As part of the preparedness phase conducted during the off-season, schools are required to organise an Emergency Kit. The kit should be stored in an easily accessible location and checked regularly by a School Response Team member. Student and staff lists should be routinely updated and current parent contact information maintained.

**Emergency Kit – Schools**

**Checklist**

|  |  |
| --- | --- |
| **The Emergency Kit Contains:** | ✓ |
| Student data and parent contact information (contained in Emergency Response Plan (ERP)) |  |
| Student and staff with special needs list (contained in ERP) including any student medications |  |
| Staff contact information including communications tree (contained in ERP) |  |
| Student release forms/sign out book |  |
| List of students (emergency class lists) |  |
| List of staff  |  |
| Emergency safety vests (high visibility for School Response Team) |  |
| Facility key (master key)  |  |
| Standard portable First Aid Kit.  |  |
| A charged mobile phone and charger/s |  |
| Torch with replacement batteries (or wind up torch) |  |
| Whistle |  |
| Megaphone  |  |
| Portable battery powered radio  |  |
| Copy of facility site plan (contained in the ERP) including evacuation routes |  |
| Sunscreen/ shade marque |  |
| Plastic garbage bags and ties |  |
| Toiletry supplies |  |
| Water |  |
| Other |  |
|  |  |
| **Date Emergency Kit Checked:** |  |
| **Officer (name/signature)** |  |
| **Next Check Date:** |  |

***\* Note:***All members of the School Response Team must have a current hardcopy of the Emergency Response Plan (ERP).