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**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 emergency situations.

**DRILLS**

**1. Fire Drills**

Students will receive instruction so that in case of fire or sudden emergency they will be able to leave their particular building in the shortest time possible, or take such other steps as the particular emergency demands, and without confusion or panic. Fire drills will be held three times each year.

The Superintendent is directed to develop emergency evacuation procedures for each building.

**2. 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 enclosures. A lockdown drill will be held at least three times each school year.

**3. Evacuations**

Students will receive instruction so that in the event the school or District needs to be evacuated, they will be able to leave the building in the shortest time possible and take the safest route possible to another school or facility.

**4. 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.

Annually, at least one drill will be conducted using the school mapping system.

**5. Earthquakes**

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. An earthquake drill will be conducted at least two times per school year.

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

**6. Bomb Threats**

The Superintendent will establish procedures for action in the event any threat is received toward the school by telephone, letter, orally or by other means.

**7. Rapid Responder System**

As determined by the building, one additional safety-related drill will be conducted each year using the school mapping system (Rapid Responder System).

**8. 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.

**9. 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 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 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 will establish procedures for the emergency closure of a building or department.



**Legal References:**

- International Fire Code ..... RCW 19.27.110
- Safe school plans—Requirements—Duties of school districts, schools, and educational service districts—Reports—Drills--Rules..... RCW 28A.320.125

**Management Resources:**

- School Safety Plans ..... *Policy News*, April 2008
- Pandemic Flu Planning for School Districts..... *Policy News*, October 2006
- Fire drills required monthly ..... *Policy News*, February 1999

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