

Safe School Plan Creator



Video Training Transcript

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Introduction

Volume 1

Volume 2

Volume 3



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On October 4, 2005 an armed suspect ran onto the campus of Franklin High School in Los Angeles and hid in a building on campus. Due to the quick and appropriate response of the Los Angeles School Police Department and the focused, appropriate reactions by the administrators, teachers and students of Franklin High, what could have been a deadly situation ended without harm and the arrest of the suspect.

Is your school as well prepared as Franklin High School? As an employee of the Los Angeles Unified School District it is your responsibility to have programs in place to protect students and to respond appropriately to emergencies when they do occur.

My name is Bob Spears and I am Director of Emergency Services. The Safe School Plan was designed to help you to prepare for and respond to crisis situations. It complies with state and federal policy including the National Incident Management System (NIMS). Beginning in 2009, the LAUSD Safe School Plan allows all schools to address the four operational phases needed to manage any emergency.

Safe School Plan: Volume 1 addresses the prevention and mitigation phases. Volume 2 covers the response phase of an emergency and the new Volume 3 addresses the recovery phase.

The *Safe School Plan Creator* is a web-based application that is accessible through the *LAUSD Single Sign-On* and will allow you to create all three volumes of the Safe School Plans online.

This video is intended to supplement the instructions in the latest version of Reference Guide 1242 and provide you with some helpful information about the new, on-line process.

In this online video series you will learn:

- How to organize a School Safety Committee
- How to navigate to the *Safe School Plan Creator*

School Safety Committee

The single most important element needed for creating the Safe School Plan is the full participation of the School Safety Committee. The School Safety Committee is a group of Certificated and Classified staff, parents, students, mental health professionals, after school providers, and law enforcement officers that are stakeholders in their school's safe environment.

The work of this committee is critical to protecting students and staff. Planning for emergencies is best done as a collaborative process. No one person knows all the answers. No one person understands all of the conditions that exist every moment that a school is open.

School Safety Committee Members

It is advantageous to have as many informed stakeholders as possible on the School Safety Committee. Include people who are on the campus from the first thing in the morning to the last person who locks up at night. The more people who are included, the better. They all see the campus differently and they all can be on the lookout for possible hazards or problems. They can also help inform others about the plans and procedures that are in place to protect the students and staff. The committee members are both the "eyes and ears" for school safety issues as well as the "voice" for training others.

The mandatory members on the School Safety Committee are:

- The Principal
- The UTLA Chapter Chair
- At least one Classified Representative
- At least one Student Representative (for secondary schools only)
- At least one Parent Representative (of an attending student)
- Law Enforcement: this is a Los Angeles School Police Officer or LAPD/LA County Sheriff

In addition to the required members, it is suggested that some member of the following groups become participants on the School Safety Committee:

- Teachers
- Dean of Students
- Cafeteria Manager
- Plant Manager
- School Psychologist
- Counselor
- Physical Education Teacher
- Nurse
- Health Education Teacher
- Psychiatric Social Worker (PSW)
- Parent Center Director
- Pupil Services and Attendance (PSA) Counselor
- Healthy Start Coordinator
- The Staff of the Beyond the Bell Program

Keep in mind that safety is a school community effort; every school should strive to represent as much of that community as possible.

School Safety Committee Meetings

It is essential that the School Safety Committee meets often at the beginning of the school year and keep accurate records. Remember that Volumes 2 and 3 are due on October 1st, so it is important to establish emergency assignments as soon as school is open.

From now on, as part of a state-wide preparedness program, LAUSD will be having the Fall Earthquake Drill on the third Thursday in October. This means all of the emergency response assignments need to be made early in the school year so that people can practice their assignments during the fall ShakeOut drill.

Safe School Plan Creator

Each year the site administrator and the school's School Safety Committee are required to complete Volumes 1-3 of the Safe School Plan. The *Safe School Plan Creator* is a web-based program that has been designed to generate the school's Safe School Plan with the input from the school staff. The *Safe School Plan Creator* may be accessed via Inside LAUSD and is only accessible via a computer at an LAUSD school site or office. The principal or designee will initially have access to the *Safe School Plan Creator*.

To navigate to the *Safe School Plan Creator*, follow these steps:

1. The Site administrators must go to LAUSD's home page. At the top left corner, roll over the Home menu and click Inside LAUSD. Login to Inside LAUSD.
2. On the lower right-hand side of the screen, under "Resources & Applications", scroll down to the bottom of the page and click on the link that says "Safe School Plans". This will take you directly to the page with the links you need to get to the Safe School Plan.
3. At the OEHS Notebook web page, click on *Safe School Plan Creator*. You are now at the *Safe School Plan Creator* website.
4. When you first log on to the *Safe School Plan Creator* you will be asked to enter the location code for the school. Enter the location code and then enter your *LAUSD Single Sign-On* user name and password. The *Safe School Plan Creator* will confirm that you are assigned and entitled to enter data for that location.
5. The Safe School Plan portal's home page will display a list of the three Volumes of the Safe School Plan:
 - a. Volume 1 – Coordinated Safe and Healthy School Plan
 - b. Volume 2 – Emergency Procedures
 - c. Volume 3 – Recovery Procedures

From here you can view the demo on how to use each volume or you can click the "Skip Demo" button to begin entering data for the volume you have selected.

The *Safe School Plan Creator* will allow schools to assign rights to two people who can then access and modify the data in the SSP Creator. To add or edit the list of people with the rights to the plan, use the "Add User" or "Modify User" buttons in the upper right hand corner of the *Safe School Plan Creator* home page. When the person is added, their single sign-on account will grant them access to the SSP Creator the next time they login.

Safe School Plans: Volume 1 - 3

Volume 1: The Coordinated Safe and Healthy School Plan, provides a structure for schools to examine the ongoing policy, programs and procedures that schools have in place to create both a safe and healthy environment that supports academic achievement.

Volume 2: Emergency Procedures, provides schools with a format for creating an emergency plan and training personnel who will be responding to an emergency.

Volume 3: Recovery, covers all of the elements that schools need to draw on to recover from an emergency or threat.

Each Volume of the Safe School Plan must be completed by a specific date:

- Every year you must complete Volumes 2 and 3 by October 1st
- Volume 1 must be completed by December 1st

Click the buttons on the Safe School Plan Training website to learn about each section of the Safe School Plan. It is suggested that schools complete Volumes 2 and 3 first, since they are due before Volume 1. It is also important to complete Volumes 2 and 3 first, because the information in these two sections is needed to complete Volume 1.

You can also find more information about the Safe School Plan at the Office of Environmental Health & Safety (OEHS) website (<http://www.lausd-oehs.org>). If you need any assistance with this course, you may contact your Local District Operations Coordinator.

You may also contact the support person for each section of the video:

- For Volume 1, please contact Cheri Thomas at cheri.thomas@lausd.net
- For Volume 2, please contact Bob Spears at bob.spears@lausd.net
- For Volume 3, please contact Barbara Colwell at barbara.colwell@lausd.net

Remember, the safety of the students, staff and school community depends on your planning and preparation. Thank you and enjoy the course.



My name is Cheri Thomas, Coordinator for School Operations. The purpose of *Volume 1: the Coordinated Safe and Healthy School Plan* is to help schools create and maintain a safe and healthy environment that supports academic achievement. Volume 1 consists of scorecards that will help you to better assess your school's environment to identify those areas that you are strong in and those areas that may need more attention. The volume addresses things such as school security, cleanliness, the school discipline policy, and the physical and mental health conditions of the students, staff, and parents.

Every school will have different strengths and weaknesses and we do not expect any of our schools to be perfect in every section of the *Coordinated Safe and Healthy School Plan*, considering that this plan is so comprehensive.

Please keep in mind that the *Coordinated Safe and Healthy School Plan* should be:

- Completed by a team
- Scores should be honest and reflective of the school environment
- Goals should be identified based on those areas from the scorecards identified as needing improvement.

It is our intent that schools will use the data from the *Coordinated Safe and Healthy School Plan* to be more strategic in identifying needs and leveraging resources to address their goals.

In this video, you will learn:

- What to do before meeting with the School Safety Committee
- How to keep track of your meetings
- Where to enter your Local District Resources
- How to survey your school
- The descriptions of each scorecard and suggested individuals that can provide the input/expertise or may be overseeing each goal
- When to present Volume 1 to the community
- The information to submit to the Local District Operations Coordinator by the due date of December 1st

School Safety Committee

To prepare for completing Volume 1, it is suggested that the designated person login to the *Safe School Plan Creator* and print out all the worksheets and scorecards.

Please note there are two versions of the *Coordinated Safe and Healthy School Plan*. One version is for K through 12 schools, and now there is a condensed version for the Adult Ed. and Early Ed. sites. The version for your site will automatically be generated based on your location code.

From the Safe School Plan Creator home page:

1. Select “Volume 1 – Coordinated Safe and Healthy School Plan” and click the “Skip Demo” button.
2. Chapter 1 will appear. At the top right corner, click the “Print All Worksheets” link. All chapters and worksheets should now display.
3. Click the “Print” button.

Take the Volume 1 worksheets to your first School Safety Committee meeting.

Meeting Records

Every time the School Safety Committee meets, there should be a person who keeps track of:

- The meeting date
- Sign-in sheet
- Agenda
- Summary of meeting

Record this information in the Volume 1, Chapter 1 printout. When any meeting has ended, be sure to record this information in the *Safe School Plan Creator*. In order to manage this plan, there is a template of suggested meeting dates for the School Safety Planning Committee. We know that you will find this helpful.

Local District Resources Template

The Local District Resources Template is meant to be a tool for schools. A person at the school can collect the Local District current personnel and phone numbers and write this information in the Chapter 1 worksheet. You may record individuals such as the Local District Nursing Services Coordinator, your city attorney, the Local District Safety Officer, your Local District Operations Coordinator, Parent Ombudsman, LAUSD Bus Supervisor, and more. This tool may be helpful to staff to have handy at their desk. This template is optional and is not required for submission of the CSHS Plan.

Scorecards and Surveying the School

Volume 1: The Coordinated Safe and Healthy School Plan consists of scorecards from Chapter 2 through 6 that help the School Safety Committee assess their school environment. The Safety Committee will need to come to a consensus on how to complete the scorecards:

- Your committee may choose to complete all of the scorecards
- The scorecards can be given out to all staff
- The scorecards can be divided up between staff. For example, the cafeteria manager and a parent can complete the Nutrition Services section, while the PE chair and a PE teacher complete the physical education section.

Every scorecard is to be completed by at least two people. This will increase staff knowledge of District policies and procedures and ensure a more complete picture of the school environment.

The scorecard responsibilities are at the top of each chapter. There are blank lines next to each goal/role. On these lines, the School Safety Committee will identify the individual or individuals that provided the input/expertise or will be overseeing each goal. If a goal does not apply, the committee will simply put "N/A" on the corresponding line. Please note there are few goals that may not apply.

The scorecard has a list of goals using a Likert scale of 1-4. "4" Means that the goal is "Fully in Place". The people completing the scorecard must come to a consensus on how well the school is addressing the goal. If the goal does not apply, enter a "4". Please note that there are very few questions that will not apply to your school. We do not expect any school to be perfect in every goal, considering this plan is so comprehensive, so please be honest in your scoring.

Scorecard Descriptions and Recommended Reviewers

The School Safety Committee must identify who will provide the input for each Chapter of Volume 1. I will provide a brief description of each chapter and

discuss the roles and individuals that can offer their input or expertise or may be overseeing each goal.

Chapter 2: Mandated Reporting/Notification

This chapter covers mandated child abuse reporting required by all school staff, incident reporting, and verification that every parent has received a copy of the Parent-Student Handbook.

Suggested participants include:

- Assistant Principal
- Teacher

Chapter 3: Campus Safety, Security, and Cleanliness: Traffic and Pedestrian Safety; and Crime Prevention

This section covers overall school supervision and security, including student and employee safety, key control, visitor policies, injury and illness prevention, emergency plan, inventory control, and locked campus policies. This section also covers plant inspection, the pest management policy, and restroom cleanliness. Another area this chapter covers is safe routes to school and drop-off and pick-up points at school.

Suggested participants include:

- Principal
- Assistant Principal
- Dean
- Plant Manager
- Teacher
- School Police
- Parent

Chapter 4: Violence Prevention and Intervention

This section looks at the school environment and climate. The school environment should be free of bullying, sexual harassment, and discrimination of any kind.

This section also addresses the school's use of a violence-prevention curriculum, efforts to promote respectful student intergroup relations, the school's crisis and threat assessment team, and its ability to appropriately respond or refer students threatening harm to themselves.

Suggested participants include:

- Principal
- Assistant Principal
- Title IV Coordinator
- Psychiatric Social Worker, PSA Counselor, or counselor
- School Psychologist

Chapter 5: School Discipline/Attendance

This section covers the school Positive Behavior Support program at the school. This includes making sure that all students know the behavior expectations at the school, that a system is in place to reinforce students who follow the expectations, and a discipline system is in place to handle students that do not comply with expectations. This chapter also covers the school's truancy/tardiness policy, compliance with notification requirements of Education Code 49079, and the early intervention and recovery of at-risk students for academic failure or potential dropouts.

Suggested participants include:

- Principal
- Assistant Principal
- Dean
- PSA Counselor
- Counselor
- School Psychologist
- Diploma Project Advisor
- Teacher

Chapter 6: Coordinated School Health

This section covers the components of Coordinated School Health to address the whole child including nutrition; physical education; health education; health services; counseling, psychological, and social services; staff wellness; and parent and community involvement. This section is divided into seven sections. There should be at least two reviewers for each.

Suggested participants include:

- Cafeteria Manager
- Student Store Manager
- Healthy Start Coordinator
- Beyond the Bell Site Supervisor
- Parent Center Director
- School Nurse
- IMPACT Coordinator

- Physical Education Teacher
- Credentialed Health Teacher
- Classified Representative
- Parent

Every bulletin, reference guide, and memorandum referred to in sections two through six are located on the Office of Environmental Health & Safety (OEHS) website at the address on your screen (http://www.lausd-oehs.org/SSPV1_ResourceDocuments.asp). Pedestrian routes to and from your school are also available at the OEHS website at the address on your screen (<http://www.lausd-oehs.org/saferoutestoschools.asp>).

Safe School Plan Creator for Volume I

Once scorecards are completed, the identified point person goes back to the Safe School Plan Creator, Volume 1, to enter the information.

From the Safe School Plan Creator home page:

1. Select “Volume 1 – Coordinated Safe and Healthy School Plan” and click the “Skip Demo” button.
2. Enter the dates the School Safety Committee met to complete the plan.
3. The chapters are on the left side of the screen. Select the chapter desired to enter the information.
4. For the blank lines at the top of each chapter scorecard starting with chapters two through six, enter the name of the individual that provided the input/expertise or will be overseeing each goal. If a goal does not apply, enter “N/A”. Please note there are few goals that will not apply.
5. Next, for each goal enter a score for each goal from 1 to 4. Please keep in mind that this is an assessment tool, every school has areas that can be improved, and since this tool is so comprehensive, we do not expect any school to have perfect scores across the board.
6. Once you have completed a chapter, you can choose to save the information you entered by clicking “Save Info” or you can save and go to the next chapter by clicking “Save and Go to Next Chapter.”
7. Information for each of the chapters can be entered on multiple occasions, but please be sure to save your information after it is entered.

Evaluate Scorecards

After the completion of the scorecards, the School Safety Committee should meet to discuss last year’s goals, evaluate the trends found in the results of this year’s scorecards, and formulate goals to improve this year’s school programs and environment.

In section 7.1 of the Safe School Plan Creator, enter the School Safety Committee's evaluation of last year's goals and progress made on those goals at the school.

In section 7.2 of the Safe School Plan Creator, the School Safety Committee should discuss this year's scorecards and analyze the following:

- Trends
- Areas of success
- Areas that may need more attention

The School Safety Committee must then come to consensus on two goals that pertain to "People and Programs" from the Chapters you reviewed. Determine which activities you will do to accomplish these goals and the date for each activity planned. Enter this information in section 7.3.1 and 7.3.2.

The School Safety Committee must also choose two more goals related to the "Physical Environment". Determine what activities you will do to accomplish these goals and the date for each activity planned. Enter this information in section 7.3.3 and 7.3.4.

Certification Page

Once completed with chapter 7, click on "Save and Go to Next Chapter" to proceed to the "Certification Page" to enter the committee names. Once all information is entered, click on "Complete and Ready to Submit Plan." Enter the number of hours staff spent to complete the Plan. Click on "Generate the CSHS Plan." Once the plan is generated, please remember to save a copy of the plan to your computer for future reference.

Sharing Volume I with the Community

Next, the Principal or designee will need to advertise a public meeting, using an announcement or flyer, in which the completed plan will be shared with the community.

For the public meeting, both an agenda and a sign-in sheet will need to be maintained. At the public meeting it is important to solicit feedback regarding your *Coordinated Safe and Healthy School Plan*.

Submit Safe School Plan Volume I by December 1st

Upon completion of the public meeting, go into the Safe School Plan Creator and make any changes suggested at the public meeting. Once you are done, click on "Complete and Ready to Submit Plan".

Enter the number of hours staff spent to complete the plan. Click on “Generate the CSHS Plan”. Once the plan is generated, please remember to save a copy of the plan to your computer for future reference.

The Principal or designee will need to submit the following to the Local District Operations Coordinator by December 1st:

- All of Chapter 7
- Your signed Certification page 1 and page 2
- Your Safe School Zone Map. If applicable if your school has posted its Safe School Zone signs. If your school has not yet posted your signs this is not applicable.
- The announcement or flyer for the public meeting, the agenda, and the sign-in sheet

Once the plan is printed, place a copy of the plan in the main office. It is suggested that additional copies be placed at multiple locations, such as the dean’s office or faculty cafeteria.

If you have any questions regarding the Coordinated Safe and Healthy School Plan, please contact Cheri Thomas at cheri.thomas@lausd.net.

Thank you for watching the Safe School Plan *Volume 1: Coordinated Safe and Healthy School Plan* video.

You should now know:

- What to do before meeting with the School Safety Committee
- How to keep track of your meetings
- Where to enter your Local District Resources
- How to survey your school
- The descriptions of each scorecard and the recommended committee members
- When to present Volume 1 to the community
- The information to submit to the Local District Operations Coordinator by the due date of December 1st



I am Bob Spears and this video is designed to help you through the process of creating your school's *Safe School Plan Volume 2: Emergency Procedures*.

In this video you will learn:

- How to be ready to complete the Safe School Plan Volume 2 with your School Safety Committee.
- How to survey the school staff about their emergency training and skills
- Who to assign to emergency functions
- What plans to make for a loss of utilities
- Who will be in the School Emergency/Off Hours Contacts list
- The information must be submitted by the due date of October 1st

To begin, before you even use the Safe School Plan Creator, you will need to do a few quick tasks to get ready.

School Safety Committee

First, you will need to schedule a meeting of your School Safety Committee. As you learned in the *Introduction*, make sure you include as many stakeholders as possible. Include people who are on your campus from the first thing in the morning to the last person who locks up at night. The more people you include the better. They all see your campus differently and each one has a voice with

others. It is to your advantage to have as many informed stakeholders as possible on the committee. They can become your eyes and ears for possible problems. They can also help you inform others about the plans and procedures you have in place to protect your students and staff.

Last Year's Safe School Plan: Volume 2

Second, find your *Safe School Plan Volume 2* from last year. It will become a reference document in case you want to look up which person on your staff, in the past, has had what job and what their duties were.

If you can not find a copy of last year's plan, you can print out a copy by going into the *Safe School Plan Creator* and click on "Generate plan with existing data".

Please note, if you need assistance logging into the Safe School Plan Creator, please see the *Introduction* video.

From the Safe School Plan Creator home page:

1. Select "Volume 2 – Emergency Procedures" and click the "Skip Demo" button.
2. The Select a School screen will appear. For most schools there is only one site for the location code so the choice will be obvious. However, some schools have multiple sites or annexes, but share the same location code. Click the radio button to select the correct school.
3. If you have a single track school, simply click the link on the left menu that is labeled "Generate plan with existing Data".
4. Type in "0" for the amount of hours it took you to complete the Safe School Plan. Click the button in the lower right corner that says, "Create the Safe School Plan".
5. On the left menu, click the link that says, "View Safe School Plans".
6. Select the checkbox on the left of the Safe School Plan and click the button at the bottom with the label "Download Selected Documents in a Zip File". Save this file to your desktop and print it when it has downloaded.

Downloading Last Year's Plan for Multi-Track Schools

If you have a multi-track school, start out at the Safe School Plan Creator home page:

1. Select "Volume 2 – Emergency Procedures" and click the "Skip Demo" button.
2. Click the radio button to select the school and click the button on the lower right corner labeled "Go To Select School Calendar"

3. On the school information screen it will display the amount of tracks your school has. Click the button on the bottom right corner labeled “Go to SSP Input Form”.
4. On the track selection screen, click the drop down menu and select the track. Click the button on the bottom right corner labeled “Go to SSP Input Form”.
5. The Volume 2 Input Form will appear. Click the Save Information button at the top of the screen to save the information.
6. Click the Back to Select Track button on the top left.
7. Repeat the steps above for each track until they have all been saved. You won’t be able to download your Volume 2 Safe School Plan without saving each track.
8. Once each track has been saved, click the link on the left menu that is labeled “Generate plan with existing Data”
9. Type in “0” for the amount of hours it took you to complete the Safe School Plan. Click the button on the bottom right corner that says, “Create the Safe School Plan”.
10. On the left menu, click the link that says, “View Safe School Plans”
11. Select the checkbox to the left of the Safe School Plan you wish to download. Each plan will be labeled by the location code followed by the track. Click the button at the bottom with the label “Download Selected Documents in a Zip File”. Save this file to your desktop and print it when it has downloaded.

Please note that the plan can be up to 200 pages in length, so it is best to have plenty of paper on hand when you print it.

Staff Survey

Third, if you are new to your school or have had a lot of staff turnover, use the Staff Survey to poll your staff about their training, aptitude and skills. This way the committee can make a more informed decision as they assign staff to emergency functions. You can download a copy of the Staff Survey by going to the OEHS web site and clicking on Emergency Services. Click the “Administrator’s Corner”. On the next screen, look for the seventh item down from the top, which is the Staff Survey form that can be customized for your use.

Printing the Input Form

The last thing you will need before meeting with the School Safety Committee is the Volume 2 Input Form. The School Safety Committee will use this form to fill out all the emergency procedures for this year. You can print this form from the Safe School Plan Creator.

From the Safe School Plan Creator home page:

1. Select “Volume 2 – Emergency Procedures” and click the “Skip Demo” button.

2. The Select a School screen will appear. Click the radio button to select the school.
3. Once you are in, you will see the main menu. Look on the left side of the screen and find “Create/Edit Safe School Plan Inputs”. Click on that.
4. Next, click the button at the bottom right hand corner labeled “Go to SSP Input Form”.
5. If you are at a single track school, you will go straight to the Volume 2 Input Form. If you are at a multi-track school you will have to select your track before proceeding to the Input Form for that track.
6. Once you are in the Input Form screen, you will see the “Print Input Form” button at the top. Click on that and you will get a print-out of the entire screen. It includes all the emergency response positions and the people who have been assigned to those positions. Once you have the print-out, you can close the program.

Emergency Assignments

Now that you have a copy of last year’s Safe School Plan, the results of your interest poll, and the print-out from the input screen, you are ready to meet with your School Safety Committee. Your goal is to work with your committee and make sure that the persons with the correct skills, training and aptitude are assigned to the positions that will insure the safety of students and staff.

For larger schools, there should be no problem in filling all the positions. For smaller schools, they may run out of people quickly. Here are a few things to keep in mind. Smaller schools can cut back on the number of Search and Rescue teams and double up the Security/Haz-Mat and Fire Suppression Teams.

Some small schools have the same person, like the plant manager, doing many jobs. Please be careful about having any emergency response plan being overly dependant on only one person.

Plans for Loss of Utilities

Every school year, many schools in the District are impacted by a failure of the utilities to their campuses. In the event that a crisis causes a disruption in utility service the School Safety Committee should have a back-up plan. The committee should consider using emergency water in the bin as an alternative water supply. There should also be a plan in place in case electricity fails to the campus. The school should also formulate an alternative method of communications if telephone service is lost.

Entering Data into the Safe School Plan Creator

Once the committee has decided on the assignments you can go back into the Safe School Plan Creator and enter the assignments on the screen entitled

“Create/Edit Safe School Plan Inputs”. You are to use the input form as your reference for the data entry. As you input the information please be sure to hit the “Save Information” button and save it on a regular basis.

Once you have entered all the information and have checked it for accuracy, hit the “Complete and Ready to Submit” button on the top of the page.

The next screen that will appear will ask you how many hours it took you to complete the plan. Enter a whole number that accurately reflects the total amount of time spent completing the plan. This number will be used to request reimbursement from the state of California as part of our mandated costs.

Once you have entered the number, you can click on the “Create the Safe School Plan” button at the bottom of the page.

What the program is doing now is merging your information into the Safe School Plan template. The names you entered are being merged into the document so that it will contain specific references to your school. When it is done merging your school’s information you will see this screen.

This screen lists the documents that have been created and allows you to download them directly to your computer. The documents are created in “zip” files which allow them to be transferred quickly. The three files are:

Safe School Plan – This is the *Safe School Plan Volume 2* for the whole school. For multi track schools there is a plan for each track, so you will always have a plan that reflects the staff on duty. A copy of the plan must be in the Main Office for public inspection, with the administrator in charge of school operations, in the emergency bin as a reference, and in the Faculty cafeteria or lounge. It is very important that everyone on campus knows their assignment, duties and responsibilities.

Appendices – this is supplemental information, relevant to all schools about emergency response procedures and practices. It is designed to assist the response teams with their duties. It contains information on such topics as “How to operate a fire extinguisher”, “How to perform a search” and “How to handle dead bodies”. It also has, in English and in Spanish, a set of 12 Emergency Preparedness Flyers that can be copied and distributed to the students and staff every month to encourage everyone on your campus to be personally prepared.

Quick Reference Guide – This is distilled version of the information in the plan. If you have a multi-track school, there will be a Quick Reference Guide for each track.

The Quick Reference guide can be duplicated and sent to staff to remind them of the general information and procedures found in the Safe School Plan. It is an excellent tool that you can use to keep everyone informed of the basic assignments at the beginning of every school year or before every drill. Schools

should make sure every teacher, including substitutes, is given a copy of this information.

Click the checkbox next to each item and download the files by clicking the button at the bottom labeled “Download Selected Documents in a Zip File”. Print out the Safe School Plan, Appendices, and Quick Reference Guide and place them in a binder.

School After Hours Contact List

The School Police will need to have a list of people to contact if something happens at your school after hours. You will want to print out last year’s School Emergency/Off Hours Contacts Worksheet and meet privately with your principal to decide on the appropriate contact information.

From the Safe School Plan Creator home page:

1. Select “Volume 2 – Emergency Procedures” and click the “Skip Demo” button.
2. The Select a School screen will appear. For most schools there is only one site for the location code so the choice will be obvious. However, some schools have multiple sites or annexes, but share the same location code. Click the radio button to select the school and then click on the “Go to Select School Calendar” button.
3. Click the “Create/Edit Emergency Contact Information Input Form” link in the box on the left.
4. The School Emergency/Off Hours Contacts Worksheet will appear. To print the document, go to the top right corner of the screen and click the “Print” button.

The required personnel contacts for the School Police are the Principal, Plant Manager, and a custodian closest to the school site, the first person on campus in the morning, and the last person on the campus in the evening.

The site administrator and school principal will meet and fill out the School Emergency/Off Hours Contacts Worksheet.

Once you have completed the School Emergency/Off Hours Contacts Worksheet go back into the Safe School Plan Creator and enter the data. Click the “Send to School Police” button to finish the worksheet.

Submit Volume 2 by October 1st

This process must be completed for every school by October 1st, so schools will be ready for the annual, state-wide, fall earthquake drill.

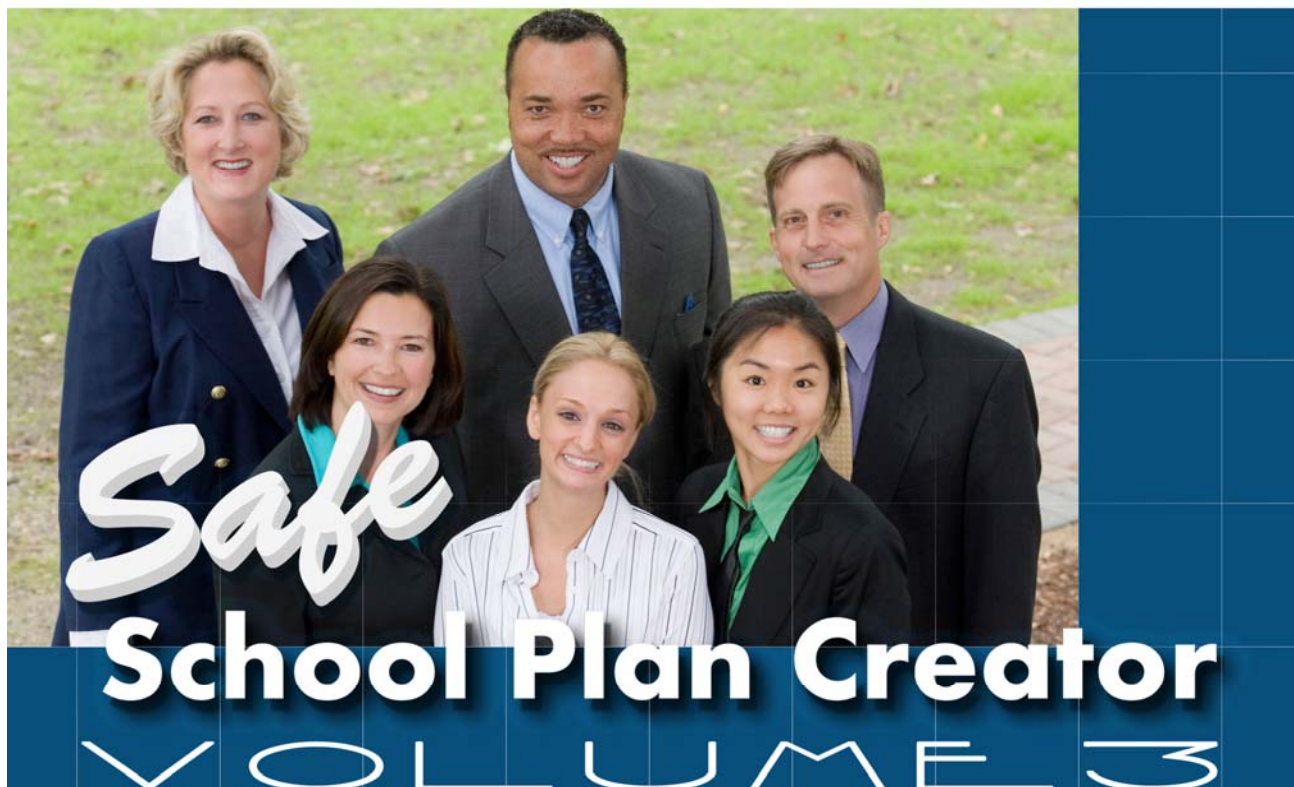
This system is designed so that you can repeat this process as many times as you need to in order to keep your plan current. If someone retires or changes

jobs during the school year just go in, enter the new information, and re-print the safe school plan.

In this video you have seen:

- How to be ready to complete the Safe School Plan Volume 2 with your School Safety Committee.
- How to survey the school staff about their emergency training and skills
- Who to assign to emergency functions
- What plans to make for a loss of utilities
- Who will be in the School Emergency/Off Hours Contacts list
- The information must be submitted by the due date of October 1st

If you have any questions please feel free to contact me at bob.spears@lausd.net.



I'm Barbara Colwell, Interim Director for Crisis Intervention Services. In this video we will explore the *Safe School Plan Volume 3: Recovery Procedures*. Volume 3 is made up of two parts: the School Site Crisis Team and the School Site Threat Assessment Team.

The first part of Volume 3, The School Site Crisis Team, is composed of school personnel selected by the School Safety Committee. The purpose of the School Site Crisis Team is to respond to critical incidents and handle the recovery process for the school.

The second part of Volume 3, The School Site Threat Assessment Team also is made up of personnel selected by the School Safety Committee. The creation of the Threat Assessment Team began in the Los Angeles Unified School District in 1999 after the tragic shooting at Columbine High School in Colorado. It is a process for responding to threatening situations in which a particular student threatens another student or staff member.

The Team can also respond to a threatening situation between two staff members. The primary purpose is to determine whether a particular student or staff member poses a threat of targeted school violence. Threat assessment inquiries are initiated, conducted, and controlled by the school with the assistance of the local district threat assessment team.

In Volume 3: Recovery, you will learn:

- How to prepare for Volume 3 with the School Safety Committee
- What positions are on the School Site Crisis Team
- Who to appoint to the Threat Assessment Team
- How to enter data in the Safe School Plan Creator: Volume 3
- The information to submit by the due date of October 1st

School Safety Committee

Before organizing the School Safety Committee, a person that has access to the *Safe School Plan Creator* should login, click on “Volume 3”, and “Skip Demo”. At the top of the screen, click the “Print Input Form” button. You may have to print in Landscape rather than Portrait so information is not cut off. Bring this documentation to the School Safety Committee meeting, where you will then decide the people for your School Site Crisis Team and your Threat Assessment Team.

Please note, if you need assistance logging into the *Safe School Plan Creator*, please see the *Introduction* video.

School Site Crisis Team

The School Safety Committee should determine the people at their school that will be placed on the School Site Crisis Team. The Crisis Team Chart provides examples of crisis team positions and responsibilities at the school site. Additional staff should be identified as backups for each position in the event of an absence.

The chart has all the functions necessary for a large incident. However, early education centers, elementary schools and adult schools may not have enough staff to complete the entire chart. Therefore, it will be beneficial for those of you at these sites to combine some of the functions utilizing the same primary and backup person.

Not only should roles be determined, but the location where team members meet must also be decided. There should be a primary and backup meeting location.

School Site Crisis Team Roles

The Incident Commander is usually the Principal. The Incident Commander takes charge of a crisis incident, verifies facts, and contacts the Local District. In a large-scale crisis, the Incident Commander will probably be at the Unified Command Post with law enforcement, which is normally away from the school. The backup Incident Commander should be someone who can run the crisis from the school, and be in radio contact with the Principal at the Unified Command Post.

Remember, law enforcement's job is to apprehend the suspects; they don't think about what the impact will be on the campus. The Incident Commander knows his/her school site and will provide information that defends the District's utmost commitment: The interest of protecting children.

The Crisis Team Leader is someone that you want to take charge of making sure that triage and intervention are provided to students, staff and parents.

The Communications/Media Person prepares memos and letters, identifies locations for media, and provides regular updates. The Media Person needs to be hospitable to reporters, but direct in providing refrained information. A typical message from the Media Person would be, "A statement will be made by the principal in 30 minutes." Excessive talking with news reporters may find their words in print or on the air.

For early education centers, adult schools, and elementary schools, this position is usually combined with the Incident Commander.

One thing to keep in mind is that the Incident Commander, Crisis Team Leader and Media Person must be in constant communication throughout the crisis.

The next essential person on the Crisis Response Team is the Crisis Counselor. The Crisis Counselor is a position usually held by the school social worker, psychologist, PSA counselor, elementary counselor or secondary counselor. These folks have been trained in intervention techniques to help students and staff. The Crisis Counselor may also help the Parent Center by answering the parent's questions and treating symptoms of trauma and stress their children may be experiencing.

The First Aid Person is usually the school nurse. This position will handle medical emergencies, so if the person is not the school nurse they should know first aid, CPR, and understand how to treat somatic complaints.

Somatic complaints are ailments that have no medical explanation and usually occur after a traumatic incident. Many students after a critical incident will come to the nurse complaining about headaches and stomachaches.

The role of the Police is filled by School Police and school security. The Police will secure the campus and the crime scene. They will identify witnesses for police interviews.

The Police and school security will ensure that students and staff do not talk to one another, which could cause their statements to be influenced. The staff and students may write a statement or draw a picture (for younger students) so when law enforcement interviews them, they can ask questions from the written statement or picture.

The Plant Manager and custodial staff will also make sure the school is secure during an emergency.

Parent Relations/Support Person is probably the most important area. You will want to assign a Student Health and Human Services person as well as a classified employee who knows your parents because parents need as much reassurance as students and staff. Communication must be shared with parents. The more verifiable information they have, the less anxiety they will exhibit.

The Cafeteria Staff adjusts schedules and menus as necessary to accommodate the emergency.

The Main Entrance Staff secures the entrance, requires IDs, and determines who enters and leaves the school. Just remember that during a crisis situation, documentation is very important. Be sure to document students, staff, and parents as they come and leave the school. Be sure to check for identification so reporters and outsiders don't come onto your campus.

The Main Office Staff will monitor phones and provide scripted messages for incoming phone calls and receive calls from district personnel.

Once all these positions and locations are filled, make sure that your School Site Crisis Team meets regularly and are well prepared. You will be asked on the *Safe School Plan Creator* how often the team meets.

School Site Threat Assessment Team

The School Safety Committee must also determine who is on the School Site Threat Assessment Team. This Team will consist of 3 members. "Backup" staff should be identified for each team member in the event of an absence.

The Threat Assessment Team Chart consists of an administrator, mental health professional, and School Police Officer. For secondary campuses, this will be the officer assigned to you. For those schools that do not have an assigned officer, then fill in the boxes with "Patrol car". This is because you will have to call School Police Dispatch to have someone respond to your campus.

Entering Data into the Safe School Creator

Once the School Safety Committee has decided on the personnel that will fill the critical positions on the School Site Crisis Team and the School Site Threat Assessment Team, the designated person will go to the *Safe School Plan Creator* and enter the information.

Please note that your plan will not be created if any boxes are left blank.

For more information on how to navigate to the *Safe School Plan Creator*, see the *Introduction* video.

From the Safe School Creator home page:

1. Select “Volume 3” and click the “Skip Demo” button. You will see the screen for the *Safe School Plan Volume 3: Recovery Procedures*.
2. Enter the information by typing in the relevant fields for the School Site Crisis Team. Scrolling down, do the same for the School Site Threat Assessment Team.
3. At the top of the screen, click “Save Information”. You will see a message at the top of the page telling you that all data has been saved.

You do not have to enter the information in one sitting. Just make sure that when you are done that you always hit the “Save Information” button before leaving the *Safe School Plan Volume 3: Recovery Procedures* screen.

Submit Volume 3 by October 1st

The best part of your new *Volume 3: Recovery Procedures* is that once you have entered and saved all information from your two team charts, you then click on the “Complete and Ready to Submit” button.

You will then need to download the plan (which is very large and will take some time). You can download it on your desktop to be printed later or you can print at that time.

The *Safe School Plan: Volume 3* can then be placed in a 3-ring binder. You will need the 15-divider tabs from Avery and each section will be divided according to the table of contents. Information will include samples letters, memos, counseling forms, materials on grief and loss, trauma, psychological first aid, and much more.

Now with your completed Volume 3, your crisis and threat assessment teams have the necessary materials to assist your school; and your teams will help maintain the safety and learning environment of your campus.

The *Safe School Plan Creator* is designed so that the information you input is saved for future use. You can repeat this process as many times during the school year as you need to in order to keep your plan current. When someone retires, changes tracks or you receive new staff, all you have to do is go in, enter the new information, and re-print the plan.

For year-round schools, don't forget to complete the forms for each track in Volumes 2 and 3.

Summary

Thank you for watching the *Safe School Plan Volume 3: Recovery Procedures* video.

You should now know:

- How to prepare for Volume 3 with the School Safety Committee
- What positions are on the School Site Crisis Team
- Who to appoint to the Threat Assessment Team
- How to enter data in the Safe School Plan Creator: Volume 3
- The information to submit by the due date of October 1st

If you have any questions, please feel free to contact me at barbara.colwell@lausd.net.