



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Safe School Plans Update for 2010-2011
Prevention -Volume 1: Coordinated Safe and Healthy
Schools Assessment/Practices
Response – Volume 2: Emergency Procedures/Practices
Recovery – Volume 3: Recovery Procedures/Practices

NUMBER: REF-1242.7

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School Operations
Office of the Chief Operating Officer

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ROUTING
Local District Superintendents
Local District School Services
Directors
Local District Operations
Coordinators
Safety/Attendance
Coordinators
Principals
School Safety Committees

PURPOSE: The purpose of this Reference Guide is to provide guidance to the site administrators and School Safety Planning Committee in the preparation and annual updating of the Safe School Plans (SSP).

BACKGROUND: California public schools are required to comply with California Education Code, Section 32281, dealing with the preparation of safe school plans that address violence prevention, student and staff wellness, emergency preparedness, traffic safety and crisis intervention and recovery. The *Safe School Plan (SSP)* template has been developed to standardize the plan and for use as a guide in preparing annual updates.

The SSP currently comprises three volumes that follow the federally identified cycle of disaster preparedness and response:

- Preparation: Volume 1 – *Coordinated Safe and Healthy School (CSHS) Assessment/Practices*
- Response: Volume 2 – *Emergency Procedures*
- Recovery: Volume 3 – *Recovery Procedures*

Consistent with the California Education Code, Section 32281, each school is “required to write and develop a comprehensive school safety plan relevant to the needs and resources” of that particular school. The school site council may delegate this responsibility to a School Safety Committee. The required membership and requirements are outlined in *Safe School Plan, Prevention – Volume 1: CSHS Assessment/Practices, Section 1.3*.

Schools should work to be as inclusive as possible when soliciting members for their School Safety Planning Committee. While the minimum required membership is clearly defined in *Safe School Plan, Prevention – Volume 1: CSHS Assessment/Practices, Section 1.3*, to ensure the most comprehensive representation, schools should strive to expand the membership to as many stakeholders as possible.

MAJOR CHANGES: This Reference Guide replaces *REF-1242.6, 2009-2010 Update of Safe School Plans - Volume 1 (Coordinated Safe and Healthy School Plan, Prevention Program,) Volume 2 (Emergency Procedures), and Volume 3, (Recovery Programs)* dated, August 21, 2009.



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Beginning in 2009, schools used the on-line tool created to update the Safe School Plan. To assist staff and guide new users in completing their plans, an on-line demonstration video was created. It is accessible at: schooloperations.lausd.net. The link is posted on the Safe School Plan page.

INSTRUCTIONS: Administrators are required to certify on the Administrator Certification Form, MEM-4207.4, that they have completed and submitted Volumes 1, 2 and 3 of the Safe School Plan by the required due dates:

October 15, 2010 Response – Volume 2: *Emergency Procedure/Practices*
 Recovery – Volume 3: *Recovery Procedures/Practices*
 December 1, 2010 Prevention – Volume 1: *Coordinated Safe and Healthy Schools Assessment/Practices*

SCHOOL MONTH	TOPIC/TASK
1	Assignment of Emergency Positions for <i>SSP, Volume 2</i> . Assignment of Threat Assessment and Crisis Teams for <i>SSP, Volume 3</i> . Entry of <i>SSP Volumes 2</i> and <i>3</i> data and creation of those plans.
2	Review each scorecard section of <i>SSP, Volume 1</i> . Review <i>SSP, Volume 2</i> and <i>Volume 3</i> in preparation for the fall drill – October 21, 2010. (see REF-4852.1)
3	Complete scorecards from Chapters 2-6 and begin the re-write of Chapter 7 for <i>SSP, Volume 1</i> .
4	Present the <i>SSP, Volume 1</i> document to all stakeholders and secure signatures on the Certification Form.
6	Continuous review of <i>SSP, Volume 1, Volume 2, and Volume 3</i> . Adopt and own the plans. Monitor progress of goals for <i>Volume 1</i> .
8	Review <i>SSP, Volume 1, Volume 2, and Volume 3</i> in preparation for the spring emergency drill.
10	Review <i>SSP, Volume 1, Volume 2, and Volume 3</i> as a maintenance task to collect new data, update information and analyze the effects on school practice.

The SSP Creator will allow the school’s principal to assign rights to two people who can access the data in the SSP Creator. This on-line program is behind the LAUSD firewall and therefore is only accessible through a computer at a LAUSD school site or office.

There are two easy ways to access the Safe School Plan Creator:

- The first is to go to the School Operations Web page, “schooloperations.lausd.net” And click on the “*Safe School Plan*” link from the menu on the left side of the screen.
- The second way is to log on to the “*Inside LAUSD*” home page and click on the “*Safe School Plan*” link under “*Resources and Applications*” header on the right side of the screen. Find “*Safe School Plans.*” This will take you to the log in page for the SSP Creator web portal.



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Once the SSP Creator page has been reached, enter your LAUSD *Single Sign-on* (Username and Password that you use to access *Inside LAUSD*) and enter the school's location code to access the existing Safe School Plan. You will no longer need to remember the SSP Creator password that was used in the past.

I. Procedures for Annual Update of SSP, Prevention – Volume 1: CSHS Assessment/Practices (due on or before December 1, 2010.)

The School Safety Planning Committee is to complete the *SSP, Prevention – Volume 1: CSHS Assessment/Practices* using a collaborative approach. The Committee has the responsibility to meet, complete, and analyze the chapter scorecards found in Chapters 2-6. As a result of this process, the Committee will develop two goals and activities for each of the two components in Chapter 7: 1) People and programs and 2) Physical Environment (related to establishing a safe and orderly school environment conducive to learning). Additionally, the School Safety Planning Committee must certify that the school is in compliance with the "Essential Checklist Certification" items indicated in the *SSP, Volume 1 - CSHS Assessment*.

To complete the annual update of *SSP, Prevention – Volume 1: CSHS Assessment/Practices*, please follow these instructions:

1. At the SSP Creator home page, click the radio button for "Safe School Plan, *Prevention – Volume 1: CSHS Assessment/Practices*." You have the option to click on the "View Demo" which will walk you through the use of the SSP Creator. Clicking on the "Skip Demo" button will take you directly to the input screens.
2. Based on your location code, one of two versions of the *SSP, Prevention – Volume 1: CSHS Assessment/Practices*, will be generated. One version is for K through 12 sites, and the other is a condensed version for the Adult Education and Early Education sites.
3. Using the "Print all Worksheets" button in the top right-hand corner of the screen, print a copy of the blank scorecards for *SSP, Prevention – Volume 1: CSHS Assessment/Practices*, for discussion and use by the School Safety Planning Committee.
4. The School Safety Planning Committee meetings should be documented in Chapter 1. To assist schools in accomplishing this task, there is a template of suggested meeting dates that provides guidance on topics for each meeting.
5. The School Safety Planning Committee must complete the scorecards in Chapters 2-6. The scorecards are to help guide the School Safety Committee in assessing their environment and practices to improve their climate at their schools. The scorecards should **not** be completed by only one person.
6. Once the School Safety Planning Committee comes to consensus on the responses for each goal in each chapter, log back into the SSP Creator and enter the information. Enter the name of the person who provided the input or will be overseeing each goal. This information should be entered at the top of each chapter scorecard in the lines provided.



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7. If a goal does not apply, enter “N/A” in the line. The score for each goal must also be selected ranging from one to four.
8. If a goal does not apply, then select the radio button for “4.” (Please note there are a limited number of questions that will not apply to every site.) The scorecards will contain the information entered from the previous year. Please be sure to update the information for this year’s completion of the scorecard data.
9. After the information is entered, be sure to click “Save Information” after each chapter.
10. Complete Chapter 7, Section 7.1- “Review of Last Year’s Goals.” This section should include the progress made on last year’s goals.
11. Complete Chapter 7, Section 7.2 – “Summary of Data.” This section should identify the strengths of the school as well as areas requiring attention, and should be based on the scorecard results from Chapters 2-6 along with other data indicators such as office referral data or suspension data. (Note: This should be one or two paragraphs in length.)
12. Complete Chapter 7, Section 7.3 – “Integrated Safe School Plan Components.” This section should include at least two goals for each of the following components: “People and Programs” (Sections 7.3.1 and 7.3.2) and “Physical Environment” (Sections 7.3.3 and 7.3.4). Please be sure to select the chapter that applies to the identified goal as the chapter should reflect the need for the goal. When the chapter is selected it will appear in blue.
13. Secure appropriate signatures certifying that the plan was developed and approved using a collaborative process. Required signatures are from the principal or designee, UTLA chapter chair, classified representative, parent representative (of an attending student), law enforcement officer, and student representative (secondary school only). Signatures are required only for the copy at the school and for the copy that will be sent to the Local District Operations Coordinator (LDOC).
14. Upon completion of the *SSP, Prevention – Volume 1: CSHS Assessment/Practices*, click on “Complete and Ready to Submit” to generate your plan. Click on the box for each chapter that you want to download and then click on the “Download Selected Documents in a Zip File” button. The chapters selected will be placed into one zip file for you to download onto your computer. Please save a copy of the plan on your computer and be sure to print out all the documents from the zip file for a complete version of the plan. Please be aware that the assessment will be recorded as officially complete and submitted when the assessment is saved onto the school’s computer.
15. Submit the completed sections (Chapter 7, Sections 7.1 to 7.5) of *SSP, Prevention – Volume 1: CSHS Assessment/Practices*, to the Operations Coordinator for your site **on or before December 1, 2010**, as follows:
 - Pre-K to Grade 12 schools to the Local District Operations Coordinator.
 - Adult and Career Education sites to the Adult/Career Education Operations Coordinator.



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16. The newly printed plan is designed to go into the existing SSP, Volume 1 binder and will use the existing tabs. For new schools or schools that print additional plans, the plans can be indexed using standard Avery 15 tab dividers, product number 11143.
17. The site administrator should keep a public copy of the entire plan (Volumes 1, 2 and 3) in the main office and in other appropriate locations. It must be available for review by parents, teachers, members of the school staff and the community as required by Education Code.

II. Procedures for Annual Update of SSP, Response – Volume 2: Emergency Procedures/Practices (due October 15, 2010)

Each year the site administrator and the school's School Safety Planning Committee are required to identify personnel assignments for the school's emergency response plan (SSP, Response – Volume 2: Emergency Procedures/Practices). Once the assignments are determined, the information is entered into the web-based SSP Creator program, which may be accessed via *Inside LAUSD*. With input from school staff, this program will automatically generate a SSP, Response – Volume 2: Emergency Procedures/Practices document for the school, as referenced below. To complete the annual update of the plan, please follow these instructions:

1. Log on as noted in Instruction 1, Parts 1 and 2.
2. At the SSP Creator home page, click on the radio button for "*Safe School Plan, Response – Volume 2: Emergency Procedures/Practices.*" You have the option to click on the "View Demo" button that will walk you through the use of the SSP Creator. Clicking on the "Skip Demo" button will take you directly into the input screens.
3. You will be asked to select a school. This function is available for sites that share the same location code to allow them to create a separate plan for each school site. However, some schools have multiple sites or annexes, but share the same location code. If you would like to add a school site, please contact Bob Spears at (213) 241-3889.

Once the school site radio button has been selected, click on the "Go to Select School Calendar" button. Click on the arrow to use the pull-down menu and select the track configuration for the school. Be advised that the program requires multi-track schools to enter emergency staff assignment information for each track mester (example: AB, BC, AC, etc.). If you modify track configurations in the program you will need to enter the data for each of the tracks since the computer will not know which employees are working on each track.

4. Once you have selected a site and track, click on "Go to SSP Input Form." At this screen you will be asked to enter or modify your school's emergency plan data. If the school site generated a Safe School Plan last year from the SSP Creator, the information should still be in the database and will only need to be modified to reflect changes in personnel or assignments.



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5. Experience has shown that the easiest way to do this is to print out the form using the “Print Input Form” button. *Note: Depending on the printer, it may be helpful to change the printer to “Landscape” mode to print the entire form.*
6. Next, consult with the School Safety Planning Committee, fill in the updated information, and then log back into the SSP Creator and enter the revised data in the input form screen and save the information.

Schools that are new or have had a large staff turnover may want to use the staff survey form that is posted on the School Operations web site: schooloperations.lausd.net. Look under the “*Emergency Prep*” tab; the staff survey is found in the “Administrator’s Corner” section. The form can be used to survey staff for skills, training or aptitude for specific emergency response functions.

Once the assignments are entered into the SSP Creator, click on the “Complete and Ready to Submit” button.

7. You will then be prompted to provide the number of hours it took for you to complete the Safe School Plan. Enter a number in the corresponding box, and then click on the “Create the Safe School Plan” button. Three documents are generated. Click on the box for each document that you want to download and then click on the “Download Selected Documents in a Zip File” button. Please be aware that the document is large and will take some time to print, so plan accordingly.
8. The plan is designed to go into the existing SSP binder and will use the existing tabs and maps. For new schools or schools that print additional plans, the plans can be indexed using standard Avery dividers. Order both product numbers 11133 and 11451. Because the plan is on-line it can be updated, re-compiled and re-printed at any time and as often as needed. Schools are expected to update their plan when there is a significant change in the administration or staff.
9. A feature in the SSP Creator for *SSP, Response – Volume 2: Emergency Procedures/Practices* is the automatic creation of a Quick Response Guide (QRG). The QRG is a four-page document that contains the school’s Emergency Teams, Immediate Response Actions, Contact Information, SEMS chart, and maps. The QRG is designed to be duplicated and given to all employees as a quick reference during emergencies and be part of all emergency preparedness staff development trainings.
10. In the *SSP, Response – Volume 2: Emergency Procedures/Practices* section of the SSP Creator, the program will also ask school site administration to “Create/Edit Emergency Contact Information.” The information entered on this screen will be used to contact school site personnel in the event of an emergency. The information that you enter will be encrypted and sent to the Los Angeles School Police Watch Commander.

You must update this information every year and anytime there is a change in one or more administrators.



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III. Procedures for Annual Update of SSP, Recovery – Volume 3: Recovery Procedures/Practices (due October 15, 2010)

1. Log on as noted in Instruction I, Parts 1 and 2.
2. At the SSP Creator home page, click on the radio button for “*Safe School Plan, Recovery – Volume 3: Recovery Procedures/Practices.*” You have the option to click on the “View Demo” button that will walk you through Volume 3. Clicking on the “Skip Demo” button will take you directly into the SSP Creator.
3. Once you are at *SSP, Recovery – Volume 3: Recovery Procedures/Practices*, the Crisis Team and Threat Assessment Team Charts are shown on the same page. Print out the forms using the “Print Input Form” button. If you are a new school, the first year that *SSP, Recovery – Volume 3: Recovery Procedures/Practices* is being created, the 14 input fields will be blank. For all other schools, your charts will contain the information you entered last school year. Consult with the School Safety Planning Committee, fill in the information, log back into the SSP Creator and enter the data in the Recovery – Volume 3 form. As each section of the chart is entered, click on “Save Information.” This will ensure that your data will be saved if you are interrupted.
4. Once the plan is approved by the school administration and School Safety Planning Committee, click on the “Complete and Ready to Submit” button.
5. You will then be prompted to provide the number of hours it took for you to complete the safe school plan. Enter a number in the corresponding box, and click on the “Create the Recovery Plan” button. Two documents are generated. Click on the first box to access your crisis and threat assessment team charts. For new schools, click on both boxes so each document will download. Click on the “Download Selected Documents in a Zip File” button. Once the plan has been created you may download and print a copy at any time. Please be aware that the long document consists of Part I and Part II. Both are lengthy and will take some time to print, so plan accordingly. It is suggested that you save the documents onto your hard drive for access when you need information after a crisis or threat.
6. The plan is designed to go into a new Safe School Plan binder and can be indexed using standard Avery 15-dividers. Order product number 11143. Because the plan is now on-line, it can be updated and re-printed at any time and as often as needed. You are expected to update your plan when there is a significant change in the administration or staff.

IV. Print out the Safe School Plan and Make it Available

By law, the Safe School Plan is a public document and must be available for public inspection. It is also an important training document that will guide school staff during an emergency. The site administrator must print out the plan and make enough copies so that it is readily available for inspection to all school staff and the public.



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Copies should be placed in such places as the Main Office, Parent Center, Faculty Cafeteria or Lounge, with key personnel, and in the emergency bin. Site administrators are advised that a local television station has initiated an investigative report on schools compliance with this part of the Education Code.

**RELATED
RESOURCES:**

Administrator Certification Form – 2010-2011, MEM-4207.4 - Memorandum issued annually by the Office of General Counsel.

ASSISTANCE:

For assistance in preparing the plans, please contact your Local District Operations Coordinator. Specific inquiries related to this Reference Guide may be directed as follows:

- SSP Prevention – Volume 1: Coordinated Safe and Healthy Schools Assessment/Practices
Cheri Thomas, Coordinator, School Operations (213) 241-4131
- SSP Response – Volume 2: Emergency Procedures/Practices
Bob Spears, Director, Office of Emergency Services (213) 241-3889
- SSP Recovery – Volume 3: Recovery Procedures/Practices
Barbara Colwell, Interim Director, Crisis Counseling & Intervention
(213) 241-2174