



*"Creating Safer Schools....Building by Building"
"Creando Escuelas Seguras....Escuela Por Escuela"*

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FACT SHEET

Gotta Go Bags

Gotta Go Bags are school emergency bags that are filled with supplies that you may need to have or take with you in an emergency. A minimum of two bags should be kept in each building. The bags should be kept in different locations in the school in the event that one location is not accessible. It is also a good idea to keep a bag at an outside location such as, in an evacuation site. There are school level gotta go bags and district level gotta go bags. The bag should be updated periodically, to make any necessary changes or replacements. The following is a list of basic items schools and districts may need to include in the bags.

School Level Supplies:

- Student Register with Parent Emergency Numbers
- List of Students with Custody Limitations
- Teacher/Employee Roster
- Teacher Schedules
- School Emergency Plan
- Building Floor Plans—Not the blueprints, the internal layout with rooms numbered. (10 copies—to give to agencies responding to an incident.)
- Exterior School Grounds Maps—5 Copies
- Map of Local Area
- Cellular Phones—Consider Battery Charging/Power Adapters
- Emergency Phone Numbers
- Bull Horn(s)
- Portable Radios
- Master Keys to Building—2 Sets, Minimum
- Pens and Pencils
- First Aid Supplies
- Student Tracking Forms—Carbonless where

the teacher/employee can record the students with them.

- Index Cards and Note Pads
- Other forms or documents the school may require.
- Flashlight and batteries
- Duct Tape
- AM/FM Radio
- Weather Radio
- Blanket
- Cups, Plastic Containers, and a Water Source
- Towels
- Utility Knife
- Screwdriver
- Pliers
- Plastic Bags
- Potassium Iodide (where appropriate)
- Other _____



Things you may need that won't be stored in the gotta go bag:

- Student medications
- Teacher/Employee daily attendance record
- Student daily attendance record

District-Level Supplies

- First Aid Supplies
- Blankets
- District Emergency Plans
- Parent Reunification forms
- Building floor plans—multiple sets for each building.
- Computer (desktop or laptop) and printer
- Material to make signs for directing parents to the reunification center.
- Other _____

