

FOR YOUR ACTION

LOS ANGELES UNIFIED SCHOOL DISTRICT
Office of Environmental Health and Safety

DISTRIBUTION: All Schools and Offices

SUBJECT: BULLETIN NO. BUL-451
SAFE SCHOOL PLAN – VOLUME 2
SCHOOL EMERGENCY PLANS

DATE: August 21, 2003

DIVISION: Office of Environmental Health and Safety

APPROVED: Angelo J. Bellomo, Director

ROUTING

Local District Superintendents
Local District Operations
Coordinators
Principals
School Safety Committees

For further information, please call your Local District Operations Coordinator or the Office of Environmental Health and Safety at (213) 241-3199.

I. BACKGROUND

California public schools are required to comply with California Education Code (CEC), Section 35294, dealing with the preparation of “safe school plans.” Each school is required to prepare such a plan to address violence prevention, emergency preparedness, traffic safety and crisis intervention. The *Model Safe School Plan (SSP)* has been developed for use as a template in preparing and annually updating safe school plans. The purpose of the template is to standardize safe school plans throughout the District and minimize the time required for annual updates. The SSP is comprised of two volumes: *Volume 1 – Prevention Programs* and *Volume 2 – Emergency Procedures*.

This bulletin establishes procedures for use of the SSP Volume 2 Template to prepare and annually update school emergency plans. A supplemental bulletin will be issued shortly which deals with the preparation of SSP Volume 1 – Prevention Programs. Both bulletins will replace the previously issued *Bulletin N-53 – Updating the Integrated Safe School Plan (January 3, 2003)*.

II. PURPOSE

The purpose of this bulletin is to establish the process for preparing and annually updating school emergency plans using the SSP template. District-wide use of the SSP template will begin with the start of the 03-04 school year in accordance with the schedule referenced in Section IV below.

III. PROCEDURES

Use of the SSP Volume 2 Template begins with submittal of a four-page Input Form (Attachment 1). The Input Form is used to gather school-specific information which is then merged into the SSP Template to produce a school emergency plan. The process has been automated so that once an Input Form is submitted to OEHS, the school emergency plan is prepared and submitted to the school. Instructions on preparing and submitting the Input Form using either a PC or MAC computer are provided in Attachments 2 and 3, respectively.

IV. SCHEDULE

| <u>Task</u> | <u>Due Date</u> |
|--|---|
| 1. School prepares and submits SSP Input Form, School Site Plan and Vicinity Map to Local District Operations Coordinator (LDOC) | August 30 (Year Round Schools) October 30 (Traditional Calendar) |
| 2. LDOC reviews Input Form and maps, and forwards Input Form and maps to OEHS | September 15 (Year Round Schools) November 15 (Traditional Calendar) |
| 3. OEHS produces & distributes copies of Emergency Plan to school, Local District Office, OEHS and School Police. | October 30 (Year Round Schools) December 30 (Traditional Calendar) |

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