

## Safe School Plans

Southside School District utilizes an “all-hazards” approach to emergency planning and preparedness. An all-hazard approach focuses on elements that are common to all types of emergencies, as opposed to focusing on individual hazards. The District “Incident Response Notebook” the elements identified in the OSPI School Safety Planning Manual (June 2008), and the components and resources in the Mason County Department of Emergency Management’s training modules will serve as the District’s overall safe schools plan and as a resource for staff in the event of an emergency to protect students, employees and our facilities.

The Southside School District will consider the guidance provided by the Superintendent of Public Instruction, including the comprehensive school safety checklist and the model comprehensive safe school plans that include prevention, intervention, all hazard/crisis response, and post crisis recovery, when developing an individual comprehensive safe school plan.

The plan will:

1. Include required school safety policies and procedures;
2. Address emergency mitigation, preparedness, response, and recovery;
3. Include provisions for assisting and communicating with students and staff, including those with special needs or disabilities;
4. Use the training guidance provided by the Mason County Department of Emergency Management in collaboration with the Washington State Office of the Superintendent School Safety Center;
5. Require the building principal to be certified on the incident command system;
6. 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;
7. Set guidelines for requesting city or county law enforcement agencies, local fire departments emergency service providers, and county emergency management agencies to meet with the school district and participate in safety-related drills annually.

Annual Requirements

Southside will annually:

1. Review and update safe school plans in collaboration with local emergency response agencies;
2. Conduct an inventory of all hazardous materials;
3. Update information on the school mapping information system to reflect current staffing and updated plans, including the following:
  - a. Identify all staff members who are trained on the national incident management system, trained on the incident command system, or are certified on the incident command system.
  - b. Identify school transportation procedures for evacuation, to include bus staging areas, evacuation routes, communications systems, parent-student reunification sites, and secondary transportation agreements consistent with the school mapping information system.

4. Provide information to all staff on the use of emergency supplies and notification and alert procedures.
5. Document the date and time of drills and annually record and report on the information and activities to the Washington Association of Sheriffs and Police Chiefs.
6. Conduct no less than:
  - a. one safety-related drill each month that school is in session;
  - b. one drill using the school mapping information system;
  - c. three drills for lock downs;
  - d. one drill for shelter-in-place;
  - e. three drills for fire evacuation in accordance with the state fire code.

Schools should consider drills for earthquakes, lahar/mudslides, bomb threats, or other high-risk local events.

### Schools Used As Community Shelters

Southside School District will take into account the manner in which the school facility may be used as a community asset in the event of a community-wide emergency. The Southside School District defines a “shelter” as a long-term facility capable of housing community members who are displaced because of a community emergency or disaster. The District will consider plans related to local high-risk events such as emergency evacuations, chemical accidents, flooding and windstorms.

### Definitions and Procedures

**Emergency Drills:** An exercise performed to train staff and occupants and to evaluate their efficiency and effectiveness in carrying out emergency procedures. General procedures shall be tailored to meet each school’s specific needs. Staff will be responsible for aiding in the safekeeping and/or evacuation of students.

**School Mapping Information System Drills:** At least one drill each year will make use of the school mapping system (School Threat System/Rapid Responder). The intent is that principals and/or other administrators in conjunction with law and fire agencies will access the mapping system on a regular basis to increase familiarity with the system and its use in emergency situations.

**Lockdown Drills:** Occupants of a facility are isolated from an internal threat by remaining out of sight and as quiet as possible, with no entry, exit, or movement within the building except by law enforcement authorities.

- Any person who discovers an actual threat or a breach of security has the authority to sound the lockdown alarm system.
- The initial response to the voice-over alarm is to lock all interior and exterior doors, cover windows, and hide quietly inside rooms.
- All persons in the building must take part in the drill.
- Every lockdown drill should be considered as a warning of an actual threat.
- Principals must be thoroughly familiar with the voice over alarm system and procedures

for various scenarios during the school day, such as recess, lunch and arrival. They are in charge of organizing and conducting lockdown drills in the building and are responsible for the efficiency of the drill and all corrective actions.

- Teachers are in charge of their respective classes and issue commands relative to participation in the drill, including making decisions regarding fleeing and/or fighting.

**Modified Lockdown Drill:** Occupants of a facility are isolated from potential external threats by remaining within a building with exterior doors and other exits secured, with only limited authorized entry and exit from the building. During a modified lockdown, interior movement and other activities within the building may be allowed or restricted in accordance to the lockdown plan.

**Fire Evacuation Drills:** Evacuation drills are held to familiarize the occupants of a building with the signals, evacuation routine, and exits so that in case of emergency there shall be no hesitation or confusion in leaving the building. Each person must realize that the success of the drill is dependent upon his/her actions and cooperation. It is particularly important that kindergartners, new to the school, be given instructions in fire drill procedures on the first day of school.

- When a fire signal alarms, call the fire department and report the fire or drill.
- The initial response to a fire alarm is evacuation.
- Any person who discovers an actual fire has the authority to sound the fire alarm system.
- All persons in the building must take part in the drill.
- Every fire alarm should be considered as a warning of an actual fire.
- Principals must be thoroughly familiar with the fire alarm system, all fire fighting equipment, and all means of egress. They are in charge of organizing and conducting fire drills in the building and are responsible for the efficiency of the drill and all corrective actions.
- Teachers are in charge of their respective classes and issue commands relative to participation in the drill, leading their class to the designated outside station and reporting attendance.

**Earthquake Drill:** The threat of an earthquake in Western Washington is ever-present. Annually, principals and teachers shall identify and correct potential hazards in the event of an earthquake, e.g., securing bookcases to the wall.

- The initial response to an earthquake is to “duck, cover, and hold” under a table or desk, facing away from glass windows, and if outdoors, away from buildings, poles, and wires.
- The principal sounds the evacuation alarm after the earthquake is ended.
- No one is to re-enter the building until the building has been thoroughly checked out for hazards by the principal and/or district staff.
- Be prepared for after-shocks.
- Principals must be thoroughly familiar with earthquake protocol. They are in charge of organizing and conducting earthquake drills in the building and are responsible for the efficiency of the drill and all corrective actions.
- Teachers are in charge of their respective classes and issue commands relative to participation in the drill, leading their class to the designated outside station when the

evacuation alarm sounds and reporting attendance.

**Shelter-in-Place Drill:** This drill is initiated to protect students and staff from chemical, radiological, or biological contaminants released into the environment. The intent of this drill is to simulate as much of the emergency plan as possible, without necessitating the use of emergency supplies or equipment.

- The initial response is to take immediate shelter and isolate your inside environment from the outside environment.
- Appropriate responses are to close and seal windows and doors and turn off the HVAC system. The sealing of the room can be simulated, or practiced in a small area in order to conserve resources.
- Principals must be thoroughly familiar with the shelter-in-place protocol and how to operate the HVAC system. They are in charge of organizing and conducting shelter-in-place drills in the building and are responsible for the efficiency of the drill and all corrective actions.
- Teachers are in charge of their respective classes and issue commands relative to participation in the drill, directing the sealing of the classroom and ensuring order.

**Bomb Threat:** While actual bomb threats are rare and a drill need not be performed, the school still must be prepared in the event.

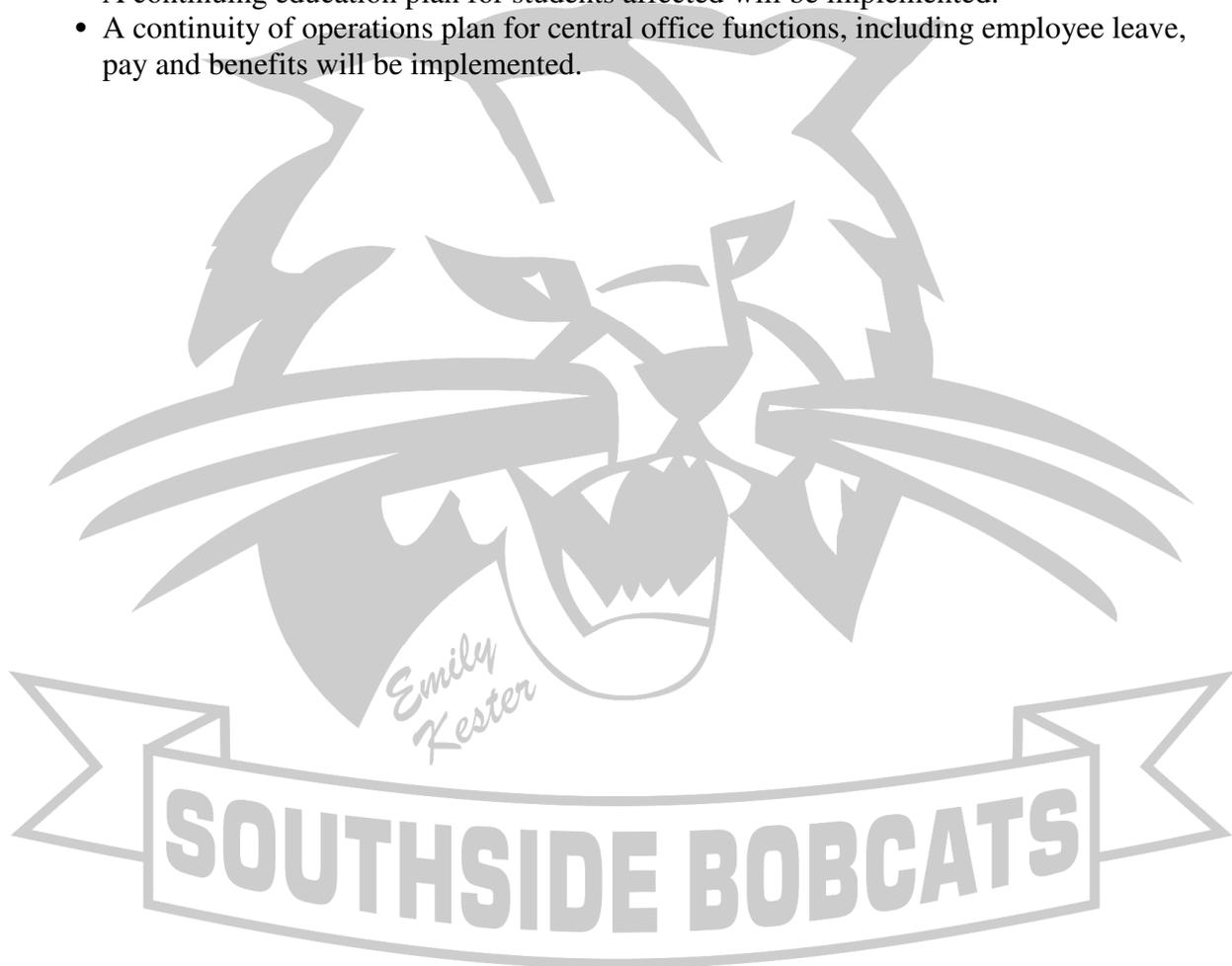
- When the threat is called in, every effort should be made to obtain detailed information, such as exact location of the bomb, time set for detonation, and type of explosive used.
- If the principal determines the threat is likely a hoax, conduct a quiet search of the building while classes continue.
- If the principal determines the message is a dangerous threat, contact 911. Search procedures and evacuation shall be conducted in conjunction with law enforcement officers.
- Do not touch or attempt to move any suspicious item.
- Principals must be thoroughly familiar with bomb threat search procedures, including the concept of dividing a room into thirds. They are in charge of organizing and conducting protocol in the building and are responsible for the efficiency of the evacuation and all corrective actions.

**Emergency School Closure:** When weather conditions or other circumstances make it unsafe to operate schools, the superintendent will determine whether schools should be started late, closed for the day, or released early. Transportation may 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:** An epidemic is a widespread occurrence of an infectious disease in a

community. A pandemic is prevalent over an entire country or the world. The superintendent or designee will serve as a liaison between the school district and local health officials.

- If anyone within the school is discovered or suspected to have a communicable disease that may result in an epidemic/pandemic, that person will be immediately quarantined pending further medical examination.
- The student or staff member will not be allowed to attend school until medical clearance is provided by the individual's primary care physician or other medical personnel indicating that the risk of that individual transmitting the disease no longer exists.
- Procedures to deal with a student's privacy rights will be implemented.
- A continuing education plan for students affected will be implemented.
- A continuity of operations plan for central office functions, including employee leave, pay and benefits will be implemented.



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**Southside School District**