



San Diego Unified School District
School Police Department
4100 Normal Street, San Diego, CA 92103-2682
(619) 725-7000 Fax (619) 295-5074
www.sandi.net/policeservices



EMERGENCY RESPONSE BOX REVIEW FORM

School/Site Name: _____

Please strictly adhere to criteria and CHECK ALL BOXES THAT APPLY.

- Current copy of the **Confidential** Site Emergency Response Plan dated after August 1, 2017.
- Aerial photo identifying locations of electric, gas, water, cable, telephone and alarm box, fire hydrants, fire alarm pull-down stations, and gates for emergency vehicles.
- Current school campus/site diagram in landscape format. Map **must** show **all** buildings, classroom numbers, internal roads, and internal parking lots.
- Most current blueprint (architectural drawings) identifying locations of electric, gas, water, cable, telephone and alarm box.
- Telephone numbers listed in numerical order for each classroom/building.

Rosters:

- Current roster of **all** district employees assigned to the site, as well as issues pertaining to special needs (i.e. physical disability or medical conditions/required medication voluntarily given by the employee). These rosters **must** be in alphabetical order.
- Current roster of **all** students in alphabetical order and divided by grade level, to include emergency contact, release information and any court/custody orders (i.e. PowerSchool "Locator Card" Report). The roster may be printed or placed into a memory stick. Memory stick must be confirmed for approval.
- Current roster of all students with special needs students, such as physical limitations, medication, etc.
- Current student photos on CD-ROM, memory stick, or most recent school annual/yearbook.
- Crisis Barrel/Kit on-site in accessible location and sealed (if not sealed, make notation in comments)
- School Site Radio Inventory & Assignment Roster

Comments _____

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|-----------------------------------|--------------|------------------|-------------|
| _____ | _____ | _____ | _____ |
| Name of Site Administrator | Title | Signature | Date |