

OSPI -> ESD -> District -> School EOP/Safety Planning Crosswalk

Steps in the Process	State Level-OSPI	OSPI -> ESDs -> LEAs	ESD Level	District EOP Planning	LEA/District Functions/Support in EOP/Safety Planning	School Site-specific EOP/Safety Planning
1: Form a Collaborative Planning Team	Safety Center, SSAC, ESD Consortium EMERG; Annual safety summit	Create a state-wide planning and resource team; Pull together partners: 1 st responders, Law enforcement; orgs and agencies; medical, EMD.... Include school team leaders Identify leads	ESD Safety Center Leads; Consortia; (Coordinate with OSPI to do/be/provide parallel functions and services within each region.)	District-level Safety Lead	Create a district-wide planning team; Pull together partners: 1 st responders, Law enforcement; 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	Web site resources: Identify resources; Identify known risks, threats and hazards from include all 4 categories; Identify RCWS, WACs, policies, procedures	Identify known risks, threats and hazards from include all 4 categories throughout the state; Identify state and regional assets and resources; Identify RCWS, WACs, policies, procedures; Identify/provide funding resources; Begin to prioritize risks	ESD-specific resources and capabilities	THINK: District Central Office/Admin and Other buildings; Along with site safety planning, think COOP .	Assess LEA-wide known risks, threats and hazards from include all 4 categories; Identify district level assets and resources Identify RCWS, WACs, policies, procedures. Begin to prioritize risks	Assess school needs and resources: Risks, threats, hazards, issues; Identify existing assets, programs, partnerships, resources, funds, Identify needs, including training, Think short, medium and long range.
3: Determine Goals and Objectives	State level Goals & Obj.	Identify overall, state-wide goals and objectives for school safety	Guidance and TA	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.
4: Plan Development	Web resources: Common language & understandings, Template for Basic Plan, Templates for common functions, District lists of threats and hazards, COST tool	Ensure common language across WA; Identify support and resources for/to each ESD and LEA; Plan trainings to be coordinated across the state Make as much universal information available as possible. - Common language & understandings - Template for Basic Plan - Templates for common functions - County/District lists of threats and hazards	Guidance and TA	Along with the basic components of a safety plan, think: COOP	Use common LEA language; Develop with 1 st 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 Make as much universal information available as possible. - Common language & understandings - Template for Basic Plan - Templates for common functions - Know all school evac. routes - District lists of threats and hazards	The core of the work: Develop the school plan: a. Basic - NIMS/ICS b. Functional Annexes c. Threat-Hazard Annexes What will you need the district for: a. Communications, b. Fiscal support, c. Trainings,



5: Plan Preparation, Review, and Approval	Track status of LEA and school planning	Provide support to all planning teams; Receive documentation of plans; Make recommendations; Approve plans	Review LEA plans		Provide support to school teams; Review plans; Make recommendations; Approve plans	Review and sign off; Publicize, Share with district team for review and approval.
6: Plan Implementation and Maintenance	Training and updated resources	Update all resource, contact and asset lists based on information from schools; Develop & update menu of training opportunities and resources regularly.	Training & TA	Training	Update district lists based on information from schools; Start	Train; Drill & practice; Work with the district team to update information; Repeat... Start over!

