

Emergencies

Purpose

The purpose of this policy is to insure that emergency procedures are in place and practiced for the protection of our students, staff and visitors.

Scope

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

Policy

1. INTRODUCTION

It is a matter of public safety for school staff and students to be knowledgeable and prepared to respond quickly and safely in the event of an emergency situation. Staff and students will conduct at least one safety-related drill each month when school is in session. These drills will teach students three basic functional drill responses: evacuation, lockdown and shelter-in-place.

2. GENERAL DIRECTIVES

2.1. School principals and administrators will assess locally identified threats and hazards most likely to impact their school and implement drills accordingly. Schools are encouraged to practice each type of basic drill more than once. As appropriate, at least one drill should incorporate use of the school mapping information system, and one the “drop, cover and hold” safety technique.

2.2. Schools will document the date, time and type (evacuation, lockdown, shelter-in-place) of each monthly drill and maintain the documentation in the school office (Form #3432F1).

2.3. The Superintendent or designee is directed to develop emergency procedures, including guidelines and actions to be taken by staff and students for the general categories of hazardous conditions and circumstances.

2.4. 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.

2.5. Evacuation

Students will receive instruction so that in the event the school or district campus needs to be evacuated due to threats such as fire, gas leaks or other sudden emergencies they will be able to leave their particular building in the shortest time possible, take the safest route possible to move away from the threat into alternate shelter, and take such other steps as the particular emergency demands, without confusion or panic.

2.6. Lockdown

Staff and students will receive instruction so that in the event of the breach of security and human-caused threat of a school building or campus, staff, students and visitors will be able to take positions in secure enclosures isolated from the threat.

2.7. Shelter-in-Place

Staff and students will receive instruction to isolate the inside environment from the outside when in case of a release of a chemical, biological or radiological contaminant that doesn't allow time to evacuate the campus, they will be able to remain inside and take steps necessary to eliminate or minimize the effects of the health and safety hazard.

2.8. Earthquakes

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.

2.9. Bomb Threats

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

3. EMERGENCY SCHOOL CLOSURE

When weather conditions or other circumstances make it unsafe to operate schools, the Superintendent or designee is directed to determine whether school should be started late, be closed for the day, and/or transportation provided only on emergency routes. Those decisions will be made and communicated through community media resources pursuant to Procedure 6601P2-School Delays, Closures or Early Releases Due to Weather by the Superintendent or designee.

4. PANDEMIC/EPIDEMIC OUTBREAK

The Board recognizes that a pandemic or epidemic outbreak is a serious threat that could affect students, staff and the community. The Superintendent or designee shall 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.

Related Procedures

3432P01-Valley School Bomb Threat

3432P02-Valley School Earthquake

3432P03-Valley School Evacuation

3432P04-Valley School Lockdown

3432P05-Valley School Pandemic-Epidemic Outbreak

3432P06-Valley School Shelter-in-Place

3432P07-Valley School Lead Secretary-Evacuation

3432P08-Valley School Secretary-Evacuation

3432P09-Valley School Assistant Evacuation Coordinator

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

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

Management Resources

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

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

| Action: | Date: |
|----------------|-------------------|
| New | February 20, 2013 |
| Revised | February 19, 2014 |
| Revised | October 18, 2017 |
| Revised | |