



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

**TITLE:** Safe School Plans Update for 2009-2010  
Volume 1 – Coordinated Safe and Health Schools Plan,  
Prevention Programs  
Volume 2 – Emergency Procedures  
Volume 3 – Recovery Procedures

**NUMBER:** REF-1242.6

**ISSUER:** Earl R. Perkins, Assistant Superintendent  
Office of School Operations

**DATE:** August 21, 2009

**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 Safety 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 to address violence prevention, student wellness, emergency preparedness, traffic safety and crisis intervention. The *Safe School Plan (SSP)* template has been developed for use as a guide in preparing annual updates and to standardize the plan.

The SSP currently comprises three volumes:

- Volume 1 - *Coordinated Safe and Healthy School Plan (CSHS Plan),  
Prevention Programs*
- Volume 2 – *Emergency Procedures*
- 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 planning committee. The required membership and requirements are outlined in *Safe School Plan, Volume 1 - CSHS Plan, Prevention Programs, Section 1.3*.

Schools should work to be as inclusive as possible as they solicit members for their School Safety Planning Committee. The minimum required membership is clearly defined in *Safe School Plan, Volume 1 - CSHS Plan, Prevention Programs, Section 1.3*. Schools should strive to expand the membership to as many stakeholders as possible to ensure the most comprehensive representation.

**MAJOR  
CHANGES:**

This Reference Guide replaces *REF-1242.5, 2008-2009 Update of Safe School Plans - Volume 1 (Coordinated Safe and Healthy School Plan, Prevention Program) and Volume 2 – (Emergency Procedures)*, dated August 5, 2008.

**ROUTING**

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



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Effective July 1, 2009, schools will use the on-line tool created to update the Safe School Plan. To assist staff in completing their plans, a demonstration on-line video was also created to guide new users and is accessible at <http://www.lausd.net/cdg/live/ssp/index.html>.

**INSTRUCTIONS:** Site administrators are to note the following due dates to complete their SSP. Administrators are required to certify on the Administrator Certification Form, MEM-4207.3, that they have completed and submitted Volume 1, 2 and 3 of the Safe School Plan by the required due dates:

October 1, 2009 – Volume 2 *Emergency Procedures*  
Volume 3 *Recovery Procedures*

December 1, 2009 – Volume 1 *Coordinated Safe and Healthy School Plan (CSHS Plan), Prevention Programs*

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 and 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 15, 2009.
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 new version of the SSP Creator will allow schools to assign rights to two people who can access the data in the SSP Creator. This on-line program is only accessible through a computer at an LAUSD school site or office.

**I. Procedures for Annual Update of SSP, Volume 1 - CSHS Plan, Prevention Programs (Due on or before December 1, 2009.)**

The School Safety Planning Committee is to complete the *SSP, Volume 1 – CSHS Plan, Prevention Programs* 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



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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 Plan, Prevention Programs*.

To complete the annual update of *SSP, Volume 1 - CSHS Plan, Prevention Programs*, please follow these instructions:

1. Log on to the *Inside LAUSD* home page. On the right-hand side of the screen, look for “Resources and Applications” header. Scroll down to the bottom of the page and click on the link that says “Safe School Plans.” This will take you to the Office of Environmental Health and Safety’s LAUSDnet page. On the right-hand side of the screen, look for the “Quick Links” header. Select the link “Safe School Plan Creator” which will take you to the log in page for the SSP Creator web portal.
2. Enter your school’s location code, your LAUSD Single Sign-on (e-mail) Username and password (the same one used to log on to *Inside LAUSD*).

You will no longer need to remember the SSP Creator password that was used in the past.

3. At the SSP Creator home page, click the radio button for “Safe School Plan, Volume 1 – Coordinated Safe and Healthy School Plan, Prevention Programs.” 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.
4. Based on your location code, one of two versions of the *SSP, Volume 1 – CSHS Plan, Prevention Programs* 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.
5. Using the “Print all Worksheets” button in the top right-hand corner of the screen, print a copy of the blank scorecards for *SSP, Volume 1 – CSHS Plan, Prevention Programs*.
6. The School Safety Planning Committee meetings should be documented in Chapter 1. In order to accomplish this task, there is a template of suggested meeting dates that provides guidance on topics for each meeting.
7. 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.
8. Once the School Safety Planning Committee comes to a consensus on the responses for each goal in each chapter, you must 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. If a goal does not apply, enter “N/A” in the line. You must also select the score for each goal, ranging from one to four. 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.)



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9. After the information is entered, be sure to click “Save Information” after each chapters.
10. Complete Chapter 7, Section 7.2 – “Summary of Data.” This section should identify the strengths of the school and 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.)
11. 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).
12. 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).
13. If Safe School Zone signs have been posted at your school site, in the community, and at designated bus stops, a copy of the map and informational flyer should be included (Chapter 7, Sections 7.1 to 7.5) with materials that are sent to the LDOC and included with the plan kept at the school site. If the District has completed a map for your site, a link to the map will be posted on your school’s “*Find a School*” web page on *LAUSDnet*.
14. Upon completion of the *SSP, Volume 1 - CSHS Plan, Prevention Programs*, 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 in one zip file for you to download to your computer. Please save a copy of the plan on your computer and be sure to print out all the documents to compile a complete version of the plan.
15. Submit the completed sections (Chapter 7, Sections 7.1 to 7.5) of *SSP, Volume 1 - CSHS Plan, Prevention Programs*, to the Operations Coordinator **on or before December 1, 2009**, 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.
16. The site administrator should keep a copy of the entire plan in the main office and make it available for review by parents, teachers and all members of the school staff.
17. The newly printed plan is designed to go into the existing SSP, Volume 1 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 15 tab dividers, product number 11143.



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### **II. Procedures for Annual Update of SSP, Volume 2 - Emergency Procedures (due October 1, 2009)**

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, Volume 2 – Emergency Procedures*). 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, Volume 2 - Emergency Procedures* 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 and 2.
2. At the SSP Creator home page, click on the radio button for “*Safe School Plan, Volume 2 – Emergency Procedures*.” 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. 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.* 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 OEHS web site: [www.lausd-oehs.org/emergencyservicesadministratorscorner.asp](http://www.lausd-oehs.org/emergencyservicesadministratorscorner.asp).



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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.

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, 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.
6. 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 the web, 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.
7. A new feature in the SSP Creator for *SSP, Volume 2 – Emergency Procedures* 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.
8. In the *SSP, Volume 2 – Emergency Procedures* section of the SSP Creator, the program will also ask school site administration to “Create/Edit Emergency Contact Information.” The information 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 only 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.**

### **III. Procedures for Annual Update of SSP, Volume 3 – Recovery Procedures (due October 1, 2009)**

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, Volume 3 – Recovery Procedures.*” 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, Volume 3 – Recovery Procedures*, the Crisis Team and Threat Assessment Team Charts are shown on the same page. Print out the forms using the “Print Input Form” button. Because this is the first year that *SSP, Volume 3 –*



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*Recovery Procedures* is being created, the 14 input fields will be blank. Consult with the School Safety Planning Committee, fill in the information, log back into the SSP Creator and enter the data in the Volume 3 form. As each chart of data is entered, click on "Save Information."

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, then click on the "Create the Recovery Plan" button. Two 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. Once the plan has been created you may download and print a copy at any time. Please be aware that the document consists of Part I and Part II. Both are large and will take some time to print, so plan accordingly. You can 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 the web, 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. 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.

#### **RELATED RESOURCES:**

*Administrator Certification Form – 2009-2010, MEM-4207.3* - 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 Volume 1 – Coordinated Safe and Healthy Schools Plan, Prevention Programs  
Cheri Thomas, Coordinator School Operations (213) 241-4131

SSP Volume 2 - Emergency Procedures  
Bob Spears, Assistant Director, Office of Emergency Services (213) 241-3889

SSP Volume 3 – Recovery Procedures  
Barbara Colwell, Interim Director, Crisis Counseling & Intervention (213) 241-2174