

**SCHOOL DISTRICT OF MANAWA  
AD-HOC SAFETY COMMITTEE MEETING  
AGENDA**

**Join with Google Meet**

meet.google.com/iwr-tijx-cve

**Join by phone**

(US) +1 929-251-5962 PIN: 166 418 498#

**Date: March 31, 2022**

**Time: 5:30 p.m.**

**Hybrid Meeting Format (MES Board Room, 800 Beech Street & Virtual Components)**

**Board Committee Member:** Hollman

**Committee Members:** Dr. Melanie Oppor, Dan Wolfgram, Jeff Bortle, Danni Brauer, LuAnne Ujazdowski, Janine Connolly, Jill Seka, Nate Ziemer, Chief James Gorman, Fire Department Rep Josh Smith, Sheriff Tim Wilz, Andy Carlin, Mayor Mike Frazier, Krystal Draeger, Jill Timm, Eric Pynenberg, Amanda Bruette, Michelle Krisher, Russ Hollman, Justin Buschke, Keither Jepson, and Emma Riske

**In Attendance:**

**Timer:** \_\_\_\_\_

**Recorder:** \_\_\_\_\_

1. Continue to Review and Revise District Safety Plan (Information / Action)
  - a. Add elements to the handbook as needed
  - b. Include safety actions based on site tour
  - c. Other
2. Review MacNeil Environmental Safety (Mock OSHA Inspection) Report (Information / Action)
3. Consider Creating Classroom Go Kits for the 2022-23 School Year (Information / Action)
4. Other Issues of Concern to the District Ad hoc Safety Committee (Information / Action)
5. Prepare Recommendations for Board of Education (Information / Action)
6. Set Next Meeting Date: \_\_\_\_\_
7. Next Meeting Items:
  - a.
  - b.
8. Adjourn

## **Manawa School District Site survey 12-2-2021**

### **Elementary School and District Office**

- Provide fire extinguisher training to staff.
- Locate fire extinguisher signs higher and/or perpendicular to the wall
- Provide red reflective squares on lower portion of mechanical room doors.
- Remove door stops from exterior doors.
- Name main hallways (include on floor plans)
- Several store rooms had missing ceiling tiles.
- All staff should have fob access to both buildings.
- Provide safety vests for staff
- Number gym doors on the inside.
- There are no cameras inside the gym.
- Fence on north side electrical/generator needs to be locked.
- Consider radio battery replacement program
- Fire alarm pull station in gym is not protected.
- Install fence between parking lot and playground area.
- Identify storm shelter locations closer to classroom areas.
- Take "GO KITS" to shelter locations.

## **Middle School/High School**

- Verify room numbers are clearly visible from hallway.
- Teachers names should not be posted on classrooms.
- All staff should have fob access to both buildings.
- Provide safety vests for staff
- Items should not be stored in vestibules.
- Hall at west end of gym should not be used as a store room.
- Art room store room has heavy boxes stacked too high.
- Art room store room has a wooden ladder.
- Darkroom is not secured.
- Missing door on server room by library.
- Mouse trap exposed in server room by library.
- Unprotected light switches in the gym.
- Custodial room double doors were open and not occupied.
- Curtains on stage should be open.
- Switchable motion sensor lights could be installed in hall by stage.
- Provide fire extinguisher training to staff.
- Locate fire extinguisher signs higher and/or perpendicular to the wall
- Provide red reflective squares on lower portion of mechanical room doors.
- Remove door stops from exterior doors.
- Name main hallways (include on floor plans)
- Fire door by main entrance does not seem to function properly.
- Take "GO KITS" to shelter locations.

## **Paving the Way**

- Place address sign on rear of building.
- Install security camera(s).

# MACNEIL ENVIRONMENTAL, INC.

ENVIRONMENTAL/OCCUPATIONAL HEALTH & SAFETY MANAGEMENT PROGRAM

SUMMARY ACTIVITY REPORT

<b>CLIENT:</b>	<b>Manawa School District</b>
<b>DATE:</b>	<b>November 17th, 2021</b>
<b>CONDUCTED BY:</b>	<b>Kelly Marinoff, Account Manager</b>
<b>CONTACT:</b>	<b>Melanie Oppor</b>
<b>TELEPHONE:</b>	<b>920-596-5310</b>

## Account Manager Visit 30.2-A Executive Summary

### Today's Visit

During today's visit, MEI covered the programs identified below. These regulatory standards are identified in MEI's contract proposal and are comprised of state and federal rules and regulations. For questions regarding your local fire code, MEI refers you to your local fire inspector. The statute codes are identified in each section header below.

### On-Going Health and Safety Programs

- ❖ **Mock-OSHA Inspection (NFPA Chapter 1, sections 10-14,20) (SPA 332, 378,314)**
- ❖ **Walking-Working Surfaces (29 CFR 1926. & 29 CFR 1910)**

### **NEXT VISIT:**

**WILL E-MAIL TO SCHEDULE**

***Kelly Marinoff, Account Manager***  
***MacNeil Environmental, Inc.***  
***Email: kmarinoff@mac-env.com***  
***Cell: 715-928-0163***

**Environmental/Occupational Health & Safety Management Program**  
**2021-2022 Mock-OSHA Inspection**

<b>CLIENT:</b>	<b>Manawa School District</b>
<b>DATE:</b>	<b>November 17th, 2021</b>
<b>CONDUCTED BY:</b>	<b>Kelly Marinoff, Account Manager</b>
<b>CONTACT:</b>	<b>Melanie Oppor</b>
<b>TELEPHONE:</b>	<b>920-596-5310</b>

**Objective:**

**Conduct an audit of the client's facilities to identify hazards in the workplace.**

As per information provided by a Wisconsin Department of Safety and Professional Services Fire Prevention Coordinator, **MEI reminds the District of the following:**

- No artwork is allowed to hang from ceilings.
- Artwork and teaching materials shall not exceed 20 percent of the wall area in a corridor and 50 percent of the wall area in a classroom.
- Storage and other obstructions must be at least 18/24-inch clearance from the ceilings.
- Maintain at least a 36" clearance around all electrical service equipment.
- Electrical Panels accessible to anyone other than qualified persons must be locked.
- Draperies, curtains, decorative banners, etc. must be flame-resistant.
- The Wisconsin Department of Safety and Professional Services discourage teachers bringing in household furniture items for being used in a classroom.
- Assess all ladders and assure that they have proper safety shoes to prevent them from sliding and slipping.
- Coffee pots, refrigerators, microwave ovens, etc. are not permitted in general classroom areas.
- Candles and wax warmers are never allowed in the school building.
- Indoor environmental quality shall be always maintained: Air fresheners, excessive amount of plants and water damage.
- Extension cords can never be used for permanent wiring.
- Power strips cannot be plugged into extension cords, two-wire household-rated extension cords are not permitted in school buildings.
- Housekeeping: All places of employment, passageways, storerooms, and service rooms shall be kept clean & orderly & in a sanitary condition.

**Below are Today's Observations**

**Building: Elementary School**

MEI assumes that the fire extinguishers are not being inspected monthly. Fire extinguishers are required to be inspected on a monthly basis and signed on the reverse side of each tag.

**29 CFR 1910.157(e)(1):**

Fire extinguishers shall be visually inspected monthly.

MEI observed that a few of the classrooms do not have the allowed 18/24-inch clearance from the ceilings. Example: Room #'s 107, 110, 111

**NFPA 10.19.3.1**

Storage shall be maintained 2 feet or more from the ceiling in non-sprinklered areas of buildings

**NFPA 10.19.3.2.1**

The clearance between the sprinkler deflector and the top of storage shall be 18 inches or greater

The Wisconsin Department of Safety and Professional Services discourage teachers bringing in **household furniture** items from being used in a classroom. This includes bean bag chairs, blankets, pillows, and most rugs (shag). This is due to the uncertainty regarding flammability, the possibility to **induce allergic reactions**, and create a pest infestation. The Department recommends that the District purchase all furniture items for classroom use, if it so chooses.

Example: Room #'s 105, 109, 110

**NFPA 20.2.3.4.3**

Furnishings and decorations of an explosive or highly combustible character shall not be used. Examples include plastic cargo netting or Halloween spider webbing. Acceptance of donated used furniture should be discouraged in schools. Old furniture can be over-stuffed, highly flammable, and capable of producing harmful off-gassing and other health concerns.

Appliances are not allowed in schools. There is a Keurig in room #114. However, refrigerators and micro-waves can be used in science classrooms for the storage and use of learning materials ONLY.

**Wisconsin Administrative Code**

Space heaters are not allowed in schools. Microwaves, coffee pots, refrigerators, etc. are **not permitted in regular classrooms**. Three-pronged versions of microwaves, coffee pots, and refrigerators are allowed in teachers' lounges, kitchens, etc., as these areas are wired and designed to be capable of powering appliances like these. However, ungrounded fans (those with two-pronged plugs) are okay. The difference is that there is no heating element in fans, unlike the other items mentioned.

A few of the classrooms and hallways have over the allowed 20% (hallways) 50% (classrooms) of the walls covered with artwork and teaching materials. Example: Room #'s 106, 109, 114, 117, 118, 119.

IFC code 807.5.2.2 Artwork in corridors:

IFC code 807.5.2.3 Artwork in classrooms:

Artwork and teaching materials shall be permitted to be attached directly to the walls and shall not exceed 20 percent of the wall area in a corridor and 50 percent of the wall area in a classroom.

The 20/50 percent refers to the wall area of each wall space and not the aggregate wall area of a room or space

Bookshelves placed against a wall or built-in are part of the wall surface, however books placed on the shelves are not part of the 50 percent provision

There are suspended objects hanging from the ceilings. MEI would like to remind the district that these are serious fire hazards. Example: The entrance to 4K.

UFC code: 1103

Artwork can be attached only to the walls, not the ceiling

MEI has observed that several of the doors/door cavities and/or door windows are covered with artwork or learning materials. These are also serious fire hazards.

Example: Room #'s 102, 104, 105, 106, 107, 109, 115, 119.

NFPA Handbook

It is advantageous not only to limit the quantity of artwork displayed but also to avoid placing such materials near a room's exit access doors. Because the combustibility of the artwork cannot be effectively controlled, the quantity, in terms of the percentage of wall area covered, is regulated to avoid creating a continuous combustible surface that will spread flame across the room

Extension Cords are being used as permanent wiring and/or connected to each other (piggyback). Adapters are always prohibited. Example: LMC

NFPA 11.1.5

Extension cords shall not be used as a substitute for permanent wiring

MEI would like to remind the District that holiday lights are to be used for 60 days during the holidays; also they cannot be plugged into each other (daisy chained) and as always no extension cords. Example: Room #'s 111, 114, 117.

Wisconsin Administrative Code

Decorative holiday lights are permitted if they are only intended for use less than 60 days. However, if they are plugged in via an extension cord, if there is string plugged into a string plugged into a string (daisy chaining), or if they are hanging from metal drop ceiling supports, then they are out of compliance.

MEI would like to remind the district that basic housekeeping is important for safety issues that could arise, such as, slips, trips and falls. Room #109 (desk area), Art storage room

1910.22(a)(1)

Housekeeping: All places of employment, passageways, storerooms, and service rooms shall be kept clean & orderly & in a sanitary condition.

**10.19.1 Storage of combustibles shall be orderly.**

There are hazardous chemicals that are in secondary containers. These need to have the proper labeling on them. Example: Room #'s 115, 117.

1910.1200(f)(5)(i)(ii);(e)(1)

Labeling of secondary containers (spray bottles), shall have at least: The identity of the hazardous chemicals, and appropriate hazard warnings and the chemical manufacturer, along with other forms of warning, material safety data sheets, and employee information & training will be met.

There are air fresheners throughout the school. This can cause allergies and sickness. MEI recommends the discontinue use of them. Example: Room #'s 111, 115, 119

There are some ceiling tiles that have some water damage. This can cause mold which can cause allergies and sickness.

MEI observed that there are hazardous cleaning chemicals that are being stored on or under the sinks at the pre-k to 1<sup>st</sup> grade level, these need to be kept up high, locked up or removed from the classrooms. The Art room, in which all age children are in there.

\*\*\*PLEASE NOTE: MEI does not enter all rooms during this inspection. This is meant to give the District a general idea of issues commonly cited by state and federal agencies during random inspections.

**Below are Today's Observations**

**Building: Middle/High School**

MEI was not able to identify regulatory standards that would comprise state and federal rules and regulations. MEI has no recommendations at this time.

My next visit will consist of a more detailed inspection in the Art, Science, FACE and Tech-Ed areas.



**Environmental/Occupational Health & Safety Management Program**  
**2021-2022 Walking-Working Surfaces Program Review**

<b>CLIENT:</b>	<b>Manawa School District</b>
<b>DATE:</b>	<b>November 17th, 2021</b>
<b>CONDUCTED BY:</b>	<b>Kelly Marinoff, Account Manager</b>
<b>CONTACT:</b>	<b>Melanie Oppor</b>
<b>TELEPHONE:</b>	<b>920-596-5310</b>

**Objective:**

**Provide the client consultation and management for Walking-Working Surfaces to meet the requirements outlined in 29 CFR 1926. & 29 CFR 1910.**

**Topics of Discussion:**

- Review training for employees.
- Review written Ladder Safety & Fall Protection Plans and update as needed.
- Provide advisement standard procedures.
- Respond to regulatory agency correspondence as necessary.
- Provide updates on regulatory changes and / or new developments.

**Findings / Recommendations:**

OSHA requires that a Walking-Working Surfaces Program be completed for each affected position. These assessments must be updated whenever the hazards faced by the employees change.

MEI recommends that employees make a habit to evaluate and inspect Walking-Working surfaces on a routine basis. This also includes any and all equipment that is used in the District that may cause injury to employees (ladders, step stools, etc....)

All open areas need to be protected with covers or guardrails (sump pump pits, acid bins, etc....)

All permanent aisles need to be kept clear, clean, orderly, and sanitary.

All equipment that is used in the District that could cause injury needs to be stored properly (ladders, step stools, etc....)

Melanie Oppor is the competent person in the Manawa School District.

Training is available by the MEI online for the 2021-2022 School year.

**Portable Ladders/Stepladder/Stepstools Inspection List:**  
**(Tool for District)**

\_\_\_ Are portable ladders/stepladders/stepstools inspected regularly, and as necessary, to ensure they are in safe condition?

\_\_\_ Are deficiencies corrected or repaired in a timely manner?

\_\_\_ If wood (not recommended), is the portable ladder not coated with any material that may obscure structural defects?

\_\_\_ If metal (highly recommended), is the portable ladder made of corrosion-resistant material or protected against corrosion?

\_\_\_ If metal (highly recommended), are the rungs and steps of the portable ladder corrugated, knurled, dimpled, coated with skid-resistant material, or otherwise treated to minimize slipping?

\_\_\_ Are the rungs, steps, and cleats of the portable ladder spaced at least 10 inches and not more than 14 inches apart?

\_\_\_ Do the rungs, steps, and cleats of the portable ladder have a minimum clear width of 11.5 inches?

\_\_\_ Is the stepladder equipped with a metal spreader or locking device that securely holds the front and back sections in an open position while the ladder is in use?

\_\_\_ Are the steps on the stepstool spaced at least 8 inches or more than 12 inches apart?

\_\_\_ Does the stepstool have a minimum clear width of 10.5 inches?

\_\_\_ Is each employee who uses a portable ladder trained on how to properly use the ladder?

\_\_\_ Is training conducted by a qualified person?

# Manawa School District's Finding/Recommendations

Date: March 8, 2022

Today MEI found:

## Shop Inspections

### Science

There are only a few chemical containers that are not properly labeled. The contents and safety hazards need to be listed as well as the name of the chemical. No matter the hazard rating.

All containers must be properly labeled to identify the contents.	UFC (91), 80.301 (d) UFC (94), 8001.7
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Secondary containers such as eye droppers are only to be stored for 24hrs, if longer they need the proper labeling.

All chemicals must be stored in approved containers (if possible, chemicals should be stored in the original shipping package).	UFC (91), 80.301 (b) UFC (94), 8001.4.2
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The chemicals are stored above eye level, this should be avoided if permissible.

All shelving must be of substantial construction and properly secured to prevent falling over. (Shelving above work areas should be kept free of chemicals. <b>Storage above eye level should be avoided</b> ).	UFC (91), 80.301 (l) UFC (94), 7902.5.6.1 UFC (94), 8003.1.4
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### Fume Hood Testing (29CFR 1810.1450)

The Fume Hood: PASSED

### Art

PPE are available for those who request it.  
MEI has no recommendations at this time.

### Tech-Ed

There are 16 compressed gas tanks in the tech- ed shops and they are properly stored and labeled.

There is a ladder that is not properly stored, these need to be put away in storage **and** properly hung up or chained to a wall.

There is not an eyewash station in the Tech-Ed department; however, the eyewash in room #1056 is less than 55 feet away and is considered to be compliant.

MEI could not locate a sharps container at this time. **IF** sharps are used in the shops, then a container needs to be available for proper disposal of sharps.

### **AG/FACE**

There is not a fire blanket available in room #1042 (activity room). This is considered a “potential for fire is high” area.

At least one approved fire blanket must be provided in each work area where there is a higher potential for fire.	UFC (91), 10.501(b) UFC (94), 1001.9
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MEI observed no chemicals in the classroom, outside of the consumer’s detergents.

### **Compressed Gas Inventory and Program Review**

There are 17 compressed gas cylinders located in:

- Tech Ed – Metals/Auto shop has 16 gas cylinders.
- Art has 1 gas cylinder

They are all appropriately stored and labeled.

**SDS:** Yes- in all appropriate classrooms.

**PPE:** Yes- in all appropriate classrooms.

### **Asbestos Periodic Surveillance (40 CFR Part 763)**

9X9 floor tile and mastic  
Ceramic floor tile and grout  
Terrazzo floor  
Under sink coating  
Blacktop science tables  
Transite slate windowsills  
Window glazing

**All accessible asbestos containing materials appeared to be in good condition.**

## Focus on Go-Kits

This document is intended to assist school personnel in selecting the appropriate materials for use in personal and school go-kits.

Quick links within this document:

- [Best Type of Container](#)
- [Commercial and Homemade Kits](#)
- [Recommended Contents for School Kits](#)
- [Recommended Contents for a Building or District Kit](#)

### Background

In the summer of 2006, the U.S. Department of Education's Emergency Response and Crisis Management Technical Assistance Group released Volume 1, Issue 2 of their *Helpful Hints* series<sup>1</sup>. That document, along with many others, reviewed the value of administrators, nurses and other school staff in preparing emergency bags or crisis kits. Often called go-buckets or go-bags, these kits are often very unique and vary greatly from school to school in size, shape and contents.

### Choice of Kits

The Center for Safe Schools frequently receives requests from schools for technical assistance in choosing the correct go-kit. The response to those requests varies depending on the intended purpose of the go-kit. For example, who will use the kit and how will it be used? Understanding the duties and functions an individual holds in an emergency situation will guide the selection process.

Before purchasing a commercially prepared kit or compiling components for a homemade kit, it is important to determine the answers to the following questions:

- *What are the emergency duties and functions of the person using the kit?*
  - Is the primary emergency duty the care of students?
  - Is the primary emergency duty the provision of medical treatment?
  - Is the primary emergency duty the performance of crisis team duties?
- *What is the capability of local responders?*
  - How long will it take local responders to arrive on-scene?
  - Will local responders be able to bring adequate supplies for your population?
  - Is the district, building or classroom able to stockpile the amount of supplies needed until help arrives?

### Best Type of Container

- For classroom use, a large bucket with a lid is frequently used for the go-kit. The bucket serves multiple purposes. While it will be used primarily as a container for supplies, it can also serve as a temporary stool for the teacher when outside the school building. Additionally and as a last resort, when fitted with a plastic trash can liner, toilet paper and plastic tarp or shower curtain (as a privacy barrier), the bucket can also be used as a temporary lavatory.
- For front office use, backpacks or small soft-sided cases are often the container of choice for their durability and functionality. Since these bags come in a variety of sizes and often contain exterior pockets easy access to needed items, office staff usually prefers these to hard-sided containers.

<sup>1</sup> [http://rems.ed.gov/views/documents/HH\\_GoKits.pdf](http://rems.ed.gov/views/documents/HH_GoKits.pdf)

- School nurses and medical team members tend to prefer tool boxes, those with multiple drawers and compartments. These tool boxes provide quick access to organized medical supplies, which will result in the ability to quickly provide medical treatment to those in need.
- For building-wide use, large, hard-sided, wheeled cases or a large plastic rolling trash can with a fitted lid provide the amount of space needed to quickly move the amount of supplies necessary for an entire building.

### **Commercial and Homemade Kits**

- The decision to purchase a commercially prepared, pre-assembled emergency kit or to create one is a matter of personal choice. There are pros and cons to either approach. This decision hinges on two key concerns:
  - Does the commercially prepared kit have all, or most of, the needed items?
  - Is the cost of the commercial kit comparable to the money and time need to create a personalized kit?
- Several reputable organizations sell school emergency kits, including companies which offer customized kits to meet the particular personnel or school needs.
- Some Intermediate Units utilize their school-to-work programs to compile emergency go-kits for their schools.

## Recommended Contents for School Go-Kits

Item	Teacher	Other Staff	Emergency Team Member	Nurse <sup>2</sup>	Administrator <sup>3</sup>
Clipboard	X	X	X	X	X
Pad of Paper with sharpened pencils and pens (2 each)	X	X	X	X	X
Permanent marker – medium and fine point (minimum 2 different colors)			X	X	X
Roster <sup>4</sup> of student's in class(es)	X	X			
Roster of student's in buddy teacher's class(es)	X	X			
List of emergency contact numbers	X	X	X	X	X
Disposal poncho	X	X	X	X	X
Small pack of tissues or toilet paper	X	X	X	X	X
School Emergency Procedures	X	X	X	X	
School Emergency Plan (full plan)			X	X	X
School emergency checklists or other forms	X	X	X	X	X
ICS forms			X	X	X
Parent/Child Reunification Procedures	X	X	X	X	X
Student release forms as needed	X	X			X
Whistle with lanyard	X	X	X	X	X
Flashlight – with batteries or electromagnetic/wind up capable	X	X	X	X	X
Second flashlight or spare bulb for primary light	X	X	X	X	X
Light sticks	X	X	X	X	X
Small first aid kit including PPE <sup>5</sup>	X	X	X	X	X
Small tarp or plastic sheeting	X	X		X	
Sun block	X	X	X	X	X
Insect repellent	X	X	X	X	X
Age-appropriate student activity materials <sup>6</sup>	X	X			
Cell phone charger and extra batteries			X	X	X
Portable radio with extra battery			X	X	X
Map of local area			X		X
Teacher schedules					X
School building floor plans <sup>7</sup> (10 copies)			X		X
School building photos					X
Student yearbook or recent photo CD					X
Map of campus – 5 sets minimum					X
Map of area around the school – 5 sets minimum					X
Bullhorn					X
Master keys to building (2 sets minimum)					X
HVAC emergency shutdown procedures <sup>8</sup>			X		X

<sup>2</sup> These items are personal bag items and do not include specialty medical supplies and equipment a nurse or medical team may need in an emergency.

<sup>3</sup> Some recommended items for administrators may be contained in a school kit rather than a personal kit.

<sup>4</sup> All rosters should be accompanied by sealed/secured information on students with special medical or dietary needs, along with custody limitations or prohibitions. These envelopes should be clearly marked confidential/ emergency use only.

<sup>5</sup> PPE for a school first aid kit is probably limited to protective gloves and a barrier shield device for rescue breathing. A dust mask may also be included.

<sup>6</sup> Student activity materials may include playing cards, inflatable balls, checkers, bubbles, Nerf™ balls, etc.

<sup>7</sup> All building plans should have the HVAC, electrical and other utility shuts-offs prominently marked.

<sup>8</sup> All shutdown procedures should be laminated prior to placement in the kit in case fire/rescue or Haz-Mat needs to enter the building with sprinklers activated.

Item	Teacher	Other Staff	Emergency Team Member	Nurse <sup>9</sup>	Administrator <sup>10</sup>
Fire alarm shut off procedures			X		X
Blank index cards (multiple colors)			X	X	X
Vest or bright hat for easy identification			X	X	X
Duct tape			X		X
Plastic wire ties of various sizes					X
AM/FM radio (battery operated)				X	X
NOAA-SAME weather radio (battery operated)				X	X
Roll of heavy trash bags	X	X	X	X	X
Water – with cups	X	X	X	X	X
Hard candies or other long shelf life food	X	X	X	X	X
Roll of paper towels	X	X		X	
Multi-tool or screw driver with multiple tips			X		X
Peel off labels (2 x 4 minimum) for emergency name tags or labeling			X	X	X
Personal medications	X	X	X	X	X
Local telephone directory					X

### Recommended Contents for Building or District Go-Kits

Specialty Kits: One per school and district	Notes
Signs or flag for command post	Coordinate these markers with local responders
Rosters of students/master schedule	
Teacher Schedules	
Full emergency plan with annexes, checklists, etc	
Banner or poster for parent-child reunification	Use large banners, bigger than 8 x 10 inch paper
Alphabetical grouping signs A-L and M-Z A-F, G-L, M-R and S-Z	Pre-plan alphabetical breakdowns according to the size of your building's student population. Some schools may need 4 or 5 groups
School building floor plans <sup>11</sup> (10 copies)	Even if your school has a secured website, it is best practice to have hard copy backups available in the event that Internet or electric service is disrupted
School building photos	
Map of campus – 5 sets minimum	
Map of area around the school – 5 sets minimum	
Student yearbook or recent photo CD	
Bullhorn	Some schools may need more than one
Master keys to building (2 sets minimum)	
HVAC emergency shutdown procedures <sup>12</sup>	Laminate these procedures

<sup>9</sup> These items are personal bag items and not to be all inclusive of specialty medical supplies and equipment a nurse or medical team may need in an emergency.

<sup>10</sup> Some recommended items for administrators may be contained in a school kit rather than a personal kit.

<sup>11</sup> All building plans should have the HVAC, electrical and other utility shuts offs prominently marked.

<sup>12</sup> All shut down procedures should be laminated prior to placing in the kit in case fire/rescue or Haz-Mat needs to enter the building with sprinklers activated.



Specialty Kits: One per school and district	Notes
Fire alarm shut off procedures	
Duct tape	
Plastic wire ties of various sizes	
Blank index cards (multiple colors)	
Vest or bright hat for easy identification	
Extra batteries for all electronic devices	
AC charger for cell phone and portable radios	
CAT-5e internet cables	Dependent upon existing technology infrastructure
Single line telephones with cords	

**Be sure to include any items from the administrator list that are not carried in personal go-kits.**

Please note that the lists provided above are suggested based on best practice information. These lists can be expanded based on individual needs.

For additional information on personal preparedness kits for use at home or in your car checkout these web sites:

<http://www.ready.gov/america/getakit/index.html>

<http://www.fema.gov/pdf/about/regions/regionii/r2-what-goes-in-an-emergency-kit.pdf>