

Gotta Go Bags

Gotta Go Bags are school emergency bags that are filled with supplies that you may need to have or take with you in an emergency. A minimum of two bags should be kept in each building. The bags should be kept in different locations in the school in the event that one location is not accessible. It is also a good idea to keep an additional bag at an outside location. (For example: in an evacuation site).

There are school-level Gotta Go Bags and district-level Gotta Go Bags. The bags should be updated periodically, to make any necessary changes or replacements.

The following is a list of basic items schools and districts may need to include in the bags.

School Level Supplies:

- | | |
|---|---|
| <input type="checkbox"/> Student register with parent emergency numbers | <input type="checkbox"/> Student tracking forms - carbonless system where the teacher/employee can record the students with them. |
| <input type="checkbox"/> List of students with custody limitations | <input type="checkbox"/> Index cards and note pads |
| <input type="checkbox"/> Teacher/Employee roster | <input type="checkbox"/> Other forms or documents the school may require |
| <input type="checkbox"/> Teacher schedules | <input type="checkbox"/> Flashlights and batteries |
| <input type="checkbox"/> School emergency plan | <input type="checkbox"/> Duct tape |
| <input type="checkbox"/> Building floor plans - Not the blueprints, the internal layout with rooms numbered. (10 copies - to give to agencies responding to an incident). | <input type="checkbox"/> AM/FM radio |
| <input type="checkbox"/> Exterior school grounds maps - 5 copies | <input type="checkbox"/> Weather radio |
| <input type="checkbox"/> Map of local area | <input type="checkbox"/> Blanket |
| <input type="checkbox"/> Cellular phones - consider battery charging/power adapters | <input type="checkbox"/> Cups, plastic containers and a water source |
| <input type="checkbox"/> Emergency phone numbers | <input type="checkbox"/> Towels |
| <input type="checkbox"/> Bull horn(s) | <input type="checkbox"/> Utility knife |
| <input type="checkbox"/> Portable walkie-talkies | <input type="checkbox"/> Screwdriver |
| <input type="checkbox"/> Master keys to building - 2 sets, minimum | <input type="checkbox"/> Pliers |
| <input type="checkbox"/> Pens and pencils | <input type="checkbox"/> Plastic bags |
| <input type="checkbox"/> First aid supplies | <input type="checkbox"/> Potassium Iodide (where appropriate) |
| | <input type="checkbox"/> Automatic External Defibrillator (AED) |
| | <input type="checkbox"/> _____ |
| | <input type="checkbox"/> _____ |

Things you may need that won't be stored in the Gotta Go Bag:

- Student medications
- Teacher/Employee daily attendance record
- Student daily attendance record

District-Level Supplies:

- | | |
|---|---|
| <input type="checkbox"/> First aid supplies | <input type="checkbox"/> Parent reunification forms |
| <input type="checkbox"/> Blankets | <input type="checkbox"/> Computer (desk or laptop) and printer |
| <input type="checkbox"/> Building floor plans - multiple sets for each building | <input type="checkbox"/> Material to make signs for directing parents to the reunification center |
| <input type="checkbox"/> District emergency plans | <input type="checkbox"/> _____ |

Keep in mind that personnel from other schools may be able to assist you in evacuating the building.