

Emergency provisions checklist for schools

Administration office go-box

Description	Ready	Missing	Initials/Date
School disaster management handbook and plan binder	<input type="checkbox"/>	<input type="checkbox"/>	
Faculty and staff roster with phone numbers	<input type="checkbox"/>	<input type="checkbox"/>	
Student roster and class schedules	<input type="checkbox"/>	<input type="checkbox"/>	
Student medical information	<input type="checkbox"/>	<input type="checkbox"/>	
Student emergency contact list	<input type="checkbox"/>	<input type="checkbox"/>	
Important phone numbers	<input type="checkbox"/>	<input type="checkbox"/>	
Reunification forms	<input type="checkbox"/>	<input type="checkbox"/>	
School site map and floor plan	<input type="checkbox"/>	<input type="checkbox"/>	
Keys	<input type="checkbox"/>	<input type="checkbox"/>	
Megaphone	<input type="checkbox"/>	<input type="checkbox"/>	
Pens and notepads	<input type="checkbox"/>	<input type="checkbox"/>	
Masking tape	<input type="checkbox"/>	<input type="checkbox"/>	
Marking pens	<input type="checkbox"/>	<input type="checkbox"/>	
First aid supplies and medications	<input type="checkbox"/>	<input type="checkbox"/>	
Flashlight	<input type="checkbox"/>	<input type="checkbox"/>	
Whistle	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency radio and batteries	<input type="checkbox"/>	<input type="checkbox"/>	

School emergency supplies package/bin

Description	Ready	Missing	Initials/Date
Water wrench, cups, water carriers	<input type="checkbox"/>	<input type="checkbox"/>	
Megaphone	<input type="checkbox"/>	<input type="checkbox"/>	
Staff/team vests	<input type="checkbox"/>	<input type="checkbox"/>	
Generator	<input type="checkbox"/>	<input type="checkbox"/>	
Shelter supplies	<input type="checkbox"/>	<input type="checkbox"/>	
Blankets or mats (student-supplied)	<input type="checkbox"/>	<input type="checkbox"/>	
Privacy screen (e.g. cardboard box)	<input type="checkbox"/>	<input type="checkbox"/>	
Two-way radios	<input type="checkbox"/>	<input type="checkbox"/>	
Sanitation supplies: soap and toilet paper	<input type="checkbox"/>	<input type="checkbox"/>	
Hard helmets for search and rescue team	<input type="checkbox"/>	<input type="checkbox"/>	
Leather gloves and eye protection	<input type="checkbox"/>	<input type="checkbox"/>	
Crowbar, wrench and screwdrivers	<input type="checkbox"/>	<input type="checkbox"/>	
Shovel	<input type="checkbox"/>	<input type="checkbox"/>	
Duct tape	<input type="checkbox"/>	<input type="checkbox"/>	
File box (for reunification forms)	<input type="checkbox"/>	<input type="checkbox"/>	
Snacks and long-lasting food (rotated into stock)	<input type="checkbox"/>	<input type="checkbox"/>	
Medical supplies (non-perishable)	<input type="checkbox"/>	<input type="checkbox"/>	

Classroom go-bag or shelter-in-place bucket for each class

Description	Quantities Ready	Quantities Missing	Initials/Date
One clean sheet			
One classroom first aid kit			
One flashlight			
One battery-operated radio			
Extra batteries			
One whistle			
Four emergency blankets (for cold)			
Four plastic rain covers			
Tissues			
Three marking pens			
Plastic bags size(?) and trash bags			
Pens and notepads			
Rope with handles (for young children to hold when evacuating)			
Supplies for student activities (optional)			

Classroom emergency clipboard or notebook

Description	Quantities Ready	Quantities Missing	Initials/Date
Current class rosters			
Injured/missing status report form			
Roles and responsibilities in your standard emergency management system			
Standard operating procedures instructions			
Your room number, sign and stick placed by the door, to be used for students to follow to evacuation and meet in assembly area			

First aid go-box

Description	Quantities Ready	Quantities Missing	Initials/Date
First aid kit (appropriate for size of the school)			
Existing patient medications log			
Blanket			
Sheet			
Note: Student prescriptions and other medications are kept separately in a secure location. Note who is responsible for bringing this to the vacation site.			

Student comfort bags (family supplied)

Description	Ready	Missing	Initials/Date
Half a litre bottle of drinking water			
One high energy and long life snack			
Family photo and/or comfort note from parents or guardians to student			
Change of underwear or clothing			