanded based on individual needs.

For additional information on personal preparedness kits for use at home or in your car, check out these websites:

<http://www.ready.gov/america/getakit/index.html>

<http://www.fema.gov/pdf/about/regions/regionii/r2-what-goes-in-an-emergency-kit.pdf>