

## Part 1 – SECTION 6 CRITICAL RESPONSE KIT

**THE ITEMS CONTAINED IN THIS SECTION SHOULD BE PLACED IN A LARGE ROLLING DUFFLE BAG WHICH SHOULD BE PURCHASED AND DESIGNATED FOR THIS PURPOSE.**

**During a school evacuation, many essential items must be removed to help account for students, aid in medical treatment, and provide resources outside of the building.**

Trying to arrange to remove these objects during an emergency will only add to the confusion and result in forgotten and misplaced items. Implementing the critical incident response kit will allow these items to be readily removed when the emergency strikes. The kit should be maintained and updated on a regular basis and stored in a central location, with one person and an alternate being responsible for its removal from the school during an emergency.

**The following items are recommended based on information and materials that will be needed at off-site locations. These items will also assist the police and fire departments in dealing with a crisis at a school:**

- Emergency Care Cards
- Master roster of all classes
- Master bus schedules
- Bell Schedule
- Faculty information sheets (emergency contacts)
- Copy of critical incident plan
- Maps/footprints of school
- School Phone lists
- List of internal phone numbers and locations of phones
- Flashlights (batteries refreshed every six months)
- Note pad/pens

Because of the number of items, a large rolling duffel bag should be purchased and designated for the response kit. While the list can be downloaded from a computer, a hard copy should be included in the kit since computer access away from the school is not guaranteed. The maintenance of the items contained in the response kit should be assigned to one staff member with a fixed schedule for updating the information.

In addition to the above items, we recommend that the **visitor log and any extra school radios and cellular phones** be placed in the kit prior to leaving the building.