



Date: March 14, 2014

CLASSROOM PREPAREDNESS CHECKLIST (from Ready.gov)

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 emergency operations plan should reference both the supplies to be stockpiled and staff role responsible for stocking and replenishing.

School Emergency Supplies

Every school should store emergency supplies in case its students and staff are required to shelter in place due to emergency 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.

Classroom supply Checklist

- ☐ 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



"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 Supply Checklist

- ☐ 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)

