

INTEGRATED SAFE SCHOOL PLAN (ISSP)

Getting Started: Initial Actions for Updating the ISSP



We recommend that once the academic year begins each ISSP host school's principal/ISSP designee take as many of the following steps as possible.

- To avoid submission delays, confirm the correct principal is assigned to the ISSP and that they can log in to access and edit the ISSP (issp.lausd.net, School Details screen, "Edit Plan" button)
- Review/update ISSP designee, if needed, to expedite the ISSP updating process ([School Details screen](#), "ISSP Designee" field; [job aid](#))
- Distribute [emergency team survey](#) to all staff, to ensure the best team composition
- Review School Safety Committee membership to ensure appropriate representation ([Step 1](#), "Required Team Members" and "Suggested Team Members"); determine assignments for various ISSP annual update tasks
- Evaluate assembly area and emergency team locations, as well evacuation route to determine need for adjustments ([Step 4](#), "Team Assignments" and under "Plans and Maps," "Primary Off-Site Location" and "Backup Off-Site Location")
- Ensure [Emergency Classroom Quick Guides](#) are reviewed/posted for greater staff/student awareness of emergency response protocols
- Calendar ISSP-related trainings, ISSP public meeting, and emergency drills (only document once completed in [Step 6](#), "Mandatory Safety Training Modules Certifications;" document drills at emergencydrills.lausd.net)
- Review [ISSP 2023-24 Highlights](#) which specifies what is different in this year's ISSP
- Review [REF-5511 Completing and Updating the ISSP 2023-2024](#) for more details regarding the annual ISSP update process
- DACE and All Co-locations: Ensure school has correct plan template to avoid delays and data loss ([School Details screen](#), "Plan Template")

After completing these steps, you are better prepared to collaborate with the School Safety Committee to update and submit your school's ISSP.

For support, please contact your school's operations coordinator and/or the Office of Emergency Management (oem@lausd.net or 213-241-3889). You can also check the other available [ISSP Resources](#).