

The “crash bag” is a large sports/hockey bag that is to be located in the school’s main office. In the event of an emergency, the office staff members know that they must take the bag with them when they leave the office.

Sample Contents of the School Crash Bag

(Each school should add or delete as is site appropriate)

Item	Details/Comments
Blankets	2 lightweight blankets
First Aid Kit 4 Burn Dressings	Standard St John Ambulance issue
Megaphone and extra batteries	Do not store the batteries in the megaphone
Elevator key	To allow police or fire department to access the elevator in the event they cannot get the key from the main office
Fluorescent vests for the traffic wardens	Four vests: Students are told that in the event of an emergency they should look for directions from the individuals wearing these vests
Detailed floor plans	Laminated floor plans of the school showing all fire information including sprinkler locations control panels etc.
Detailed Site plan	
Video cassette of interior and exterior of building	
List of students with medical conditions	
List of hazardous chemicals	List of chemicals stored in the chemistry storage area
Map of chemical storage	Map showing chemical storage for science chemicals
Map of other chemical storage areas	Laminated map showing areas of the school where chemicals like cleaning supplies are stored
3 Flashlights	Check batteries regularly
Student timetable locator list	Should be updated regularly
Alpha list of students addresses and phone numbers	Should be updated regularly
Alpha student list by homeroom	Should be updated regularly
Cellular phone	Cellular phone is left very close to, but not in, the bag. Check/charge batteries regularly.
Staff list with emergency contact #s	Update each term as required.
Media response	Critical phone numbers.

Note: Master keys, for the use of the fire or police departments in the event they need to enter the school to do a search during an emergency, can be accessed through the office of Dr. Petra Duschner, Manager of Safe Schools, as well as Physical Facilities.

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