LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

TITLE:	Completing and Updating the Integrated Safe School Plan 2023-2024
NUMBER:	REF-5511.13
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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 Integrated Safe School Plan (ISSP).
MAJOR CHANGES:	This Reference Guide replaces REF-5511.12 Completing and Updating the Integrated Safe School Plan 2022-2023, dated July 29, 2022. The major changes include a new requirement to certify within the ISSP system that each required *Every School Safe* Mandatory Safety Training Modules was conducted.

INSTRUCTIONS:

I. Background

California public schools are required to comply with California Education Code (E.C.) §§32281-2, which calls for preparing school safety plans relevant to the needs and resources of the school, addressing violence prevention, child abuse reporting procedures, and emergency preparedness, as well as assessing current status of crime on campus and at school-related functions. The ISSP online system (https://issp.lausd.net/) standardizes the plan across Los Angeles Unified schools and guides the preparation of annual updates. Schools customize the plan template 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 E.C. §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 View" and "Edit Plan" function of the ISSP. 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, charter school, and program on campus.

II. **General Information**

A. ISSP Access: All school employees with an active LAUSD Single Sign-on (SSO) may access their school's ISSP through the internet at: https://issp.lausd.net. For administrators, 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. If you are accessing the ISSP from outside the LAUSD network, you will need Global Protect Virtual Private Network (VPN). Contact ITS for VPN access or support.

B. Editing Access: School principals are automatically granted editing access and may assign one additional editor using the "ISSP Designee" field on the "School Details" screen. The additional editor can update the plan and input data with committee/stakeholder input, using the "Edit Plan" function, but only the school principal can provide the final approval and submit the plan. (See "Submitting the ISSP" below IIIC.6d.) At sites with multiple schools/programs, one principal has editing access; all principals should provide input and be part of the single plan.

C. Due Date and Plan Updates: The ISSP for the 2023-2024 school year is required to be updated, approved, and submitted by Monday, October 2, 2023, by each ISSP host school using the current, pre-approved, District ISSP online template. Additional resources to support schools' update process are listed in the "Assistance" section

of this reference guide.

The ISSP is designed so that schools can update, republish, and reprint their plans as often as necessary to ensure that they are accurate and current throughout the school year. The latest submitted version number will display in the "School Details" screen 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 at any time during the school year 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, the plan should be reviewed, updated, and resubmitted. Starting in the 2023-24 school year, plans will also be regularly updated and resubmitted with completion dates for each required *Every School Safe* Mandatory Safety Training Module.

D. Co-located Schools: The ISSP is developed collaboratively among all schools and programs at a site and will include comprehensive ISSP goals, activities, teams, and dates, etc. to ensure that everyone on the campus will work together for the well-being of all. Co-located schools, including charter schools, do not submit a separate ISSP.

E. Public Access: 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 should be removed from the printed public inspection copy of the ISSP. Other printed copies of the plan should be in the School Emergency Response Box and the emergency bin(s).

III.   **Procedures for the Annual Update of the Online ISSP**

A. The School Safety Committee completes the ISSP using a collaborative approach, using the six steps noted below. A suggested meeting schedule is provided in the online ISSP, Step 1, School Safety Meeting Schedule. The committee supports the overall ISSP update process to ensure all fields are reviewed and completed or

updated as necessary, given that most ISSP entries carry over from the prior academic year.

B. As early as possible at the start of the academic year, schools should ensure the following to facilitate a timely ISSP update process:

1. Principal has ISSP editing access.
2. Principal assigns/updates ISSP designee in the ISSP online platform (job aid).
3. School Safety Committee membership has appropriate representation and ISSP annual update tasks have been assigned.
4. Assembly area, emergency team locations, and evacuation routes are evaluated for any necessary adjustments.

Access Getting Started: Initial Actions for Updating the ISSP for more recommended steps.

C. Follow the six steps of the ISSP planning process to update the plan. The ISSP "Planning View" and "Edit Plan" functions are divided into six steps:

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. The committee has the responsibility to meet, complete, and analyze the assessments. One component includes reviewing crime data for the school and the surrounding area using https://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 this step.) Data and responses for each of up to 12 assessments completed by the School Safety Committee should be updated in this tab. (Prior year responses will be initially populated.)
3. ISSP Step 3 – In this step, schools will review last year's ISSP goals and provide a data summary. This tab also requires entering one goal for each of the following components:

   • Schoolwide discipline plan
   • Attendance and chronic absenteeism

- Threat/hazard
- Emergency function

The committee develops the goals and activities. Additional guidance is provided on the ISSP online system. Schools that submit plans under the umbrella of a co-located site may produce or create their own specific school's goals, and/or strategies and activities.

4. ISSP Step 4 – This tab is used to update the emergency team assignments, as decided by the School Safety Committee, informed by the "Emergency Team Staff Assignment Survey" (Attachment B) or other information. The following information should be updated and entered in this tab:

- List members of the Incident Command Team, School Site Crisis Team, and School Site Suicide/Threat Risk Assessment Team.
- Identify an administrator/designee who will oversee the disaster planning for students and others on campus with disabilities and other access and functional needs (AFN). AFN resources, including evacuation device information, are available at https://www.lausd.org/afn. Schools are also encouraged to take the STEPS 210 "Assisting Students with Special Needs in an Emergency" and STEPS 410 "Emergency Management for Students with Special Needs" courses available in MyPLN. Multiple story schools should have an Evac+Chair and corresponding training; more information available at https://www.lausd.org/STEED.
- Emergency team members: At the beginning of each year (and throughout the year, if staff changes impact the teams), schools should review and update emergency team assignments. Most teams are mandatory, and they are indicated with a red asterisk. Small schools may need to assign employees more than one role. Sites with co-located schools and programs should include representation from all programs on their teams.
- 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 the Employee Self Service at https://ess.lausd.net/ and the information will usually 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 online ISSP Resources feature. Staff with editing access may enter missing phone numbers in Step 4, Emergency Contacts, by clicking the employee's name and entering the missing phone numbers in the "ISSP Phone Numbers" column; these changes will not replace or populate numbers in the Employee Self Service.

- Specify emergency bin location, emergency water treatment and expiration dates.
- Review and update addresses and contact information for management personnel at the primary and backup offsite locations selected by the school.
- Certify that all maps and offsite location details are accurate and suitable. Schools that change an offsite address or have an incorrect map should email the Office of Emergency Management at OEM@lausd.net to request an updated map.

5. ISSP Step 5 – This tab is used to secure the required signatures confirming that the plan was developed and approved using a collaborative process. The required signatures include:

   a. Principal
   b. UTLA representative
   c. Classified representative
   d. Parent representative (of an attending student)
   e. Law enforcement officer
   f. Student representative (secondary schools only)
   g. 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 and Key References" section in the "Resources" feature at the top of the screen. Each year, after the signature page is signed, it should be uploaded into Step 5 and will then be visible in the ISSP "Planning View." It is available to be downloaded with printed copies of the plan.

   In this step, under "Other Document Upload," upload pertinent documents, as a single PDF file, which are critical to the school's safety and emergency response plan. Host schools with co-located charter schools should include emergency team assignments for co-located charter school employees in this section.

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 after submission. It also outlines protocols for emergency drills. The "Stakeholder Meeting Document Upload" section in Step 6 has been removed. All relevant training and meeting documents, including for the ISSP public meeting, should be on file at the school.

This tab also includes a new section, *Every School Safe* Mandatory Safety Training Modules Certification, where in a table schools will enter training completion dates for each training module and also certify training module completion (certification column). Schools will need to enter data as follows:

Column	Data Required
Enter Training Date	Date when each training took place for each of up to three required stakeholder groups (all school employees, parents, students)
Certification	Check to certify that all required trainings for the topic were conducted

a. Future dates are not accepted by the system. After entering all required dates for each training module, the school will check the certification box to certify that the specific training module was conducted. After certifying, the principal will need to resubmit the ISSP and reprint the pages with the table, unless other changes were made to the ISSP.

b. *Every School Safe* Mandatory Safety Training Modules Certification and Co-Located Schools: Most co-located schools/programs should be included in the host school's ISSP safety training certification. The host ISSP principal will confirm with each co-located school/program's principal that the training modules were conducted. Exceptions: Co-located independent charter schools do not conduct these trainings. Division of Adult and Career Education (DACE) programs and Central Continuation High School sites that are co-located on a K-12 campus will certify through their Division and not through the host school's ISSP.

c. The School Safety Planning Committee should present the updated ISSP at a public meeting at the school site and include discussion and public comments. The committee should notify, in writing, the following persons and entities, if available, of the public meeting: local officials; representative

of the local school employee organization; representative of each parent organization at the school site, including the parent teacher association and parent teacher clubs; representative of each teacher organization at the school site; representative of the student body government; and all persons who have indicated they want to be notified. Note that the District will fulfill the requirement on behalf of all schools to notify the local mayor.

d. Each step shows a completion percentage to help indicate when the ISSP is ready for submission. Most data entries from the prior academic year are automatically transferred into the new academic year's ISSP; completion percentages may initially appear high though all transferred data need to be reviewed for possible updates to ensure accuracy, completeness, and relevancy.

As the user completes each of the six steps, the specific tab's completion percentage will progressively increase to 100%. Once 100% is achieved, the tab turns green. After all six steps have been completed/updated and each step displays 100%, a 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 subsequently pops up). If the principal did not prepare the plan, the principal needs to review the plan thoroughly before clicking "Submit." Usually, minutes after the principal submits the plan, the status of the draft will change to "Reviewed" on the "School Details" screen. It then becomes the "Current Safe School Plan," and the plan can be printed.

IV. Additional ISSP Components

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 collaborate with the host school to develop the ISSP.
• School Staff – A list of all District employees assigned to the site.
• Floor Plans and Maps – Maps are included in the ISSP and can be accessed directly from the "Schools Details" page as well as from within the plan (Step 4). If the school has an additional map

that it would like to include, it can be uploaded in this section.

B. Archived Plans – The school's plans from previous school years can be viewed or downloaded.

C. Print Screen – Use the "Print Screen" button at the top of the screen to print the content of any screen. Draft versions cannot be printed; only submitted plans can be printed.

D. Certification – Each step includes a required checkbox to confirm that all content in the step has been reviewed.

E. Printing the ISSP – To print the ISSP, access the Current Integrated Safe School Plan's "download" button on the "School Details" page. This will download the current ISSP, Quick Reference Guide (QRG), and signature page, as well as, for schools in the tsunami zone, the tsunami annex.

Print several copies of the ISSP after all six steps are completed/updated, and the plan has been submitted. The completed and uploaded signature page will need to be printed separately (only once upon initial submission). Revised plans (whenever data are updated/entered) need to be resubmitted by the principal and new copies need to be printed. This includes when certifying *Every* School Safe Mandatory Safety Training Modules in Step 6 which would be an ideal time to check the plan to ensure that all other data are accurate. If the school only needs to update the *Every School Safe* Mandatory Safety Training Modules in Step 6, the school will only need to print that page after downloading the ISSP.

The QRG, containing the school's Incident Command System chart, emergency teams, and emergency contacts, should be distributed to and reviewed with all employees.

F. Resources – Throughout all the ISSP online screens, users can access a "Resources" feature, which includes the Emergency Teams Assignment Survey, Emergency Team Duties and Supply Lists and LAUSD School Emergency Forms under "Forms and Key References" and a link to the Parent Emergency Information OEM webpage with resources to support parents/guardians.

RELATED RESOURCES: MEM-6128.12 Administrator Certification Online System for School Sites and Offices

ATTACHMENTS: Attachment A: Integrated Safe School Plan (ISSP) Public Viewing Log
Attachment B: Emergency Team Staff Assignment Survey

ASSISTANCE: Technical Assistance:
- ITS Help Desk
  https://www.lausd.org/helpdesk
  (213) 241-5200, Option 8

  Content Assistance:
- School Safety Committee, Assessments, Goals, Emergency Teams, and Threats/Hazards
  Office of Emergency Management
  OEM@lausd.net or (213) 241-3889

- School Site Suicide/Threat Risk Assessment Team, School Site Crisis Team, and Crisis Resources
  Student Health and Human Services – School Mental Health
  (213) 241-3840

  General Assistance:
- Region Operations Coordinator

  Additional resources are available at https://www.lausd.org/isspresources, including:

- Quick Guide for Editing the ISSP
- ISSP Quick Sheet: Assigning a Designee
- ISSP Quick Sheet: Assigning an Employee a Role in the ISSP
- ISSP Quick Sheet: Updating Employee Emergency Contact Information
- Emergency Team Duties and Supply Lists
- Frequently Asked Questions
- STEPS 423: Updating and Submitting the Integrated Safe School Plan (30-minute, MyPLN training course)
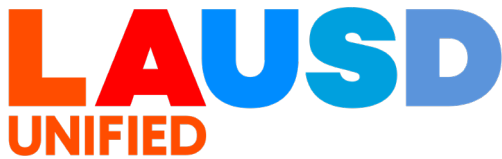
LAUSD UNIFIED

LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

SCHOOL NAME

Integrated Safe School Plan (ISSP) Public Viewing Log
2023-2024

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 the 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:

☐ Triage/First Aid/CPR/AED (Red Cross or AHA)   ☐ Safety (Specify: _____)
☐ Advanced First Aid   ☐ Red Cross Disaster Class
☐ Community Emergency Response Team (CERT)   ☐ Outdoor Survival Class
☐ Military   ☐ Firefighter/Law Enforcement
☐ Amateur Radio (HAM)   ☐ SEMS/NIMS/ICS
☐ HAM DCS   ☐ Lifeguard
☐ Crisis Counseling   ☐ Evacuation Chair
☐ Other: _____

I HAVE THE FOLLOWING SKILLS:

☐ Construction/Hand Tools   ☐ Rescue
☐ Hazardous Materials   ☐ Other: _____

I BELIEVE THAT MY SKILLS WOULD BEST SUPPORT THE FOLLOWING:

☐ Triage Team   ☐ Search & Rescue Team
☐ Security/Utilities Team   ☐ Fire Suppression/HazMat Team
☐ School Site Crisis Team   ☐ Assembly Area Team
☐ Planning & Intelligence   ☐ Request Gate Team
☐ Operations   ☐ Reunion Gate Team
☐ Logistics   ☐ Finance & Administration
☐ Public Information Officer/Media Relations   ☐ Access and Functional Needs Position
☐ Supply/Equipment Team   ☐ 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: _____