



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

**TITLE:** Completing and Updating the Integrated Safe School Plan 2018-2019

**NUMBER:** REF-5511.8

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Division of District Operations

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Office of the Deputy Superintendent

**DATE:** August 14, 2018

**ROUTING**

Local District  
Superintendents  
Administrators of Operations  
Instructional Directors  
Operations Coordinators  
Safety/Attendance  
Coordinators  
School Administrators  
School Safety Committees  
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.

**MAJOR CHANGES:** This Reference Guide replaces REF-5511.7, Completing and Updating the Integrated Safe School Plan 2017-2018, dated July 28, 2017 and reflects current District organization and procedures. Data input last year remains in the system and may need to be updated; far fewer blank fields will need to be completed.

The following are major changes:

- The process for inputting employee emergency information has been simplified.
- The “Reviewed” button has been removed and the function integrated into an automatic process within the system.
- A required section to record drill dates and types has been added to Planning Step 6 to comply with new guidance from the California Department of Education.
- The overall flow of the system has been improved.

**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 (ISSP) online system standardizes the plan across LAUSD 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*. 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



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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Investigation, and the Federal Emergency Management Agency (2013).

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.

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 2018 Integrated Safe School Plan is required to be updated and approved by Monday, October 1, 2018. Administrators are required to certify that the ISSP is updated, approved and printed as part of the Fall semester online Administrator Certification requirements.

The ISSP is created and 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 training video may be viewed in MyPLN as *STEPS 423 Updating and Submitting the Integrated Safe School Plan*.

All users may access the ISSP program through the internet at <https://issp.lausd.net> using any web-enabled computer or device and the LAUSD 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 Safe School 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 should be immediately visible to all staff members when logged in to view the plan as soon as the updates are approved.

Any time that there is a change in staff or assignments, the plan should be reviewed and updated.



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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. Schools should maintain the Public Viewing Log (Attachment A) as the first page of any copies of the ISSP that are for public inspection. 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.

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

## PROCEDURES FOR ANNUAL UPDATE OF ONLINE ISSP

- A. The School Safety Committee is to complete 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.
  
- B. Co-located schools, including Prop 39 charter schools, will submit only one ISSP. That ISSP includes 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.



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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- 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 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.
1. ISSP Step 1 – This tab includes listing the team members of the School Safety Committee. Meetings may be calendared using the optional “Activities” feature at the top of the screen.
  2. ISSP Step 2 – In this tab, the School Safety Committee completes the assessments of their environment and practices to improve school climate. The assessments should be completed using a team approach and not by one person. 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 includes entering one goal for each of the following components:
    - Schoolwide Discipline Plan implementation
    - Attendance and dropout prevention
    - Threat/Hazards
    - Emergency functions
  4. ISSP Step 4 – This tab is used to update the emergency plan and response assignments, as decided by the School Safety Committee. The following information should be updated and entered in this tab:
    - Emergency team member assignments.
    - Incident Command Team, Crisis Team and Threat Assessment Team.
    - Primary and back-up off-site relocation addresses and contact information for management personnel at those sites.
    - 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 numbers; these changes will not replace or populate numbers in Employee Self Service.



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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- Schools can use the “Emergency Team Staff Assignment Survey” form (Attachment B) to survey staff for skills, training or aptitude for specific emergency response functions. The form can also be copied into an online survey tool.
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 blank form 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 will be included in 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. A required table to record drill dates and types has been added; these dates and drill types 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 LAUSD employees assigned to the site
  - Floor Plans and Maps – View maps included in the ISSP. If the school has an additional map that it would like to include, it can be uploaded here.
  - Bell Schedule – Upload the school bell schedules 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.



## LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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- 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 is accurate.

**ATTACHMENTS:** Attachment A: Integrated Safe School Plan (ISSP) Public Viewing Log  
Attachment B: Emergency Team Staff Assignment Survey

**RELATED RESOURCES:** Online training for the Integrated Safe School Plan is available on MyPLN as *STEPS 423 Updating and Submitting the Integrated Safe School Plan*. MEM-6128.5, *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, and Goals  
(ISSP Steps 1, 2, 3):  
Daryl Narimatsu, Administrator of Operations  
Division of District Operations  
(213) 241-5337
- Emergency Teams, Emergency Information, Threats/Hazards and Actions  
(ISSP Steps 4, 5, 6):  
Dr. Jill Barnes, Executive Emergency Strategist  
Division of District Operations - Emergency Services  
(213) 241-5337
- Threat Assessment Team, Crisis Team and Crisis Resources  
(Sections of ISSP Step 4):  
Ailleth Tom, Coordinator, Crisis Counseling & Intervention Services  
Student Health and Human Services  
(213) 241-2174



\_\_\_\_\_  
School Name

## Integrated Safe School Plan (ISSP) Public Viewing Log

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  
**INTER-OFFICE 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.