Emergencies

The Board recognizes that the potential exists for various emergency situations to occur during the school day. The Superintendent, in coordination with building principals, District administrators, and local first responders, will develop and practice appropriate response plans for the following emergency situations:

**DRILLS:**
Each school in the district will conduct regular safety-related drills when school is in session with students.

1. **Fire Drill**
   Students will receive instruction so that in case of fire they will be able to leave their building location in the shortest time possible, in a calm and organized manner. Fire drills will be held at least three times each year.

2. **Shelter-in-Place Drill**
   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 minimize the health and safety hazard.

3. **Lockdown Drill**
   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 drills will be held three times each year.

4. **Evacuation Drill**
   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 an alternate location where the safety risk is eliminated or minimized.
   The superintendent or designee is directed to develop emergency evacuation procedures for each building.

5. **Earthquake Drill**
   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 will establish guidelines and action taken by building principals should an earthquake occur while school is in session. Earthquake drills will be conducted at least two times each year and will use the state-approved earthquake safety technique “drop, cover, and hold.”

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

**SCHOOL MAPPING SYSTEM**
As determined by the building administrator, one safety-related drill will be conducted each year using the school mapping system.

**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. In the event of a pandemic/epidemic outbreak, the district liaison will work with local health officials to coordinate a response that supports student and staff 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.

**Legal References:**

- RCW 19.27.110 International fire code — Administration and enforcement by counties, other political subdivisions and municipal corporations — Fees
- RCW 28A.320.125 Safe school plans — Requirements — Duties of school districts, schools, and educational service districts — Reports — Drills — Rules

**Management Resources:**

- 2017 - July Issue
- 2013 - June Issue
- 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

**Adoption Date:** 3/28/18

**Classification:** Essential

**Revised Dates:**