

August 18, 2008

TO: School Principals
Directors, Pupil Personnel Services
School Police and Security
Los Angeles County School Districts

FROM: Chris Dayian, PSY.D.
Project Director III, Safe Schools Center
Division of Student Support Services

SUBJECT: Preparing for and Managing a School Crisis Workshop

The Los Angeles County Office of Education, Safe Schools Center, has designed a one-day workshop to assist school personnel address potential threats that can have a serious impact on the safety of students and staff. Last school year, a number of violent acts occurred on or near school campuses creating massive problems for school personnel. More recently, a 5.4 earthquake and numerous aftershocks rocked the entire Southern California area causing structural and non-structural damage. As we move into the 2008-2009 school year, school and district personnel need to assess their level of preparedness to be able to respond to a wide range of incidents in an effective manner. Do you have an updated plan in place that clearly identifies response strategies? If not, this workshop is for you.

Pursuant to Education Code 32282, all public schools in California are required to have a *Comprehensive School Safety Plan* in place and it is to be reviewed at least once a year. As part of this plan, schools are also required to have "disaster procedures routine and emergency with provisions for pupils with disabilities." When was the last time your school emergency team reviewed your plan and discussed its implementation with fellow staff members?

Participating in this event includes representatives from the Los Angeles County Sheriff's Department, UCLA School of Public Health, District Administrators, and other key personnel with expertise in the area of emergency preparedness and response.

The following topics will be presented at the workshop:

- Early warning signs of violent acts;
- Threat Assessment;
- Earthquake preparedness and response;
- Assessing school preparedness;
- The role of the school district in emergency planning;
- Making provisions for students with special needs;
- Incorporating the Incident Command System into your plans; and
- Community Emergency Response Team (CERT)

In addition this workshop will also assist schools prepare for a countywide earthquake drill that will be conducted on November 13, 2008, in Los Angeles County. Your school emergency team will receive valuable information to help you prepare for this event.

SUBJECT: Preparing for and Managing a School Crisis Workshop

August 5, 2008

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This workshop has been scheduled as follows:

Date:	October 2, 2008
Time:	8:30 a.m. – 3:00 p.m.
Location:	Los Angeles County Office of Education 12830 Clark Avenue, Room 606A&B Downey, CA 90242-2890
Fee:	\$45.00 (Fee includes materials, refreshments, and lunch)

A registration form is enclosed. Please complete the form and return it to the Safe Schools Center, Division of Student Support Services, as soon as possible, *but no later than* Friday, September 26, 2008. Space is limited and registrations will be processed on a first-come, first-served basis. Registration sheets may be faxed with payment soon to follow to Chris Dayian, fax number 562/922-6781 in order to reserve space.

If you have any questions regarding this workshop, please call us at 562/922-6247 or e-mail Grace Gonzalez (Gonzalez_Grace@lacoed.edu) or Chris Dayian (Dayian_Chris@lacoed.edu).

CD/WY:sa

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REGISTRATION FORM

The Division of Student Support Services

Presents

“PREPARING FOR AND MANAGING
A SCHOOL CRISIS” WORKSHOP

The Los Angeles County Office of Education, Safe Schools Center, has designed a one-day workshop to assist school personnel address potential threats that can have a serious impact on the safety of students and staff. Last school year, a number of violent acts occurred on or near school campuses creating massive problems for school personnel. More recently, a 5.4 earthquake and numerous aftershocks rocked the entire Southern California area causing structural and non-structural damage. As we move into the 2008-2009 school year, school and district personnel need to assess their level of preparedness to be able to respond to a wide range of incidents in an effective manner. Do you have an updated plan in place that clearly identifies response strategies? If not, this workshop is for you.

Date:	Thursday, October 2, 2008
Registration:	8:00 a.m. – 8:30 a.m.
Program:	8:30 a.m. – 3:00 p.m.
Place:	Los Angeles County Office of Education 12830 Clark Avenue, Room 606A&B Downey, Ca 90242-2890
Registration Fee:	\$45.00

Pre-registration is required and all registrations must be prepaid by Friday, September 26, 2008, in order to ensure seating. Please complete the section below and mail or fax as soon as possible to reserve space and prepare a sufficient quantity of materials. If you have any questions, please e-mail Grace Gonzalez (Gonzalez_Grace@lacoedu) or Chris Dayian (Dayian_Chris@lacoedu) or call 562/922-6247.

No Refunds and NO PURCHASE ORDERS. Please make checks payable to: LACOE
FAX to 562/ 922-6781 or Mail to: LACOE, 9300 Imperial Hwy., Attn: Chris Dayian, ECC 257, Downey, CA 90242-2890.

Name (please print) _____ Title _____

School/District/Agency _____

or HOME ADDRESS _____

Telephone _____ Fax _____ Email Address _____