

## **Emergencies**

### **Purpose**

The purpose of this policy is to ensure that emergency operation plans and procedures are established for the safety of schools and protection of students, staff and visitors.

### **Scope**

This policy applies to Valley School District employees, students, parents and visitors.

### **Policy**

#### **1. INTRODUCTION**

Valley School District is committed to establishing safe school plans and procedures to maximize safety for students and staff, thereby enabling teaching and learning. The district will develop comprehensive emergency operations plans that address prevention, mitigation, preparedness, response and recovery strategies. Plans will:

- (a) Include required school safety policies and procedures.
- (b) Include provisions for the special needs of staff and students.
- (c) Support the building principal in becoming certified on the incident command system.
- (d) Consider community use of school facilities in emergencies.
- (e) Be annually reviewed with emergency response agencies.
- (f) Conduct inventory of all hazardous materials.
- (g) Identify all staff members who are trained on the national incident management system and the incident command system.
- (h) Collaborate with community agencies to update emergency first aid procedures, including training, use, funding, and placement of public access automated external defibrillators (AEDs).
- (i) Identify school transportation procedures for evacuation.
- (j) Provide information to all staff on the use of emergency supplies and alert procedures.
- (k) Annually record and report information and activities required in subsection 28A.320.125.

#### **2. DRILLS**

2.1. Drills are an essential component of safety planning and teach student and staff basic functional responses to potential threats and hazards. The four functional responses are adaptable and can be applied to a variety of situations. Additionally, some threats or hazards may require the use of more than one basic functional response. Therefore, 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.

2.2. School principals and administrators will assess locally identified threats and hazards most likely to impact their school and implement drills accordingly. Drill planning and implementation will consider and accommodate the needs of all students.

### 2.3. **Basic Functional Drills**

The basic functional responses include shelter-in-place, lockdown, evacuate and drop-cover-hold on (earthquakes).

2.3.1. **Shelter-in-place** is designed to limit the exposure of students and staff to hazardous materials, such as chemical, biological, or radiological contaminants that are released into the environment, by isolating the inside environment from the outside. Staff and students will receive instruction so that they will be able to remain inside and take the steps necessary to eliminate or minimize the health and safety hazard.

2.3.2. **Lockdowns** are meant to isolate students and staff from threats of violence, such as suspicious trespassers, armed intruders, and other threats that may occur in a school or in the vicinity of a school. Staff and 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.

2.3.3. **Evacuation** occurs when an emergency within a school or its surrounding area necessitates evacuation and/or total or partial closure of the schools within the district.

2.3.3.1. Staff and 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, earthquakes, etc.), they will be able to leave the building in the shortest time possible and take the safest route possible to a designated reunification site.

2.3.3.2. Staff will be responsible for aiding in the safe evacuation of the students within the endangered school or its surrounding area. Evacuation plans will also include reunification plans.

2.3.4. **“Drop-cover-hold on”** is the basic functional earthquake response. The Superintendent will establish guidelines and the action for building principals to take should an earthquake occur while school is in session. 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.

## 3. **ADDITIONAL RESPONSE PLANS**

In addition to the above four functional response drills, the district will, at a minimum, also develop response plans for the following emergencies.

### 3.1. **Pandemic/Epidemic**

- 3.1.1. 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.
- 3.1.2. 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.

### 3.2. **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 other means.

### 3.3. **Emergency School Closure**

- 3.3.1. 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.
  - 3.3.2. The Superintendent will establish procedures for emergency closure of a building or department. Decisions will be communicated through school/community media resources in accordance with appropriate district policies and procedures.
4. All safety plans and drills will include protocols for both internal and external communications, as well as procedures for drill documentation. Schools will document the dates, time and type of such drills and maintain records in the school office.

### **Related Procedures**

3432P1-Emergencies

6601P2-School Delays, Closures or Early Releases Due to Weather

### **Policy Cross References**

3414-Infectious Disease Control

4311-District Relationships with Law Enforcement and Other Governmental Agencies

6605-Student Safety Walking and Riding Buses

### **Policy Legal References**

RCW 28A.320.125 – Safe school plans—Requirements—Duties of school districts, schools, and educational service districts—Reports—Drills—Rules—First responder agencies

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RCW 19.27.110 – International Fire Code—Administration and Enforcement by Counties, other political subdivisions and municipal corporations —Fees

**Management Resources**

OSPI Safety Planning Toolkit (an online collective of emergency operational and planning guides, tools, tutorials and checklists)

*Policy and Legal News*, February 2021 – Emergencies

*Policy and Legal News*, July 2017 – Three basic functional school safety drills

*Policy and Legal News*, June 2013 – Emergencies 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

**Policy History**

<b>Action:</b>	<b>Date:</b>
New	February 20, 2013
Revised	February 19, 2014
Revised	October 18, 2017
Revised	January 19, 2022
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Revised	