



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Completing and Updating the Integrated Safe School Plan 2021-2022

NUMBER: REF-5511.11

ISSUER: Maryhelen Torres
Administrator of Operations
Division of District Operations

Jill Barnes, Ed. D., CEM
Executive Emergency Strategist
Division of District Operations
Office of Emergency Services

DATE: August 16, 2021

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 replaces REF-5511.10 Completing and Updating the Integrated Safe School Plan 2020-2021, dated October 26, 2020. This revision reflects current District organization and aligns with the 2021-22 ISSP online platform.

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 (<https://issp.lausd.net/>) standardizes the plan across LA 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

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



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

required membership and duties of the School Safety Committee are outlined in STEP 1 of the “Planning” and “Edit Plan” 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 ISSP for the 2021-2022 school year is required to be updated, approved, and submitted by Friday, **October 1, 2021**.

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 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” page. The additional user 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 throughout the school year. The latest, submitted version number will display in the “School Details” page 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.



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 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 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 tab 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 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 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 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 referenced under number 3 of "The Six STEPS of the ISSP Planning Process"), and/or strategies and activities.
- C. The ISSP "Edit View" is divided into six 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 and consequently completion percentages may initially appear high though data still need to be reviewed for possible updates. It is expected that all data entries be reviewed each year to ensure accuracy, completeness, and relevancy.

After all six steps have been completed and each step displays "100%," a



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

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 pops up). If the principal did not prepare the plan, the principal needs to review the plan thoroughly before clicking “Submit.” Under normal circumstances, minutes after the principal submits the plan, the status of the draft will change to “Reviewed” on the “School Details” screen; at this point, it converts to 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 TOPIC/TASK
August	<ul style="list-style-type: none"> ✓ Review feedback on how the Integrated Safe School Plan worked in the prior year to support the updating of the ISSP for the current academic year ✓ Assign Crisis Team, Threat Assessment Team and Incident Command System (ICS) positions and all other emergency team positions and complete respective charts ✓ Update Emergency Contact information ✓ Begin to review/enter other ISSP data in STEPS 1-6 ✓ Print the ISSP ✓ Ensure designee is assigned and process is established to document monthly emergency drills at emergencydrills.lausd.net
September	<ul style="list-style-type: none"> ✓ Review emergency team assignments in preparation for the fall Shakeout (earthquake) exercise ✓ Prepare for the fall radio communications test ✓ Complete goal statements (ISSP STEP 3) ✓ Continue reviewing/updating data in STEPS 1-6 of the ISSP ✓ Secure and upload signatures on the ISSP Signature Page ✓ Ensure all emergency drills for the month are documented at emergencydrills.lausd.net
October	<ul style="list-style-type: none"> ✓ Present the ISSP document to all stakeholders, including opportunity for public comment ✓ Submit the ISSP (by the October 1 deadline) ✓ Prepare public review copy of the ISSP by removing all maps ✓ Participate in the emergency exercise on the 3rd Thursday of October ✓ Participate in the fall radio communications test



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

	<ul style="list-style-type: none"> ✓ Ensure all emergency drills, including the fall radio communications test, for the month are documented at emergencydrills.lausd.net
January	<ul style="list-style-type: none"> ✓ Review (and update, as necessary) the ISSP ✓ Conduct final preparations for the spring emergency exercise and radio communications test ✓ Ensure adoption and implementation of all aspects of the plan through training and exercises (STEP 6) ✓ Monitor progress towards goals ✓ Ensure all emergency drills for the month are documented at emergencydrills.lausd.net
June	<ul style="list-style-type: none"> ✓ Review and maintain the ISSP incorporating and updating new data, as necessary ✓ 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) ✓ Ensure all emergency drills for all months are documented at emergencydrills.lausd.net
All Months	<ul style="list-style-type: none"> ✓ Continuous review and updating of the ISSP ✓ Review emergency drill performance and submit drill evaluations, including those for the radio communications tests, at emergencydrills.lausd.net ✓ Update team assignments when staff changes ✓ Ongoing implementation of all aspects of the ISSP ✓ Monitor progress towards goals

THE SIX 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 person. One component includes reviewing crime data for the school and the surrounding area using <http://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 will be



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

3. maintained for the following year and thus must be reviewed and updated each year.
4. 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

Additional guidance is provided in the ISSP online system.

5. ISSP STEP 4– This tab is used to update the emergency team assignments, as decided by the School Safety Committee and based on the “Emergency Team Staff Assignment Survey” (Attachment B). The following information should be updated and entered in this tab:
 - Emergency team members: The Medical Emergency Team is now referred to as the Triage Team. The Psychological First Aid Team is now the School Site Crisis Team. Most teams are mandatory and are indicated as such with a red asterisk.
 - Incident Command Team, Crisis Team and Threat Assessment Team.
 - Identify an administrator/designee who will oversee the planning for students and others on campus with disabilities and other access and functional needs (AFN). AFN resources including evacuation device information is available at achieve.lausd.net/afn. Schools are also encouraged to take the STEPS 210 "Assisting Students with Special Needs in an Emergency" course available through 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 Employee Self Service at: <https://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. Staff with editing access may enter missing phone numbers 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.
 - Complete addresses and contact information for management personnel at primary and back-up off-site locations. Schools can use the “Emergency Team Staff Assignment Survey” (Attachment B) to survey staff regarding skills, training, and



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

- aptitude for specific emergency response functions. The survey questions can also be transferred into an online survey form.
- This step also includes functional annexes which focus on critical operational functions and the courses of action developed to carry them out, independent of the threat or hazard requiring response, as well as the threat- and hazard-specific annexes which describe the courses of action unique to particular threats and hazards.
6. 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)
 - 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 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.” It is available to be downloaded with printed copies of the plan.

7. 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. This section 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. It also outlines emergency drill protocols.

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 ISSP.
 - School Staff – A list of all District employees assigned to the site.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

- Floor Plans and Maps – Maps are already included in the ISSP. If the school has an additional map that it would like to include, it can be uploaded in this section.
 - Archived Plans – The school’s Safe School Plan/ISSP’s from previous school years can be viewed or downloaded.
- B. 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 steps are complete and the plan has been submitted. The completed and uploaded signature page will need to be printed separately. Printed copies need to be updated whenever data entered into the plan changes, such as, when a staff member assigned to an emergency team leaves the school site if there is a change to assembly area and other emergency team locations and off-site location sites. Check the plan periodically throughout the year to ensure that all data are 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 on MyPLN as *STEPS 423 Updating and Submitting the Integrated Safe School Plan*.

MEM-6128 Administrator Certification Online System for School Sites & Offices, 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 8

Content Assistance:

- School Safety Committee, Assessments, Goals, Emergency Teams, Emergency Information, and Threats/Hazards:
Division of District Operations – Office of Emergency Services



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

(213) 241-5337 or emergencyservices@lausd.net

- Threat Assessment Team, Crisis Team, and Crisis Resources:
Student Health and Human Services – School Mental Health
(213) 241-3840.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

ATTACHMENT A

School Name

Integrated Safe School Plan (ISSP) Public Viewing Log 2021-2022

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 that 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/Haz-Mat 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.