

Guidelines to Use a *To-Go Bag*

1. Developing a *To-Go Bag* provides your school staff with:
 - a. Vital student, staff and building information during the first minutes of an emergency evacuation.
 - b. Records to initiate student accountability.
 - c. Quick access to building emergency procedures.
 - d. Critical health information and first-aid supplies.
 - e. Communication equipment.
2. This bag can also be used by public health/safety responders to identify specific building characteristics that may need to be accessed in an emergency.
3. The *To-Go Bag* must be portable and readily accessible for use in an evacuation. This bag can also be **one** component of your shelter-in-place kit (emergency plan, student rosters, list of students with special health concerns/medications). Additional supplies should be assembled for a shelter-in-place kit such as window coverings and food/water supplies.
4. Schools may choose to develop a:
 - a. Building-level *To-Go Bag* (see Building *To-Go Bag* list) that is maintained in the office/administrative area and contains building-wide information that would be used by the building principal/incident commander OR
 - b. Classroom level *To-Go Bag* (see Classroom *To-Go Bag* list) that is maintained in the classroom and contains student specific information that could be used during an evacuation/lockdown situation.
5. The contents of the bags must be updated regularly and used only in the case of an emergency.
6. The classroom and building bags should be a part of your drills for consistency with response protocols.
7. The building and classroom *To-Go Bag* lists that are included provide minimal supplies to be included in your schools bags. **We strongly encourage you to modify the content of the bag to meet your specific building and community needs.**

Building To-Go Bag

*This bag should be portable and readily accessible for use in an emergency. Assign a member of the Emergency Response Team to keep the To-Go Bag updated (change batteries, update phone numbers, etc.). Items in this bag are for **emergency use only**.*

FORMS

- _____ Copies of all forms developed by your Emergency Response Team (chain of command, emergency plan, etc).
- _____ Map of building with location of phones, exits, first-aid kits and AED(s).
- _____ Blueprint of school building including all utilities.
- _____ Turn-off procedures for fire alarm, sprinklers and all utilities.
- _____ Videotape of inside and outside of the building/grounds.
- _____ Map of local streets with evacuation routes.
- _____ Master class schedule.
- _____ List of students requiring special assistance/medications.
- _____ Student roster including emergency contacts.
- _____ Current yearbook with pictures.
- _____ Staff roster including emergency contacts.
- _____ Local telephone directory.
- _____ Lists of district personnel's phone, fax and beeper numbers.
- _____ Other: _____
- _____ Other: _____

SUPPLIES

- _____ Flashlight.
- _____ First aid kit with extra gloves.
- _____ CPR disposable mask.
- _____ Battery powered radio.
- _____ Two-way radios and/or cellular phones available.
- _____ Whistle.
- _____ Extra batteries for radio & flashlight.
- _____ Peel-off stickers & markers for name tags.
- _____ Paper & pen for notetaking.
- _____ Individual emergency medications/ health equipment that would need to be removed from the building during an evacuation. (**Please discuss and plan for these needs with your school nurse.**)
- _____ Other: _____
- _____ Other: _____

Person(s) responsible for routine toolbox updates: _____

Person(s) responsible for bag delivery in emergency: _____

Classroom To-Go Bag

*This bag should be portable and readily accessible for use in an emergency. The classroom teacher is responsible to keep the To-Go Bag updated (change batteries, update phone numbers, etc). Items in this bag are for **emergency use only.***

FORMS

- _____ Copies of all forms developed by your Emergency Response Team (chain of command, emergency plan, etc).
- _____ Map of building with location of phones and exits.
- _____ Map of local streets with evacuation routes.
- _____ Master schedule of classroom teacher.
- _____ List of students with special health concerns/medications.
- _____ Student roster including emergency contacts.
- _____ Current yearbook with pictures.
- _____ Staff roster including emergency contacts.
- _____ Local telephone directory.
- _____ Lists of district personnel's phone, fax and beeper numbers.
- _____ Other: _____
- _____ Other: _____

SUPPLIES

- _____ Flashlight.
- _____ First-aid kit with extra gloves.
- _____ CPR disposable mask.
- _____ Battery-powered radio.
- _____ Two-way radios and/or cellular phones available.
- _____ Whistle.
- _____ Extra batteries for radio and flashlight.
- _____ Peel-off stickers and markers for name tags.
- _____ Paper and pen for notetaking.
- _____ Individual medications/ health equipment. **(Please discuss and plan for these needs with your school nurse.)**
- _____ Age-appropriate activities for students.
- _____ Other: _____
- _____ Other: _____
- _____ Other: _____

Person(s) responsible for routine toolbox updates: _____

Replicating the *To-Go Bag* for Classroom Use



Developing classroom *To-Go Bags* will provide quick access to the information that the classroom staff needs to respond immediately and efficiently in the case of an emergency. This bag will be extremely valuable to initiate the process of student accountability. In addition, it will be a helpful resource to substitute teachers who may not have a daily working knowledge of your building. Developing this bag can be done with little or no cost but may require some creativity. Here are a few ideas:

1. Use the *Classroom To-Go Bag* list enclosed as a reference tool. Remember that this list is for the minimal contents for your bags. Discuss with your staff the items that are important to your particular setting that will be needed if a class has to evacuate the building. We highly encourage you to customize the list to meet the specific needs of your school and community.
2. Consider involving your PTO in this project. They may be able to provide financial support, supplies, or the resources to assemble the bag. This is also an excellent opportunity to share portions of your emergency plan with parents in a proactive manner.
3. Consider using backpacks or bags that are left unclaimed in your lost and found. It is not necessary that all the bags look identical; it is important that they can be easily identified and that are located in the same place in each classroom. See the laminated bag identifier that is enclosed. This could be easily replicated on your copy machine and attached to each bag for easy and consistent identification. Consider putting a hook on the wall by the door in each classroom where the bag will be located.
4. As you develop the bag make sure you discuss who will be responsible for routinely updating this bag especially forms that may change regularly including class schedules and student rosters.
5. Make sure the contents of the bag are not utilized for daily use but reserved for emergency use.
6. Have your staff use the bag during drills so that they are familiar with the contents and will find it easy to use during an emergency.