



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, "Principal" field and "Edit Plan" button [to check for access]; notify oem@lausd.net if principal field is incorrect)
- 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 Planning Committee membership to ensure appropriate representation ([Step 1](#), "Required Team Members" and "Suggested Team Members"); determine and communicate 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 "Floor Plans and Maps," "Primary Off-Site Location" and "Backup Off-Site Location")
- Ensure [Emergency Classroom Quick Guides](#) are reviewed and posted for greater staff and student awareness of emergency response protocols
- Calendar ISSP-related trainings, ISSP public meeting, and emergency drills (only document once completed in [Step 6](#), "Every School Safe: Mandatory Safety Training Modules Certification Table;" document drills at emergencydrills.lausd.net)
- Review [ISSP Highlights](#) which specifies what is different in this year's ISSP
- Review [REF-5511 Completing and Updating the ISSP](#) 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"; notify your administrator, then oem@lausd.net, if incorrect)

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

For support, please contact your Operations Coordinator or the Office of Emergency Management (oem@lausd.net or 213-241-3889). You can also check the other available [ISSP Resources](#).