

EMERGENCIES

Drills

Fire/Evacuation

Students and staff will receive instruction so that in case of fire or sudden emergency, necessitating the evacuation of the school or district, they will be able to leave their particular building/department in the shortest time possible, or take such other steps as the particular emergency demands. The superintendent or designee is directed to develop emergency fire/evacuation procedures for each district building/campus. Fire/evacuation drills will be held at least three times each school year.

Lockdown

Students and staff will receive instruction so that in the event of the breach of security of a school or district building/campus students, staff and visitors will be able to take positions in secure enclosures. The superintendent or designee is directed to develop lockdown procedures for each district building/campus. Lockdown drills will be held at least three times each school year.

Shelter-in-Place

Students and staff will receive shelter-in-place instruction. This emergency response is used to minimize exposure of facility occupants to chemical or environmental hazards by taking refuge in predetermined interior rooms or areas where actions are taken to isolate the interior environment from the exterior hazard. The superintendent or designee is directed to develop shelter-in-place procedures for each district building/campus. Shelter-in-place drills will be held at least one time each school year.

Additional Safety-Related Drill

Students and staff will receive instruction on one additional safety-related situation such as earthquakes or another high-risk local event and practice this drill at least one time each school year.

Annually, at least one of the drills referenced above will use the school/campus mapping information system.

Earthquakes

The board recognizes the importance of protecting students, staff 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. Staff must be prepared to take necessary action to protect themselves and students from harm in the event of an earthquake. The superintendent or designee will establish procedures to be taken in the event of an earthquake.

Bomb Threats

The superintendent or designee will establish procedures to be taken in the event a bomb threat is received toward any district school/campus via telephone, letter, orally or by any other means.

Emergency School Closure

When weather conditions or other circumstances make it unsafe to operate school/s the superintendent or designee is directed to determine whether school/s should be started late, closed for the day, or if 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. The superintendent or designee will establish procedures for the emergency closure of district schools or departments.

Pandemic/Epidemic

The board recognizes that a pandemic outbreak is a serious threat that could affect students, staff and the community. The superintendent or 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 at a district school/campus or its surrounding area necessitates evacuation and/or total or partial closure, staff will be responsible for aiding in the safe evacuation of students within the endangered school or its surrounding area.

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 & Legal News, June 2013, Emergencies Policy Update
Policy & Legal News, August 2008, School Safety Plans
Policy & Legal News, October 2006, Pandemic Flu Planning for
School Districts
Policy & Legal News, February 1999, Fire Drills Required
Monthly

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