

Classroom Response Kit

Each classroom should consider developing a “response kit” to have available for use during an emergency situation. Items in the kit should not be used for anything other than emergency preparedness training activities. The kit should be portable and readily accessible for use in an emergency.

- **Lists of other emergency phone numbers**
- **Faculty/staff roster (including emergency contacts)**
- **Student roster (list by period or time). Including emergency contacts for parents as well as work and cell numbers.**
- **List of students with special needs**
- **Student bus assignments and bus drivers name**
- **Cell Phone Tree**
- **Two-way radios and/or cellular phones available**
- **Flash lights (friction)/AM/FM radio combo (wind-up radios)**
- **Assembly Areas (Universal Procedure)**
- **Map of building(s) with location of Fire Exit and Floor Plan**
- **Local telephone directory**
- **First aid kit (including band-aids, antiseptic ointment & gauze) and latex gloves (and other types for latex-sensitive persons)**
- **Water bottle/small Dixie cups**
- **Beef jerky & hard candy**
- **Green & Red signs**
- **White laminate sheet**
- **White peel-off stickers and markers (for name tags use permanent markers)**
- **Dry erase markers**
- **Post-its**
- **Duct tape**
- **Scissors**
- **Notepad/ink pen/pencils**
- **Permanent markers**
- **Q Tips**
- **Other_____**