



LAUSD Integrated Safe School Plan Quick Guide for Editing



LAUSD Integrated Safe School Plan Quick Guide for Editing

GETTING STARTED

Guide Overview

This guide is intended to provide guidance to school principals and designees on the use of Integrated Safe School Plan online software program to comply with annual update requirements. It will explain the procedures and best practices for the correct use of the program.

Background Information

California public schools are required to comply with California Education Code, Section 32281, which calls for preparing safe school plans that address violence prevention, student and staff wellness, emergency preparedness, traffic safety, and crisis intervention and recovery. In 2013, six Federal agencies (the U.S. Department of Education, U.S. Department of Homeland Security, Federal Emergency Management Agency, U.S. Department of Justice, Federal Bureau of Investigation, and the U.S. Department of Health and Human Services) published the [Guide for Developing High-Quality School Emergency Operations Plans](#) to assist K-12 schools with appropriate processes and content for plans designed to keep students and staff safe at school.

This Integrated Safe School Plan online software program replaces the District's previous three volume Safe School Plan Creator system. The content of the three volumes has been streamlined into the new software program and the format follows the Federally-recommended six-step planning process. The new, Integrated Safe School Plan incorporates Federal recommendations, auto populates key information, eliminates redundant inputs, and has a shorter printout. All staff members assigned to a school are able to view their site's emergency plan online.

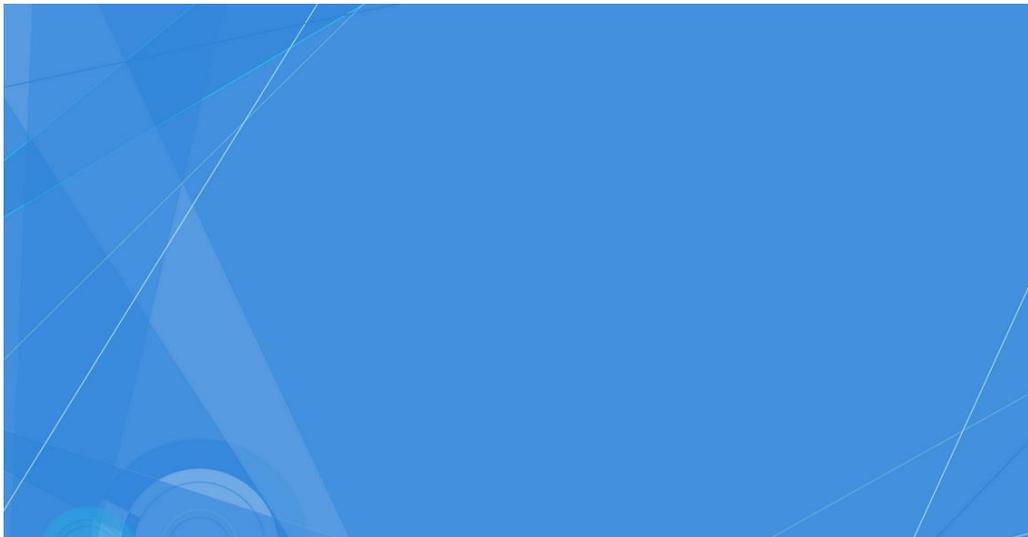


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GENERAL INFORMATION

Log in

Log in to <https://issp.lausd.net> with your SSO account (See log in: Figure 1).



Sign in with your organizational account

Sign in

Enter your full LAUSD email address and password to Log In.
e.g (msmith@lausd.net, mary.smith@lausd.net)

Log in: Figure 1

Homepage

After logging in, you will see the main page. The list of schools that a user sees depends on their access. A Principal will see all schools for which he/she is responsible and all other programs covered by the school's Integrated Safe School Plan (See Homepage: Figure 1).

Schools

marina

School Name	Cost Center	Local District	Board District	Address	City	Phone	Principal
MARINA DEL REY MIDDLE SCHOOL	1823501	WEST	4	12500 BRADDOCK DR	LOS ANGELES	(310) 578-2700	MARINA DEL REY MIDDLE SCHOOL

Homepage: Figure 1



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EDITING A PLAN

Assign a Designee to Edit the Plan

To assign an ISSP Designee to edit the plan, go to the School Detail menu and select the SSP Designee field box and click on the **magnifying glass** icon to bring up the Lookup table or enter the staff name in the field box (See *Assign Designee: Figure 1*). Click on the staff member's name to highlight the row and then click **OK** in the lookup table and click **Save** on the School Details page.

The screenshot shows the 'Safe School Plan' form with several fields. The 'SSP Designee' field is highlighted with an orange arrow, and a magnifying glass icon is also highlighted with an orange arrow. Other fields include 'Cost Center' (1231008), 'Location Code', 'Local District' (DACE), 'Board District', 'Plan Template' (Adult School Template), 'SSP Submitted By', 'Address' (111 South Hill St, Los Angeles, CA 90032-0000), 'Phone' ((213) 441-9013), and 'Principal' (Hum, Dinah). The 'SSP Designee' field currently contains 'AARONS, DORIS'.

Assign Designee: Figure 1

Edit Plan

To edit the plan, click on the **Edit Plan** button from the selected school's main menu under Safe School Plan Draft section in the screen (See *Edit Plan: Figure 1*).

The screenshot shows the 'Safe School Plan Draft' section with a table of draft information and three buttons. The table has columns for Version, Submitted, Reviewed, Last Revision, and Status. The 'Edit Plan' button is highlighted with an orange arrow.

Version	Submitted	Reviewed	Last Revision	Status
2016.1	9/20/2016	9/20/2016	5/1/2017	Completed

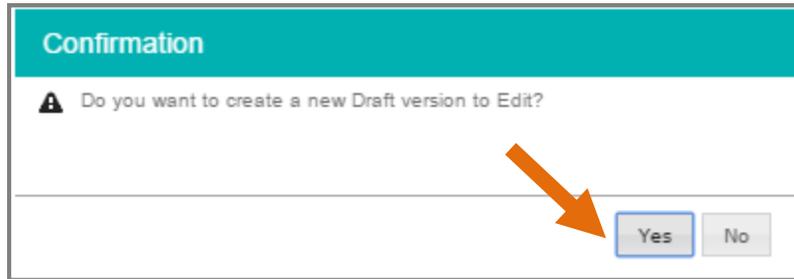
Buttons: Emergency View, Planning View, Edit Plan

Edit Plan: Figure 1



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A confirmation window will pop up if there is no previous draft version of the Integrated Safe School Plan (See *Edit Plan: Figure 2*). Users who cannot edit a plan will not see the **Edit Plan** button. Select the **Yes** button to begin editing a new draft.



Edit Plan: Figure 2

The user will be presented with the 6 steps of the Integrated Safe School Plan (see *Edit Plan: Figure 3*).



Edit Plan: Figure 3

In order to submit the complete plan, all six steps must be 100% complete. This is achieved by going through all the sections within the steps and completing all required fields, which are marked with a **red** asterisk *. Each step is divided into sections and contains comprehensive information about that section. Steps and sections marked in **green** have been completed to 100%, while sections in **red** still need to be completed (See *Edit Plan: Figure 3 and 4*). A few steps do not have fields that need to be completed and only contain information that needs to be read and reviewed.

← Back to School Details | Version: 2017.1 | Search | Print Screen | Save | Submit

ALDAMA ELEMENTARY | Status: Draft

Step 1: Planning Team (17%) | Step 2: Assessment (81%) | Step 3: Goals (33%) | Step 4: Develop Plan (40%) | Step 5: Approval (0%) | Step 6: Train / Exercise (0%)

Step 4: Develop Plan (40%)

- Incident Command Team (23%)
 - Incident Command Team Chart (8%)
 - Crisis Team Chart (30%)
 - Threat Assessment Team Chart (75%)
- Team Assignments (50%)
 - Emergency Contacts (30%)
 - Additional Contacts (80%)
- Site Specific Considerations (100%)
 - Special Needs (100%)
- Plans for Loss of Utilities (45%)
- Plans and Maps (0%)
- Functions - Courses of Action (100%)
- Threats and Hazards - Course of Action (100%)
- Step 4 Certification (0%)

Incident Command Team

Items marked with * are required

Planning/Intelligence Chief* (Reports to Incident Commander)	Responsible for collecting and evaluating information.			
Operations Chief* (Reports to Incident Commander)	Responsible for managing all tactical operations at an incident.			
Logistics Chief* (Reports to Incident Commander)	Provides all incident support needs such as facilities, transportation, communications, supplies/equipment and food services; includes adjusting schedules and menus, as needed.			
Finance/Administration Chief* (Reports to Incident Commander)	Responsible for managing all financial aspects and paperwork of an incident.			
First Aid/Medical Team Leader* (Reports to Operations Chief)	Team ensures that first aid supplies are available and performs medical first aid/triage.		ALANIZ, YESSSENIA	
Search and Rescue Team Leader* (Reports to Operations Chief)	Teams perform search and rescue operations.	TRUJILLO, EDWARD		

Edit Plan: Figure 4



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A box must be checked at the end of each step to certify that the content in that step has been read and reviewed (See *Edit Plan: Figure 5*).

A screenshot of the 'Step 1 Certification' form. The top navigation bar shows 'Step 1: Planning Team' at 100%, 'Step 2: Assessment Overview' at 0%, and 'Step 3: Goals' at 0%. The left sidebar lists 'Step 1: Planning Team (100%)' with sub-items: 'Team Overview', 'Required Team Members (100%)', 'Suggested Team Members (100%)', 'School Safety Meeting Schedule (100%)', and 'Step 1 Certification (100%)'. The main content area is titled 'Step 1 Certification' and contains a 'Certification' section with the text 'Check the box below to confirm you have reviewed all content in Step 1.' Below this text is a checked checkbox labeled 'I have reviewed all content in Step 1'. An orange arrow points to the checkbox.

Edit Plan: Figure 5

Use the **Save** button under each form or next to the printer icon to save the changes made to the Safe School Plan (See *Edit Plan: Figure 6*). The system has an autosave feature, which saves entered data when the user clicks to a different page in the system.

A screenshot of the 'Step 2 Certification' form. The top navigation bar shows 'Step 1: Planning Team' at 100%, 'Step 2: Assessment' at 0%, 'Step 3: Goals' at 0%, 'Step 4: Develop Plan' at 3%, 'Step 5: Approval' at 0%, and 'Step 6: Train / Exercise' at 0%. The left sidebar lists 'Step 2: Assessment (0%)' with sub-items: 'Health and Nutrition (0%)', 'Positive Safe School Environment (0%)', 'Parent and Community Involvement (0%)', 'Threats and Hazards (100%)', and 'Step 2 Certification (0%)'. The main content area is titled 'Step 2 Certification' and contains a 'Certification*' section with the text 'Check the box below to confirm you have reviewed all content in Step 2.' Below this text is an unchecked checkbox labeled 'I have reviewed all content in Step 2'. An orange arrow points to the checkbox. At the bottom right of the form, there is a blue 'Save' button. Another orange arrow points to the 'Save' button in the top right corner of the page, near the 'Print Screen', 'Save', and 'Submit' buttons.

Edit Plan: Figure 6



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Data Input: Role Assignment

To assign roles within each step of the plan, click on the **magnifying glass** icon (See *Data Input: Figure 1*). A lookup table will populate and display school staff members. You can also type in the name of a member into the field. A search by partial name will filter by the letters typed in the field box as a quick search option (See *Data Input: Figure 2*).

This screenshot shows the 'Required Team Members' section of the application. At the top, there is a heading 'Required Team Members' followed by a paragraph of text: 'Required members include the Principal/designee, UTLA Chapter Chair, parent of a student (not employed at the site), classified employee representative, and a student (secondary schools), and representation from the Los Angeles School Police Department or local law enforcement.' Below this text is a form field labeled 'Principal / Designee*'. To the right of this field is a magnifying glass icon, which is highlighted by an orange arrow.

Data Input: Figure 1

This screenshot shows a search dropdown menu titled 'SSP Designee'. The search input field contains the text 'ma'. Below the input field, a list of names is displayed: 'MARITZA', 'AARDEMA, JAMES', 'AARON, MARK', 'ABAD, MARIA', and 'ABAD, MARIA CORAZON'. The first name, 'MARITZA', is highlighted. An orange arrow points to the search input field.

Data Input: Figure 2

Users can either enter the school staff name in the search field box or select from the drop down. Click on the name of the selected staff member to highlight the row and click on the **OK** button. Click **Save** on the page. (See *Data Input: Figure 3*).

Users can change the lookup table to display all LAUSD employees; click on the arrow next to the school name in the lookup and select "All LAUSD Staff" (See *Data Input: Figure 4*). Click **OK** and **Save** after selecting the staff member.



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Lookup

Search: | [Search Icon] School Staff

Full Name	Employee No	Location
ACOSTA, SUSANA	00695515	107TH STREET ELEMENTARY
ALMEIDA, ESELA	00731897	107TH STREET ELEMENTARY
AQUINO, BLANCA	00664376	107TH STREET ELEMENTARY
ARGUMEDO-GONZALEZ, ZOILA	00685519	107TH STREET ELEMENTARY
AULL, JOHN	01033124	107TH STREET ELEMENTARY
BARAJAS, ALMA	00630980	107TH STREET ELEMENTARY
BOMMARITO, GIACOMO	00527979	107TH STREET ELEMENTARY
BRAGG, MARICE	01078455	107TH STREET ELEMENTARY
BROUSSARD, JEFFERY	00557404	107TH STREET ELEMENTARY
BROWN, RAQUEL	00963517	107TH STREET ELEMENTARY

Page 4 of 4 (25 entries)

New Clear Value Cancel OK

Data Input: Figure 3

Lookup

Search: | [Search Icon] All LAUSD Staff

Full Name	Employee No	Employee Type	Location
-----------	-------------	---------------	----------

Data Input: Figure 4



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Users can delete the assigned school staff in the field box by clicking on the staff name and highlighting the name to delete (See Data Input: Figure 5).

PRIMARY NAME	B
Hum, Dinah	<input type="button" value="Q"/>
ZUCCARDI, JULIANNE	<input type="button" value="Q"/>

Data Input: Figure 5

Data Input: Assessment Buttons

Different sections and steps of the plan require different types of data input. In Step 2 of the ISSP, click the button that indicates the level of implementation for each assessment item (See Data Input: Figure 5). The system tabulates an overall score for each assessment. If an assessment item does not apply to your school, mark it as "Fully in Place."

Campus Safety Assessment				
	Under Development	In Progress	Partially In Place	Fully In Place
<p>Student and Employee Security and Safety—The school develops and implements guidelines and procedures to provide for student and employee security and safety.</p> <p>A four means that the following procedures are in place:</p> <ul style="list-style-type: none"> During the first week of each school year and at the beginning of the second semester, school administrators review the information contained in BUL-5721.1, "Student and Employee Security," with the students and staff at the school. The administrator certifies online on the Administrator's Certification Form: November/March of each school year. The school uses the "School Safety Compliance Checklist" in preparation for the OEHS Facility Inspection Program site visit as well as a reference guide for the Coordinated Safe and Healthy School Committee regular meetings. Before/after-school staff have direct access to an on-site telephone (landline) during all program hours. Before/after-school staff have access to a room during periods of inclement weather and emergency situations (i.e., lockdown). 	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Data Input: Figure 5

Data Input: Free Text Fields

In other sections and steps of the plan, responses are typed into text fields (See Data Input: Figure 6).

Safe School Meeting 1

Month 1

- Assign Emergency Response Positions and complete emergency, threat assessment, and crisis team charts
- Update Emergency Contact Information
- Enter data to update plans
- Print the Safe School Plan

Month 1-Safety Committee meeting date and s

Safety meeting agenda

Data Input: Figure 6



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Data Input: Emergency Contact Phone Numbers in ISSP

Emergency contact information is necessary for several employees. This group is listed in the Emergency Contacts section of Step 4. The ISSP data includes all phone numbers that have been entered in the Employee Self Service system for these critical employees. Emergency contact staff names displayed in **red** are missing at least one contact number (Work, Home, Mobile) (See *Update Emergency Phone Number: Figure 1*).

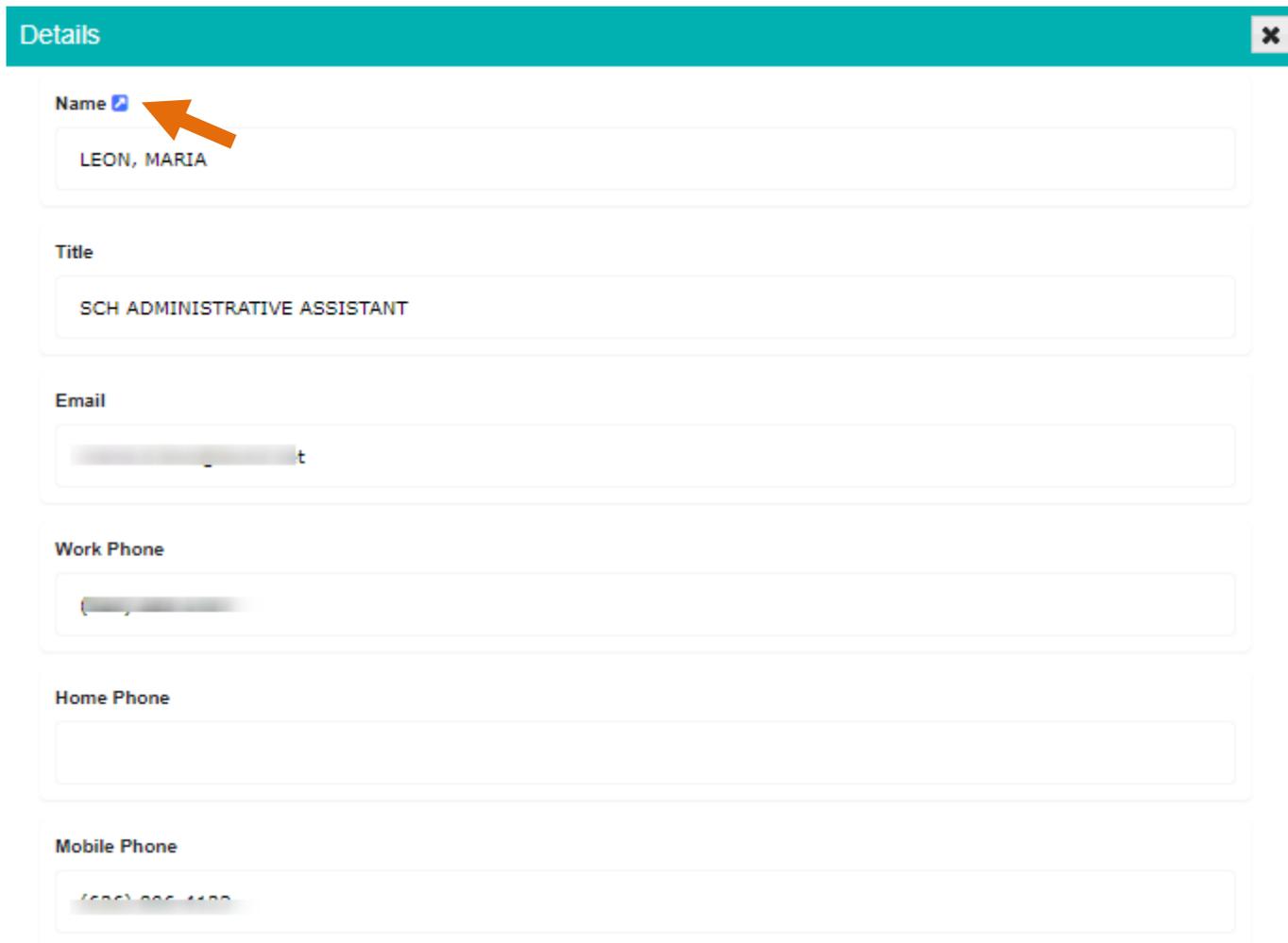
A screenshot of the ISSP web application interface. At the top, a progress bar shows six steps: Step 1: Planning Team (50%), Step 2: Assessment (0%), Step 3: Goals (0%), Step 4: Develop Plan (40%), Step 5: Approval (0%), and Step 6: Train / Exercise (0%). The 'Step 4: Develop Plan' section is expanded, showing a list of items on the left: Incident Command Team (0%), Incident Command Team Chart (92%), Crisis Team Chart (35%), Threat Assessment Team Chart (62%), Team Assignments (30%), Emergency Contacts (30%), Additional Contacts (71%), and Plans for Loss of Utilities (0%). The 'Emergency Contacts (30%)' item is highlighted with a red box and an orange arrow. The main content area is titled 'Emergency Contacts' and contains two yellow warning boxes: 'Items marked with * are required' and 'Names in red are missing information and must be updated by employee in employee self-service https://selfservice.lausd.net'. Below these is a search box for 'Principal*' with the name 'OTTO, WILLIAM' entered. A red box highlights the search box area.

Data Input Emergency Phone Number: Figure 1



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Employees should update their personal contact information in Employee Self Service at <http://ess.lausd.net>. Users with editing access can instead add missing phone numbers directly to the ISSP for personnel listed on the Emergency Contacts page. To add a missing phone number, click on a **red** staff name, which opens the employee Details window. Click on the **blue** arrow next to Name to open the User Details window (See *Data Input Emergency Phone Number: Figure 2*).

A screenshot of a web application window titled "Details" with a teal header bar. The window contains several input fields for employee information. The "Name" field is highlighted with a blue arrow and contains the text "LEON, MARIA". The "Title" field contains "SCH ADMINISTRATIVE ASSISTANT". The "Email" field is blurred. The "Work Phone" field is blurred. The "Home Phone" field is empty. The "Mobile Phone" field contains "(886) 886 4400". A close button (X) is visible in the top right corner of the window.

Details [X]

Name  LEON, MARIA

Title
SCH ADMINISTRATIVE ASSISTANT

Email
[blurred]

Work Phone
[blurred]

Home Phone
[empty]

Mobile Phone
[blurred]

Data Input Emergency Phone Number: Figure 2



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Click on the **Edit** Button in the top left corner of the window to open the Edit User menu (See *Data Input Emergency Phone Number: Figure 3*).

Edit

User Details
Roles

User Details
LEON, MARIA

Personal Information	Contact Information	ISSP Phone Numbers	Employee Information
First Name* MARIA	Work Phone Number [Redacted]	ISSP Work Phone [Redacted]	Class Code [Redacted]
Last Name* LEON	Home Phone Number [Redacted]	ISSP Home Phone [Redacted]	Employee Type SCH ADMINISTRATIVE ASSISTANT
Middle Name [Redacted]	Mobile Phone Number [Redacted]	ISSP Mobile Phone [Redacted]	Employee No [Redacted]
	Email Address maria.d.leon@lausd.net		Current Location [Redacted]
			Location Description [Redacted]

Data Input Emergency Phone Number: Figure 3

Enter missing phone numbers in the Edit User menu and click on the **Save** button in the top left corner of the screen (See *Update Emergency Phone Number: Figure 4*). Phone numbers entered in the ISSP will not feed into the Employee Self Service system. Employees are to update their contact information using the ESS link in the ISSP Resources tab or at <http://ess.lausd.net>.

Safe School Plan

Activities Resources

Save Details

Roles

Edit User Profile
FRANK, JOAN

Personal Information	Contact Information	ISSP Phone Numbers	Employee Information
First Name* [Redacted]	Work Phone Number [Redacted]	ISSP Work Phone (###) ###-####	Class Code [Redacted]
Last Name* [Redacted]	Home Phone Number [Redacted]	ISSP Home Phone (###) ###-####	Employee Type [Redacted]
Middle Name [Redacted]	Mobile Phone Number [Redacted]	ISSP Mobile Phone (###) ###-####	Employee No [Redacted]
	Email Address [Redacted]		Current Location 0
			Location Description [Redacted]

User Creation Details

Manual Entry No	Status Inactive
Created On: 3/17/2017 3:41:14 PM By: System, Admin	Modified On: 8/29/2017 5:30:29 AM By: System, Admin

Data Input Emergency Phone Number: Figure 4



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Data Input: Emergency Contacts for Co-located Charters

If the site has a co-located independent charter school, there is a form to capture that school's emergency contact information. Click on **Emergency Contacts** in Step 4 and then click on the subsection titled **Co-located Charter School Emergency Contact** (See *Data Input Co-located Charter: Figure 1*).

The hosting school is to download the form and provide it to the charter school on its campus (email is best, so that the form can be completed electronically). Once the completed form is received, upload it into the Document section of the Co-located Charter School Emergency Contacts page (See *Data Input Co-located Charter: Figure 2*).

SSP_K-12_test Status: Draft [Print Screen] [Save] [Submit]

Step 1: Planning Team	Step 2: Assessment	Step 3: Goals	Step 4: Develop Plan	Step 5: Approval	Step 6: Train / Exercise
100%	100%	100%	100%	100%	100%

- Step 4: Develop Plan (100%)
 - Incident Command Team (100%)
 - Incident Command Team Chart (100%)
 - Crisis Team Chart (100%)
 - Threat Assessment Team Chart (100%)
 - Emergency Contacts (100%)**
 - Co-located Charter School Emergency Contact (100%)
 - Site Specific Considerations (100%)
 - Special Needs (100%)
 - Plans for Loss of Utilities (100%)
 - Plans and Maps (100%)
 - Functions - Courses of Action (100%)
 - Threats and Hazards - Course of Action (100%)
 - Step 4 Certification (100%)

emergency. The information that you enter will be encrypted and sent to the Los Angeles School Police Watch Commander's office. Personal phone numbers are not made available to staff and are not published in the printed version of the ISSP.

Assistant Principal 1*	JOHNSON, DARYL	Assistant Principal 2	HUM, DINAH
Assistant Principal 3	OVERSTREET, MARTHA	Assistant Principal 4	RODRIGUEZ, JAIME
Administrative Assistant*	SIERRA, MARIA	Cafeteria Manager*	FRANK, JOAN
Financial Manager*	MARTINEZ, CINDY	Plant Manager*	JACKSON, AUTUMN
Custodian*	REYES, ESMERALDA	Custodian Closest to Site*	VELAZQUEZ, PERLA
First Person on Campus in AM*	HENSMAN, DERRICK	Last Person on Campus in PM*	HARRIOTT, CHRISTOPHER

Co-located Charter School Emergency Contact

[Save]

See *Data Input Co-located Charter: Figure 1*



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A screenshot of the ISSP web application interface. At the top, there are navigation tabs for "Schools", "Activities", and "Resources", along with a search bar and a "Back to School Details" button. The main header shows "Version: 2017.10" and "Status: Draft". Below this is a progress bar with six steps: Step 1: Planning Team (100%), Step 2: Assessment (100%), Step 3: Goals (100%), Step 4: Develop Plan (100%), Step 5: Approval (100%), and Step 6: Train / Exercise (100%). A left-hand sidebar lists various sections, with "Co-located Charter School Emergency Contact (100%)" selected. The main content area is titled "Co-located Charter School Emergency Contact" and contains two sections. The first section, "Co-located Charter School Emergency Contact Template", includes a text block and a link to "EmergencyContactCharterInfo.pdf". The second section, "Co-located Charter School Emergency Contact Document", features an "Upload New File" button, a "Select an Uploaded File" link, and a "Select New File" button. A blue "Save" button is located at the bottom right of the content area. Two orange arrows point from the top section to the "EmergencyContactCharterInfo.pdf" link and the "Select an Uploaded File" link.

See Data Input Co-located Charter: Figure 2



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Data Input: Upload Signed Signature Page

In Step 5, the Signature Page must be downloaded, signed, and uploaded into the system. The Signature Template is found in the **Approve the Plan** section by clicking on the [blue](#) link to download the Signature Template. After the required staff have signed the document, upload it to the computer, saving it as "ISSP Signatures [DATE]". Click on the **Upload New File** button to upload to the signed Signature Document to the ISSP (See *Signature Upload: Figure 1*).

The screenshot shows the "Approve the Plan" section of the ISSP system. An orange arrow points to the "Signature Template.docx" link. Below this, the "Signature Document Upload*" section is visible, containing a link to "Signature Template.docx" and two buttons: "Upload New File" (highlighted with a red box) and "Select an Uploaded File". Below these buttons is a search input field. The "Other Document Upload" section is also visible below, with similar "Upload New File" and "Select an Uploaded File" buttons and a search input field.

Signature Upload: Figure 1

An existing uploaded file can be selected from the **Select an Uploaded File** button if a current signed page has already been uploaded to the ISSP system (See *Signature Upload Figure 2*).

This screenshot shows a closer view of the "Signature Document Upload*" section. It includes the link "Signature Template.docx" and the "Upload New File" button. The "Select an Uploaded File" button is highlighted with a red box. Below the buttons is a search input field with a magnifying glass icon on the right.

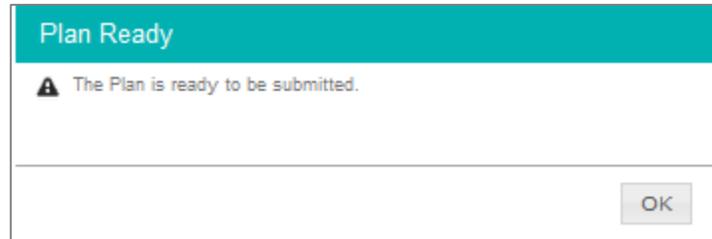
Signature Upload: Figure 2



LAUSD Integrated Safe School Plan Quick Guide for Editing

Submitting the Plan

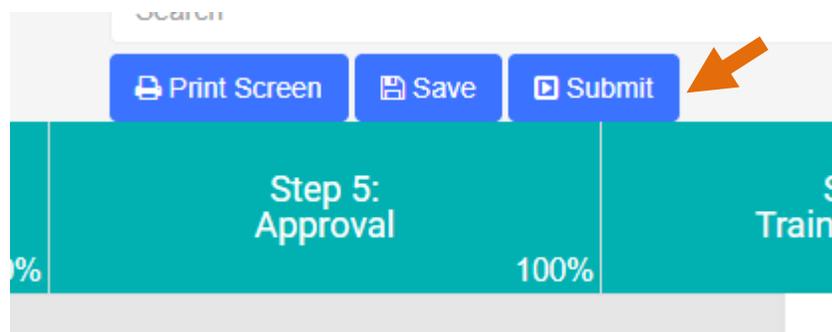
After all six steps have been completed and display 100%, a message box appears that your plan is ready to be submitted. (See *Submit Plan: Figure 1*).



Submit Plan: Figure 1

In order to submit the plan, the principal must click the **Submit** button and confirm the submission in the window that pops-up (See *Edit Plan: Figure 2*). Only the Principal can submit a plan. If the principal did not prepare the plan, he/she needs to review the plan thoroughly before clicking submit. Only the school principal can submit the ISSP.

A few minutes after the principal submit the plan, the status of the draft changes to “Reviewed” on the School Details screen and that plan becomes the Current Safe School Plan.

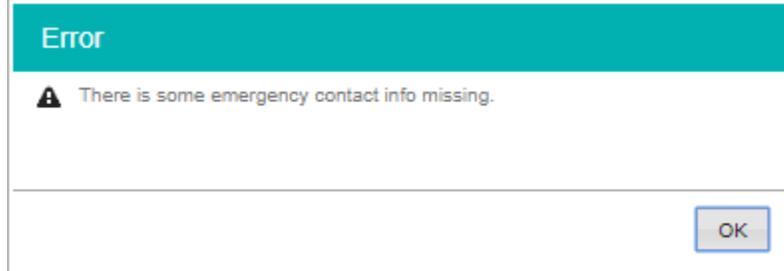


Submit Plan: Figure 2

After clicking the Submit button, an Error message box pops up if there are missing emergency contact phone numbers (See *Submit Plan: Figure 3*). Check the Emergency Contacts screen in Step 4 for a list of these employees. The principal is to contact staff listed on the emergency contacts screen to update any missing/incorrect phone numbers in Employee Self-Service <https://ess.lausd.net>. The principal or designee can instead update the missing phone numbers in Step 4 of the ISSP (*Quick Guide, pages 10-12*).

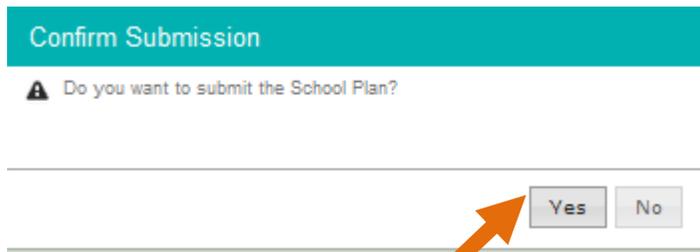


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Submit Plan: Figure 3

If no emergency contact numbers are missing, the Confirm Submission box pops up. Click **Yes** to complete submission of the ISSP (See *Edit Plan: Figure 4*).



Submit Plan: Figure 4



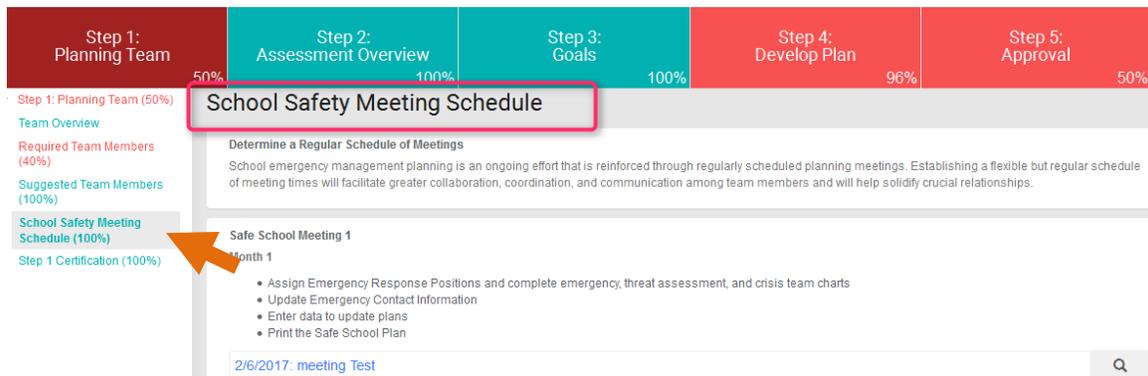
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Creating Meetings in the Activities Tab

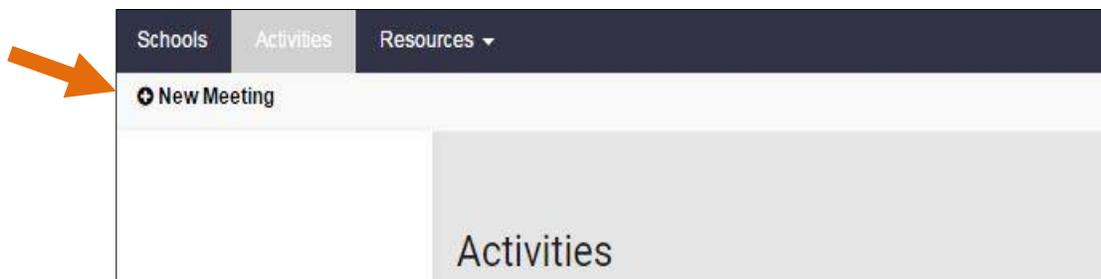
OPTIONAL: Meetings can be created and calendared from the **Activities** page (*Activities Page: Figure 1*). A meeting can also be assigned in Step 1, using the School Safety Meeting Schedule section search (*See Activities: Figure 2*). To create a new meeting Click **New Meeting** and enter the meeting details. Meetings can also be edited and deleted (*See Activities: Figure 3 and 4*).



Activities: Figure 1



Activities: Figure 2



Activities: Figure 3



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A screenshot of the "Meeting Details" form in the LAUSD system. The form is titled "Meeting Details" and has a "TEST MEETING" title highlighted with an orange box. Below the title are fields for "Subject" (containing "Test Meeting") and "Regarding" (containing "School"). The form also includes navigation options: "Back to list", "New", "Edit", and "Delete".

Activities: Figure 4

Complete the Meeting Subject, School, Location, Start time, End time and sync to Office 365/Outlook fields as needed and click on the **Save** button (See Activities: Figure 5).

A screenshot of the "Meeting Details" form in the LAUSD system, showing the "Save" button highlighted with an orange arrow. The form includes fields for "Subject*", "Regarding" (set to "School"), "School*" (with a search icon), "Meeting Location*", "Start Time*" and "End Time*" (with calendar icons), "All day event" checkbox, "Show As" (set to "Busy"), "Reminder" (set to "15 minutes"), "Details*" (with a text area), "Sync to Office 365/Outlook" checkbox, and "Status" (set to "Active").

Activities: Figure 5

OTHER SYSTEM FEATURES



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Archived Plans

Some data didn't transfer properly from the old Safe School Plan Creator system into the new ISSP system. The first year that plans are completed in the new ISSP system (2017-2018), it may be helpful to have last year's Safe School Plan handy. You can refer to a printed version of the 2016-2017 plans or you can use archived plans stored in the ISSP. You can view 2016-2017 archived Safe School Plans online or download the volumes as pdfs. Archived plans are only visible to those with editing access.

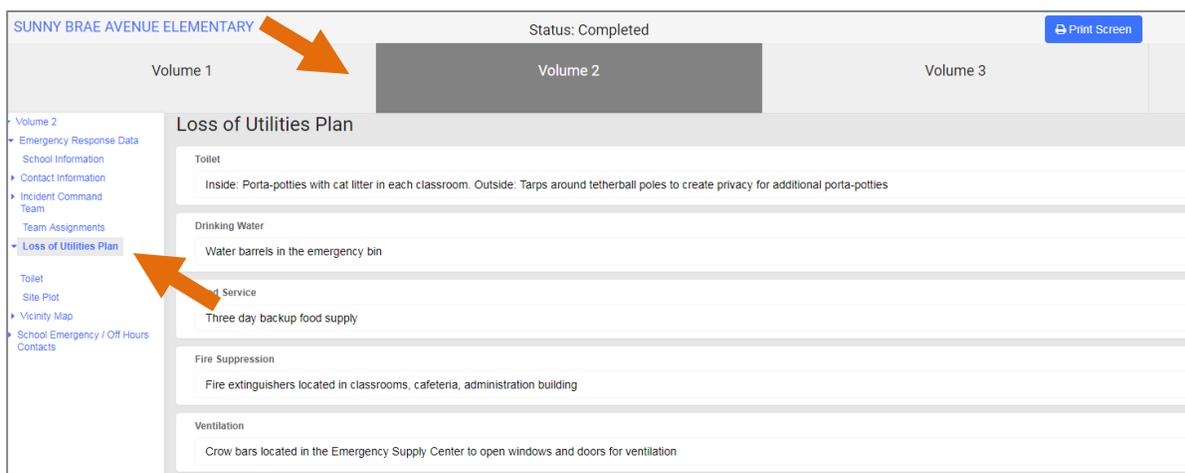
Viewing the 2016-2017 Archived Plans Online

From the **School Details** screen, click on the **Planning View** button in the Current Safe School Plan section. Select Volume 1, Volume 2, or Volume 3 using the bar across the top of the screen. Click the plan sections listed on the left side of the screen to view the content of that section (See *Archived Plans: Figure 1 and 2*).

Note: The Current Safe School Plan section displays the last version of the plan submitted by the system. Until you complete the ISSP for this school year, it will display the archived Safe School Plan from 2016-2017. Once you submit a plan for 2017-2018, the Current Safe School Plan section will display the 2017-2018 plan.



Archived Plans: Figure 1



Archived Plans: Figure 2



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Downloading Archived Plans

From the **School Details** screen, click on the **Archived Plans** feature to view all Safe School Plans submitted in previous years.

Click on the **Plan Cycle** up arrow to display the most recently submitted Safe School Plan documents from previous years (See *Archived Plans: Figure 3*). Click on a document to download it as a pdf.

Document Name	Date	Plan Cycle	Version
6996_QRG.pdf	5/6/2017	2016	2016
6996_s1Chart.pdf	5/6/2017	2016	2016
6996_Vol1.pdf	5/6/2017	2016	2016
6996_SSP.pdf	5/6/2017	2016	2016
6996_s1Chart.pdf	5/6/2017	2015	2015
6996_QRG.pdf	5/6/2017	2015	2015
6996_Vol1.pdf	5/6/2017	2015	2015
6996_SSP.pdf	5/6/2017	2015	2015
6996_QRG.pdf	5/6/2017	2014	2014
6996_Vol1.pdf	5/6/2017	2014	2014

Page 1 of 4 (32 entries)

Archived Plans: Figure 3

Archived Plans Document Key:

- Vol1 - Volume 1 document
- SSP - Volume 2 document
- QRG - Quick Reference Guide from Volume 2
- s1Chart - Crisis Team and Threat Assessment Team charts from Volume 3



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Current Plans

The ISSP system also includes a Current Safe School Plan section that stores the latest plan document. The plan can be viewed but not edited in this section. There are two options to access the current plan. Click the **Download** button or click on **Current Plan** in the menu on the left side of the screen to view the latest plan (See *Current Plan: Figure 1*).

The screenshot shows the 'Safe School Plan' interface. On the left sidebar, 'Current Plan' is highlighted with an orange arrow. The main content area is divided into sections: 'School Details' (with fields for SSP Submitted By, Address, Phone, Principal, SSP Designee, Operations Coordinator, and Administrator of Operations) and 'Current Safe School Plan' (with a table of plan versions). The 'Download' button for the current version (2017.9) is highlighted with an orange box. Below it is the 'Safe School Plan Draft' section with its own table and buttons.

Current Safe School Plan	
Version	Submitted
2017.9	7/25/2017
	Reviewed
	Not Reviewed
	Last Revision
	7/25/2017

Safe School Plan Draft	
Version	Submitted
2017.10	Not Submitted
Status	Reviewed
Draft	Not Reviewed
Emergency Contacts Status	Last Revision
Missing Information	7/26/2017

Current Plan: Figure 1



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Planning View

A read-only view of the school's current Integrated Safe School Plan can be consulted by clicking the **Planning View** button in both the Safe School Plan Draft section and the Current Safe School Plan section (*See Planning View: Figure 1*). This displays the same information as the Edit View. Users can navigate through the steps and sections of information, but cannot edit any fields (*See Planning View: Figure 2*).

The screenshot shows the 'Safe School Plan Draft' interface. On the left, there are input fields for 'Version' (2017.1), 'Status' (Draft), and 'Emergency Contacts Status' (Missing Information). On the right, there are input fields for 'Submitted' (Not Submitted), 'Reviewed' (Not Reviewed), and 'Last Revision' (7/14/2017). To the right of these fields are three blue buttons: 'Emergency View', 'Planning View', and 'Edit Plan'. An orange arrow points from the 'Reviewed' field towards the 'Planning View' button.

Planning View: Figure 1

The screenshot shows the 'Step 1: Planning Team' section. At the top, there is a navigation bar with 'Back to School Details', '107TH STREET ELEMEN...', 'Version: 2016.1', 'Status: Draft', and 'Edit Plan' buttons. Below this is a progress bar with six steps: 'Step 1: Planning Team', 'Step 2: Assessment Overview', 'Step 3: Goals', 'Step 4: Develop Plan', 'Step 5: Approval', and 'Step 6: Train / Exercise'. The 'Step 1: Planning Team' section is expanded, showing a 'Team Overview' section with a description of the school safety committee and its responsibilities. The 'Responsibilities of the Principal' and 'Responsibilities of the School Safety Committee' are listed with bullet points.

Planning View: Figure 2



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Emergency View

All employees assigned to a site can access the Emergency View of the ISSP from the School Details screen. Users can select **Emergency View** from the **Safe School Plan Draft** section to see changes that the School Safety Committee is working to implement, or select **Emergency View** in the **Current Safe School Plan section** to see the approved version that applies to the school currently (*See Emergency View: Figure 1*).

The screenshot shows the 'Safe School Plan' web application interface. At the top, there is a teal header with the 'Safe School Plan' title and navigation tabs for 'Schools', 'Activities', and 'Resources'. Below the header, there are links for 'Back to list' and 'Save'. The main content area is divided into several sections. On the left, there is a 'School Details' sidebar with links for 'Schools at this Site', 'School Staff', 'Floor Plans and Maps', 'Bell Schedule', 'Current Plan', and 'Archived Plans'. The main content area includes a search bar for 'SSP_K-12_test', an 'Address' field with the value '333 S. Beaudry St, Los Angeles, CA 90021-0000', a 'Phone' field with '(213) 241-1111', a 'Principal' field with 'Hum, Dinah', an 'SSP Designee' field with 'chang-chien, Philip', an 'Operations Coordinator' field, and an 'Administrator of Operations' field with 'HERNANDEZ, EUGENE'. Below these fields, there are two sections: 'Current Safe School Plan' and 'Safe School Plan Draft'. Each section has a table with columns for 'Version', 'Submitted', 'Reviewed', and 'Last Revision'. To the right of each table are three blue buttons: 'Emergency View', 'Planning View', and 'Download' for the 'Current Safe School Plan' section, and 'Emergency View', 'Planning View', and 'Edit Plan' for the 'Safe School Plan Draft' section. The 'Emergency View' buttons in both sections are highlighted with an orange border.

Emergency View: Figure 1



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The Emergency View includes 4 sections:

- School Emergency Team
- Emergency Functions
- Emergency Threats and Hazards
- Maps and Site Plans

Clicking on an item in the Emergency View will display the specific details of that item (See *Emergency View: Figure 2*).

Emergency View: Figure 2



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You can also use the Search function to view the details of a specific section by clicking the **Search** button and entering keywords to filter your search.

Users can print screens throughout the application by clicking the **Print Screen** Icon (See *Emergency View: Figure 3*). This prints a snapshot of the information appearing on the current screen.

The screenshot displays the 'Safe School Plan' application interface. At the top, there is a navigation bar with 'Schools', 'Activities', and 'Resources' tabs. Below this, a search bar contains the text 'drop'. To the right of the search bar, there is a 'Print Screen' button. The main content area shows search results for 'drop', with the first result titled 'Drop, Cover and Hold On'. The result includes a procedure list with seven steps. The interface also shows a sidebar with navigation options like 'School Emergency Team' and 'School Incident Command Team'. The bottom of the page shows pagination controls: 'Showing 1 to 10 of 1 entries' and 'First Previous 1 Next Last'.

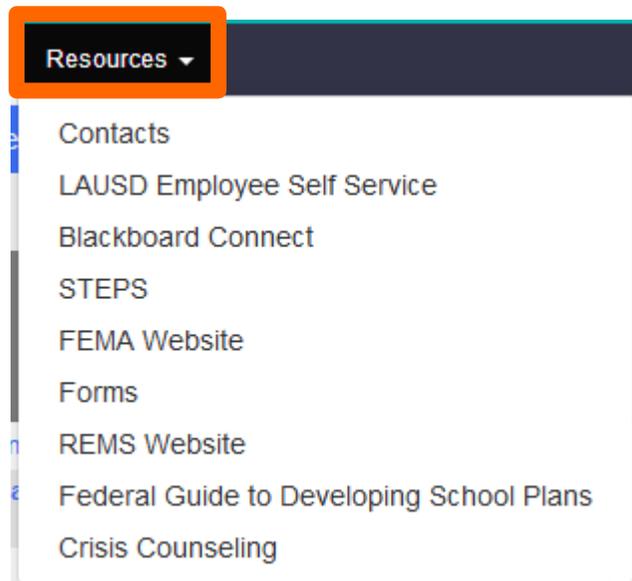
Emergency View: Figure 3



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Resources

The Resources section, located at the top of the screen, includes several useful lists and links that can help you prepare for and respond to emergencies. This includes a detailed list of district resource contact information and forms that are submitted during an emergency incident (*See Resources: Figure 1*).



Resources: Figure 1