

EMERGENCY BACKPACK ITEMS

Backpack Inside Pocket

1. Clipboard:
 - a. Red & Green Card
 - b. Your homeroom check-off list in protective cover w/ dry erase
 - c. Student list of all students in school, updated monthly at staff meetings
 - d. Sibling list
 - e. Pen attached to board
2. Folder
 - a. Emergency numbers for your homeroom
 - b. Sunny Day walking permission
 - c. Parental permissions with insurance information

Main Backpack Compartment

3. Latex-free Band-Aids and gloves in baggy
4. Pads, tape, and gloves in baggy
5. Medical supplies baggy: Eye wash, peroxide, CPR face shield, burn dressing, 2 small burn gels, large pad, 2 gauze wraps, tape, scissors, elastic wrap
6. Two instant cold compresses
7. Handy wipes

Drawstring Side Pocket

8. Whistle

Zip Side Pocket

9. Flashlight
10. Sewing kit

BACKPACK USE INSTRUCTIONS

1. There should be a backpack in every home room. The homeroom teacher is in charge of ensuring it has the proper supplies and is transported with the class as needed. The homeroom teacher will keep the student rosters updated on a monthly basis.
2. There should additionally be a backpack in the school closet in the gym and in the shed on the playground. These backpacks will NOT be transported in an emergency. They will contain different supplies pertinent to sports injuries (supply list will be determined by Deb, Rod, and Ann). Deb will be responsible for refilling the supplies in both the bags on a monthly basis.
3. There will also be a sports medical bag which will go to all competitive sports games with the coach. Rod will be responsible for refilling the sports bag.
4. The office backpack kept in Ann and Bree's office will contain additional medical supplies, as determined by Ann, to accommodate other injuries.
5. Check your backpack for the items listed. Please use a requisition slip to order whatever is missing and turn it into the office.
6. Backpacks should go on all field trips (including walking field trips) and off-campus events. If your class will be leaving campus, take the back pack! If the whole school is at the event, only one backpack need be transported. Ann or Bree will take the office backpack to off-campus school events.
7. Your first priority is to get students out of the building safely. Grab the backpack on your way out, *but do not go back for it if forgotten!* Designate as backpack carriers any IAs in your room and a couple of students to take it should you forget it on the way out.
8. Replace any items used after every field trip. Office should have replacement supplies.
9. Use the erase pen at the emergency drills so your list can be re-used, but in a real emergency, use the ink pen to mark off your class.
10. Games to play with your class, books to read to your class, emergency items, and additional medical supplies will be at the meeting site for your use in a real emergency. Please check out your "pack of goodies" in Margie's office to update and label with your name/grade prior to the items being transported to the Recreation Center.