

CRISIS RESPONSE BOX REVIEW FORM CHECKOFF LIST

School Name: _____

Officer Assigned: _____

Please check all that comply. Must strictly adhere to criteria.

- Current copy of the Comprehensive School Safety Plan.
- Current copy of the site evacuation procedures, including staging locations. Must include all new classrooms/buildings.
- Officers are to update aerial photo in Crisis Response Box (CRB) by drawing all **new** structures not shown on aerial photo. Mark in **red pen** (very important) all electric, gas, water, cable, telephone, intrusion and fire alarm shutoffs, classroom numbers, gate openings for vehicles/pedestrians and all fire hydrants that have been added to accommodate these new structures. Make a copy of the map and place the updated original back in the CRB. Return the updated copy with this form.
- Current map and school layout. Map must show **all** buildings, classroom numbers, and evacuation routes.
- Most current blueprint (architectural drawings) identifying main locations for electric, gas, water, cable, telephone, and alarm box.
- Current roster of students and **employees** assigned to the site, as well as issues pertaining to special needs students. These rosters will be in alphabetical order for staff and students. Student roster must be in alphabetical order, divided by grade level and have emergency contact/release information.
- Current student photos on CD-ROM or most recent photo annual.
- Telephone numbers listed in numerical order for each classroom/building.

The officer and administrator/designee signatures verify the contents of the CRB meet the above-listed criteria.

Administrator's signature: _____

Date: _____

Officer's signature upon completion: _____

Date: _____

Lieutenant's approval signature: _____

Date: _____