

Emergencies

Policy 3432

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.

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.

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 enclosure. 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, due to threats, such as fires, oil train spills, or tsunamis, they will be able to leave the building in the shortest time possible and take the safest route possible to another school, facility, or other designated location.

The above safety-related drills will incorporate the following:

- a. Use of the school mapping information system in at least one of the drills; and
- b. A pedestrian evacuation drill for schools in mapped tsunami hazard zones.

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

Earthquakes

The board recognizes the importance of protecting staff, students and facilities in the event of an earthquake. An earthquake drill using the state-approved earthquake safety technique "drop, cover, and hold" will be held annually. 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

Lockout

Students will receive instruction so that in an event which may be considered a threat or hazard outside of the school building, staff, students, and visitors will be secured inside the building perimeter. In the event of criminal activity or dangerous events in the surrounding area, doors to the outside of the building will be locked. Lockout does allow for educational practices to continue with little classroom interruption or distraction depending on the situation.

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/designee will establish procedures for the emergency closure of a building or 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: | Policy and Legal News, July 2017 |
| | Policy and Legal News, June 2013- Emergencies Policy Updated |
| | Policy News, August 2008 |
| | School Safety Plans June 2008 |
| | OSPI School Safety Planning Manual |
| | Policy News, October 2006 |
| | Pandemic Flu Planning for School Districts |
| | Policy News, February 1999 |
| | Fire drills required monthly |

Adopted: 5.06

Revised: 9.25.96 | 8.21.00 | 5.19.03 | 6.21.04 | 2.14.05 | 5.8.06 | 9.25.06 | 4.23.07 | 1.28.08 | 10.13.08 | 6.15.09 | 7.16.12 | 11.18.13 | 2.23.15 | 5.26.15 | 5.9.16 | 12.5.16 | 5.21.18 | 9.23.19