

## **Emergencies and Safety Plans**

The ESD is committed to having current safety plans and procedures in place to maximize safety for all ESD students and employees. A commitment to safety enables teaching and learning and employee wellness. ESD administration, and all direct service program directors serving individuals in ESD facilities shall work together to develop comprehensive all-hazard emergency operations plans that address prevention, mitigation, preparedness, response, and recovery strategies.

ESD and direct service program plans shall:

- Include required safety policies and procedures;
- Address emergency mitigation, preparedness, response, and recovery;
- Include provisions for assisting and communicating with students and employees, including those with special needs or disabilities;
- Include a family-student reunification plan, including procedures for communicating the reunification plan to employees, students, families, and emergency responders;
- Use the training guidance provided by the Washington emergency management division of the state military department in collaboration with the state school safety center in the office of the superintendent of public instruction, established under RCW 28A.300.630, and the school safety and student well-being advisory committee, established under RCW 28A.300.635;
- Require ESD administration and direct service program directors to be certified on the incident command system;
- Consider how ESD facilities may be used as a community asset in the event of a community-wide emergency; and
- 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 ESD and participate in safety-related drills.

To the extent that funds are available, the ESD will do the following annually:

- Review and update the safety plans in collaboration with emergency response agencies;
- Conduct an inventory of all hazardous materials;
- Identify all employees who are trained on the national incident management system, trained on the incident command system, or are certified on the incident command system;
- Identify transportation procedures for evacuation, to include staging areas, evacuation routes, communication systems, parent-student reunification sites, and secondary transportation agreements; and
- Provide information to all employees on the use of emergency supplies and alert procedures.

### **Drills**

Drills are an essential component of safety planning. Drills teach students and employees basic functional responses to potential threats and hazards. The five 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

ESD building housing direct service programs will regularly conduct safety-related drills, including during summer months when programs are in session. Drill planning and implementation shall consider and accommodate the needs of all students.

### **Basic Functional Drills**

The basic functional responses include hold, secure, shelter, lockdown, and evacuation. Additionally, there are hazard-specific drills that include fire and earthquake (drop-cover-hold on), as described below:

#### **Hold**

Hold is used for situations that require students and employees to remain in their classrooms or stay out of access areas. For example, an altercation in the hallway may require keeping students out of the halls until it is resolved. A medical issue may require only one area to be cleared, with halls still open in case outside medical assistance is required. Employees and students remain in their area and keep the hallways and corridors clear.

#### **Secure**

The Secure Action is called when there is a threat or hazard outside of the school building. Whether it's due to violence or criminal activity in the immediate neighborhood, or a dangerous animal in the playground, Secure uses the security of the physical facility to act as protection. All exterior doors will remain locked until the all clear is announced.

#### **Shelter-in-Place**

Shelter in place is designed to limit the exposure to hazardous materials, such as chemical, biological, or radiological contaminants that are released into the environment by isolating the inside environment from the outside. Students and employees 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.

#### **Lockdown**

Lockdown is meant to protect students and ESD employees from threats of violence, such as suspicious trespassers, armed intruders, and other threats that may occur inside ESD facilities. The Lockdown action demands locking individual classroom doors, offices and other securable areas, moving occupants out of the line of sight of corridor windows, turning off lights to make the room seem unoccupied, and having occupants maintain silence. Lockdown drills will not include live simulations of or reenactments of active shooter scenarios that are not trauma-informed and age and developmentally appropriate.

#### **Evacuation**

Evacuate is called when there is a need to move people from one location to another for safety reasons. An on-site evacuation is conducted usually because of a mechanical failure that would disrupt the day, such as a power outage. If it cannot be resolved quickly, the campus may have to plan for early dismissal. An offsite evacuation may be necessary when it is no longer safe to stay in the building such as a gas leak or bomb threat. In this case, people will be allowed to bring their personal items with them. If there has been a violent event, an off-site evacuation will almost always be necessary since the ESD facility will be deemed a crime scene. People may or may not be able to bring their personal items with them. Employees and students will receive instruction so that in the event an ESD facility needs to be evacuated due to threats and hazards, such as fires, 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.

### **Earthquakes: Drop-Cover-Hold on**

The Board recognizes the importance of protecting employees, 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, employees must be prepared to take necessary action to protect others from harm.

“Drop–cover–hold on” is the basic functional earthquake response. The Superintendent or designee will establish guidelines and the action for ESD administration and direct service program directors to take should an earthquake occur while the main campus is open or programs are in session.

### **Additional Response Plans**

In addition to the above four functional response drills, the ESD 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, employees, and the community. The Superintendent or a designee will serve as a liaison between the ESD and local health officials. The Superintendent, in consultation with local health officials, will ensure that a pandemic/epidemic plan exists in the ESD and establish procedures to provide for employee and student safety during such an emergency.

### **Bomb Threats**

The Superintendent or designee will establish procedures for action in the event that any threat is received toward an ESD facility or program by telephone, letter, social media, orally, or by other means.

### **Emergency Closure or Early Dismissal**

When weather conditions or other circumstances make it unsafe to operate, the Superintendent or designee is directed to determine whether the main campus or ESD programs should be started late or closed for the day(s). Those decisions will be communicated through HR and community media resources, in accordance with guidelines that are approved by the Superintendent.

### *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 and schools— Drills — Rules — First responder agencies.*

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