



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Completing and Updating the Integrated Safe School Plan 2019-2020

NUMBER: REF-5511.9

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

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 Integrated Safe School Plan (ISSP).

MAJOR CHANGES: This Reference Guide replaces REF-5511.8, *Completing and Updating the Integrated Safe School Plan 2018-2019*, dated August 14, 2018, and reflects current District organization and procedures. Step 2 of the ISSP now includes reviewing crime data for the site and the surrounding area to inform the school safety committee as it develops the plan.

BACKGROUND: California public schools are required to comply with California Education Code Section 32281, which calls for preparing school safety plans relevant to the needs and resources of the school, addressing violence prevention, student and staff wellness, emergency preparedness, and crisis intervention and recovery. The Integrated Safe School Plan online system standardizes the plan across L. A. Unified schools and guides the preparation of annual updates. Schools customize the plan to meet their needs.

The ISSP is completed using the recommended six-step process advocated in the Federal document, *Guide for Developing High-Quality School Emergency Operations Plans* (2013). The guide was created and published jointly by the U.S. Department of Education, U.S. Department of Health and Human Services, U.S. Department of Homeland Security, U.S. Department of Justice, Federal Bureau of Investigation, and the Federal Emergency Management Agency.

Consistent with the California Education Code Section 32281, each school is required to write and develop a comprehensive school safety plan. 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 Step 1 of the Planning and Edit views of the Integrated Safe School Plan.



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Schools should be as inclusive as possible when soliciting members for their School Safety Committee. While the minimum required membership is clearly defined in Step 1 of the ISSP, schools should expand the membership to as many stakeholders as possible to ensure comprehensive representation. Committee membership should include representatives from each co-located school, small school and program on campus.

INSTRUCTIONS: GENERAL PROCEDURES

The ISSP for the 2019-2020 school year is required to be updated and approved by Tuesday, October 1, 2019. The ISSP is created and annually updated online. To guide staff in completing their plans, a Quick Start Guide, a User Guide, and other support materials are available on the Emergency Services website at <http://achieve.lausd.net/isspresources>. An online, 30-minute training video, *STEPS 423: Updating and Submitting the Integrated Safe School Plan* may be viewed in MyPLN.

All users may access the ISSP platform through the internet at <https://issp.lausd.net> using any web-enabled computer or device and the L. A. Unified Single Sign-on username and password. A link is also available in the Principal's Portal on the District Operations webpage.

School principals may assign an additional user using the "ISSP Designee" field on the "School Details" page. These additional users can edit the plan and input data using the "Edit Plan" view, but only the school principal can provide the final approval and submit the plan.

The ISSP is designed so that schools can update and reprint their plans as often as necessary to ensure that they are always accurate and current. The latest version number will display in the "School Details" page and in the printout. Changes made to the plan will be immediately visible to all staff members when logged in to view the plan as soon as the updates are approved by the principal. Any time that there is a change in staff or position, particularly emergency team assignments, the plan should be reviewed and updated.

By law, the ISSP is a public document. Schools are required to keep a printed copy of the current ISSP in the Main Office for members of the public who request to view it. The public copy may not be removed from the office or given to members of the public and must not be posted on the school's website. Schools are to maintain the Public Viewing Log (Attachment A) as the first page of any copies of the ISSP intended for public inspection. For security reasons, the Site Map, Vicinity Map, and any floor plan maps are to be removed from printed public inspection copies of the ISSP for security reasons. Other printed copies of the plan should be in the School Emergency Response Box and the emergency container.



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SCHOOL MONTH	SCHOOL SAFETY COMMITTEE TOPIC/TASK
1	<ul style="list-style-type: none"> ✓ Assign Crisis Team, Threat Assessment Team and Incident Command System (ICS) positions (ISSP Step 4) ✓ Update other necessary data in the ISSP (ISSP Steps 1-4) ✓ Complete assessments (ISSP Step 2)
2	<ul style="list-style-type: none"> ✓ Complete goal statements (ISSP Step 3) ✓ Review emergency team assignments with staff to prepare for the fall Shakeout earthquake exercise at all schools
3	<ul style="list-style-type: none"> ✓ Present the ISSP document to all stakeholders ✓ Secure and upload signatures on the ISSP Signatures Form
4 - 10	<ul style="list-style-type: none"> ✓ Continuous review of ISSP ✓ Review emergency drill performance ✓ Update team assignments when staff changes ✓ Adopt and own the plans ✓ Monitor progress of goals
7	<ul style="list-style-type: none"> ✓ Review emergency team assignments in preparation for the spring districtwide emergency drill
10	<ul style="list-style-type: none"> ✓ Review and maintain ISSP to incorporate new data, update information, and analyze the effects on school practice

PROCEDURES FOR ANNUAL UPDATE OF ONLINE ISSP

- A. The School Safety Committee completes the ISSP using a collaborative approach. The Committee has the responsibility to meet, complete, and analyze the assessments found in Step 2, as described in section C. The Committee develops the goals and activities and assigns staff members to emergency teams found in steps 3 and 4 of the ISSP.

- B. Co-located schools, including Proposition 39 charter schools, will submit only one ISSP. The ISSP will include comprehensive goals, activities, teams, and dates to ensure that everyone on the campus will work together for the well-being of all. Schools that submit plans under the umbrella of a co-located site may be required to produce or create their own specific school's Attendance and Dropout Prevention plan, goals, and/or strategies and activities.

- C. The ISSP Edit View is divided into six steps, tabbed at the top of the screen and described below. As the steps are completed by the user, the tab for each section changes from red to green and the percentage will progressively increase to 100%. Use the "Print Screen" button at the top of the screen to print the content of any screen. Each step includes a required checkbox to confirm that all content in the step has been reviewed. Checkboxes are cleared annually to help ensure that plans are reviewed each year.



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1. ISSP Step 1 – This tab requires that schools list the team members of the School Safety Committee.
2. ISSP Step 2 – In this tab, the School Safety Committee completes the assessments of their environment and school climate practices. The assessments should be completed using a team approach and not by one person. This step now includes reviewing crime data for the school and the surrounding area, using the link provided in the ISSP and other available data to inform the school safety committee as it develops the plan. Data and responses for the assessments completed by the School Safety Committee should be entered in the ISSP Step 2 tab. This assessment information will be maintained for the following year.
3. ISSP Step 3 – This tab requires entering one goal for each of the following components:
 - Schoolwide Discipline Plan implementation
 - Attendance and dropout prevention
 - Threat/Hazard
 - Emergency function
4. ISSP Step 4 – This tab is used to update the emergency team assignments, as decided by the School Safety Committee. The following information should be updated and entered in this tab:
 - Emergency team members
 - Incident Command Team, Crisis Team and Threat Assessment Team.
 - Personnel designated in the “Emergency Contacts” section must provide cell, work, and home phone numbers for emergency contact during work and non-work hours. These employees must update their own contact information in Employee Self Service at <http://ess.lausd.net> and the information will populate into the ISSP the following day. Personal numbers are secure and accessed only during an emergency. A link to Employee Self Service is also provided in the ISSP Resources feature. Missing phone numbers may be entered (by staff with editing access) in Step 4 by clicking the employee name and entering the missing phone numbers; these changes will not replace or populate numbers in Employee Self Service.
 - Primary and back-up off-site locations complete addresses and contact information for management personnel at those relocation sites.
 - Schools can use the “Emergency Team Staff Assignment Survey” form (Attachment B) to survey staff regarding skills, training and aptitude for specific emergency response functions. The survey questions can also be uploaded into an online survey form.



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5. ISSP Step 5 – This tab is used to secure the required signatures certifying that the plan was developed and approved using a collaborative process. Required signatures include:

- Principal
- UTLA chapter chair
- Classified representative
- Parent representative (of an attending student)
- Law enforcement officer
- Student representative (secondary schools only)

A blank signature page template is provided in Step 5 under “Approve the Plan.” The template is also available in the “Forms” section of the Resources tab at the top of the screen. After the signature page is signed, it is uploaded into Step 5 and will be visible in the ISSP “Planning View” and “Emergency View” online and is available to be downloaded with printed copies of the plan.

6. ISSP Step 6 – This tab includes guidance on informing stakeholders of the plan, training staff on their roles, and revising and maintaining the plan after submission. Under “Drills,” schools are to record drill dates and types; emergency drill information may be updated later in the year if there are changes to the drill calendar. This section includes an optional section titled, “Hold Meeting Document Upload” where agendas, sign-in sheets and other supporting documents from the stakeholder meeting can be uploaded.

7. Several useful features are included in the “School Details” screen of the ISSP program:

- Schools at this Site – A list of all schools and programs covered by the ISSP.
- School Staff – A list of all L. A. Unified employees assigned to the site.
- Floor Plans and Maps – Maps included in the ISSP can be viewed. If the school has an additional map that it would like to include, it can be uploaded here.
- Bell Schedule – School bell schedules should be uploaded as a single PDF in this section. Early Education Centers should upload their hours of operation and dates of closure in place of a bell schedule.
- Archived Plans – Site Safe School Plans from previous school years can be viewed or downloaded.

D. Print several copies of the ISSP after the signature page has been uploaded, all six steps are complete, and the plan has been approved. Printed copies need to be updated whenever data entered into the plan changes, such as when a staff member assigned to an emergency team retires or leaves the school site. Check the plan periodically throughout the year to ensure that all data are accurate.



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- RELATED RESOURCES:** Attachment A: Integrated Safe School Plan (ISSP) Public Viewing Log
Attachment B: Emergency Team Staff Assignment Survey
Online training for the Integrated Safe School Plan is available on MyPLN as *STEPS 423 Updating and Submitting the Integrated Safe School Plan*.
MEM-6128, *Administrator Certification On-Line System*, is issued annually by the Division of District Operations.
- ASSISTANCE:** For assistance with completing the Integrated Safe School Plan, first try accessing the program using a different web browser, which may solve technical issues. For other assistance, please contact your Local District Operations Coordinator. Specific inquiries may be directed as follows:
- Technical Assistance:
- ITD Help Desk
<http://achieve.lausd.net/helpdesk>
(213) 241-5200, Option 6
- Content Assistance:
- School Safety Committee, Assessments, Goals, Emergency Teams, Emergency Information, Threats/Hazards and Actions:
Division of District Operations - Emergency Services
(213) 241-5337
 - Threat Assessment Team, Crisis Team and Crisis Resources
(Sections of ISSP Step 4):
Student Health and Human Services - School Mental Health
(213)-241-3841



Los Angeles Unified School District
INTEROFFICE CORRESPONDENCE

TO: All Faculty and Staff

DATE:

FROM:

SUBJECT: EMERGENCY TEAM STAFF ASSIGNMENT SURVEY

Every year the [school name] School Safety Planning Committee must review our school’s Integrated Safe School Plan emergency teams and procedures. As part of that review, we want to make sure that we have made the best decisions as we assign staff members to emergency response teams.

Please take a minute to fill out this questionnaire and tell us about your preferences, training, skills and aptitudes. We will use the responses to make sure that our school’s Integrated Safe School Plan reflects the best use of all of our skills.

NAME: _____ **ROOM:** _____

I HAVE HAD THE FOLLOWING TRAINING:

- | | |
|---|--|
| <input type="checkbox"/> First Aid/CPR/AED (Red Cross or AHA) | <input type="checkbox"/> Safety Training |
| <input type="checkbox"/> Advanced First Aid | <input type="checkbox"/> Red Cross Disaster Class |
| <input type="checkbox"/> CERT | <input type="checkbox"/> Outdoor Survival Class |
| <input type="checkbox"/> Military | <input type="checkbox"/> Firefighter/Law Enforcement |
| <input type="checkbox"/> Amateur Radio (HAM) | <input type="checkbox"/> SEMS/NIMS/ICS Training |
| <input type="checkbox"/> HAM DCS Training | <input type="checkbox"/> Life Guard |
| <input type="checkbox"/> Crisis Counseling | <input type="checkbox"/> Other: _____ |

I HAVE THE FOLLOWING SKILLS:

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Construction/Hand Tools | <input type="checkbox"/> Rescue |
| <input type="checkbox"/> Hazardous Materials | <input type="checkbox"/> Other: _____ |

I FEEL THAT MY SKILLS WOULD BE BEST USED WITH:

- | | |
|---|--|
| <input type="checkbox"/> First Aid Team | <input type="checkbox"/> Search & Rescue Team |
| <input type="checkbox"/> Security/Utilities Team | <input type="checkbox"/> Fire Suppression/Haz-Mat Team |
| <input type="checkbox"/> Psychological First Aid Team | <input type="checkbox"/> Assembly Area Management |
| <input type="checkbox"/> Planning & Intelligence | <input type="checkbox"/> Request Gate |
| <input type="checkbox"/> Operations | <input type="checkbox"/> Reunion Gate |
| <input type="checkbox"/> Logistics | <input type="checkbox"/> Finance & Administration |
| <input type="checkbox"/> PIO/Media Relations | |

Please return this form to _____ by _____.

Thank You.