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 Investigations, 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.

GENERAL INFORMATION

Log in

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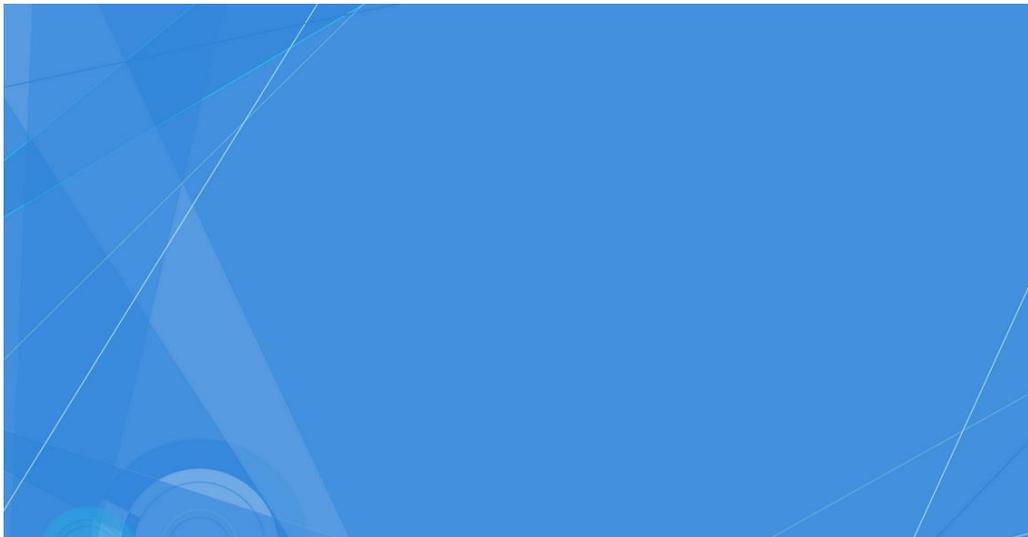
Sign in with your organizational account

someone@example.com

Password

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 (S*ee Homepage: Figure 1*).

Schools

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	

Homepage: Figure 1

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.

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*).

Edit Plan: Figure 1

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.
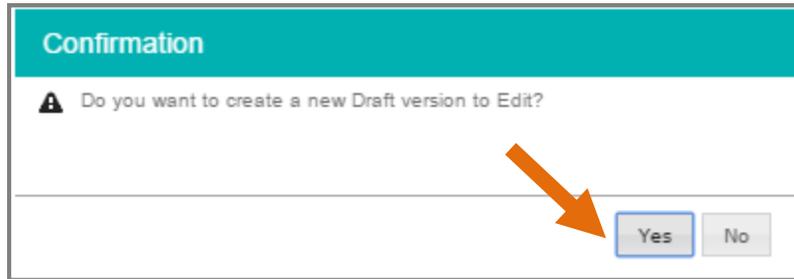
Edit Plan: Figure 2

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.

Edit Plan: Figure 4

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*).

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.

Edit Plan: Figure 6

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*).

Data Input: Figure 1

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. (S*ee 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.

Data Input: Figure 3

Data Input: Figure 4

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).*

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."

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).*

Data Input: Figure 6

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).*

Data Input Emergency Phone Number: Figure 1

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).*

Data Input Emergency Phone Number: Figure 2

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

Data Input Emergency Phone Number: Figure 3

Enter missing phone numbers in the Edit User menu and click on the **<u>Save</u>** 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.

Data Input Emergency Phone Number: Figure 4

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).*

See Data Input Co-located Charter: Figure 1

See Data Input Co-located Charter: Figure 2

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*).

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*).

Signature Upload: Figure 2

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*).
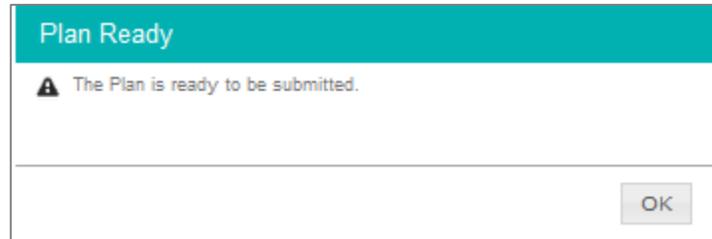
Submit Plan: Figure 1

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.
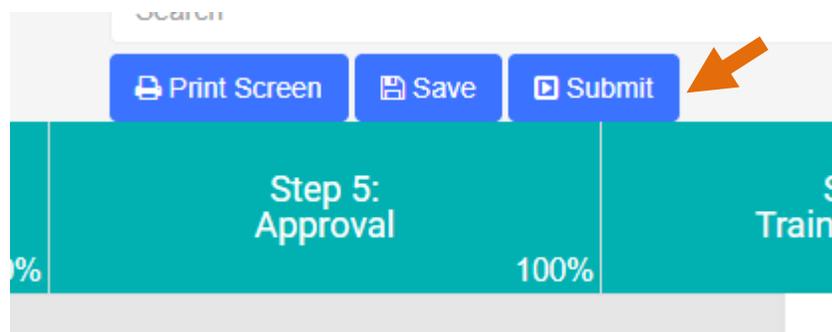
Submit Plan: Figure 2

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).*

Error

⚠ There is some emergency contact info missing.

OK
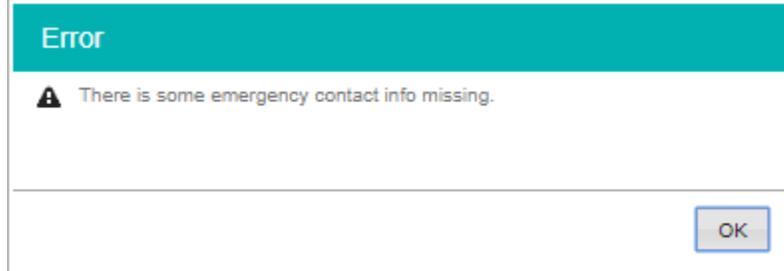
Submit Plan: Figure 3

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).*
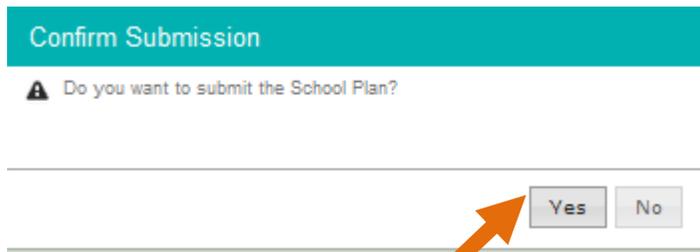
Confirm Submission

⚠ Do you want to submit the School Plan?

Yes   No

Submit Plan: Figure 4

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
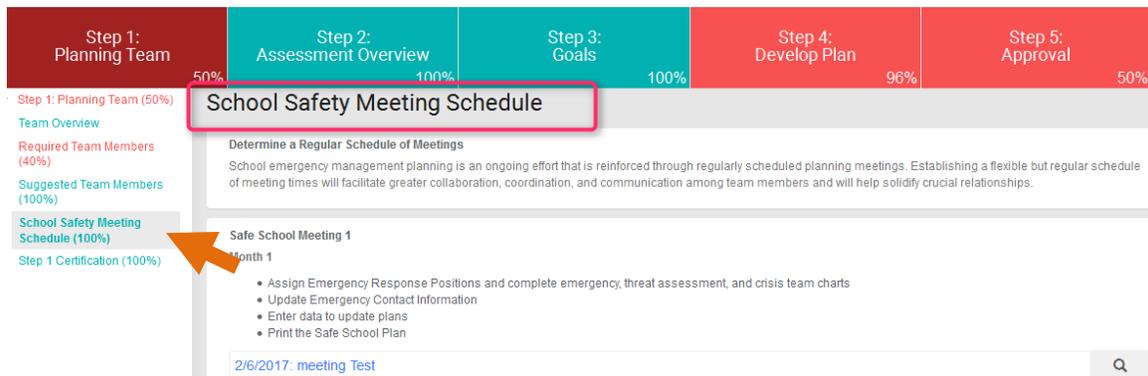
Activities: Figure 2
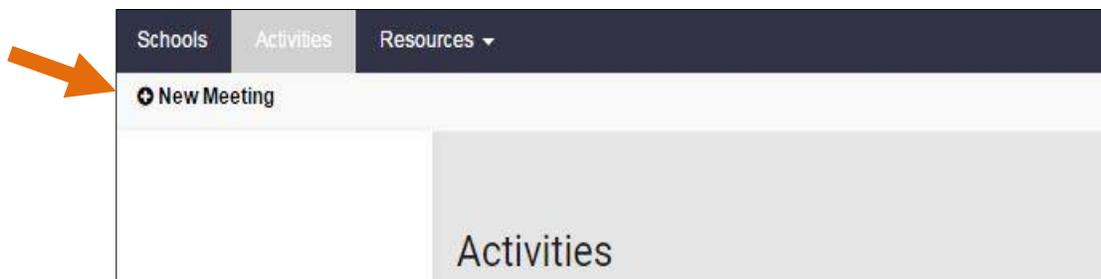
Activities: Figure 3

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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*).

Activities: Figure 5

OTHER SYSTEM FEATURES

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
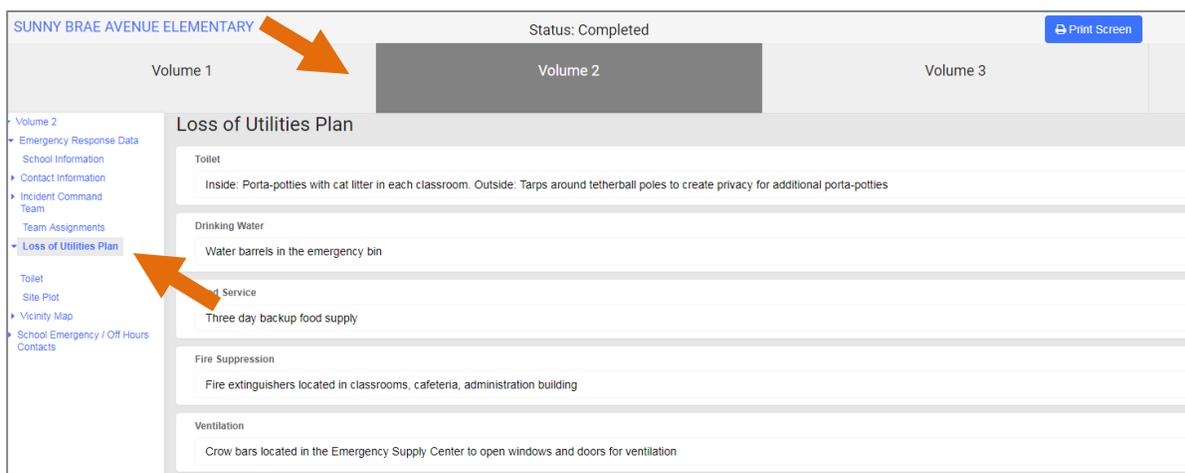
Archived Plans: Figure 2

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.

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

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*).

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*).

Planning View: Figure 1

Planning View: Figure 2

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*).

Emergency View: Figure 1

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.

Emergency View: Figure 3

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