

**TITLE:** Completing and Updating the Integrated Safe School Plan 2025-2026

**NUMBER:** REF-5511.15

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**DATE:** August 11, 2025

**DUE DATE:** October 1, 2025

**PURPOSE:** The purpose of this reference guide is to provide guidance to the site administrators, the School Site Council (SSC), the School Safety Planning Committee, and the Integrated Safe School Plan (ISSP) designee for the required annual updating of the ISSP.

**MAJOR CHANGES:** This Reference Guide replaces REF-5511.14 Completing and Updating the Integrated Safe School Plan 2024-2025, issued August 12, 2024. The major changes include:

- Inclusion of the District instructional continuity plan when in-person instruction is disrupted due to an emergency.
- Addition of District procedures for responding to incidents involving an individual experiencing a sudden cardiac arrest or a similar life-threatening medical emergency while on school grounds.
- Updated guidance for all schools receiving Title I funds, specifically requiring that the SSC act on an annual basis regarding delegating ISSP authority to the School Safety Planning Committee.
- Addition of new fields to the online ISSP platform to list the SSC members and a distinct signature page if they developed the ISSP.
- Clearance of last year's school entries in all data fields.
- Requirement that the principal identify an ISSP designee.
- Introduction of a required field where the principal or operations coordinator specify when they jointly reviewed the ISSP .
- Need for identifying Evac+ Chair location(s) at all multiple-story schools.

**ROUTING**

Region Superintendents  
Administrators of  
Operations  
Regional Directors  
Operations Coordinators  
School Administrators  
School Site Council  
School Safety Planning  
Committees  
School Administrative  
Assistants  
ISSP Designees

- Requirement that at sites with co-located charter schools, a document listing charter school employee team assignments is uploaded in the new field, Charter School Emergency Team Assignments.
- For schools with co-located charter schools, under Charter School Emergency Contact, elimination of all fields excluding the charter school name and emergency contacts PDF.
- Under Site-Specific Considerations, addition of the “Date Updated” field to specify when the entry was updated.
- Disabling replacement feature for the signature page and the Charter School Emergency Contact document as once uploaded these cannot be replaced at the school level.
- Field for certification that the principal reviewed last year’s ISSP and interim emergency team assignments with all staff during Pupil Free Day (PFD) by Friday, August 15, 2025 (Attachment B: ISSP Preview Session Guide and Attachment C: 2025-2026 Interim Emergency Teams were added to support this process).
- For all schools in the tsunami zone, a revised tsunami annex is provided when the completed ISSP is downloaded.

## **INSTRUCTIONS: I. Background**

California public schools are required to comply with California Education Code (E.C.) [§32281-32282](#), which calls for preparing school safety plans relevant to the needs and resources of the school. The plan addresses violence prevention, child abuse reporting procedures, procedures to assess and respond to any dangerous, violent, or unlawful activity, and disaster procedures, including adaptations (accommodations) for pupils with disabilities, as well as assessing the current status of crimes that occur on the school campus and at school-related functions. The ISSP online system (<https://ISSP.lausd.net/>) standardizes the plan across District schools and guides the preparation of the annual submission. Schools customize the plan template to meet their needs.

There are seven online ISSP templates based on school type:

- K-12
- Early Education Center (EEC)
- Three Division of Adult and Career Education (DACE) based on program size
- Two for co-located charter sites based on number of charter schools at the site

One template is automatically provided to each school based on District-level data.

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.

### **Roles of School Site Council and School Safety Planning Committee**

Consistent with the [CA E.C. §32281](#), each school is required to write and develop a comprehensive school safety plan. For all schools receiving Title I funds, the School Site Council (SSC) shall write and develop the plan, and its composition must comply with [CA E.C. § 65000](#).

For all schools receiving Title I funds, the SSC may delegate this responsibility to the School Safety Planning Committee. This SSC action needs to take place yearly during the prior spring semester. The school should retain the meeting minutes, agenda, and meeting sign-in and/or Zoom usage report indicating that this action was taken by the SSC in the spring semester.

If the authority is not delegated to the School Safety Planning Committee, then the SSC shall develop the ISSP in the fall by October 1. The required membership and ISSP-related duties of the SSC are also outlined in Step 1 of the "Planning View" and "Edit Plan" function of the ISSP.

The School Safety Planning Committee, if the SSC delegates to this body or the school does not receive Title I funds, is responsible for writing, implementing, monitoring, and evaluating the comprehensive, integrated plan based on the District template and the school's safety needs. The School Safety Planning Committee will develop the ISSP in the fall by October 1.

The required membership and duties of the School Safety Planning 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 Planning Committee.

While the minimum required membership is defined in Step 1 of the ISSP, schools should expand the membership to include as many stakeholders as possible and reasonable 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 should access their school's ISSP through the internet at: <https://ISSP.lausd.net>. A hard copy is available in the Main Office (see II.F.). For administrators, a link is also available in the [Principal's Portal](#). Closing the web browser or opening a new one may help with technical difficulties. Global Protect Virtual Private Network (VPN) is required to access the ISSP outside of the LAUSD network.
- B. Editing Access: School principals are automatically granted editing access and are required to assign one additional editor using the "ISSP Designee" field on the "School Details" screen. (See III.C.1. for more details.) At sites with multiple schools/programs, one principal has editing access; all principals should provide input and be part of the single plan. The assigned Operations Coordinators also have editing access.
- C. Due Date: The ISSP for the 2025-2026 school year is required to be completed, approved, and submitted by Wednesday, October 1, 2025, by each ISSP host school using the current, pre-approved, District ISSP online template (<https://ISSP.lausd.net/>). The School Safety Planning Committee, if the SSC delegates to this body, should also present the ISSP to the SSC by December. Approval from the SSC is not necessary since the ISSP is developed using a pre-approved District template and the SSC has delegated authority to the School Safety Planning Committee. Additional resources 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, such as those impacting emergency team assignments, assembly area and other emergency team locations, off-site location sites, and emergency water treatment, the plan should be reviewed, updated, and resubmitted. Plans should continue to be updated regularly 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, and teams, for example, to ensure that everyone on the campus will work together for the well-being of all. Co-located schools, including charter schools and Magnet programs, do not submit a separate ISSP.
- E. School Site Trainings: All principals (at those schools leading the ISSP process) must facilitate a 20-minute session, "ISSP Preview," during the August Pupil Free Day to present key ISSP components to all employees. The purpose of this session is to ensure that all school staff can properly respond to any emergency before the 2025-2026 ISSP is finalized for the new academic year. It is recommended that principals first review last year's ISSP to identify and resolve critical gaps and resource needs prior to the PFD staff presentation. (If your ISSP is completed prior to the August Pupil Free Day, present using the 2025-2026 ISSP.)

Details to share during the session include: how to access the ISSP, emergency team composition and meeting locations, threats and hazards and emergency functions courses of action, and emergency drill schedule. Note that if some staff members are new to an emergency team and have never received training, they can review the [Emergency Team Duties and Supply Lists](#) and/or a [STEPS course](#) (not available for all teams) as a preliminary training until the school presents the emergency teams training referenced below. (Also, see Attachment B: ISSP Preview Session Guide and Attachment C: 2025-2026 Interim Emergency Teams.)

The principal should certify completion of the ISSP Preview in the ISSP by Friday, August 15, 2025. For sites with multiple principals, the principal leading the ISSP process will need confirmation from each principal to then certify completion. Staff of all co-located programs should have the list of all emergency team assignments including Attachment C: 2025-2026 Interim Emergency Teams.

Principals will also present to their staff and community the *Every School Safe* School Emergency Team Assignments and Duties Training by October 31. A PowerPoint for this session will be available in September: <https://www.lausd.org/isspresources> under “LAUSD Integrated Safe School Plan Resources.” (See III.D.6. for related information.)

In addition, the SSC, if it developed the ISSP, or School Safety Planning Committee, in partnership with the school principal, should present by October 31 the completed ISSP at a public meeting at the school site and include a period of 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.

- F. 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. This public copy is also provided for review to anyone requesting to review the ISSP to ensure existing procedures include adaptations (accommodations) for pupils with disabilities. See Attachment A: Integrated Safe School Plan (ISSP) Public Review for Adaptations (Accommodations) for Students with Disabilities. To maintain confidentiality and integrity of the ISSP, 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 D) 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 Development of the Online ISSP**

- A. The School Site Council (SSC) or School Safety Planning Committee, if it was delegated authority by the SSC in the prior year or the school does not receive Title I funds, completes the ISSP using a

collaborative approach and the six steps noted below. A suggested meeting schedule is provided in the online ISSP, Step 1, School Safety Meeting Schedule. The SSC or School Safety Planning Committee supports the overall ISSP process to ensure all fields are completed, given that ISSP entries no longer 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 completion:
1. The SSC, if the school receives Title I funds, took action in the prior year's spring semester to delegate authority to the School Safety Planning Committee.
  2. The principal has ISSP editing access.
  3. The principal assigns an ISSP designee field in the ISSP online platform ([job aid](#)). The designee can be a certificated or classified staff member.
  4. The body developing the ISSP, SSC or School Safety Planning Committee, has appropriate membership and representation, including from co-located charter schools, and ISSP-related tasks have been assigned.
  5. Assembly area, emergency team locations, and evacuation routes are evaluated for any necessary adjustments, including to ensure accessibility.

Access [Getting Started: Initial Actions for Updating the ISSP](#) for more recommended steps.

- C. To initiate the online ISSP process, log onto the ISSP (<https://issp.lausd.net/>) and select your school (if multiple schools/programs are on your campus) to visit the "School Details" screen. On this screen, you will need to review all pre-populated fields for accuracy, in addition to the following:
1. ISSP Designee- Identify a certificated or classified staff member who along with the principal will complete the plan with committee/stakeholder input, using the "Edit Plan" function. The school principal will need to review all entries as only the principal can provide the final approval and submit the plan. (See "Submitting the ISSP" below III.D.6.d.) At sites with multiple schools/programs, one principal has automatic editing access; all other principals should provide input and be part of the single plan.



2. In the “Operations Coordinator ISSP Review with School Administrator Date” field, the principal or operations coordinator should specify when the operations coordinator and the designated school administrator jointly reviewed the ISSP.
- D. Continue to develop the ISSP by following the six steps of the ISSP planning process. The ISSP “Planning View” and “Edit Plan” functions are divided into six steps described below and each has various fields for the school to enter specific details. Most fields are required as indicated on the online ISSP by a red asterisk next to the field name.

Each of the six steps in the online ISSP shows a completion percentage to help indicate when the ISSP is ready for submission. All steps will initially show 0% since no data from the prior year were transferred.

1. ISSP Step 1 – This tab requires that schools list the members of the body which developed the ISSP, SSC or School Safety Planning Committee, and provide a School Safety Meeting Schedule. The schedule must be completed through at least October in order to submit the ISSP.

Certification for Each Step – The last field of Step 1, and all other steps (Steps 2-6), consists of a required checkbox to confirm that all content in the corresponding step has been reviewed.

2. ISSP Step 2 – In this tab, the SSC or School Safety Planning Committee conducts assessments of their environment and school climate practices. The required assessments should be completed using a team approach. The body has the responsibility to meet, facilitate completion, 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 SSC or School Safety Planning 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 the up to 12 assessments facilitated by the SSC or School Safety Planning Committee should be completed in this tab. For each group of assessments, schools will also list the staff members who will be responsible for completing the assessments. (To access your prior year responses, from the “School Details” screen, go to Current



Integrated Safe School Plan, Planning View. The prior year results can be viewed there until a new plan is submitted this school year.)

Under Health and Nutrition, District procedures to respond to incidents involving an individual experiencing a sudden cardiac arrest or a similar life-threatening medical emergency while on school grounds were added.

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 School Site Council or School Safety Planning 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 create their own school’s goals. You can build on the prior year’s goal(s) such as if the goal was unmet.

4. ISSP Step 4 – This tab is used to assign employees to emergency teams, as decided by the School Site Council or School Safety Planning Committee, informed by the “Emergency Team Staff Assignment Survey” (Attachment E) or other similar information. The following should be completed in this tab:

- a. List members of the Incident Command Team, School Site Crisis Team, and School Site Suicide/Threat Risk Assessment Team.
- b. Emergency team members: At the beginning of each year, under “Team Assignments” assign employees to each emergency team/position. Most teams are mandatory, and these 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. All emergency team assignments should be carefully determined to ensure optimal team

composition. Throughout the year, if staff changes impact the teams, schools should review and update emergency team assignments. Host schools with co-located charter schools are required to also include emergency team assignments for co-located charter school employees in this section under “Charter School Emergency Team Assignments.” The Charter Schools Division developed and provided to all its co-located charter schools a *Suggested Template for ISSP Emergency Team Assignments* to facilitate this.

- c. Under “Team Assignments,” you will 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). This AFN position can also support the principal with any public ISSP reviews intended to ensure existing emergency procedures include adaptations (accommodations) for pupils with disabilities. (See Attachment A) AFN resources, including evacuation device information, are available at <https://www.lausd.org/AFN>. This includes information on supporting students with access and functional needs: [LAUSD Emergency Preparedness for Students with Disabilities Tips and Checklist](#). 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. All multiple story schools have received an Evac+Chair and the Office of Emergency Management (OEM) has trained personnel at each school; more information is available at <https://www.lausd.org/AFN>.
- d. Personnel designated in the “Emergency Contacts” section must provide cell, work, and home phone numbers for emergency contact during work and non-work hours. (Note: Values for cell and home number fields can be the same.) These employees must update their own contact information in Employee Self Service (ESS) at <https://ESS.lausd.net/> and the information should 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, then clicking "Edit" on the upper left. Enter the missing phone numbers in the "ISSP Phone Numbers" column and click "Save" (button on the upper left). These entries will not replace or populate numbers in the Employee Self Service. Emergency contacts for co-located charter schools will be uploaded by the District in the "Charter School Emergency Contact" under "Emergency Contacts." The host school does not need to enter any information. You will be unable to replace this document.

- e. In the Additional Contacts section, you will identify key personnel who may support during emergencies, as well as utility companies, fire and police departments, and medical facilities.
- f. Under Site-Specific Considerations, list unique, site specifics potentially impacting emergency response for this school, if any, e.g., construction work on campus, supplemental supplies locations, severe special needs classroom locations, additional request/reunion gate locations/process, District or City transportation-dependent population, etc. A new field, "Date Updated" was added to specify when the entry was updated. Specify the location of the emergency bin and Automatic External Defibrillator (AED).
- g. Under Access and Functional Needs, the Access and Functional Needs Position will automatically populate from "Team Assignments." This position is primarily responsible for ensuring the emergency needs of those with access and functional needs are provided. Multiple-story schools should specify Evac+ Chair locations in the "Evacuation" section. In the "Other" field, without student names, list any additional modifications to ensure access to emergency procedures for those with access and functional needs. (Refer to Step 4.c for more details.)
- h. Under Plans for Loss of Utilities, list the school's plan to mitigate a loss of utility (water, electricity, natural gas, and communications) ensuring the school has the necessary resources. Under Plans for Loss of Utilities, Loss of Water,

specify emergency water treatment and expiration dates. If necessary, use the ISSP, Step 4, Plans for Loss of Utilities, [Sample Resources](#) for guidance.

- i. Under Floor Plans and Maps, the District has provided a site plan, vicinity map, and floor plan. Schools that have an incorrect map should email OEM at [OEM@lausd.net](mailto:OEM@lausd.net) to request an updated map. This map will be uploaded for your school.
  - j. The school may upload any other relevant map under “Optional-Other Maps/Plans.”
  - k. Under Floor Plans and Maps, “Primary (and Back-up) Off-site Location,” list the site name, type, address and contact information for each. Ensure these two off-site locations selected by the school are suitable. Refer to Primary and Backup Off-site Location Considerations listed online and/or consult with Region Operations or OEM at [OEM@lausd.net](mailto:OEM@lausd.net) for assistance. (You can access last year’s off-site location responses, from the “School Details” screen where you select Current Integrated Safe School Plan, Planning View. The prior year responses can be viewed there until a new plan is submitted this school year.) Schools that change an off-site address should also email OEM at [OEM@lausd.net](mailto:OEM@lausd.net) to request an updated map which will be uploaded by the District.
  - l. Under Floor Plans and Maps, certify that all maps and off-site location details are accurate and suitable.
  - m. Under Emergency Functions, reference information regarding the District instructional continuity plan when in-person instruction is disrupted due to an emergency was added. No school entry is necessary.
5. ISSP Step 5 – This tab is used to upload the signature page with all the required signatures confirming that the plan was developed and approved using a collaborative process.

The required signatures reflect one of the two bodies listed here:

School Site Council (SSC)

All current SSC members must sign. Membership composition varies by school level and must align with the composition requirements established in [California E.C. §65000](#). Refer to the signature page template and Step 1, Required Team Members. Per District policy, the law enforcement officer, and the co-located charter school principal/representative (at sites with co-located charter schools only) must also sign.

OR

School Safety Planning Committee

- Principal
- UTLA representative (does not need to be the chair)
- Classified representative
- Parent representative (of an attending student)
- Law enforcement officer
- Student representative (secondary schools only)
- Co-located charter school principal or representative (sites with co-located charter schools only)

Blank signature page templates are provided in Step 5 under “Approve the Plan.” (There are various versions based on what body developed the ISSP, SSC or School Safety Planning Committee, and on school type/ISSP template: K-12, EEC, DACE, and two for co-located charter sites based on the number of charter schools at the site.) Upload the signature page under “Signature Document Upload” only after all the signatures are gathered. You will be unable to replace the signature page once uploaded. It is available to be downloaded with printed copies of the plan.

In this step, under “Other Document Upload,” upload, if any, additional pertinent documents which are critical to the school’s safety and emergency response plan, as a single PDF file.

6. ISSP Step 6 – This tab includes guidance on training staff on their roles, informing stakeholders of the plan, revising, and maintaining the plan after submission, and reminding employees that they are Disaster Service Workers. It also outlines protocols for emergency drills.

The principal is responsible for ensuring that the following emergency response related sessions take place: **ISSP Preview**,

**School Emergency Team Assignments and Duties Training, and ISSP Public Meeting.** In addition, the *Every School Safe* Mandatory Safety Training Modules includes a new session, **Integrated Safe School Plan**, which is due October 3, 2025.

In the “ISSP Preview Session” field, the host ISSP principal will certify that during the August Pupil Free day they reviewed with all staff last year’s ISSP and addressed how to respond to emergencies without a completed 2025-2026 ISSP. (See Section II.E. and Attachments B and C.)

The Integrated Safe School Plan, School Emergency Team Assignments and Duties Training, and the ISSP Public Meeting will be documented along with all other *Every School Safe* modules in the *Every School Safe* Mandatory Safety Training Modules Certification table. Schools enter training completion dates for each training module and certify training module completion (certification column). All modules must be certified by the monthly due date. The system will not allow updates after June 30, 2026.

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, or school administrators)
Certification	Check box 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 principal or ISSP designee will check the certification box to certify that the specific training module was conducted. After certifying, the principal will need to resubmit the ISSP to reprint the pages with the updated *Every School Safe* table. All modules must be certified by the monthly due date. (Note: The system will not allow updates for the school year after June 30, 2026.) You may need to print the entire plan if 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. 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. Outdoor Education Centers will provide training for employees only and will report through their main site.

This section also has an optional field, "Other Emergency-Related Training Dates (Optional)" to enter additional emergency-related trainings, such as, Safety Training for Emergency Preparedness (STEPS) courses, evacuation chair, First Aid, CPR, AED, Community Emergency Response Team (CERT), and Stop the Bleed. All relevant training and meeting documents should be on file at the school for seven years.

- c. Support: OEM provides trainings by Region, as well as day-long, optional, remote drop-in sessions the days prior to the ISSP due date. Details for these sessions will be provided through the Regions. You can also contact OEM at [OEM@lausd.net](mailto:OEM@lausd.net) for individualized support.

Operations Coordinators review their schools' ISSP's to further support the development process.

- d. Submitting the ISSP: 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 the six steps have been completed 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 on the upper right. The principal will confirm submission in the window that subsequently pops up and close the last window. If the principal did not prepare the plan, the principal needs to review the plan thoroughly before clicking "Submit." Under normal



circumstances, minutes after the principal submits the plan, the status of the draft will change from “Not Submitted” to “Submitted” 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 – Useful features are included in the “School Details” screen of the ISSP program. Details should be reviewed for accuracy:
1. Schools at this Site – A list of all schools and programs, such as a magnet school/center or a co-located charter school, all of which collaborate with the host school to develop the ISSP. If you notice an error, please immediately advise OEM at [OEM@lausd.net](mailto:OEM@lausd.net) and provide specifics as this may require a different ISSP template.
  2. School Staff – A list of all District employees assigned to the site. It is not the school’s responsibility to update this.
  3. 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. If any map is inaccurate, please email specifics to OEM at [OEM@lausd.net](mailto:OEM@lausd.net).
  4. Archived Plans – The school’s plans from previous school years can be viewed or downloaded.
- B. Print Screen – Use the “Print Screen” button at the top of the screen to print the content of any screen.
- C. Printing the ISSP – This can only be done after the ISSP has been submitted; draft versions cannot be printed. To print the ISSP, access the Current Integrated Safe School Plan’s “Download” button on the “School Details” page. This will download the current (last submitted) ISSP, Quick Reference Guide (QRG), and signature page, as well as, for schools in the tsunami zone, the tsunami annex.

The tsunami annex has been revised to include:

- Explanation of local-source tsunami vs distant-source tsunami and the differences and impact on warnings and evacuation times.
- Description of vertical evacuation and when it should be considered for use.

- Reminder for lead teacher and/or administrator-in-charge of field trips to the Tsunami Hazard Zone to identify the posted Tsunami Evacuation routes upon arrival to the area.
- Additional descriptions of the types and severity of the warnings that are issued about tsunamis.

Print several copies of the ISSP. The completed and uploaded signature page will need to be printed separately (only once upon initial submission). Revised plans (whenever data are updated) need to be resubmitted by the principal and new copies need to be printed.

The QRG contains the Incident Command Team Chart, emergency contact information, ICS lead positions, emergency teams, supply and equipment information, and maps. The QRG should be distributed to and reviewed with all employees each year. If changes are made to teams or other information in the QRG, the school should provide an updated QRG to all employees.

- D. Resources – Throughout all the ISSP online screens, users can access a “Resources” feature, which includes the Emergency Team Duties and Supply Lists, the [Emergency Team Staff Assignment Survey](#), and LAUSD School Emergency Forms under “Forms and Key References,” as well as a link to the Parent emergency Information OEM webpage with resources to support parents/guardians.

## RELATED RESOURCES:

[MEM-6128 Administrator Certification Online System for School Sites and Offices](#)  
[BUL-6745 Guidelines for the Required School Site Council and English Learner Advisory Committee](#)

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](#)

- ATTACHMENTS:**
- Attachment A: Integrated Safe School Plan (ISSP) Public Review for Adaptations (Accommodations) for Students with Disabilities
  - Attachment B: ISSP Preview Session Guide
  - Attachment C: 2025-2026 Interim Emergency Teams
  - Attachment D: Integrated Safe School Plan (ISSP) Public Viewing Log 2025-2026
  - Attachment E: 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 Planning Committee, Assessments, Goals, Emergency Teams, and Threats/Hazards  
Office of Emergency Management  
[OEM@lausd.net](mailto: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

**Integrated Safe School Plan (ISSP) Public Review for Adaptations  
(Accommodations) for Students with Disabilities**

[CA E.C. §32282](#) authorizes a school employee, a pupil's parent, guardian, or educational rights holder, or a pupil, to bring concerns about an individual pupil's ability to access disaster safety procedures described in the ISSP.

A concern is a call or written communication through which a school employee, pupil's parent, guardian, or educational rights holder, or pupil expresses a matter of importance related to a pupil's ability to access some aspect of disaster safety procedures as described or needed to be described in the ISSP.

Schools may notify parents of this ISSP review process, such as during the ISSP public meeting.

**Procedures:**

1. At any time during the school year, a school employee, pupil's parent, guardian, or educational rights holder, or pupil can request to review the ISSP and may bring concerns about an individual pupil's ability to access disaster safety procedures in the ISSP to the principal. If the school employee, pupil's parent, guardian, or educational rights holder, or pupil indicates that they have not seen the ISSP, the principal or their designee, will share the ISSP.
2. Within a reasonable amount of time, the principal/designee will review the concern and the related disaster procedures in the ISSP to determine if adaptations (accommodations) may be added or clarified. To accomplish this, the principal may request support from the Operations Coordinator, Office of Emergency Management, Office of Student Civil Rights, and/or the Region Special Education Administrator.
3. If the principal/designee determines that adaptations (accommodations) may be added or clarified, the principal shall direct the School Site Council or School Safety Planning Committee, as applicable, to make appropriate modifications to the ISSP.
  - a. The principal/designee will then review the recommended modification to ensure that the ISSP provides the pupil access to the school's disaster safety procedures. All deliberations of the School Site Council or School Safety Planning Committee related to adaptations/accommodations to disaster procedures for Students with

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Disabilities shall be subject to federal and state privacy laws regarding pupil information.

- b. The principal will approve and resubmit the ISSP, as well as reprint it to file copies as required.
- c. The principal/designee will inform the person who raised the concern of the modifications and status of the ISSP.
4. If the principal/designee determines that there is no merit to the concern, the principal/designee will inform the person who raised the concern and provide an explanation and reassurances that the pupil can access the school's disaster safety procedures.
5. Any related communications will be filed at the school site.
6. In the event the person who raised the concern is dissatisfied with actions taken by the principal/designee in addressing adaptations/accommodations, formal complaints of noncompliance regarding Integrated Safe School Plans may be filed under the Uniform Complaint Procedures (UCP) process. For more information, see [BUL-5159 Uniform Complaint Procedures](#), or contact the Office of Student Civil Rights at (213) 241-7682 or via email at [EquityCompliance@lausd.net](mailto:EquityCompliance@lausd.net).

# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

## ISSP Preview Session Guide

(Initial ISSP Review for All Staff During Summer Pupil Free Day)

As you support your staff in responding to emergencies, including prior to the submission of the 2025-2026 ISSP, please share the following with all employees during a 20-minute session during the August Pupil Free Day.

Note that for most schools, time will be limited to survey staff (Attachment E: Emergency Team Staff Assignment Survey) to assign to the various emergency teams for the 2025-2026 school year. Most schools will need to assign interim emergency teams (see Attachment C: 2025-2026 Interim Emergency Teams) to address at the session.

- What the ISSP is (see I. Background, page 2)
- ISSP development process basics (developed by School Site Council or School Safety Planning Committee, October 1 due date, online platform, collaborative process, District-provided template) (see I and II.C. and II.D., pages 2, 4-5 and online ISSP, Step 1)
- How to access the ISSP ([ISSP.lausd.net](https://issp.lausd.net) or redacted public copy in the Main Office) (see II.A. and II.F., pages 4-5)
- Interim emergency team composition including Incident Command Team and team meeting locations (online ISSP, Step 4 and handout, Attachment C: 2025-2026 Interim Emergency Teams)

Also, point out where the following can be accessed and reviewed:

- Threat and Hazard protocols (online ISSP, Step 4)
- Emergency Functions (online ISSP, Step 4)
- Disaster Service Worker Reminder (online ISSP, Step 6)
- Emergency Drill Schedule (school's master calendar or Emergency Activities Table 2025-2026)

## Recommended Agenda

ISSP Preview 2025-2026  
August 15, 2025  
(location)

I.	What is the ISSP?	2 minutes
II.	Developing the ISSP	3 minutes
III.	Accessing the ISSP	1 minute
IV.	Current Interim Emergency Team Composition	7 minutes
V.	Other ISSP Resources	2 minutes
VI.	Questions and Answers	5 minutes

Forthcoming Related Sessions:

ISSP (due by October 3)

School Emergency Team Assignments and Duties Training (specify date or "by October 31")

ISSP Public Meeting (specify date or "by October 31")

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<b>School Name:</b> _____  <b>Co-Located Schools:</b> _____	<b>Principal:</b> _____  <b>ISSP Designee:</b> _____												
<b>Assembly Areas (onsite)/(emergency bin location)</b> 1. (Indoor) _____ 2. (Outdoor) _____	<b>Off-site Relocation (Assembly Areas)    Other Off-Site Locations</b> 1. _____ 1. _____ 2. _____ 2. _____												
<p style="text-align: center;"><b><u>Incident Command Team</u></b></p> <table><tr><td colspan="2"><b>Incident Commander:</b> _____</td><td><b>Inc. Commander (Alternate):</b> _____</td></tr><tr><td><b>Operations</b> Leader: _____ Alternate: _____</td><td><b>Planning/Intelligence</b> Leader: _____ Alternate: _____</td><td><b>Public Information Officer</b> Leader: _____ Alternate: _____</td></tr><tr><td><b>Safety Coordinator</b> Leader: _____ Alternate: _____</td><td><b>Logistics</b> Leader: _____ Alternate: _____</td><td><b>Finance/Administration</b> Leader: _____ Alternate: _____</td></tr><tr><td><b>Staff Accounting</b> Leader: _____ Alternate: _____</td><td><b>Transportation</b> Leader: _____ Alternate: _____</td><td><b>Cost Accounting</b> Leader: _____ Alternate: _____</td></tr></table>		<b>Incident Commander:</b> _____		<b>Inc. Commander (Alternate):</b> _____	<b>Operations</b> Leader: _____ Alternate: _____	<b>Planning/Intelligence</b> Leader: _____ Alternate: _____	<b>Public Information Officer</b> Leader: _____ Alternate: _____	<b>Safety Coordinator</b> Leader: _____ Alternate: _____	<b>Logistics</b> Leader: _____ Alternate: _____	<b>Finance/Administration</b> Leader: _____ Alternate: _____	<b>Staff Accounting</b> Leader: _____ Alternate: _____	<b>Transportation</b> Leader: _____ Alternate: _____	<b>Cost Accounting</b> Leader: _____ Alternate: _____
<b>Incident Commander:</b> _____		<b>Inc. Commander (Alternate):</b> _____											
<b>Operations</b> Leader: _____ Alternate: _____	<b>Planning/Intelligence</b> Leader: _____ Alternate: _____	<b>Public Information Officer</b> Leader: _____ Alternate: _____											
<b>Safety Coordinator</b> Leader: _____ Alternate: _____	<b>Logistics</b> Leader: _____ Alternate: _____	<b>Finance/Administration</b> Leader: _____ Alternate: _____											
<b>Staff Accounting</b> Leader: _____ Alternate: _____	<b>Transportation</b> Leader: _____ Alternate: _____	<b>Cost Accounting</b> Leader: _____ Alternate: _____											





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<p>Location (inside): _____</p> <p>Location (outside): _____</p> <p><b>Documentation/Communications:</b> _____</p> <p>Alternate: _____</p> <p>Location (inside): _____</p> <p>Location (outside): _____</p>		
<p><b><u>Assembly Area Team</u></b></p> <p>Leader: _____</p> <p>Alternate: _____</p> <p>Member: _____</p> <p>Member: _____</p> <p>Location (inside): _____</p> <p>Location (outside): _____</p>	<p><b><u>Hygiene Team</u></b></p> <p>Leader: _____</p> <p>Alternate: _____</p> <p>Member: _____</p> <p>Member: _____</p> <p>Location (inside): _____</p> <p>Location (outside): _____</p>	<p><b><u>Triage Team</u></b></p> <p>Leader: _____</p> <p>Alternate: _____</p> <p>Member: _____</p> <p>Member: _____</p> <p>Location (inside): _____</p> <p>Location (outside): _____</p>
<p><b><u>Security/Utilities Team</u></b></p> <p>Leader: _____</p> <p>Alternate: _____</p> <p>Member: _____</p> <p>Member: _____</p> <p>Location (inside): _____</p> <p>Location (outside): _____</p>	<p><b><u>Fire Suppression/HazMat Team</u></b></p> <p>Leader: _____</p> <p>Alternate: _____</p> <p>Member: _____</p> <p>Member: _____</p> <p>Location (inside): _____</p> <p>Location (outside): _____</p>	<p><b><u>Supply/Equipment Team</u></b></p> <p>Leader: _____</p> <p>Alternate: _____</p> <p>Member: _____</p> <p>Member: _____</p> <p>Location (inside): _____</p> <p>Location (outside): _____</p>



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**2025-2026 Interim Emergency Teams**

<p><b>Search &amp; Rescue Teams</b></p> <p>Coordinator: _____</p> <p>Location (inside): _____</p> <p>Location (outside): _____</p> <p><b>Team 1</b></p> <p>Leader: _____</p> <p>Alternate: _____</p> <p>Member: _____</p> <p>Member: _____</p>	<p><b><u>Access and Functional Needs</u></b></p> <p>Leader: _____</p> <p>Alternate: _____</p> <p>Location (inside): _____</p> <p>Location (outside): _____</p>	<p><b><u>Reunion Gate Team</u></b></p> <p>Leader: _____</p> <p>Alternate: _____</p> <p>Member: _____</p> <p>Member: _____</p> <p>Location (inside): _____</p> <p>Location (outside): _____</p>
<p><b>Team 2</b></p> <p>Leader: _____</p> <p>Alternate: _____</p> <p>Member: _____</p> <p>Member: _____</p> <p><b>Team 3</b></p> <p>Leader: _____</p> <p>Alternate: _____</p> <p>Member: _____</p> <p>Member: _____</p>	<p><b><u>School Site Crisis Team</u></b></p> <p><b>Crisis Team</b></p> <p>Leader: _____</p> <p>Alternate: _____</p> <p>Location (inside): _____</p> <p>Location (outside): _____</p> <p><b>Psychological First Aid Team</b></p> <p>Leader: _____</p> <p>Alternate: _____</p> <p>Location (inside): _____</p> <p>Location (outside): _____</p>	<p><b><u>Request Gate Team</u></b></p> <p>Leader: _____</p> <p>Alternate: _____</p> <p>Member: _____</p> <p>Member: _____</p> <p>Location (inside): _____</p> <p>Location (outside): _____</p> <p><b><u>School Emergency Response Box</u></b></p> <p>Manager: _____</p> <p>Alternate: _____</p>



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**Related Information:**

- All employees can access the current ISSP draft at [ISSP.lausd.net](https://issp.lausd.net).
- SSC (or School Safety Planning Committee) (choose one if known) will complete the ISSP.
- (if applicable) If interested in School Safety Planning Committee membership, contact (name).
- The 2025-2026 ISSP will be available and submitted by 10/1.
- Our emergency drills are included in our (Master Calendar/weekly bulletin/specify).
- Additional co-located school emergency team assignments are provided in the attached.
- (School can add any other pertinent information.)

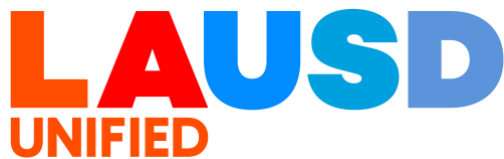
Date: \_\_\_\_\_

SCHOOL NAME

# Integrated Safe School Plan (ISSP) Public Viewing Log

## 2025-2026

[illegible]

LOS ANGELES UNIFIED SCHOOL DISTRICT  
REFERENCE GUIDELos Angeles Unified School District  
**INTEROFFICE CORRESPONDENCE**

TO: All Faculty and Staff

DATE: \_\_\_\_\_

FROM: \_\_\_\_\_

**SUBJECT: EMERGENCY TEAM STAFF ASSIGNMENT SURVEY**

Every year the School Site Council (SSC) or School Safety Planning Committee, if it was delegated authority by the SSC in the prior year or the school does not receive Title I funds, must review our school's Integrated Safe School Plan (ISSP) emergency teams and procedures. As part of the review, the SSC, or School Safety Planning Committee wants to ensure that it makes the best decisions as it assigns staff members to emergency response teams. Please complete this survey by listing your preferences, training, skills, and aptitudes. The SSC or School Safety Planning Committee will use the responses to make sure that the school's ISSP reflects optimal 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)
- ☐ Advanced First Aid
- ☐ Community Emergency Response Team (CERT)
- ☐ Military
- ☐ Amateur Radio (HAM)
- ☐ HAM DCS
- ☐ Crisis Counseling
- ☐ Stop the Bleed

- ☐ Safety (Specify: \_\_\_\_\_)
- ☐ Red Cross Disaster Class
- ☐ Outdoor Survival Class
- ☐ Firefighter/Law Enforcement
- ☐ SEMS/NIMS/ICS
- ☐ Lifeguard
- ☐ Evacuation Chair
- ☐ Other: \_\_\_\_\_

**I HAVE THE FOLLOWING SKILLS:**

- ☐ Construction/Hand Tools
- ☐ Hazardous Materials

- ☐ Rescue
- ☐ Other: \_\_\_\_\_

**I BELIEVE THAT MY SKILLS/INTERESTS WOULD BEST SUPPORT THE FOLLOWING:**

- ☐ Triage Team
- ☐ Security/Utilities Team
- ☐ School Site Crisis Team
- ☐ Planning & Intelligence
- ☐ Operations
- ☐ Logistics
- ☐ Public Information Officer/Media Relations
- ☐ Supply/Equipment Team

- ☐ Search & Rescue Team
- ☐ Fire Suppression/HazMat Team
- ☐ Assembly Area Team
- ☐ Request Gate Team
- ☐ Reunion Gate Team
- ☐ Finance & Administration
- ☐ Access and Functional Needs Position
- ☐ Hygiene Team

**For a description of each emergency team, please access [Emergency Team Duties and Supply Lists](#). From "Planning View," go to step 4, Team Assignments.**

Please return this form to: \_\_\_\_\_ By: \_\_\_\_\_