



**School Safety Project  
1-800-TRY-GEMA**

## **Emergency Evacuation Kit Planning Considerations and Response Protocol**

### **Introduction:**

All schools should develop an emergency evacuation kit to be taken from the school during an emergency evacuation. It is essential that this kit be kept updated. The kit should be kept in the administrator's office. This kit will become the portable "command center" for the lead school administrator during the first critical minutes of any crisis which require the evacuation of the facility. The administrator or a designated staff member should take the kit whenever the building is evacuated. The information in the kit will allow the administrator to quickly integrate in the public safety response structure and provide critical information needed by responding agencies. This kit should also be taken during drills for consistency with response protocols. A second duplicate kit should be compiled and should be taken by an administrator or designated staff person to the family reunification site during the evacuation, should this procedure be implemented.

Emergency evacuation kits should be stored in an out of site location so as not to be readily accessible by an offender such as a burglar or hostage taker.

### **Site Preparation:**

The Emergency Evacuation Kit should contain the following:

1. A copy of the school emergency operations plan
2. Student release/sign-out sheets
3. A copy of the facility tactical site survey
4. Emergency telephone numbers of assistance agencies
5. Copies of photographs of the facility (exterior and interior)
6. Copy of video depicting exterior and interior of the building
7. Copies of all student and staff emergency contact/release cards
8. Flashlight and extra batteries
9. Bullhorn and appropriate batteries
10. Cell phone and/or portable radio
11. Change for pay phone
12. Current county phone book
13. A copy of the most recent school yearbook
14. First Aid Kit
15. Emergency Medical Information regarding students and staff

## **Response Protocol:**

The kit should quickly be taken to the area where first responders will arrive. The lead school administrator should assist the public safety incident scene commander, who is designated to be in charge of the scene. For legal, technical, and practical reasons, school officials should never attempt to assume the role of incident commander. The administrator should ensure that command of the scene is transferred to the appropriate public safety official immediately upon arrival according to plans.

A second administrator should proceed with the duplicate emergency evacuation kit to the evacuation or family reunification site. This will facilitate the transferring of custody of students to parents or guardians efficiently. The student contact information will ensure that non-custodial parents and others who are not authorized to have access to a child do not exploit the crisis situation.

The school administrator at each emergency site (incident scene and family reunification site) should quickly make contact with the public safety site commander and ensure that they have access to the information contained in the kit. It is best that the kit remain under the supervision of the school official, as public safety representatives will not be familiar with the information in the box and will often need a school staff member to find and interpret the information that is needed.

A properly assembled kit that contains updated information can help school officials and public safety responders dramatically improve the way in which a crisis situation is handled.