

Emergencies

The University Place School District is committed to having current safe school plans and procedures in place to maximize safety for all students and staff. A commitment to safety enables teaching and learning. The District and its schools shall develop comprehensive all-hazard emergency operations plans that address prevention, mitigation, preparedness, response, and recovery strategies. Plans will be reviewed annually and updated, as needed.

Safety plans will be informed by multiple sources such as city or county law enforcement agencies, local fire departments, emergency service providers, county emergency management agencies and training guidance provided by the Washington emergency management division of the state military department in collaboration with the state school safety center in the office of the superintendent of public instruction, established under RCW 28A.300.630, and the school safety and student well-being advisory committee, established under RCW 28A.300.635.

District and school plans shall:

- Include required school safety policies and procedures;
- Include provisions for assisting and communicating with students and staff- including those with special needs or disabilities;
- Require the building principal to be certified on the incident command system;
- Include a family-student reunification plan, including procedures for communicating the reunification plan to staff, students, families and emergency responders;
- Consider community use of school facilities to support community-wide emergencies;
- Be annually reviewed and updated in consultation with emergency response agencies;
- Require that all hazardous materials be inventoried annually;
- Identify all staff members who are trained on the national incident management system and the incident command system, when possible;
- Identify school transportation procedures for evacuation;
- Provide information to all staff on the use of emergency supplies and alert procedures;
- Annually record and report information and activities required in subsection 28A.320.125
- Guidelines for including city or county law enforcement agencies, local fire departments, emergency service providers, and county emergency management agencies in safety drills.

Drills

Drills are an essential component of safety planning. Drills teach students 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. Drill planning and implementation shall consider the needs of all students.

Basic Functional Drills

The basic functional responses include shelter-in-place, lockdowns, evacuations, and earthquakes (drop-cover-hold -on):

- **Shelter-in-Place**
Shelter in place procedures are 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 on shelter-in-place procedures on an annual basis.

- **Lockdowns**

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 on procedures for lockdowns on an annual basis. Lockdown drills will not include live simulations or reenactments of active shooter scenarios that are not trauma-informed and developmentally appropriate.

- **Evacuations**

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.

Staff and students will receive instruction on evacuation procedures to be used as a response to threats, such as fires, oil train spills, earthquakes, etc. Procedures will be designed to allow for timely, prompt, efficient and safe evacuation. Evacuation plans will also include reunification procedures for student dismissal and/or release during an emergency.

- **Earthquakes: Drop, Cover and Hold**

Earthquake response procedures are designed to protect staff, students, and facilities from hazards created by earthquakes. Staff and students will receive instruction on earthquake procedures on an annual basis. Specifically, the “drop, cover and hold” safety technique will be used.

Additional Drills

In addition to the above four functional response drills, the District shall also develop response plans for the following:

- **Pandemic/Epidemic**

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 is implemented during such an emergency.

- **Threats and 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 by other means.

- **Emergency School Closure**

When weather conditions or other circumstances make it unsafe to travel to and/or operate schools the superintendent, or designee, will determine whether schools should be started late or closed for the day. Furthermore, the superintendent, or designee, will determine what other operational modifications are needed for transportation and other school operations. Those decisions will be communicated pursuant to a plan developed by the superintendent or designee.

Safety plans and drills shall include protocols for both internal and external communications, as well as procedures for drill documentation. Schools shall document the dates and time of such drills. Each school will maintain the time and type of drill in the school office.

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
June 2008 OSPI School Safety Planning Manual
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

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