



Administrator's Mobile Toolkit

This toolkit should be kept in a brightly colored portable container and stored in a secure area. An administrator should be assigned to take the kit during any emergency activation.

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| <input type="checkbox"/> Printed copy of CMP | <input type="checkbox"/> Master key |
| <input type="checkbox"/> School neighborhood map | <input type="checkbox"/> Keys for rooms the Master does not open |
| <input type="checkbox"/> School campus aerial photos | <input type="checkbox"/> Property gate keys |
| <input type="checkbox"/> School floor plans | <input type="checkbox"/> Procedures for turning off the fire alarm system |
| <input type="checkbox"/> School map of all staging areas | <input type="checkbox"/> Procedures for shutting off the sprinkler system |
| <input type="checkbox"/> School utilities system diagram (gas and utility lines) | <input type="checkbox"/> Procedures for disarming alarm systems |
| <input type="checkbox"/> Evacuation route | <input type="checkbox"/> Staff and student photos (most current available) |
| <input type="checkbox"/> On-site gathering location | <input type="checkbox"/> Master roster of all classes |
| <input type="checkbox"/> Staff roster with special skills listed | <input type="checkbox"/> Master bus schedules |
| <input type="checkbox"/> Map of emergency response equipment | <input type="checkbox"/> Bell schedule |
| <input type="checkbox"/> Inventory list for First aid and bleeding control stations | <input type="checkbox"/> Blank notepads |
| <input type="checkbox"/> Contact information for: | <input type="checkbox"/> Pens, pencils, other writing devices |
| <ul style="list-style-type: none">• Division-level administrators• Responding agencies• Utility providers | <input type="checkbox"/> Blank copy of ICS Incident log |
| <input type="checkbox"/> Keys (should be in a locked container in the kit or in the Knox Box – rapid entry system) | <input type="checkbox"/> First aid kit with latex-free surgical gloves |
| | <input type="checkbox"/> Flashlight (batteries should be refreshed every 6 months) |

When exiting the building or moving locations:

- ☐ Student attendance roster for the day
- ☐ Visitor and substitute teacher log for the day
- ☐ Extra two-way radios



Classroom Go-Kit Inventory

Classroom go-kits should be stored near the classroom door in a highly visible, easily portable bag. Go-kits should be taken with the class during an emergency that requires relocating from the classroom.

Folder containing:

- ☐ Emergency phone numbers
- ☐ Buddy Teacher list
- ☐ Evacuation route map
- ☐ Assembly areas
- ☐ Instructions for substitute teacher
- ☐ General response protocol overview
- ☐ Hazard-specific responses
- ☐ Class rosters (update monthly)
- ☐ List of assigned students with access or functional needs
- ☐ Blank paper
- ☐ Brightly colored vest to be worn by the teacher
- ☐ Blank copies of student release forms
- ☐ Red/Green status cards

Additional kit items:

- ☐ Basic first aid kit
- ☐ Pressure dressings
- ☐ Latex-free gloves
- ☐ Flashlight (batteries should be refreshed every 6 months)
- ☐ Large garbage bags (1 per student to keep warm or dry)
- ☐ Whistle
- ☐ Small garbage bags with ties for sanitation
- ☐ Tissues (1 box or roll)
- ☐ Hand sanitizer/wet wipes
- ☐ Scissors
- ☐ Small snacks (allergen-free) – *optional*
- ☐ Small games/activities – *optional*



Clinic Go-Kit Inventory

The clinic go-kit should be kept in a secure location and stored in an easily portable container marked as “MEDICAL” or utilizing the ISO 7010 symbol of a green cross on a white background or a white cross on a green background. The school nurse should monitor and resupply the kit as needed.

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| <input type="checkbox"/> Disposable bottled water | <input type="checkbox"/> Safety pins (various sizes) |
| <input type="checkbox"/> Flashlight (batteries should be refreshed every 6 months) | <input type="checkbox"/> Waterless antibacterial soap |
| <input type="checkbox"/> Radio (battery operated) | <input type="checkbox"/> Steri-Strips (butterfly closures) |
| <input type="checkbox"/> Duct tape | <input type="checkbox"/> Latex-free disposable gloves |
| <input type="checkbox"/> Large plastic trash bags | <input type="checkbox"/> Eye protection masks |
| <input type="checkbox"/> Assorted bandages and sterile pads | <input type="checkbox"/> Sugar source for diabetic students/staff |
| <input type="checkbox"/> Oval eye patches | <input type="checkbox"/> Sanitary napkins |
| <input type="checkbox"/> Matches | <input type="checkbox"/> Finger splints |
| <input type="checkbox"/> Pillow | <input type="checkbox"/> Cardboard splints |
| <input type="checkbox"/> Tongue depressors | <input type="checkbox"/> Folder with needed paperwork: |
| <input type="checkbox"/> Sterile water (for burns) | <input type="checkbox"/> Student medication disbursement list |
| <input type="checkbox"/> Instant ice packs | <input type="checkbox"/> Individuals with ISPs |
| <input type="checkbox"/> Hypo-allergenic tape | <input type="checkbox"/> Blank paper |
| <input type="checkbox"/> Scissors | <input type="checkbox"/> Map of mobility aids |
| <input type="checkbox"/> Tweezers | <input type="checkbox"/> Map of first aid kits |
| <input type="checkbox"/> Gauze rolls | <input type="checkbox"/> Map of bleeding control kits |
| <input type="checkbox"/> Ace bandages | <input type="checkbox"/> Inventory of first aid kits |
| <input type="checkbox"/> Sewing needle and thread | <input type="checkbox"/> Inventory of bleeding control kits |

When exiting the building or moving locations:

- ☐ Student medications (prioritized by medical need and availability)
- ☐ Mobile AED