

# Emergency Team “Toolbox”

Each school’s Emergency Response Team should consider developing a “toolbox” to have available for use during an emergency situation. Items in the toolbox should not be used for anything other than emergency preparedness training activities. A member of the Emergency Response Team should be assigned to keep the toolbox updated (change batteries, update phone numbers, etc.). The toolbox should be portable and readily accessible for use in an emergency.

- Copies of the all forms completed in the development of the school or facility Emergency Operations Plan (Chain of Command, Students Needing Assistance, etc.)
- Map of building(s) with location of Exits, Phones, First Aid Kits, Assembly Areas
- Blueprints of school building(s), including utilities
- Record (video) inside and outside of the building and grounds
- Map of local streets with evacuation route (Off-Site Evacuation Location requiring Transport)
- Flash lights (recommend the type that does not require batteries)
- First aid kit and latex gloves (and other types for latex-sensitive persons)
- Faculty/staff roster (including emergency contacts)
- Student roster (including emergency contacts for parents)
- Safety Data Sheet (SDS)
- Two-way radios and/or cellular phones available
- Battery powered AM/FM radio and spare batteries (wind-up radios)
- Several legal pads and ink pens
- Grease boards and markers (or dry erase boards)
- White peel-off stickers and markers (for name tags use permanent markers)
- Local telephone directory
- Lists of the district personnel’s contact list
- Lists of other emergency phone numbers
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_