

# ICOS and Safety Infrastructure

## ESHB 5004

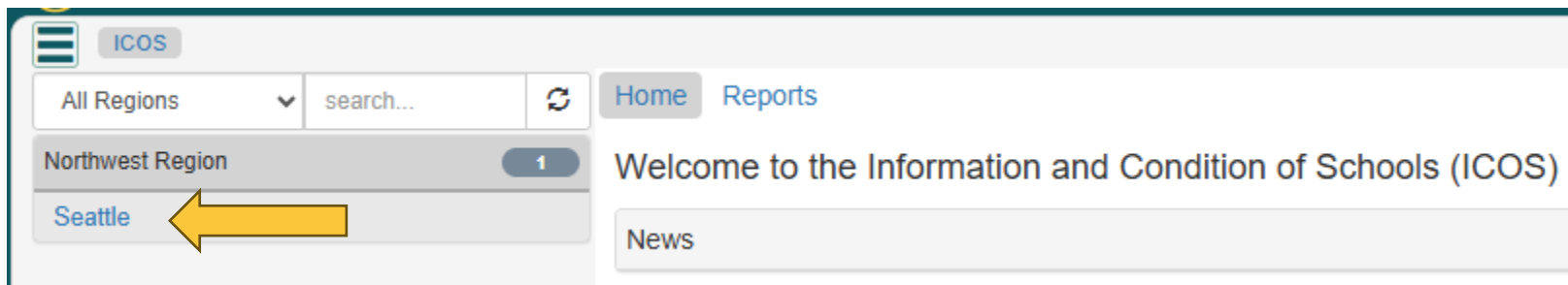
To support implementation and compliance with [ESHB 5004](#), all school districts are required to report emergency response system information through the Information and Condition of Schools (ICOS) system. ICOS is a web-based application accessible via the Office of Superintendent of Public Instruction (OSPI) Education Data System (EDS) portal.

### Accessing ICOS

To access ICOS, a district user must be granted the **ICOS District User** role via their district security manager. If applicable, a user must create an account in the [EDS portal](#) then contact their [district security manager](#) and request the correct permission. Please be advised that being granted the ICOS role means that a user can change facility data for their district, and it is recommended that district users already familiar with ICOS are consulted or enter the pertinent information.

### ICOS Navigation

Once granted access, district users can only see their own district(s). ICOS is built on a cascade system, and users will first select their district from the navigation tree on the left side of the screen:



From there, the user will land on the **district details page**. This is a district-level summary of various items of interest, including square footage, programs, buildings/sites, etc.

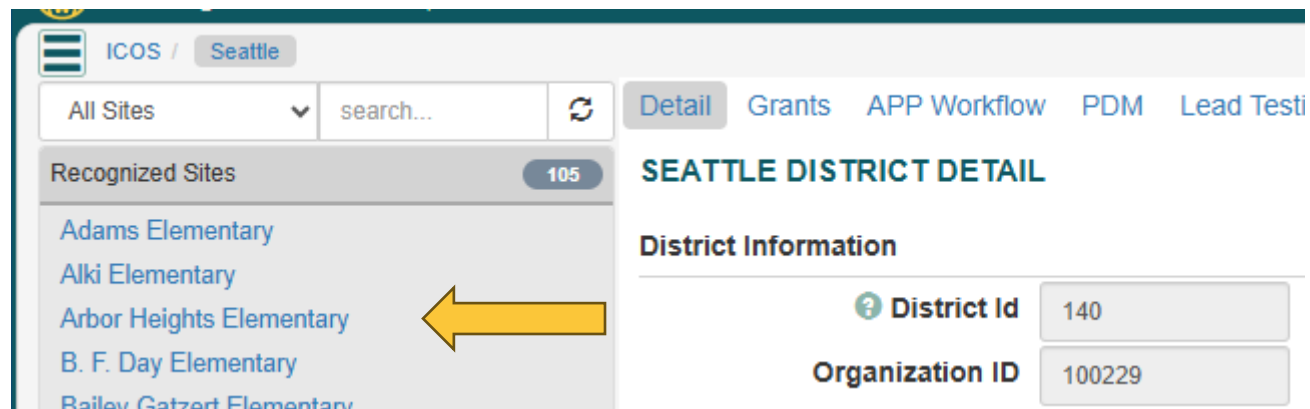
## Level of Detail

There are two levels of detail pertaining to the safety infrastructure requirements: sites and buildings.

- A site is the physical location that a building, or buildings, provide or support educational activities.
  - A land parcel
- A building is one continuous enclosed structure that may or may not be connected with other structures by passageways and is made up of classrooms, gyms, labs, etc. that students attend.

**Please note that there are different classifications of sites and buildings.** Recognized is defined as 'providing instruction', i.e. sites and buildings that students may occupy for some duration throughout a school day. Recognized sites and buildings are the only required types to satisfy ESHB 5004.

## School Security and Preparedness Infrastructure – Site Level



Once a site is selected, a user is on the **site details page**. Like the district summary, this is now a site summary of square footage, site location, building information, etc. Underneath Site Location, there is a table labeled **Safety Infrastructure. This is where the user will enter all pertinent information.**

Site Location

Address

6110 28 AV NW

City

Seattle

Zip Code

98107

Congressional District

7th Congressional District

Legislative District

36th Legislative District

SCAP

63,136

Safety Infrastructure

+

Search...

0

No records.

The user will click on the plus button (+) to add a new record. A screen will display where the user must select:

- Safety infrastructure type
  - The description of the type will display unless Other is selected, where the user is required to enter a 50-character limit description.
- Whether the safety infrastructure is emergency response accessible
  - Defaulted to no
- Whether the safety infrastructure is active
  - Defaulted to yes
- Installation date
  - If unknown, can leave as blank

Add Safety Infrastructure

Safety Infrastructure

Panic Button

Description

Buttons that are strategically placed throughout the school to allow staff to connect to emergency response providers in case of an emergency

Emergency Response Accessible

☒ Yes
 ☐ No

Active

☒ Yes
 ☐ No



Installation Date

7/1/2023

Cancel

Save

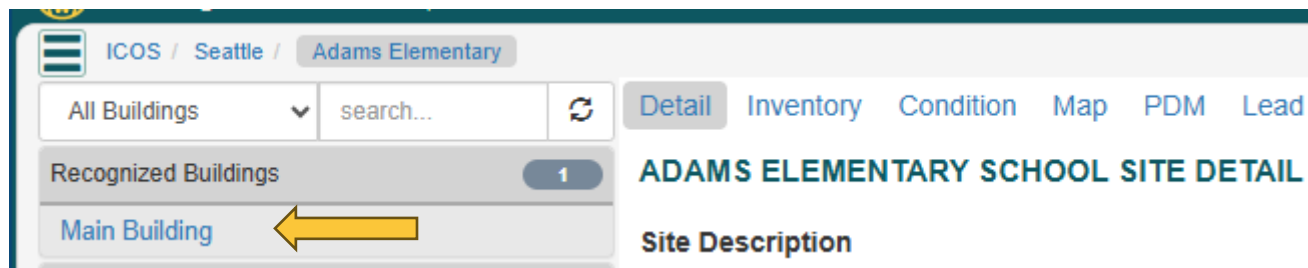
Once a user is satisfied with the entry, click on 'Save' on the button-right corner and the record will display in the application.

Safety Infrastructure		+ Search...		1
Safety System	Description	Emergency Response Accessible	Installation Date	
Panic Button	Buttons that are strategically placed throughout the school to allow staff to connect to emergency response providers in case of an emergency	✓	7/1/2023	 

Repeat as many times as necessary. To edit a record, select the edit button (pencil in the square). To remove a record, 'Active' must be marked as No, and then the remove button (trash can) is accessible and the record may be deleted.

## School Security and Preparedness Infrastructure – Building Level

If a safety infrastructure record is at a building level, simply select the applicable building on the navigation tree:



The Safety Infrastructure records may be entered in the same location, in the same way as the site level.

We are expecting most Safety Infrastructure records to be at the building level, such as panic buttons, audio/visual feeds, lockdown systems.

### Available Safety Infrastructure Types

Safety Infrastructure Types	Description
Panic Button	Buttons that are strategically placed throughout the school to allow staff to connect to emergency response providers in case of an emergency
Audio Feed	Microphones placed around the school to monitor activities and deter criminal behavior
Visual Feed	High-definition cameras placed around the school to monitor activities and deter criminal behavior
Fencing	Site surrounding fences to regulate access
Lockdown Systems	Buttons that can lock doors, including but not limited to the main door, classrooms, cafeterias, etc
Emergency Response Access	Specialized access for emergency personnel to navigate and access the building securely
Two-Way Communications	Systems that enable real-time communication between classrooms and administrative offices, enhancing coordination during emergencies
Access Control Infrastructure	Infrastructure that controls navigation for individuals
Notification Systems	Single system that can notify staff, students, parents, emergency response
Other	

The above table are the available safety infrastructure types and their descriptions