



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: School Emergency Response Boxes

NUMBER: REF- 5450.1

ISSUER: Earl R. Perkins, Assistant Superintendent
School Operations
Office of the Superintendent

ROUTING

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

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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.