

## **Emergencies**

### **DRILLS:**

Schools shall conduct no less than one safety-related drill each month school is in session and shall complete no less than one drill using the school mapping information system. Schools shall

document the date, time and type of each drill required. Drills must practice three basic functional threat responses:

1. Shelter-in-place to limit exposure of students to hazardous materials, such as chemical, biological, or radiological contaminants, released into the environment by isolating the inside environment from the outside.
2. Evacuation to move students and staff away from threats, such as fires or bomb threats.
3. Lockdown to isolate students from threats of violence, breach of security of a building or campus, suspicious intruder, armed intruders that may occur in a school or in the vicinity of a school.
4. Earthquake, "drop, cover, and hold" earthquake drill may also be incorporated into the monthly drills.

Instructions for evacuation and lockdowns must be given to all students during the first week of school. It is particularly important the kindergarten children, or any children new to the schools, be given instructions in emergency drill procedures for the building.

Emergency drills are held to familiarize the occupants of a building with the emergency procedures so that in case of emergency there will be no hesitation or confusion.

Teachers shall be in charge of their respective classes. They will use all commands relative to participation in the emergency drills except as delegated by them to aides. Unless otherwise assigned, teacher should lead their classes to the designated outside stations immediately report to the principal if any student is unaccounted for after a visual check of students.

These drills are for the safety of all persons involved, and each person must realize that the success of the drill is dependent upon his/her actions and cooperation. Therefore:

1. All persons in the building must take part in designated drills.
2. Every emergency drill should be considered as a warning of an actual emergency.

Drills should be executed at irregular times of day or evening as to eliminate any possible distinction between a drill and an actual emergency situation, and shall be executed without advance announcement to building occupants.

Every building shall have written building emergency plans. Plans and procedures for emergency drill shall include, but not be limited to the following provisions.

1. Emergency evacuation directions shall be posted in each room of the building.
2. Special provision shall be made for removal of disabled and physically handicapped person from the building.
3. All occupants of the building—students, teachers, and other school personnel without exception—shall, at the beginning of each school year, be given full and explicit instructions on emergency drills in order that they have a clear working knowledge of emergency drill directions and rules.
4. Instruction and practice in way to meet such emergencies as blocked exits and blocked stairways during exit drill shall be provided to teachers and students.
5. In an actual emergency, call 911.

School Districts are encouraged to work with local emergency management agencies and other emergency responders to conduct one table top exercise, one functional exercise, and two full scale exercises within a four year period.

### **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 student, 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 the local health officials, will ensure that a pandemic/epidemic plan exist 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 evacuation of the students within the endangered school or its surrounding area. A continuing education plan for students, such a plan may include providing students with

assignments via mail, local access cable television, or the school district's Website.  
A continuity of operations plan for central office functions include employee leave, pay and benefits during a pandemic.  
The superintendent will establish procedures for the emergency closure of a building of department.

Cross References: Policy 4310 Relations with Law Enforcement, Child Protective Agencies and the County Health Department

Legal Reference: RCW 28A.320.125 Safe schools plans-Requirements-Duties of schools, and educational service districts-Reports-Drills-Rules

Management Resources:

Policy News, August 2008 School Safety Plans

Policy News, October 2006 Pandemic Flu Planning for School Districts

OSPI School Safety Center

Adoption Date: 2.01.07

Wahluke School District

Revised: 4.11.13, 6.11.19, 4.28.2020