

Emergencies and Emergency Drills

Drills:

A. **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 without confusion or panic. Fire drills will be held three times each year.

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

B. **Lockdowns**

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 drill will be held at least three times each school year.

C. **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.

D. **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.

E. **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 or designee will establish guidelines and action taken by building principals should an earthquake occur while school is in session. Emergency earthquake drills will be scheduled at least twice annually.

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.

F. **Bomb Threats**

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

G. **Emergency School Closure or Evacuation**

When weather conditions or other circumstances make it unsafe to operate schools the superintendent or designee 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.

H. 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.

In the event of an actual emergency, then the superintendent will notify the board in as timely a manner as possible.

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

Cross References: Board Policy 4310

Relations with the Law Enforcement,
Child Protective Agencies and the
County Health Department

Legal References: RCW 19.27.110

28A.320.125

International Fire Code —
Administration and Enforcement by
Counties, other political subdivisions
and municipal counties
Safe school plans — Requirements —
Duties of school districts, schools,
and educational service districts —
Reports — Drills — Rules

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