

School Emergency Evacuation "Go Kits"



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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 or bucket 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.

Stockpiling personal prescription medications is complicated by many factors such as: 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 by individuals. This is an issue that must, at least, be discussed with parents, the school nurse, and administrators.



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).

<https://www2.ed.gov/admins/lead/safety/crisisplanning.html>

[FEMA: Are You Ready?](#) Offers 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 <https://www.fema.gov/press-release/20210318/how-build-kit-emergencies>

[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. <https://www.ready.gov/kit>

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Emergency Evacuation Go Kit Items for Consideration

Administration Go Kit Supplies

- Clipboard with
 - List of students
 - List of school personnel
 - List of students with special needs and description of needs (i.e. medical issues, prescription medicines, dietary needs), marked confidential
 - List of emergency phone numbers
 - List of School District Crisis Team members and phone numbers
 - List of school emergency procedures
 - Local map with reunification sites, evacuation sites and how to get to them
- Whistle and hat for leadership identification (or other identifier)
- Vest for School Administrator who is in charge
- Battery-operated flashlight
- Pens & paper
- Utility turnoff procedures
- Emergency communication device
- First aid kit with instructions

Emergency "Go kits" (like the one above) are used to store supplies and can also be used as a make-shift portable toilet.



Classroom Go Kit Supplies

- 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 emergency phone numbers
 - List of school emergency procedures
 - Local map with reunification sites, evacuation sites and how to get to them
- Whistle and hat for leadership identification (or other identifier)
- Battery-operated flashlight
- Pens & paper
- First aid kit with instructions
- Student activities (such as playing cards, checkers, inflatable ball)
- Roll of trash bags that can be used as expedient rain jackets



**HOMELAND SECURITY
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For more information about this recommendation, please contact:

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