

Emergencies

Drills

Each school in the district will conduct at least one safety-related drill per month, including summer months when school is in session with students. These drills will teach students the following three basic functional drill responses:

Lockdowns

Students will receive instruction so that in the event of a breach of security of a school building or campus, staff, students and visitors will be able to take positions in secure enclosures.

Evacuations

Students will receive instruction so that in the event the school or district needs to be evacuated, due to threats, fires, or oil train spills, 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.

The above safety-related drills will incorporate the following:

1. Use of the school mapping information system in at least one of the drills.
2. These safety-related drills may also incorporate an earthquake drill using the state-approved earthquake safety technique "drop, cover, and hold."

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

Earthquakes

The board recognizes the importance of protecting staff, students and facilities in the event of an earthquake. Facilities shall 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 is directed to develop emergency evacuation procedures for each building.

Bomb Threats

The superintendent shall 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 circumstance 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 designee shall serve as a liaison between the school district and local health officials. The district liaison, in consultation with local health officials, shall 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 school within the district, staff shall be responsible for aiding in the safe evacuation of the students within the endangered school or its surrounding area.

The superintendent shall 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
28A.320.125, Safe school plans – Requirements - Duties of school district, schools, and educational service district – Reports – Drills - Rules

Management Resources:

OSPI School Safety Planning Manual (June 2008)
Policy and Legal News June 2013, Emergency 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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