



## EMERGENCY CLASSROOM CHECKLIST

Classroom backpacks should be inventoried on an annual basis to ensure that listed supplies remain in stock and usable. Student information, including student health concern lists, should be kept current.

- School Emergency Plan Handbook
- Current Class List, Buddy Teacher Cass List, RTI Group Class List (if applicable)
- Classroom Accountability Forms
- Name tags for all students – Use student information card on string
  - Mark any health concerns in code on front of card with highlighter
  - “M” = daily meds, “B” = asthma, “D”= diabetic, “A” = allergy, “H” = other health concern
- List of Student Health Conditions and Special Needs (classroom, buddy teacher and RTI group roster if applicable)
- Pencils, Markers, Paper
- Whistle
- Green/Red Card
- Small First Aid Kit
- Plastic gloves
- Plastic bags
- Flashlight
- Batteries in plastic bag to prevent corrosion
- Small clipboard
- Kleenex
- Hand wipes
- Masking tape
- Activities to engage children for long term care (books, games, cards, etc.)