Emergency Response and Crisis Management TA Center

HELPFULHINTS
FOR SCHOOL EMERGENCY MANAGEMENT

RESOURCES[1]

School districts can also use the following to help determine the type of supplies to include in "go-kits" for both administrators and individual classrooms:

American Red Cross: Recommended Emergency Supplies for Schools. The American Red Cross Web site contains information on how and where to store emergency supplies and how much to stockpile. It also includes recommended supply lists for individual kits, classrooms, and an entire school.
http://www.redcross.org/disaster/masters/supply.html

Practical Information on Crisis Planning for Schools and Communities. This guide, developed by the U.S. Department of Education's Office of Safe and Drug-Free Schools, offers 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

EMERGENCY "GO-KITS"

The Office of Safe and Drug-Free Schools (OSDFS) encourages schools to consider emergency management in the context of its four phases: mitigation and prevention, preparedness, response, and recovery. The preparedness phase involves developing policies and protocols for multiple hazards, establishing an Incident Command System (ICS), conducting training and exercises, and ensuring necessary resources are available should an emergency occur in school.

One suggested activity for enhancing 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 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 so that they can be retrieved when an emergency requires evacuation. It is important that several "go-kits" be located throughout the building. Administrators, teachers, and critical members of the school-baseds ICS team (e.g., nurses, building engineers) 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 also should include procedures for designating which staff are responsible for replenishing the "go-kits."

Some schools find it beneficial to have two major types of "go-kits": 1) for administrators and 2) for teachers in each individual classroom. Examples of items to be included in each type of kit follow.

"GO-KIT" CONTENTS

ADMINISTRATION "GO-KIT" SUPPLIES

Clipboard with lists of:

- All students
    - Students with special needs and description of needs (i.e. medical issues, prescription medicines, dietary needs), marked confidential
    - School personnel
    - School emergency procedures
    - Key contact information for the district crisis team
- Parent-student reunification plan
- Whistle
- Hat or brightly colored vest for visibility and leadership identification
- Battery-operated flashlight and batteries
- Utility turn-off procedures
- Emergency communication device
- First-aid kit with instructions

CLASSROOM "GO-KIT" SUPPLIES

Clipboard with lists of:

- All classroom students
    - Students with special needs and description of needs (i.e. medical issues, prescription medicines, dietary needs), marked confidential
    - Classroom personnel
    - School emergency procedures
- Whistle
- Hat or vest for teacher identification
- First-aid kit with instructions
- Pens and paper
- Age-appropriate student activities (such as playing cards, checkers, inflatable ball, etc.)