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## EMERGENCIES

### Drills

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. These drills will teach students the following three basic functional drill responses:

### 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.

### 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.

### Evacuations

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, or tsunamis, they will be able to leave the building in the shortest time possible and take the safest route possible to another school or facility.

The above safety-related drills will incorporate the following:

- a. Use of the school mapping information system in at least one of the drills; and
- b. A pedestrian evacuation drill for schools in mapped tsunami hazard zones.

These safety-related drills may also incorporate an earthquake drill using the state-approved earthquake safety technique "drop, cover, and hold."

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

### **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.~~

~~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 Policy No. 3432  
Students~~

~~superintendent is directed to determine whether schools should be started late, closed for the day or transportation will be provided only on emergency routes. These 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.~~

The Woodland School District's (WSD) primary role in emergency response is to protect the health, safety, and well-being of students, staff and visitors to the District. We recognize that a comprehensive safety plan is an integral part of public confidence. Therefore, the district will develop and maintain an effective response plan that covers all potential emergencies and will address emergency mitigation, preparedness, response, and recovery.

In disaster and emergency preparedness, the District will include guidance from federal, state, local and disaster mitigation agencies.

The District recognizes that a comprehensive Emergency Response Plan (ERP) for each school in the District is of paramount importance and will help to assure students, parents, guardians and staff that our schools provide the safest possible learning environment.

WSD will utilize the Standard Response Protocol (SRP) as the primary emergency response plan for school emergencies. This program coupled with an effective District-level Emergency Operations Plan (EOP) and individual school Emergency Response Plans (ERP) will provide a sound emergency planning strategy.

The District will have in place an Emergency Operations Plan that encompasses the following elements:

1. Provisions for assisting and communicating with students and staff, including those with special needs or disabilities.
2. Requirements for administrator training on the Incident Command System.
3. Take into account the manner in which the school facilities may be used as a community asset in the event of a community-wide emergency.
4. Collaboration with city and county law enforcement agencies, local fire departments, emergency service providers, and county emergency Operations center.

5. Identification and location of all hazardous materials.
6. An annual review and update of the EOP and School ERP's.
7. Identification and responsibilities of staff members trained on the Incident Command System (ICS).
8. Reunification planning and transportation procedures for evacuation.
9. Memorandums of Understanding (MOU's) for off campus reunification points.
10. Provide information to all staff on the use of emergency supplies, emergency equipment and notification systems.
11. Utilization of Rapid Responder to report drills and drill critiques.
12. Disaster probability modeling in regards to geographic location, student age and school cercus.
13. Set drill schedules and drill critiquing.
14. Procedures for educational continuity.
15. Procedures for providing a secure campus.
16. Guidance for individual school emergency response plans.
17. Appointment letter for the Districts' Emergency Operations Coordinator.

The District will provide a uniform Emergency Response Plan template for all schools in the district to follow. The plan will include the following elements

1. A copy of the District Emergency operations plan
2. The Standard response Protocol K-12 procedure
3. Standard Reunification Method
4. School Specific Emergency Plans
5. A map of critical Utility isolation to include:
  - a. Natural gas
  - b. Domestic water
  - c. Fire riser
  - d. Electrical isolations
  - e. HVAC shutdown locations
6. Hazardous material storage locations that identify the following:
  - a. Laboratory chemicals
  - b. Cleaning chemicals
  - c. Maintenance and ground chemical
  - d. Combustible paints and solvents
7. A comprehensive list of First Aid providers
8. Drill schedule and critique procedures and forms
9. Grab and go bag inventory list
10. Substitute references



[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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