

# EMERGENCY GO-KIT RECOMMENDATIONS

An emergency Go-Kit is a portable collection of emergency supplies and information. Schools should consider the specific characteristics of the school such as population, climate, facilities and resources when preparing an emergency Go-Kit. Go-kits often come in the form of backpacks, buckets or a large duffel bag on wheels that can be easily carried out of a school in case of an emergency. Go-Kits should be stored in secure, readily accessible locations.

The school's emergency plan also should include procedures for designating the PTA or staff responsible for replenishing the emergency Go-Kits with such items as fresh batteries, bottled water, updated phone lists, student rosters, maps, etc.

Administrators, teachers, and members of the school's Incident Command teams may have emergency Go-Kits with supplies needed to carry out their assigned responsibilities. While Go-Kits for these groups are similar, there are some distinctions. For example, classroom Go-Kits could be a "Go-Bucket," which is a five-gallon bucket intended for other storage and, if necessary, lavatory use.

Go-buckets can be assembled and supported by community stakeholders, such as PTA, parents, or other community groups or businesses. Embracing these stakeholders in the process binds the community together in a collective effort for addressing increased safety in school and the community at large.

## Administration Go-Kit Recommendations *(Furnished and maintained by school)*

- Suitable container(s)
- Laptop computer, I-pad, or USB flash drive with necessary student and administrative data
- Map of building(s) with location of exits, Knox Box, First Aid Kits, AED's, assembly areas, secondary evacuations routes
- Blueprints of school building(s), including utilities
- Student Skyward download, student daily attendance lists, visitor check-in log
- Staff emergency contact information
- Incident Command Systems manual
- Emergency Procedures and Contacts information manual (red book)
- Cell phones
- Vests for leadership identification
- Whistle
- Clipboards, note pads, pens/pencils
- Small whiteboards, dry erase markers
- Flashlights, fresh batteries
- First Aid Kits / AED
- Hand sanitizer, sanitary wipes, disposable gloves
- Tissue, toilet paper, garbage bags
- Blanket
- Water

## Classroom Go-Kit Recommendations

- Bucket / lid, identified with classroom #
  - Vests for leadership identification
  - Whistle
  - Clipboard, note pad, pens/pencils
  - Student accountability information
  - Emergency contact information
  - First Aid Kit
  - Tarp or ground cover
  - Age-appropriate activities (activity card games, quiet games, etc.)
- Other considerations:
- Items specific to classroom needs
  - Snacks, water
  - Disposable gloves
  - Small flashlight, fresh batteries

