



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

**TITLE:** Completing and Updating the Integrated Safe School Plan 2022-2023

**NUMBER:** REF-5511.12

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**ROUTING**  
Local District Superintendents  
Administrators of Operations  
Instructional Directors  
Community of Schools  
Administrators  
Operations Coordinators  
Safety/Attendance Coordinators  
School Administrators  
School Safety Committees  
School Administrative  
Assistants  
School Climate Advocates

**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-5511.11 Completing and Updating the Integrated Safe School Plan 2021-2022, dated July 23, 2021. The major changes include the uploading of new vicinity maps for most schools and a new requirement to review and certify within the Integrated Safe School Plan (ISSP) system that all maps in the school's ISSP are accurate and suitable.

**BACKGROUND:** California public schools are required to comply with California Education Code (E.C.) §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 ISSP online system (<https://issp.lausd.net/>) standardizes the plan across Los Angeles Unified schools and guides the preparation of annual updates. Schools customize the plan template 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 E.C. §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 View" and



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“Edit Plan” function of the ISSP. 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 2022-2023 school year is required to be updated, approved, and submitted by Monday, October 3, 2022.

The ISSP is created and annually updated online using the pre-approved District ISSP template. To guide staff in completing their plans, the [LAUSD Quick Guide for Editing](#), a User Guide, and other support materials are available on the Emergency Services website at: <http://achieve.lausd.net/isspresources>. Support resources also include [FAQ for Completing the ISSP](#), which addresses many common questions that arise during the update process. An online, 30-minute training course, *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 LAUSD Single Sign-on (SSO) username and password. A link is also available in the Principal’s Portal. If you are having technical difficulty, please close your web browser and try again or try a different browser.

School principals may assign an additional user using the “ISSP Designee” field on the “School Details” screen. The additional user can edit the plan and input data with committee/stakeholder input, using the “Edit Plan” function, 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 throughout the school year. The latest submitted version number will display in the “School Details” screen under “Current Safe School Plan” 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 and submitted by the principal. If there is a change in staff or position, particularly those impacting emergency team assignments, assembly area, and other emergency team locations and off-site location sites, at any time during the school year, the plan should be reviewed, updated, and resubmitted.

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



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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 plans/maps are to be removed from the printed public inspection copies of the ISSP. Other printed copies of the plan should be in the School Emergency Response Box and the emergency bin(s).

Throughout all the ISSP online screens, users can access a “Resources” feature at the top of the screen, which also includes a “Parents/Guardians” section with resources to support this stakeholder group.

### **PROCEDURES FOR THE ANNUAL UPDATE OF THE 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 this guide, under number two (2) of “The Six Steps of the ISSP Planning Process”. The committee develops the goals and activities and assigns staff members to emergency teams found respectively in Steps 3 and 4 of the ISSP.
- B. Co-located schools, including Proposition 39 charter schools, will not submit a separate ISSP. The ISSP is developed collaboratively among all schools and programs at a site and will include comprehensive ISSP 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 goals (such as those in ISSP Step 2), and/or strategies and activities.
- C. The ISSP “Planning View” and “Edit Plan” functions are divided into six (6) steps, tabbed at the top of the screen and described in the next section. As the user completes the steps, the tab for each section changes from red to green and the percentage will progressively increase to 100%. ISSP data entries from the prior academic year are automatically transferred into the new academic year’s plan template; completion percentages may initially appear high though data still needs to be reviewed for possible updates. It is expected that all data entries be reviewed each year to ensure accuracy, completeness, and relevancy. Additionally, some entries may need to be updated during the school year.

After all six (6) steps have been completed/updated and each step displays 100%, a message box will appear indicating that the plan is ready to be submitted. Only the principal can submit the plan (by clicking the “Submit” button and confirming the submission in the window that subsequently pops up). If the principal did not prepare the plan, the principal needs to review the plan thoroughly before clicking “Submit”. Usually, minutes after the



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principal submits the plan, the status of the draft will change to “Reviewed” on the “School Details” screen. It then becomes the “Current Safe School Plan” and the plan can be printed.

The table below provides a suggested timeline for ISSP-related activities which can help ensure a timely and thorough ISSP development and related activities throughout the year.

SCHOOL MONTH	SCHOOL SAFETY COMMITTEE TASK
August	<ul style="list-style-type: none"> <li>✓ Review the Integrated Safe School Plan feedback from stakeholders, if available</li> <li>✓ Assign Crisis Team, Threat Assessment Team, and Incident Command System (ICS) Team positions and all other emergency team positions and complete respective charts</li> <li>✓ Update Emergency Contact information including notifying all employees to update their contact information at: <a href="http://ess.lausd.net">ess.lausd.net</a> (see #4 below)</li> <li>✓ Begin to review/enter other ISSP data in Steps 1-6</li> <li>✓ Ensure that a designee is assigned and a process is established to document monthly emergency drills at: <a href="http://emergencydrills.lausd.net">emergencydrills.lausd.net</a></li> <li>✓ Conduct an initial fire drill the first week of school until proficient [then monthly (ES/MS) or each semester (HS/adult schools)] and calendar fire drills for the rest of the academic year</li> <li>✓ Conduct earthquake drills (once per month) and calendar earthquake drills for the rest of the academic year</li> <li>✓ Calendar shelter-in-place and take cover drills (oral review or drill to take place once per semester)</li> </ul>
September	<ul style="list-style-type: none"> <li>✓ Review emergency team assignments in preparation for the fall shakeout (earthquake) exercise</li> <li>✓ Prepare for the fall radio communications test</li> <li>✓ Complete goal statements (ISSP Step 3)</li> <li>✓ Continue reviewing/updating data in Steps 1-6 of the ISSP</li> <li>✓ Secure and upload signatures on the ISSP Signature Page</li> <li>✓ Participate in the Districtwide, fall lockdown emergency exercise (within first 30 days of student in-person classes)</li> <li>✓ Document all emergency drills for the month, including the fall lockdown drill at: <a href="http://emergencydrills.lausd.net">emergencydrills.lausd.net</a></li> <li>✓ Submit the ISSP (due by October 3, 2022)</li> </ul>
October	<ul style="list-style-type: none"> <li>✓ Present the ISSP document to all stakeholders, including an opportunity for public comments</li> </ul>



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	<ul style="list-style-type: none"> <li>✓ Prepare public review print copy of the ISSP by removing all maps</li> <li>✓ Participate in the shakeout earthquake emergency exercise on the 3rd Thursday of October</li> <li>✓ Participate in the fall radio communications test on the 3rd Tuesday of October</li> <li>✓ Document all emergency drills for the month, including the fall radio communications test at: <a href="http://emergencydrills.lausd.net">emergencydrills.lausd.net</a></li> </ul>
January	<ul style="list-style-type: none"> <li>✓ Review (and update as necessary) the ISSP</li> <li>✓ Conduct final preparations for the spring lockdown emergency exercise</li> <li>✓ Ensure adoption and implementation of all aspects of the plan through training and exercises (Step 6)</li> <li>✓ Monitor progress towards ISSP goals</li> <li>✓ Document all emergency drills for the month at: <a href="http://emergencydrills.lausd.net">emergencydrills.lausd.net</a></li> </ul>
February	<ul style="list-style-type: none"> <li>✓ Participate in the spring Districtwide lockdown emergency exercise (within first 30 days of student in-person classes)</li> <li>✓ Conduct final preparations for the spring radio communications test</li> <li>✓ Document all emergency drills for the month, including the spring lockdown drill at: <a href="http://emergencydrills.lausd.net">emergencydrills.lausd.net</a></li> </ul>
March	<ul style="list-style-type: none"> <li>✓ Participate in the spring radio communications test (on the 3rd Tuesday of March)</li> <li>✓ Document all emergency drills for the month, including the spring radio communications test at: <a href="http://emergencydrills.lausd.net">emergencydrills.lausd.net</a></li> </ul>
June	<ul style="list-style-type: none"> <li>✓ Review and maintain the ISSP, incorporating and updating new data as necessary</li> <li>✓ Gather feedback on the development and implementation of the ISSP and analyze its effects on school practices (in preparation for the next academic year's ISSP development)</li> <li>✓ Ensure documentation of all emergency drills for the year at: <a href="http://emergencydrills.lausd.net">emergencydrills.lausd.net</a></li> </ul>
All Months	<ul style="list-style-type: none"> <li>✓ Continuous review and updating of the ISSP</li> <li>✓ Conduct required emergency drills/oral reviews</li> <li>✓ Review emergency drill performance and submit drill evaluations, including those for the radio communications tests at: <a href="http://emergencydrills.lausd.net">emergencydrills.lausd.net</a></li> <li>✓ Update team assignments when staff changes</li> <li>✓ Maintain ongoing implementation of all aspects of the ISSP</li> <li>✓ Monitor progress towards ISSP goals</li> </ul>



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## THE SIX (6) STEPS OF THE ISSP PLANNING PROCESS

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 conducts assessments of their environment and school climate practices. The assessments should be completed using a team approach and not by one (1) person. One (1) component includes reviewing crime data for the school and the surrounding area using <https://www.crimemapping.com/> and other available data to inform the School Safety Committee as it develops the plan. (The link, along with additional guidance, is also available in the ISSP online system in Step 2.) Data and responses for all the assessments completed by the School Safety Committee should be entered in the ISSP Step 2 tab. The assessment information carries over to the following year and must be reviewed and updated each year.
3. ISSP Step 3 – This tab requires entering one (1) goal for each of the following components:
  - Schoolwide discipline plan implementation
  - Attendance and dropout prevention
  - Threat/hazard
  - Emergency function

Additional guidance is provided on the ISSP online system.

4. ISSP Step 4 – This tab is used to update the emergency team assignments, as decided by the School Safety Committee, informed by the “Emergency Team Staff Assignment Survey” (Attachment B) or other information. The following information should be updated and entered in this tab:
  - Emergency team members: At the beginning of each year (and throughout the year, if staff changes impact the teams), schools should review and update emergency team assignments. Most teams are mandatory and they are indicated with a red asterisk. Small schools may need to assign employees more than one (1) role. Sites with co-located schools and programs should include representation from all programs on their teams.
  - List members of the Incident Command Team, Crisis Team, and Threat Assessment Team.
  - Identify an administrator/designee who will oversee the disaster planning for students and others on campus with disabilities and other access and functional needs (AFN). AFN resources, including evacuation device information, are available at: [achieve.lausd.net/afn](https://achieve.lausd.net/afn). Schools are also encouraged to take the Steps



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210 "Assisting Students with Special Needs in an Emergency" and Steps 410 "Emergency Management for Students with Special Needs" courses available in MyPLN.

- 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 the Employee Self Service at: <https://ess.lausd.net/> and the information will usually 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 online ISSP Resources feature. Staff with editing access may enter missing phone numbers in Step 4, Emergency Contacts, by clicking the employee's name and entering the missing phone numbers in the "ISSP Phone Numbers" column; these changes will not replace or populate numbers in the Employee Self Service.
- Review and update addresses and contact information for management personnel at the primary and backup offsite locations selected by the school.

**New:** Certify in the ISSP that all maps and offsite location details are accurate and suitable. Schools that change an offsite address or have an incorrect map should email the Office of Emergency Management at: [OEM@lausd.net](mailto:OEM@lausd.net) to request an updated map. Note that updated vicinity maps have been uploaded for many schools and the Facilities Services Division is addressing any missing maps.

5. ISSP Step 5 – This tab is used to secure the required signatures confirming that the plan was developed and approved using a collaborative process. The required signatures include:
  - Principal
  - UTLA representative
  - Classified representative
  - Parent representative (of an attending student)
  - Law enforcement officer
  - Student representative (secondary schools only)
  - Co-located charter school principal or representative (sites with co-located charter 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 in the "Resources" feature at the top of the screen. Each year, after the signature page is signed, it should be uploaded into Step 5 and will then be visible in the ISSP "Planning View" and "Emergency View". It is available to be downloaded with printed copies of the plan.



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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. It also outlines emergency drills protocols. Additionally, this step includes an optional section titled, “Stakeholder Meeting Document Upload” where agendas, sign-in sheets, and other supporting documents from the stakeholder meetings can be uploaded.

### ADDITIONAL ISSP COMPONENTS/FEATURES

- A. ISSP School Details – 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, such as a magnet school/center or a co-located charter school, which are part of the submitting school’s ISSP
  - School Staff – A list of all District employees assigned to the site
  - Floor Plans and Maps – Maps are included in the ISSP and can be accessed directly from the “Schools Details” page as well as from within the plan. If the school has an additional map that it would like to include, it can be uploaded in this section
- B. Archived Plans – The school’s Safe School Plans from previous school years can be viewed or downloaded. Print Screen – Use the “Print Screen” button at the top of the screen to print the content of any screen, as needed.
- C. Certification – 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.
- D. Printing the ISSP – Print several copies of the ISSP after all six (6) steps are complete and the plan has been submitted. The completed and uploaded signature page will need to be printed separately. New copies need to be printed whenever data is entered into the plan changes. Check the plan periodically throughout the year to ensure that all data is accurate.

### 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 in MyPLN as *Steps 423 Updating and Submitting the Integrated Safe School Plan*.  
MEM-6128.10 Administrator Certification Online System for School Sites and Offices, dated September 13, 2021





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### ASSISTANCE:

#### Technical Assistance:

- ITD Help Desk  
<https://achieve.lausd.net/helpdesk> or (213) 241-5200, Option 8

#### Content Assistance:

- School Safety Committee, Assessments, Goals, Emergency Teams, Emergency Information, and Threats/Hazards  
Office of Emergency Management  
[OEM@lausd.net](mailto:OEM@lausd.net) or (213) 241-3889
- Threat Assessment Team, Crisis Team, and Crisis Resources:  
Student Health and Human Services – School Mental Health at (213) 241-3840
- General assistance: Local District Operations Coordinator

Additional resources are available at: [achieve.lausd.net/isspresources](https://achieve.lausd.net/isspresources), including:

- [Quick Guide for Editing the ISSP](#)
- [ISSP Quick Sheet: Assigning a Designee](#)
- [ISSP Quick Sheet: Assigning an Employee a Role in the ISSP](#)
- [ISSP Quick Sheet: Updating Employee Emergency Contact Information](#)
- [Emergency Team Duties and Supply Lists](#)
- [Frequently Asked Questions](#)



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**ATTACHMENT A**

School Name

**Integrated Safe School Plan (ISSP) Public Viewing Log  
2022-2023**

Date	Time In	Name of Visitor	Identification #	Time Out	Signature of Visitor	Monitoring Employee Initials

**This log must be maintained for all PUBLIC VIEW copies of the ISSP.**



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 Committee must review our school’s Integrated Safe School Plan (ISSP) emergency teams and procedures. As part of the review, the committee wants to ensure that it makes the best decisions as it assigns staff members to emergency response teams.

Please take a minute to complete this survey and share your preferences, training, skills, and aptitudes. The committee will use the responses to make sure that the school’s ISSP reflects the best use of everyone’s skills.

**Name:** \_\_\_\_\_ **Room:** \_\_\_\_\_

**For each section, select all that apply.**

**I HAVE HAD THE FOLLOWING TRAINING:**

- |  |  |
|--|--|
| <input type="checkbox"/> Triage/First Aid/CPR/AED (Red Cross or AHA) | <input type="checkbox"/> Safety (Specify: _____)     |
| <input type="checkbox"/> Advanced First Aid                          | <input type="checkbox"/> Red Cross Disaster Class    |
| <input type="checkbox"/> Community Emergency Response Team (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               |
| <input type="checkbox"/> HAM DCS                                     | <input type="checkbox"/> Lifeguard                   |
| <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 BELIEVE THAT MY SKILLS WOULD BEST SUPPORT THE FOLLOWING:**

- |   |   |
|---|---|
| <input type="checkbox"/> Triage Team                                | <input type="checkbox"/> Search & Rescue Team             |
| <input type="checkbox"/> Security/Utilities Team                    | <input type="checkbox"/> Fire Suppression/HazMat Team     |
| <input type="checkbox"/> School Site Crisis Team                    | <input type="checkbox"/> Assembly Area Team               |
| <input type="checkbox"/> Planning & Intelligence                    | <input type="checkbox"/> Request Gate Team                |
| <input type="checkbox"/> Operations                                 | <input type="checkbox"/> Reunion Gate Team                |
| <input type="checkbox"/> Logistics                                  | <input type="checkbox"/> Finance & Administration         |
| <input type="checkbox"/> Public Information Officer/Media Relations | <input type="checkbox"/> Access and Functional Needs Team |
| <input type="checkbox"/> Supply/Equipment Team                      | <input type="checkbox"/> Hygiene Team                     |

**For a description of each emergency team, please access <https://issp.lausd.net/>. From “Planning View,” go to Step 4, Team Assignments.**

Please return this form to: \_\_\_\_\_ By: \_\_\_\_\_

Thank you.