

CSW Resilience Team Termly School Newsletter

The CSW Resilience Team helps schools to prepare for sudden and unexpected emergencies which cause trauma within a school community and overwhelms normal coping mechanisms of the school. We share a termly newsletter which encourages schools to consider their emergency planning procedures. Each term, schools are encouraged to refer to the [DfE resources](#) and the complimentary CSW developed [resources](#).

This term we are discussing an **updated** Grab Bag list. It is encouraged that all schools have a grab bag, ready to go. The content of this grab bag will ensure that in the case of an emergency, there are the relevant items to keep the pupils and staff safe. This grab bag should be easily accessible. Depending on the size of the school and the site, it might be appropriate to have several grab bags.

Your grab bag should be small enough for anyone to carry and be kept in a safe, known place where everyone in your school can easily access it. Items you put in the Grab Bag may change seasonally or be dependent on the needs student and staff. It should be checked regularly to make sure perishable items are still in date and all information is up to date.

It is important to have staff designated to checking the content of the grab bag and to evaluate if any additional items are required (we recommend termly). To prevent the items being used outside of an emergency and to ensure it is fully stocked during an incident, it might be worthwhile adding a sign to emphasise that the bag contains contents which are for emergency use only. You can be creative with your grab bag style, for example if a box may be more suitable or even a little wheeled trolley box if they have far to take it and its heavy!

Below is a table suggesting some of the items which might be included in the grab bag. There is additional space at the bottom of the table to add any items. We have added the table to a separate page so you can print it off and add it to your school's emergency plans or use it as a checklist when preparing your schools grab bag.

It is important to also consider anything specific to staff or student, for example medication or accessibility needs. Please note this is a recommended list and is not exhaustive.

If you have any queries about your grab bag contents or emergency planning arrangements please contact the CSW Resilience Team.

Have a fantastic term.

Kind Regards,
CSW Resilience Team
Email: CSWRT@warwickshire.gov.uk

Emergency Planning – Grab Bag Content List

Item	Notes / instructions	Date checked	Checked by
Laminated instruction cards / Instruction sheets – Roles and Responsibilities			
Up to date copy of your school Emergency Plan			
Additional incident log sheets			
Memory stick / External hard drive with plans etc			
Laminated site / floor plans			
Notebook, pens and paper and / or voice recorder (Policy decisions)			
First Aid kit(s) – fit for major incident and sun cream			
Staff lists – contact details list etc			
Parent/carer contacts list for pupils			
Emergency foil blankets			
Dust masks			
Baby wipes			
Chocolate / glucose tablets			
Bottled water			
Battery operated torches and radios, spare batteries (Consider wind up versions)			
Dedicated mobile phone			
Charger units for phones / radios			
Cash			
Glow sticks			
High visibility jackets for SEMT members (one a different colour to identify team leader or denoted as such)			
Suspect item signs			
Megaphone			
Whistle			
Master keys (in a sealed / tagged bag)			
Laminated instruction cards / Instruction sheets – Roles and Responsibilities			