

School Emergency Supplies and “Go Kits”

Every school, before and after care center, and day care center should store emergency supplies in preparation for either an evacuation or an emergency that requires students and staff to shelter in place. The safety team should select supplies that address the needs of the specific school, its population, climate, facilities, and resources. Because emergency supplies are so important, the school safety plan should reference both the supplies to be stockpiled and staff role responsible for stocking and replenishing.

“Go Kits”

In case of an emergency evacuation, it is critical that every classroom and the administration maintain a “go kit,” a self-contained and portable stockpile of emergency supplies, often placed in a backpack and left in a readily accessible but secure location so that it is ready to “go.” The school safety plan should reference the go kits and note the personnel to whom responsibility is delegated for stocking and replenishing them. The contents of the go kits should reflect the safety team’s consideration of the school’s circumstances and resources.

Go Kit Items for Consideration	
Administration Go Kit Supplies	Classroom Go Kit Supplies
<ul style="list-style-type: none"> Clipboard with List of students List of students with special needs and description of needs (i.e. medical issues, prescription medicines, dietary needs), marked confidential List of school personnel List of school emergency procedures Whistle and hat for leadership identification Battery-operated flashlight Utility turnoff procedures Emergency communication device First aid kit with instructions 	<ul style="list-style-type: none"> Clipboard with List of classroom students List of students with special needs and description of needs (i.e. medical issues, prescription medicines, dietary needs), marked confidential List of school emergency procedures Whistle and hat for teacher identification First aid kit with instructions Student activities (such as playing cards, checkers, inflatable ball)

School Emergency Supplies

Every school should store emergency supplies in case its students and staff are required to shelter in place due to an emergency or a lockdown. All supplies should be securely stored in an accessible, central location. They should be labeled, protected, and maintained. Supplies that have expiration dates (such as batteries, food, water, and prescription medications) must be replenished over time. The safety team leadership should delegate the responsibility for making sure that these kits are properly stocked and replenished.

Schools should consider the following lists in light of their particular needs. Some items are easily stored while others are not. For example, extra clothing for young students is commonly stored in the classroom; older students could store extra clothes in their lockers.

Source: U.S. Department of Education

Supply Items for Consideration		
Administration Supplies List	Classroom Supplies List	Student and Staff Supplies List
<ul style="list-style-type: none"> • Designated command post with student roster (and photos), emergency contact information, and staff roster (with photos) in the form of a sign in/sign out sheet. • Reflective vests or other means of identifying safety team members • Whistles • Small directory with emergency telephone numbers of local drugstores, etc. • Walkie-talkies • Pens, pencils, or wax markers • Change for payphones • Special needs roster • Campus layout maps with evacuation sites, first aid sites, and parent reunification site • First aid supplies • First aid instruction manual • Medical gloves • Food • Water supply • Battery-operated flashlight or light sticks • Extra batteries • Battery-operated radio • Blankets • Portable toilets, makeshift toilets, or garbage bags • Sanitary items (toilet paper and towelettes) • Work gloves • Plastic sheeting • Breathing masks • Can opener • Waterproof matches and container • Lighter • Multipurpose tool, wrench or pliers, and knife • Speaker or megaphone • Utility turnoff procedures 	<ul style="list-style-type: none"> • Clipboard with List of classroom students (and photo) • List of students with special needs and description of needs (i.e. medical issues, prescription medicines, dietary needs), marked confidential • List of emergency procedures • Whistle & hat (or other identifier) for teacher • First aid supplies • First aid instruction manual • Medical gloves • Food • Water • Battery-powered flashlight • Batteries • Blankets • Bucket • Sanitary items (towelettes & toilet paper) • Work gloves • Breathing masks • Plastic sheeting • Duct tape • Can opener • Hard candies • Student activities 	<ul style="list-style-type: none"> • Jacket, raincoat • Change of clothes • Hat, gloves, and scarf where applicable • Food • Water • Personal prescription medications where applicable

Source: U.S. Department of Education



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Additional items that schools may want to consider include: radio equipment, emergency communication mechanisms, battery chargers, cigarette lighter cords, two extra 3A fuses, gas, and LED lanterns.

Schools may wish to coordinate plans for emergency clothing and sleeping supplies with the American Red Cross or another agency responsible for mass care in a crisis situation. In many situations the school will already be designated as an emergency shelter with plans already in place for storage of cots and blankets, etc.

Stockpiling personal prescription medications is complicated by many factors, including expiration dates, insurance, expense of extra doses, and temporary versus long-term needs. Schools may be able to arrange to have on hand more "routine" medications like insulin or epinephrine that could be kept in a first aid kit. Some medications will already be stored in the school for the chronic use of individuals. This is an issue that must, at least, be discussed with parents, the school nurse, and the administrator.

Additional Information and Resources:

Practical Information on Crisis Planning for Schools and Communities

Developed by the U.S. Department of Education's Office of Safe and Drug Free Schools, the guide offers particularly useful information for schools assembling emergency supplies and classroom kits (see pages 6-25 to 6-27).

<http://www.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf>

FEMA: Are You Ready?

Get advice for families and individuals on creating kits for the home and at work. Much of the information is transferable to schools and their preparedness efforts. It offers guidance for choosing as well as storing and maintaining items.

http://www.fema.gov/areyouready/assemble_disaster_supplies_kit.shtm

Supply Checklists

Presented by Ready America (U.S. Department of Homeland Security) and accessible at Ready.gov. These checklists include supplies for such basic needs as food, clean air, and first aid. Special checklists are also available for portable kits and for people with special needs.

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