

EMERGENCY EVACUATION “GO” KIT SUGGESTIONS:

All schools should develop at least **two** Emergency Evacuation/Management Kits to be taken from the school during all drills and emergency evacuation and/or to the alternative school site. It is essential that this kit is kept updated. Place one kit in the administrator’s office and a second in an easily accessible, but secure location in another part of the building. The principal or designee will take the kit whenever the building is evacuated. Information in the kit will allow the administrator to quickly implement the emergency plan and provide critical information to first responders.

- Hardcopy of the school emergency operations plan, along with quick reference guides to all the protocols and emergency telephone numbers of assistance agencies
- Student release/sign-out sheets. (Each homeroom teacher should have sign-out form/current roll.)
- Bus routes and driver contact information
- Emergency telephone numbers of assistance agencies
- Flash Drive with photos depicting exterior and interior of the building
- Copies of all student and staff emergency contact/release/medical information cards
- Student/Staff photo sheet (check with yearbook photographer)
- Special needs students’ information
- Special needs information for staff members
- Flashlight and extra batteries
- Bullhorn and appropriate batteries
- School response team vests and/or badges
- AM/FM Radio with extra batteries
- Extra Laptop (as available)
- Relevant Emergency Phone Numbers
- City/County maps
- Light Sticks
- Cell phones and/or portable two-way radio. (Take charger with you)
- Recent lists of students who ride buses, given by bus/route number
- List of professional and community contact for organizing a crisis response team
- (10) Legal pads
- (10) Ballpoint pens
- (10) Felt tip markers
- (500) Plain white peel-off stickers to be used to identify injured students/adults at emergency sit

SPECIAL NEEDS EMERGENCY EVACUATION “GO” KITS

In addition to the primary “standard” evacuation kits, kits designed to assist students with special needs are also needed. Depending on the needs of each of these students in your building, the contents of this kit will vary. It is very important that this kit be maintained and updated any time a student’s needs change as well as if a student with special needs enrolls or leaves the school. Remember this kit is in addition to the standard emergency evacuation kit and does not replace it.

SUGGESTED CONTENTS

- Disposable non-latex gloves
- Plastic garbage bags
- Disposable diapers and wipes
- Antibacterial hand cleaner and tissues
- Emergency information cards for each student with the following information:
 - Student’s name, address, phone number, and date of birth
 - Parent/guardian with work place and number
 - Additional emergency contact numbers
 - Diagnosis
 - Current medications with instructions
 - Physician’s name and phone number
 - Communication/mobility needs
 - Special instructions for: lifting, diet/feeding, respiratory aids, toileting/catheterization, and emergency procedures

As needed:

- Feeding equipment
- Respiratory equipment
- Catheterization equipment
- Food, formula, water
- Towels and blankets
- Paper cups
- Cooler or insulated bag for refrigerated items

Please be certain that local Emergency Medical Services are aware of any special considerations needed for your students with special needs. This will enable them to provide the appropriate care for these students when responding to a crisis at your school.

FIRST AID/CLINICS SUGGESTED KIT CONTENTS

List is not comprehensive

FIRST AID KIT INVENTORY SHEET SHOULD BE INCLUDED IN THE KIT

- | | |
|---|--|
| <input type="checkbox"/> Ammonia inhalants | <input type="checkbox"/> Vaseline gauze (2) |
| <input type="checkbox"/> Paper tape | <input type="checkbox"/> Pocket mask (2) |
| <input type="checkbox"/> Splints (2) | <input type="checkbox"/> Plastic cling wrap |
| <input type="checkbox"/> Oral thermometer (1) and covers | <input type="checkbox"/> Blankets (2) |
| <input type="checkbox"/> Disposable sterile gloves | <input type="checkbox"/> Neosporin ointment |
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| <input type="checkbox"/> Cotton balls | <input type="checkbox"/> Safety pins |
| <input type="checkbox"/> Emergency medications for students | <input type="checkbox"/> Band aids (all sizes) |
| <input type="checkbox"/> Scissors | <input type="checkbox"/> Hydrogen Peroxide |
| <input type="checkbox"/> Tweezers (1) | <input type="checkbox"/> Cleaner – spray bottle or |
| | <input type="checkbox"/> Wipes |
|
 | |
| <input type="checkbox"/> Hand soap/sanitizer | <input type="checkbox"/> Distilled water |
| <input type="checkbox"/> 4"x 4" sterile gauze pads | <input type="checkbox"/> Medical alert list |
| <input type="checkbox"/> Tongue depressors | |
| <input type="checkbox"/> Moistened wipes | <input type="checkbox"/> Large flashlights |
| <input type="checkbox"/> Penlight | <input type="checkbox"/> Small paper cups |
| <input type="checkbox"/> Portable cabinet to transport medicine | <input type="checkbox"/> Kwik Kold type ice packs |