



Afterschool Go-Bag Suggestions – Frontline Staff

Site coordinators should maintain an easily accessible Go-Bag — a bag filled with ready-to-go supplies in case of an emergency — for the entire site. The specific contents should reflect the organization’s Safety Plan. Use the list below as a starting point. Be sure to create a plan for reviewing and updating the bag, and make sure those responsible for assisting with its maintenance understand their responsibilities. (The host organization’s safety plan might include this information.)

Go-Bag Items for Consideration	Item Description	Frequency of Review	Person Responsible
List of all program students	<ul style="list-style-type: none"> Place list on clipboard Group the students in a manner aligned with your program’s schedule Include photos 	Every schedule change	
List of students with special needs who use the space	<ul style="list-style-type: none"> Place list on clipboard Mark <i>confidential</i> Include information on medical issues, prescription medicines, dietary needs, behavior plans Include photos 	Every schedule change	
Organization and site-specific emergency procedures	<ul style="list-style-type: none"> Place document on clipboard Include this information: <ul style="list-style-type: none"> Staff contact information Key contact information for the organization’s response system Family–student reunification plan Utility turn-off procedures 	Every Safety Plan review	
Whistle	<ul style="list-style-type: none"> Include disinfectant wipes 	At least twice a year and after every use	
Afterschool administration identification	<ul style="list-style-type: none"> Possible items: <ul style="list-style-type: none"> Hat Vest Unique signage 	At least twice a year and after every use	
First aid kit	<ul style="list-style-type: none"> First aid instructions List of staff certified in first aid 	At least twice a year and after every use	
Emergency communication devices	<ul style="list-style-type: none"> Possible items: <ul style="list-style-type: none"> Walkie-talkie Cell phone Bullhorn or megaphone 	At least four times a year if not used during regular programming	
Battery-operated flashlights	<ul style="list-style-type: none"> Extra batteries 	At least four times a year	

