LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

TITLE:	Completing and Updating the Integrated Safe School Plan 2017-2018	
NUMBER:	REF-5511.7	
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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 Safe School Plan.

MAJOR CHANGES: This Reference Guide replaces REF-5511.6 Safe School Plans Update for 2016-2017, dated July 29, 2016. The new, Integrated Safe School Plan (ISSP) replaces the previous online system and incorporates the latest federal guidance.

The following are major changes:
- The new ISSP can be accessed through the internet using any web-enabled computer or device at https://issp.lausd.net.
- Some key new features of the ISSP include:
    - Key information is auto-populated and redundant inputs are eliminated
    - A shorter, single-volume printout
    - Links to resources
- Only the school principal can provide the final approval and submit the ISSP.
- All staff members assigned to a school are able to view the Integrated Safe School Plan online using their LAUSD Single Sign-on username and password.

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 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: 1. General Procedures

The 2017 Integrated Safe School Plan is required to be updated and approved by Monday, October 2, 2017. 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 the Learning Zone as *STEPS 423 Updating and Submitting the Integrated Safe School Plan*.

All users access the ISSP program through the internet using any web-enabled computer or device at https://issp.lausd.net, 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 plans should be 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. 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 bin.

SCHOOL MONTH	SCHOOL SAFETY COMMITTEE TOPIC/TASK
1	✓ Assign Emergency Team and ICS positions ✓ Assign Threat Assessment Team positions ✓ Enter other necessary data in the ISSP ✓ Complete assessments
2	✓ Complete goal statements ✓ Review emergency team assignments with staff to prepare for the fall Shakeout emergency exercise at all schools
3	✓ Present the ISSP document to all stakeholders ✓ Secure and upload signatures on the ISSP Signatures Form
4 - 10	✓ Continuous review of ISSP ✓ Update team assignments when staff changes ✓ Adopt and own the plans ✓ Monitor progress of goals
7	✓ Review emergency team assignments in preparation for the spring emergency drill
10	✓ Review and maintain ISSP to incorporate new data, update information, and analyze the effects on school practice

2. 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. As a result of this process, 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.

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.

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 into 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:
   • School-wide 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 where each can be contacted during work and non-work hours in case of an emergency. 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 in the event of an emergency. A link to Employee Self Service is also available in the ISSP Resources feature. Missing phone numbers may be entered into Step 4 in the

spaces provided by clicking the name of the employee and then clicking the edit button; these changes will not replace or populate information in Employee Self Service.

- 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. 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. There is no mandatory data that needs to be entered in this step, but the box certifying that all content has been reviewed must be checked.

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.

    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. 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 the Learning Zone as *STEPS 423 Updating and Submitting the Integrated Safe School Plan.* The *Administrator Certification On-Line System Memorandum* 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

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

I HAVE THE FOLLOWING SKILLS:
- ☐ Construction/Hand Tools   ☐ Rescue
- ☐ Hazardous Materials   ☐ Other:_____
  _____

I FEEL THAT MY SKILLS WOULD BE BEST USED WITH:
- ☐ First Aid Team   ☐ Search & Rescue Team
- ☐ Security/Utilities Team   ☐ Fire Suppression/Haz-Mat Team
- ☐ Psychological First Aid Team   ☐ Assembly Area Management
- ☐ Planning & Intelligence   ☐ Request Gate
- ☐ Operations   ☐ Reunion Gate
- ☐ Logistics   ☐ Finance & Administration
- ☐ PIO/Media Relations

Please return this form to _____ by _____.

Thank You.