

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

TO: All School Principals
FROM: Mike Beekman, Executive Director, Safety and Student Services
SUBJECT: **SCHOOL SAFETY PLANS**

Each year every school site is required to submit a *School Safety Plan* (per Senate Bill 187). As always, these school plans include the following:

- A. Crime assessment
- B. Child abuse reporting
- C. Discipline plan
- D. Notice of dangerous students procedure
- E. Sexual harassment policy
- F. Dress code policy
- G. Safe and orderly environment documentation
- H. Crisis response plan
- I. Emergency preparation plan

Most of the requested contents of the plan should be readily available from last year's plan or addressed in your student handbook.

Items A-H should be resubmitted separately from Item I. **Item I, the Emergency Preparation Plan**, should be clipped together, **and not stapled**. There is no need to put this in any type of binder, please submit this section in a file folder. We will need to make copies of this section, so it is important that you do not staple it.

Item I, the Emergency Preparation Plan will include the following items (in this order):

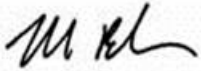
1. School Site Security / Hazard Assessment (District template attached).
2. The school evacuation plan (includes the buddy system plan and sweep teams).
3. National Incident Management System (NIMS) – formerly known as the SEMS plan. Complete the District template provided, and submit an organizational chart.
4. Administrator contact telephone numbers (including all mobile phone numbers).
5. Bell schedule (daily and minimum day).
6. Phone directory (with the phone numbers of each classroom).
7. General site map (include door swings and compass orientation).
8. An evacuation routes map and alternate evacuation sites map (inc. street names).
9. Utility shut off map.
10. NIMS site layout map.

11. Release/reunification plan.
12. Aerial Photographs (available on CUSD-ER).
13. Supply Inventory.
14. Disabled student's evacuation plan.
15. A list of all students who receive medication, what medication, what dose and when they receive it.
16. Songs Plan for EPZ schools (for schools in SJC, Dana Point and San Clemente).
17. Emergency drill schedule.

If you are on a campus that has a middle school and elementary school, items A-H may be integrated. The emergency preparation plan should be done as one site with a unified command.

If needed, I will be glad to assist you or your staff in completing your school's safety plan. Please call me directly to set up an appointment.

Thank you in advance for your cooperation and support in the process of creating a safe environment for our children.



Mike Beekman
Executive Director, Safety and Student Services