



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

**TITLE:** School Emergency Response Boxes

**NUMBER:** REF- 5450.1

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School Operations  
Office of the Superintendent

## ROUTING

Instructional Superintendents  
Administrators of Operations  
Operations Coordinators  
Principals  
Non-School Site Administrators

**DATE:** March 19, 2013

**PURPOSE:** The purpose of this Reference Guide is to provide information on School Emergency Response Boxes, the specific repository for printed records and resources required during a critical incident response.

**MAJOR CHANGES:** This document replaces District Reference Guide 5450.0 of the same subject issued by School Operations, dated April 12, 2011. The revised Reference Guide reflects current district organization and contact information.

**INSTRUCTIONS:** The following guidelines apply:

### I. Background

As part of the Safe School Plan, each school is to store in their emergency storage bin the printed records and materials needed to manage a critical incident. Many schools now use electronic “paperless” records to store student and school information. However, during an emergency, schools may not have access to electronic data and must instead refer to printed records. This Reference Guide provides a list of critical printed materials and a recommended storage location so that these materials can easily be retrieved and used during an emergency incident.

### II. School Emergency Response Boxes

The School Emergency Response Box is a designated portable file box that provides site administrators with a central location for storing essential student records and other information that effectively manages a critical incident. The School Emergency Response Box serves as a central portable emergency repository for critical information that can be easily accessed and used during an emergency or shared with first responders. The School Emergency Response Box Inventory provides a checklist of documents to be stored in the box (See Attachment A).

One of the documents to be kept in the School Emergency Response Box is the Welligent report of students with life-threatening health alerts. For assistance with generating the Medical Alert report from Welligent, please take the on-line



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Learning Zone training course, *STEPS 422: Identifying Your Most Vulnerable Students*.

Because it contains student and staff information, some of which is confidential, the School Emergency Response Box must be kept in a secure location and be readily available in an emergency. Schools can keep the boxes in the locked emergency supply bin or in an alternate secure, central location where it can easily be retrieved during an emergency. Specific staff members should be assigned to bring the School Emergency Response Box to the school's command post during each school emergency. Schools are expected to practice retrieving the box during every evacuation drill.

The contents of the box must be kept current. Schedule regular print-outs of computerized reports, including whenever changes are made in the school calendar or schedule, and print extra copies to include in the box. Additional information relevant to the emergency operations of the school should also be stored in the box.

In the event that a campus must be evacuated and students moved to another facility, School Emergency Response Boxes are to travel with the school incident command team, since it contains critical information needed to reunite students and parents.

### III. DISTRIBUTION OF SCHOOL EMERGENCY RESPONSE BOXES

School Emergency Response Boxes were initially distributed to schools at the beginning of the 2006-2007 school year. Schools built after that school year received School Emergency Response Boxes before the campus opened to students. Every elementary school received one box, every middle school received two, and every high school received three boxes. Schools can purchase additional boxes through the District Warehouse using Commodity Code 345-32-48385.

**RELATED  
RESOURCES:**

*Safe School Plan volume 2: Response*  
Reference Guide 5451.1 *School Site Emergency/Disaster Supplies*, dated March 1, 2013

For training support, please check the Safety Training in Emergency Preparedness at Schools (STEPS) website: <http://steps.lausd.net>

**ASSISTANCE:**

For assistance or further information please contact School Operations, Office of Emergency Services at (213) 241-3889.

**SCHOOL EMERGENCY RESPONSE BOX****INVENTORY**

- A current copy of the school's Safe School Plan, Volume 2, Emergency Procedures
- 5 copies of the school plot plan map found at the back of the Safe School Plan, Volume 2, Emergency Procedures
- 5 copies of the school vicinity map found at the back of the Safe School Plan, Volume 2, Emergency Procedures
- Complete list(s) of all students, by name, showing their classroom assignments
- Complete list(s) of all staff, by name, showing their assignments
- Complete list(s) of all students, by name, showing their home contact information
- 3 copies of the Welligent "Medical Alert Report" report on students with specific emergency needs
- Complete list(s) of student bus routes
- Complete list(s) of all staff, by name, showing their contact information
- Complete sets of current class rosters
- Staff cell phone directory
- List of students with special needs
- 25 copies of the school map for first responders
- Educational Service Center contact numbers found in Safe School Plan, Volume 1
- LAUSD contact numbers (Print out "Frequently Called Numbers")
- List of staff members with school radios and their designation
- A campus map showing the location of emergency supplies, water and food
- Any office supplies such as paper, pens, etc., that will be needed to manage the response
- A flashlight
- A portable radio with batteries

**ITEMS THAT SHOULD NOT BE STORED IN THE EMERGENCY RESPONSE BOX**

- Master Keys. They should always be in someone's possession. If needed, specific people can be asked to carry duplicate copies for use by Search and Rescue Teams, etc.
- Any liquid or food that can leak and contaminate the contents of the box
- Any records that would not be needed in an emergency