



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE:	School Emergency Response Boxes	ROUTING Local District Superintendents Administrators of Operations Operations Coordinators Principals Assistant Principals Non-School Site Administrators
NUMBER:	REF- 5450.2	
ISSUER:	Roberto A. Martinez Associate Superintendent Division of School Culture, Climate and Safety Jill Barnes, Ed.D., CEM Administrator Office of Emergency Management	
DATE:	August 15, 2022	
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 5450.1 of the same subject issued by School Operations, dated March 19, 2013. The revised reference guide reflects updated emergency practices, current district organization, and contact information.	
INSTRUCTIONS:	The following guidelines apply: I. Background As part of the Integrated Safe School Plan, each school is to store the printed records and materials needed to manage a critical incident. Many schools now use electronic 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. School Emergency Response Boxes have been distributed to schools since the 2006-2007 school year. Schools can purchase additional or replacement boxes through the District Warehouse using Commodity Code 345-32-48385. II. School Emergency Response Box Contents and Maintenance The School Emergency Response Box is a designated and labeled portable file box that provides site administrators with a central location for storing essential student records and other information needed to effectively manage a critical incident. It serves as a centralized, portable emergency repository for critical information that can be easily accessed and used during an emergency or shared	



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

with first responders. The School Emergency Response Box Inventory (Attachment A) provides a checklist of documents to be stored in the box.

One of the documents to be kept in the School Emergency Response Box is the “Student Fact Sheet”, available in Welligent. The list of students with specific needs can be entered in the "Alerts" module (under the student’s Record Navigator) that stores LAUSD student medical condition information. Specific equipment and supplies needed to care for each student should also be listed there.

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 incident command post during each school emergency and 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 to an offsite relocation site, School Emergency Response Boxes are to travel with the school incident command team, since it contains critical information needed to reunite students and parents.

RELATED RESOURCES: Integrated Safe School Plan
REF 5451.2 - School Site Emergency/Disaster Supplies

ATTACHMENTS: Attachment A - School Emergency Response Box Inventory

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

For assistance or further information, please contact the Office of Emergency Management at OEM@lausd.net or (213) 241-3889.



SCHOOL EMERGENCY RESPONSE BOX INVENTORY

- 1 current copy of the school's Integrated Safe School Plan (ISSP)
- 3 copies of the ISSP Quick Reference Guide
- 3 copies of "District and Community Information" from the ISSP Resources tab
- 25 copies of the school plot plan map from the ISSP "Floor Plans and Maps" section (some for first responders)
- 25 copies of the school vicinity map from the ISSP "Floor Plans and Maps" section (some for first responders)
- 1 campus map showing the location of emergency supplies, water, and food
- Complete list(s) of all students by name, showing their classroom assignments
- Complete list(s) of all students by name, showing their home contact information
- 3 complete sets of current class rosters
- 3 copies of the Welligent "Student Fact Sheet" report on students with specific emergency needs
- List of students with access and functional needs, showing their class schedule
- Complete list(s) of student bus routes (if applicable)
- Complete list(s) of all staff by name, showing their assignments and current cell phone numbers
- Complete list(s) of all staff by name, showing their contact information, including emergency contacts
- List of staff members with school radios and their designation
- List of Local District and other frequently called LAUSD contact numbers
- Office supplies such as paper, pens, etc., to manage and support the emergency response
- 1 portable radio with batteries
- 2 headlamps
- 1 flashlight

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