



Suggested Emergency Resources

Institutional “Go” Binder	Institutional “Go” Kit Supplies
<p><i>Think about the information you need to have handy in an emergency. Keep this information up-to-date and place it in a safe, but obvious place so that you can easily grab it in an emergency. Your binder should include information, such as:</i></p> <ul style="list-style-type: none"> ● Staff Lists ● Class/client Lists ● Parents Lists ● Procedural checklists ● Utility turn-off procedures ● Students and staff needing special assistance (medical issues, prescriptions, dietary needs) ● Emergency Response contact names and numbers. ● Mutual Aid Participants locations, telephone numbers, and names of contact persons ● Parent-student reunification plan including the plans for kids whose parents can’t pick them up ● Floor plans ● Blue prints 	<p><i>“Go-kits” (emergency supply kits) should contain a stockpile of essential emergency supplies that can be easily carried out of a school in case of an emergency. They are stored in secure, readily accessible locations so that they can be retrieved when an emergency requires evacuation. The U.S. Department of Education suggests two types of kits, including the following items:</i></p> <p style="text-align: center;">Administration “Go-kit” Supplies</p> <ul style="list-style-type: none"> ● Institutional “Go” Binder ● Whistle ● Hat or brightly colored vest for visibility and leadership identification ● Battery-operated flashlight and batteries ● Battery-operated radio ● Emergency communication device ● First-aid kit with instructions ● Water ● Snacks <p style="text-align: center;">Classrooms “Go-kit” Supplies</p> <p>Clipboard with lists of:</p> <ul style="list-style-type: none"> ● 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 ● Battery-operated flashlight ● 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 balls) ● Snacks