

---

## EMERGENCIES

### Drills:

#### **1. Fire Drills**

Students shall 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 shall be ~~monthly~~held six times each year.

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

#### **2. 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. A lockdown drill shall be held at least once each school year.

#### **3. 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.

#### **4. 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 shall be held at least once each school year.

Annually, at least one drill will be conducted using the school mapping system.

#### **25. Earthquakes**

The board recognizes the importance of protecting staff, students and facilities in the event of an earthquake. Facilities shall 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 shall establish guidelines and action taken by building principals should an earthquake occur while school is in session.

#### **36. Bomb Threats**

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

#### **47. 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.

**8. 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 shall serve as a liaison between the school district and local health officials. The district liaison, in consultation with local health officials, shall 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 shall be responsible for aiding in the safe evacuation of the students within the endangered school or its surrounding area.

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

---

Legal References:	RCW	<u>19.27.110</u>	<u>International Fire</u>
	<u>Code</u>	<u>28A.305.130(11)</u>	<u>Powers and duties generally</u>
			<u>(sudden emergency</u>
			<u>evacuation)</u>
		<u>28A.320.125</u>	<u>Safe school plans — Requirements</u>
			<u>— Duties of school districts, schools,</u>
			<u>and educational service districts —</u>
			<u>Reports — Drills — Rules</u>
	WAC	<u>51 45 003</u>	<u>Uniform fire code standards</u>
	WAC	<u>180 41 010</u>	
		<u>through 040</u>	<u>Evacuation of buildings in</u>
			<u>sudden emergency</u>

---

Management Resources: 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

Revision Date: 10/27/08

Adoption Date: October 8, 2003

Woodland School District #404

Classification: Essential