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## EMERGENCIES

### Drills:

#### **Fire Evacuation**

Students ~~will~~ receive instruction so that in case of fire or sudden emergency they ~~shall~~ 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 a minimum of three (3) times each year.

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

#### **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. Lockdown drills ~~will~~ be held at least three (3) times each school year.

#### **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.

#### **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.

#### **Additional Safety Related Drill**

One additional safety-related drill to be determined by the school will be held each year. Schools will consider earthquakes, tsunamis, or other high-risk local events.

#### **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.

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

### **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 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. 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. \_

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Cross References: Board Policy 4310

District Relationships with Law  
Enforcement and other Government  
Agencies

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:      June 2008 OSPI School Safety Planning Manual  
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

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Woodland School District #404