

# EMERGENCY RESPONSE BOX

To ensure that your team and emergency personnel have access to information and supplies critical in an emergency, prepare two Emergency Response Boxes with the items listed below. Keep both boxes on campus, each in a separate and accessible location.

The Emergency Response Box is referenced in every protocol of the Big Five. The information therein should be updated annually, preferably in July/August in preparation for the new school year.

ITEM	RESPONSIBLE PARTY	DATE
Aerial Photo of Campus		
Building Blueprints		
Campus Map		
Emergency Plan		
Fire Alarm Turn-Off Procedure		
First Aid Supplies		
Incident Command Assignments		
Incident Command Staging Area Map		
Bell Schedule / Master Schedule Course List		
Sprinkler System Turn-Off Procedure		
Street Map		
Student/Staff Medical Alert List		
Teacher/Employee Roster		
Utilities Shut-Off Procedures		
Yellow Caution Tape		