

LEA/District – School Building Safety Planning Crosswalk

As indicated in [RCW 28A.320.125](#), the WA State legislature considers it a matter of public safety for public school districts and schools to have current safety plans and procedures in place. Having plans in place to keep students and staff safe is key to **prevention and mitigation prior** to, **mitigation, protection and response during**, and **response and recovery after** an incident or emergency. We recommend that planning teams responsible for developing and revising district and school plans use this document to guide their coordinated efforts. It is recommended that districts and individual schools compare existing plans to ensure that language, communication and other processes are aligned.

This document is designed to help clarify roles and to support communication and collaboration among planning teams at both the district and the school level.

Steps in the Planning Process	District EOP/Safety Planning	LEA/District Functions/Support for EOP/Safety Planning	School/Site-specific EOP/Safety Planning
1: Form a Collaborative Planning Team	District-level Safety Lead	Create a district-wide planning team; Pull together partners: 1 st responders, Law enforcement, 1 st Resp., orgs. and agencies; medical, EMD, Include school team leaders Identify leads	Identify specific, school team members: staff and community partners; Include district representation Schedule meetings;
2: Understand the Situation, RCW Requirements	PLAN FOR: Safety of District Central Office/Admin and Other buildings	Assess LEA-wide known risks, threats and hazards; include all 4 categories; Determine if LEA facilities and resources have been included in other, non-LEA plans; Identify district level assets and resources; Identify RCWS, WACs, policies, procedures; Identify programs, etc., currently used; Begin to prioritize risks; Identify / secure funding	Assess school needs and resources: Risks, threats, hazards, issues; Identify existing assets, programs, partnerships, resources, funds, Identify needs, including training, etc... Think short, medium and long range.
3: Determine Goals and Objectives	Determine LEA-specific goals & objectives	Identify overall, district-wide goals and objectives for school safety	Review district goals; Adapt for school-specific planning; Create school goals and objectives based on Step 2.

<p>4: Plan Development</p>	<p>Create the LEA Safety Plan;</p> <p>Along with the basic safety plan, think:</p> <p>Continuity of Operations Planning (COOP)</p>	<p>Use common LEA language; Develop with 1st Resp., etc. district-wide and school-specific lists as it may vary for each school; Identify support and resources for/to each school; Plan trainings to be provided across the district; Include District level NIMS/ICS; Make as much universal information available as possible:</p> <ul style="list-style-type: none"> a. LEA roles pre-mid-post emergency b. Common language & understandings c. Template for Basic Plan d. Templates for common functions <ul style="list-style-type: none"> - Know all school evac. routes e. District lists of threats and hazards f. Funding g. Other _____ 	<p>The core of the work: Develop the school plan:</p> <ul style="list-style-type: none"> a. Basic <ul style="list-style-type: none"> - NIMS/ICS b. Functional Annexes c. Threat-Hazard Annexes <p>What will you need the district to do:</p> <ul style="list-style-type: none"> a. Oversight/Guidance b. Communications, c. Fiscal support, d. Trainings, e. Other _____
<p>5: Plan Preparation, Review, and Approval</p>	<p>Ensure internal consistency and coordination With schools</p>	<p>Provide support to school teams; Review plans; Make recommendations; Approve plans</p>	<p>Review and sign off; Publicize, Share with district team for review and approval.</p>
<p>6: Plan Implementation and Maintenance</p>	<p>Repeat!</p>	<p>Update district lists based on information from schools; Start</p>	<p>Train; Drill & practice; Work with the district team to update information; Repeat... Start over!</p>

