Emergencies

Drills:

Fire Evacuation

Students will receive instruction so that in case of fire or sudden emergency they will be able to leave their particular building in the shortest time possible, or take such other steps as the particular emergency demands, and without confusion or panic. Fire drills will be held three times each year.

The superintendent is directed to develop emergency evacuation procedures for each building.

Lockdown

Students will receive instruction so that in the event of the breach of security of a school building or campus; staff, students and visitors will be able to take positions in secure enclosures. Lockdown drills will be held at least three times each school year.

Evacuations

Students will receive instruction so that in the event the school or district needs to be evacuated, they will be able to leave the building in the shortest time possible and take the safest route possible to another school or facility.

Shelter-in-Place

Students will receive instruction so that in the case of a hazardous vapor release that doesn't allow time to evacuate the campus, they will be able to remain inside, and take the steps necessary to eliminate or minimize the health and safety hazard. A shelter-in-place drill will be held at least once each school year.

Annually, at least one drill will be conducted using the school mapping information system.

Additional safety-related drill

One additional safety-related drill to be determined by the school will be held each year. Schools will consider earthquakes, tsunamis or other high-risk local events.

At lease one drill annually will use the school mapping information system.

Earthquakes

The board recognizes the importance of protecting staff, students and facilities in the event of an earthquake. Facilities will be designed and maintained in a manner that recognizes the potential danger from such an occurrence. Likewise, staff must be prepared to take necessary action to protect students and staff from harm.

The superintendent will establish guidelines and action taken by building principals should an earthquake occur while school is in session.

Bomb Threats

The superintendent will establish procedures for action in the event that any threat is received toward the school by telephone, letter, orally or by other means.

Emergency School Closure or Evacuation

When weather conditions or other circumstances make it unsafe to operate schools the superintendent is directed to determine whether schools should be started late, closed for the day or transportation will be provided only on emergency routes. Those decisions will be communicated through community media resources pursuant to a plan developed by the superintendent or designee.

Pandemic/Epidemic

The board recognizes that a pandemic outbreak is a serious threat that could affect students, staff and the community. The superintendent or a designee will serve as a liaison between the school district and local health officials. The district liaison, in consultation with local health officials, will ensure that a pandemic/epidemic plan exists in the district and establish procedures to provide for staff and student safety during such an emergency.

When an emergency within a school or its surrounding area necessitates evacuation and/or total or partial closure of the schools within the district, staff will be responsible for aiding in the safe evacuation of the students within the endangered school or its surrounding area.

The superintendent will establish procedures for the emergency closure of a building or department.

Cross References:	Policy 4310	District Relationships with Law Enforcement, DSHS and the Health Department
Legal References:	RCW 19.27.110	International Fire Code — Administration and Enforcement by Counties, other political subdivisions and municipal counties
	RCW 28A.320.125	Safe school plans — Requirements — Duties of school districts, schools, and educational service districts — Reports — Drills — Rules
Management Resources:		OSPI School Safety Planning Manual (June 2008)
Policy and Legal News, June 2013		Emergencies Policy Updated
Policy News, August 2008		School Safety Plans
Policy News, October 2006		Pandemic Flu Planning for School Districts
Policy News, February 1999		Fire Drills Required Monthly

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