

## EMERGENCIES

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 . 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. 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.

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.

Identification and location

District and school plans shall:

- Include required school safety policies and procedures;
- Include provisions for the special needs of staff and students;
- Require the building principal to be certified on the incident command system;
- Consider community use of school facilities in emergencies;
- Be annually reviewed with emergency response agencies;
- 5. Conduct inventory of all hazardous materials;
- 6. An annual review and update of the EOP and School ERP's.
- 7. Identification and responsibilities of Identify all staff members who are trained on the Incident Command System (ICS), national incident management system and the incident command system;

- ~~Reunification planning and Collaborate with community agencies to update emergency first aid procedures, including training, use, funding, and placement of public access automated external defibrillators (AEDs);~~
- 8. • ~~Identify school 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, and alert procedures;~~
- 11. ~~Utilization of Rapid Responder to report drills and drill critiques.~~
- 12. ~~Disaster probability modeling in regards to geographic location, student age and school census.~~
- 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~~
11. ~~Comprehensive emergency phone list~~
12. ~~Incident Command System Duties and responsibility list~~

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- ~~Annually record and report information and activities required in subsection 28A.320.125~~

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**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 and accommodate the needs of all students.

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**Basic Functional Drills**

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

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• **Shelter-in-Place**

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.

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• **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 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.

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• **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.

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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.

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Schools in mapped tsunami or mapped lahar hazard zones, will plan and participate in one pedestrian evacuation drill annually.

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• **Earthquakes: Drop-Cover-Hold on**

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.

“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.

- **Additional Drills**

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

- **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.

- **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 (Modified Shelter-in-Place)**

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.

- The superintendent will establish procedures for the emergency closure of a building or department.

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

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:      2017 - July Issue  
   2013 - June Issue  
                                 Office of Superintendent of Public Instruction (June 2008 OSPI) School Safety Center Planning Manual      <http://www.k12.wa.us/Safetycenter/>

Other References:      Rapid Responder Prepared Response Policy News, August 2008 School Safety Plans      <http://www.preparedresponse.com/Rapid-Responder-Emergency-Preparedness-Crisis-Management-Overview.html>

Federal Emergency Management Agency (FEMA) Policy News, October 2006 Pandemic Flu Planning for School Districts      <https://www.fema.gov/ICS>

Cowlitz County Emergency Operations Center (EOC) Policy News, February 1999 Fire drills      <http://www.co.cowlitz.wa.us/dem/>

Required  
Monthly

~~Management Resources: Scott Landrigan~~     ~~January 2018—Complete rewrite of policy incorporation of New District Emergency Operations Plan (EOP), individual school Emergency Response Plans and District Procedure. 2017—July Issue~~  
~~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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