

Critical Incident Response Kits

Purpose of the Kit:

Although we all hope that a violent incident that requires response from emergency personnel never occurs in our school, we must be prepared to respond quickly and effectively. This kit is designed to help school personnel, law enforcement and other responding emergency officials with this enormous task.

The Critical Incident Response Kit:

The kits that you will assemble are based on others that have been developed throughout North America. They are another tool to be used in the event of an incident at your school. They may assist your staff and emergency personnel with their response planning when time and information is critical. The kit bags are bright orange in colour so they are easily visible.

What is in the Kit?

Each kit will already contain floor and site plans of your school, an aerial photograph of your school, and a map of the area.

As a school, what should be put into the kits? Each school should place the following items into the kit:

1. Master list of all students and staff at the school (updated on a regular basis)
2. Lists of special needs students
3. Contact information for all staff and students
4. List of staff that has special training (e.g., first aid, volunteer fire fighter/paramedic, etc.)
5. Phone numbers for school board/authority contacts, bussing contacts, etc.
6. Bussing information (e.g., company, routes, etc.)
7. Copies of school emergency, evacuation and fire plans
8. Basic supplies such as notepads, pens/pencils, clipboard, etc.
9. Basic First Aid supplies

NOTE: The above items are “must have”, as they are important in a major incident. Tactical planning and reunification of students with parents, busses, etc. cannot take place without such information.

Optional Items: cd/floppy versions of pertinent school forms, phone numbers, etc., flashlights, batteries, name tags, tissues, duct tape, cell phones, small tools.

Remember, the kit will probably be used in a situation that is stressful and fast paced. Too many items will just complicate matters.

Where should I place the Kit?

The kits should be placed in the main office in an area easily accessible by admin and office staff, but away from students and visitors. A second kit should be placed in your in-school secondary command post (e.g., Library).

Do the Kits need to be updated?

Yes. As with anything, information becomes outdated and changes in phone numbers, personnel, etc. take place. Also, student rosters will change and should be updated as soon as possible.

Remember, if your school's layout changes due to renovation or expansion, this should be reflected in your plans. The Plant and Planning Services Department can provide your school with new floor and site plans if necessary.

Should I assemble another Kit?

You may wish to generate another kit in the event that the kit in the main office cannot be accessed. The second location should be easily accessible in an emergency, but secure enough so that it cannot be accessed by students or others who are not authorized.