



**LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE**

TITLE: Safe School Plans Update for 2015-2016
Prevention – Volume 1: Coordinated Safe and
Healthy Schools Assessment/Practices
Response – Volume 2: Emergency Procedures/
Practices
Recovery – Volume 3: Intervention & Recovery
Procedures/Practices

NUMBER: REF-5511.5

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PURPOSE: The purpose of this Reference Guide is to provide guidance to the site administrators and the School Safety Committee for the required annual updating of the three volumes of the Safe School Plan (SSP).

BACKGROUND: California public schools are required to comply with California Education Code, Section 32281, which calls for preparing 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)* online template has been developed to standardize the plan and for use as a guide in preparing annual updates.

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

Prevention: Volume 1 - Coordinated Safe and Healthy School (CSHS)
Assessment/Practices

Response: Volume 2 - Emergency Procedures/Practices

Recovery: Volume 3 - Intervention & Recovery Procedures/Practices

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 duties of the School Safety Committee are outlined in *Safe School Plan, Prevention – Volume 1: CSHS Assessment/Practices*, Section 1.3.

Schools should be as inclusive as possible when soliciting members for their School

ROUTING
Local District Superintendents
Administrators of Operations
Instructional Directors
Operations Coordinators
Safety/Attendance
Coordinators
School Administrators
School Safety Committees



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Safety 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-5511.4 Safe School Plans Update for 2014-2015* dated September 11, 2014, and is updated to reflect current District organization.

All three of the Safe School Plan volumes are due by October 1, 2015. Volume 1 of the Safe School Plan is now due on the same October 1, 2015 date as the other two volumes.

INSTRUCTIONS: Administrators are required to use the online Administrator Certification system to certify that they have completed, submitted, and printed Volumes 1, 2, and 3 of the Safe School Plan by the required deadlines.

The Safe School Plans are created and updated online. To assist staff and guide new users in completing their plans, a series of three online courses have been created, and are available on the Learning Zone as part of the Safety Training for Emergency Preparedness at School (STEPS) Program. Courses include: *STEPS 413 - Safe School Plan Volume 1: The Coordinated Safe and Healthy School Assessment/Practices*; *STEPS 414 – Completing the Safe School Plan Volume 2: Response Procedures*; and *STEPS 415 – Completing the Safe School Plan Volume 3: Intervention and Recovery Procedures*.

School principals may assign an additional user through the Principal's Portal. Principals may also assign an additional user through the "Add User" or "Modify User" buttons on the opening screen. These additional users can input data into the SSP Creator.

All users access the Safe School Plan Creator through the internet at <https://safeschoolplan.lausd.net> using any computer. A link is also available in the Principal's Portal on the School Operations' webpage. Authorized users do not have to be logged in to the District's network, or working from a District computer. Users may access the Safe School Plan Creator from web-enabled devices such as smartphones and tablets. 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.

The Safe School Plan Creator is designed so that schools can update and reprint their Safe School Plans as often as necessary to ensure that they are always accurate and current. Any time that there is a change in staff or assignments, the plans should be updated.

Schools should maintain the Public Viewing Log (Attachment A) as the first page of



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Volumes 1, 2, and 3 in copies of the SSP that are for public inspection. The Site Map, Vicinity Map, and any floor plan maps are to be removed from public inspection copies of the SSP Response - Volume 2 for security reasons.

SCHOOL MONTH	SCHOOL SAFETY COMMITTEE TOPIC/TASK
1	<ul style="list-style-type: none"> ✓ Assign Emergency Response Positions for <i>SSP Volume 2</i> ✓ Complete Emergency Contact Information Input Form, <i>SSP Volume 2</i> ✓ Assign Threat Assessment and Crisis Team positions for <i>SSP Volume 3</i> ✓ Enter data for <i>SSP Volumes 2 and 3</i>, create and print those plans
2	<ul style="list-style-type: none"> ✓ Complete scorecards from <i>SSP Volume 1</i>, Chapters 2-6 and begin updating Chapter 7 ✓ Review <i>SSP Volume 2</i> and <i>Volume 3</i> in preparation for the fall emergency drill on October 15, 2015, (see REF-5216.7)
3	<ul style="list-style-type: none"> ✓ Present the <i>SSP Volume 1</i> document to all stakeholders and secure signatures on the Certification Form
6	<ul style="list-style-type: none"> ✓ Continuous review of <i>SSP Volume 1</i>, <i>Volume 2</i>, and <i>Volume 3</i> Adopt and own the plans. Monitor progress of goals for <i>Volume 1</i>
7	<ul style="list-style-type: none"> ✓ Review <i>SSP Volume 1</i>, <i>Volume 2</i>, and <i>Volume 3</i> in preparation for the spring emergency drill
10	<ul style="list-style-type: none"> ✓ Review and maintain <i>SSP Volume 1</i>, <i>Volume 2</i>, and <i>Volume 3</i> to incorporate new data, update information and analyze the effects on school practice

I. Procedures for Annual Update of *SSP Prevention – Volume 1: CSHS Assessment/Practices* (Due October 1, 2015)

The School Safety 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 develops three goals and activities for components in Chapter 7: 1) People and Programs and one goal for 2) Physical Environment (related to establishing a safe and orderly school environment conducive to learning). Additionally, the School Safety 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. From the SSP Creator home page, select “Volume 1: Coordinated Safe and Healthy School Assessment/Practices.” You have the option to click on the “View Demo” button, which demonstrates the use of the SSP Creator. Click



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on the “Skip Demo” button to go 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 Current Form” button at the top of each chapter screen, print copies of the Volume 1 scorecards for discussion and use by the School Safety Committee.
4. School Safety Committee meetings should be documented in Chapter 1. To assist schools with meeting documentation, a template of suggested meeting dates that also provides guidance on topics for each meeting is provided.
5. The School Safety Committee must complete the scorecards in Chapters 2-6. The scorecards help guide the School Safety Committee in assessing their environment and practices to improve the climate at their schools. The scorecards should not be completed by only one person.
6. Once the School Safety 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. 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. If a goal does not apply, then select the radio button for “4.” (Please note there are a few questions that will not apply to every site.) The scorecards will already contain the information entered in the previous year. Please be sure to update the information for this year’s completion of the scorecard data.
7. After the information is entered, be sure to click “Save Information” after each chapter.
8. Complete Chapter 7, Section 7.1, “Review of Last Year’s Goals.” This section should include the progress made on last year’s goals.
9. 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.)



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10. Complete Chapter 7, Section 7.3, “Integrated Safe School Plan Components.” This section should include goals for each of the following components: “People and Programs” (Sections 7.3.1, 7.3.2, and 7.3.3) and “Physical Environment” (Section 7.3.4). One of the goals for “People and Programs” must address the School-wide Discipline Implementation (Chapter 5, Questions 5a.1 - 5a.2) and two goals must address attendance and dropout prevention, Chapter 5b.2 (7.3.2 and 7.3.3). 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.

Co-located schools will submit only one Safe School plan, including the new Chapter 5b, “Attendance and Dropout Prevention”, under the umbrella of the lead school, including goals, activities and activity dates (Chapter 7, Section 7.3. 2 and 7.3.3). Schools that submit plans under the umbrella of other co-located schools may be required to produce or create their own specific school’s Attendance and Dropout Prevention plan, goals, as well as strategies and activities.

11. 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 (LD) Operations Coordinator.
12. 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.
13. 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 October 1, 2015, as follows:
 - Pre-K to Grade 12 schools to the LD Operations Coordinator.
 - Adult and Career Education sites to the Adult/Career Education Operations Coordinator.



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14. The newly printed plan is designed to go into the existing SSP Volume 1 binder and uses 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.
15. The site administrator should keep a public copy of the entire plan (Volumes 1, 2, and 3) with a Public Viewing Log sheet (Attachment A) in the main office and in additional appropriate locations. Remove all maps from the public copy of the plan. The plan 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 1, 2015)

Each year the site administrator and the School Safety Committee are required to identify personnel assignments for the school's emergency response plan, located in *Volume 2: Emergency Procedures/Practices*. Once the assignments are determined, the information is entered into the online SSP Creator Program, and the plan is generated. To complete the annual update of the plan, please follow these instructions:

1. Log on as noted in the instructions above.
2. From the SSP Creator home page, select "Volume 2: Emergency Procedures." You have the option to click on the "View Demo" button demonstrating the use of the SSP Creator. Click on the "Skip Demo" button to go directly to the input screens.
3. Select a site if multiple schools operate under the same location code, such as Adult Education sites that have one location code and multiple satellite campuses. This feature allows these sites to create a separate plan for each satellite campus. To add a satellite site to your location code, please contact Jill Barnes at (213) 241-3889. Schools that are co-located on one site, including Prop 39 charter schools, have only one *Safe School Plan Volume 2: Emergency Procedures/Practices* to ensure that everyone on the campus will work together for the well-being of all.

Click on the "Go to Select School Calendar" button. All schools should select the "Single Track" option [except Bell High School. Bell HS must enter emergency staff assignment information for each track separately (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.



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4. Click on “Go to SSP Input Form.” On this screen you 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. Print out the corresponding form using the “Print Input Form” button. *Note: Printing in “Landscape” mode may best display the entire worksheet.*

Next, consult with the School Safety 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 should use the staff survey form that is posted on the Office of Emergency Services website: <http://achieve.lausd.net/Page/628>. 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.

You must provide primary and back-up off-site relocation area addresses and contact information. Space is provided in the vicinity map section of the SSP input form.

Once all data is 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 whole number in the corresponding box, and then click on the “Create the Safe School Plan” button. Several 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. You will be prompted to select a location for the zip files. It is suggested that you save the documents onto your hard drive for offline access when you need information in an emergency. Please be aware that some of the files are large documents and will take some time to print.
6. The plan is designed to be inserted into the existing SSP binder and will use the existing tabs. 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. The Plan is designed to be updated and re-printed at any time and as often as needed. Schools are expected to update and re-print their plan when there is a change in the administration or staff that impacts emergency teams.
7. A feature in the SSP Creator for *Volume 2: Emergency Procedures/Practices* is the automatic creation of a Quick Response Guide (QRG). The QRG is a



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four-page document that contains the school's Emergency Teams, Immediate Response Actions, Contact Information, SEMS/ICS chart, and maps. The QRG is designed to be duplicated and given to all site employees as a quick reference during emergencies and to be part of all emergency preparedness staff development trainings.

8. In the SSP Creator for *Volume 2: Emergency Procedures/Practices*, the program will prompt users 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's Office. Completing this form is mandatory, and Volume 2 will not generate without filling in each required element. You must update this information every year and any time there is a change in key school personnel.

III. Procedures for Annual Update of *SSP Volume 3 – Intervention & Recovery* (Due October 1, 2015)

1. Log on as noted in Instruction I, Parts 1 and 2.
2. At the SSP Creator home page, select "Volume 3 – Intervention & Recovery Procedures." You have the option to click on the "View Demo" button that demonstrates the use of the Safe School Plan Creator Program. Clicking on the "Skip Demo" button to go directly into the SSP Creator.
3. Once you are in *SSP Volume 3 – Intervention & Recovery Procedures*, make sure you select your school name. To view the Crisis Team and Threat Assessment Team Charts, click on the "Go To Team Chart Input Page To Update The SSP Volume 3" button. Both charts are shown on the same page. Print out the forms using the "Print Input Form" button. Please note that your charts will contain the information (Names and Locations) you entered last school year. If you are a new school, creating the *SSP Volume 3 – Intervention & Recovery Procedures* for the first time, the 13 input fields will be blank. To complete the School Site Crisis Team and School Site Threat Assessment Team Charts, consult with your School Safety Committee to identify and confirm selected staff. Log back into the SSP Creator and enter the data in *Volume 3 – Intervention & Recovery*. 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 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 *SSP Volume 3 – Intervention & Recovery Procedures*. Enter a



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whole number in the corresponding box and click on the “Create the Recovery Plan” button. Two files are generated. Select both boxes, “Section 1 Chart,” and “Section 2-10” to access *SSP Volume 3 - Intervention & Recovery Procedures*, containing important phone numbers, resources, bulletins, guidelines, and templates. Click on “Download Zip Files” and click “Save File.” You will be prompted to select a location for the zip files. It is suggested that you save the documents onto your hard drive for offline access when you need information in the event of a crisis or threat. Please be aware that Sections 2 through 10 are large documents and will take some time to print.

6. Sections that have been modified and/or updated will contain “(new)” in the file name to ensure you have the latest copy in your *SSP Volume 3* binder. Other sections that have not been modified do not need to be reprinted if a hard copy is already on file.
7. Please note that Section 3 and Section 5 contain templates of memos to staff, letters to parents, and Blackboard Connect messages in Microsoft Word that may be modified as needed. Remember to copy the memos and letters using your school site’s letterhead.
8. The Plan can be updated and re-printed at any time and as often as needed. Schools are expected to update the Plan when there is a significant change in administration or staff that will impact school site crisis and threat assessment team membership. If membership on either the crisis or threat assessment team changes during the year, follow Steps 1-4 of Section III of this Reference Guide to update your school site charts. Remember to print the updated team charts and replace them in the *SSP Volume 3* binder and provide copies to team members.
9. The plan is designed to go into a *Safe School Plan – Volume 3* binder and can be indexed using standard Avery 5 Tab Index Maker Dividers (order product number 11556).

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

By law, the *Safe School Plan* Volumes 1, 2, and 3 are public documents 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 by all school staff and to 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. Copies of the plan intended for public inspection must have the Public Viewing Log (Attachment A) as the first page of each volume. Remove all maps from copies of the plan for public viewing.



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ATTACHMENT: Attachment A: Safe School Plan Public Viewing Log

RELATED RESOURCES: *Administrator Certification On-Line System Memorandum*, issued by the Office of School Operations

ASSISTANCE: For assistance in preparing and completing the Safe School Plan, 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 Christopher Ortiz, Director, School Operations (213) 241-5337
- SSP Response – Volume 2: Emergency Procedures/Practices Jill Barnes, Coordinator, Emergency Services (213) 241-3889
- SSP Recovery – Volume 3: Intervention & Recovery Procedures/Practices Ailleth Tom, Coordinator, Crisis Counseling & Intervention Services (213) 241-2174

