



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: School Emergency Response Boxes

NUMBER: REF-3284.0

ISSUER: Angelo J. Bellomo, Director
Office of Environmental Health and Safety

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ROUTING
Local District Superintendents
Local District School Support
Directors
Local District Operations
Coordinators
Principals
Non-School Site Administrators

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

MAJOR CHANGES: Not Applicable.

INSTRUCTIONS: The following guidelines apply.

I. BACKGROUND

As part of the Safe School Plan, each school is asked to store in their emergency storage bin the written materials needed to manage a critical incident. Currently, more and more schools are using electronic “paperless” records for storing student and school information. During an emergency, schools may not have access to electronic data and must instead refer to written records. This Reference Guide provides a list of critical written materials and a recommended location for storing these materials for retrieval and use during an emergency incident.

II. SCHOOL EMERGENCY RESPONSE BOXES

Beginning in the 2006-2007 school year, School Emergency Response Boxes will be distributed to all schools. The School Emergency Response Box will provide Site Administrators a central location for storing student and other information that is essential for the effective management of a critical incident. The School Emergency Response Box will serve as a central portable repository for critical information that can be easily accessed and used during an emergency or shared with first responders. Schools are asked to use the attached School Emergency Response Box Information Inventory as a checklist for the contents of the box (See Attachment A).

The School Emergency Response Box must be kept in a secure location and be readily available in an emergency. Schools can put the boxes in the locked



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Emergency Supply Bin or in an alternative secure central location where it will be readily available for retrieval during an emergency. Specific staff should be assigned the responsibility of making sure that the School Emergency Response Box is retrieved and brought to the school's command post.

The contents of the box must be kept current. It is suggested that whenever computerized reports are run for changes in school calendar or schedule, extra copies be printed for inclusion in the box. School staff should also be vigilant for any information that would be of assistance during an emergency and should put copies in the box.

In the event that a campus must be evacuated and students moved to another facility, the School Emergency Response Boxes will go with the students since it contains critical information needed to reunite students and parents.

III. DISTRIBUTION OF SCHOOL EMERGENCY RESPONSE BOXES

The School Emergency Response Boxes will be distributed to schools at the beginning of the 2006-2007 school year. Every elementary school will receive one box, every middle school will receive two and every high school will receive three boxes. Schools who want to purchase additional boxes can order them through the District Warehouse using Commodity Code 345-32-48385.

RELATED RESOURCES:

Refer to REF-801, entitled "*Storage of Emergency Water*," dated February 5, 2004 and REF-802, entitled "*School Site Emergency/Disaster Supplies*," dated February 5, 2004, issued by the Office of Environmental Health and Safety.

Crisis Response Box, Partnering for Safe Schools
Crime and Violence Prevention Center
Office of the Attorney General
P.O. Box 944255
Sacramento, CA 94244-2550

Website: <http://www.caag.state.ca.us/cvpc/crisisresponse.pdf>

ASSISTANCE:

For assistance or further information please contact Bob Spears, Director of Emergency Services at (213) 241-3889.