

**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
<p><b>1: Form a Collaborative Planning Team</b></p>	<p>Safety Center, SSAC, ESD Consortium EMERG; Annual safety summit</p>	<p>Create a state-wide planning and resource team; Pull together partners: 1<sup>st</sup> responders, Law enforcement; orgs and agencies; medical, EMD.... Include school team leaders Identify leads</p>	<p>ESD Safety Center Leads; Consortia; (Coordinate with OSPI to do/be/provide parallel functions and services within each region.)</p>	<p>District-level Safety Lead</p>	<p>Create a district-wide planning team; Pull together partners: 1<sup>st</sup> responders, Law enforcement; orgs and agencies; medical, EMD.... Include school team leaders Identify leads</p>	<p>Identify specific, school team members: staff and community partners; Include district representation Schedule meetings;</p>
<p><b>2: Understand the Situation, RCW Requirements</b></p>	<p>Web site resources: Identify resources; Identify known risks, threats and hazards from include all 4 categories; Identify RCWS, WACs, policies, procedures</p>	<p>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</p>	<p>ESD-specific resources and capabilities</p>	<p>THINK: District Central Office/Admin and Other buildings; Along with site safety planning, think <b>COOP</b>.</p>	<p>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</p>	<p>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.</p>
<p><b>3: Determine Goals and Objectives</b></p>	<p>State level Goals &amp; Obj.</p>	<p>Identify overall, state-wide goals and objectives for school safety</p>	<p>Guidance and TA</p>	<p>Determine LEA-specific goals &amp; objectives</p>	<p>Identify overall, district-wide goals and objectives for school safety</p>	<p>Review district goals; Adapt for school-specific planning; Create school goals and objectives based on Step 2.</p>
<p><b>4: Plan Development</b></p>	<p>Web resources: Common language &amp; understandings, Template for Basic Plan, Templates for common functions, District lists of threats and hazards, <b>COST tool</b></p>	<p>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 &amp; understandings - Template for Basic Plan - Templates for common functions - County/District lists of threats and hazards</p>	<p>Guidance and TA</p>	<p>Along with the basic components of a safety plan, think: <b>COOP</b></p>	<p>Use common LEA language; Develop with 1<sup>st</sup> 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 &amp; understandings - Template for Basic Plan - Templates for common functions - Know all school evac. routes - District lists of threats and hazards</p>	<p><b>The core of the work:</b> 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,</p>

<b>5: Plan Preparation, Review, and Approval</b>	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.
<b>6: Plan Implementation and Maintenance</b>	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!