



OTTAWA-CARLETON
DISTRICT SCHOOL BOARD

The “crash bag” is a large sports/hockey bag (with *[recommended]* or without wheels) 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.

Contents of the School/Administrative sites Crash Bag

(Each **school and administrative site** can add as is site appropriate. **Administrative sites** can remove 14, 15, 16 and 17.)

Item		Details/Comments
1	Blankets	2 lightweight blankets
2	First Aid Kit + 4 Burn Dressings (optional)	Standard St John Ambulance issue
3	Megaphone and extra batteries	Do not store the batteries in the megaphone
4	Elevator key (at sites with elevators)	To allow police or fire department to access the elevator in the event they cannot get the key from the main office
5	8 Traffic vests – 4 fluorescent lime-green vests; 4 fluorescent orange vests	8 traffic vests for school/site supervisory staff for ready identification by police, fire and paramedic services for incident command. There are no specific roles assigned by vest colour.
6	Detailed floor plans	Laminated floor plans of the school showing all fire information including sprinkler locations control panels etc.
7	Detailed Site plan	
8	List of students/staff with medical conditions	
9	List of hazardous chemicals	List of chemicals stored in the hazardous chemical storage areas (ex. chemistry department/print shop, etc.)
10	Map of chemical storage	Map showing chemical storage for science chemicals
11	Map of other chemical storage areas	Laminated map showing areas of the school where chemicals like cleaning supplies are stored
12	3 Flashlights c/w batteries	Check batteries regularly
13	Student timetable locator list	Should be updated regularly
14	Alpha list of students addresses and phone numbers	Available in Trillium. Should be updated regularly
15	Alpha student list by homeroom	Available in Trillium. Should be updated regularly
16	Bus manifest	Available from OSTA
17	School/department staff list with addresses, phone #s and emergency contact #s	Update each term as required
18	Barricade tape (yellow with black hatch lines)	To cordon off areas where access needs to be controlled and for crowd control
19	Media response	Critical phone numbers

Acknowledgement: The source document, developed by the staff at West Carleton High School, was originally adopted for inclusion in “An Operational Guide for the Creation and Maintenance of a Safe School”, January 2000.

*If you have any questions related to school/administrative site crash bags, please contact Occupational Health & Safety via email: occupationalhealthandsafety@ocdsb.ca or by telephone at (613) 596-8288.