

# PROPOSED REVISION



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## STUDENTS

### Comprehensive Safe Schools Plans

Everett Public Schools 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.

#### 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;
- Identify school transportation procedures for evacuation;
- Provide information to all staff on the use of emergency supplies and alert procedures; and
- Annually record and report information and activities required in subsection [RCW 28A.320.125](#).

#### To the extent that funds are available, the district shall annually:

- Review with emergency response agencies;
- Conduct inventory of all hazardous materials;
- Identify all staff members who are trained on the national incident management system and the incident command system; and
- Collaborate with community agencies to update emergency first aid procedures, including training, use, funding, and placement of public access automated external defibrillators (AEDs).

## Drills

Drills are an essential component of safety planning. Drills teach students and staff basic functional responses to potential threats and hazards. The four (4) 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 (1) 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 and hold on).

## 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.

## 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.

## 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.

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.

## Earthquakes: Drop, Cover and 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, and hold on” is the basic functional earthquake response. The superintendent or designee will establish guidelines and the action for building principals to take should an earthquake occur while school is in session.

## Response Plans

In addition to the above four (4) functional response drills, the district shall, at a minimum, also develop response plans for the following.

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## Bomb Threats

The superintendent or designee 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.

## Reunification

The reunification process is intended to provide guidance and consistency of practice across the district while at the same time recognizing that each situation is unique and may require flexibility and adjustment. Standardization of practices across schools greatly aids in the ability of the district, the school and community responders to reunify students, staff and their families following a significant traumatic event. This process is intended to be used when an event occurs that requires students to be physically returned to their family at Everett Memorial Stadium.

## Pandemic/Epidemic

The board recognizes that a pandemic outbreak is a serious threat that could affect students, staff, and the community. The superintendent or designee will serve as a liaison between the 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.

~~The board recognizes its role in protecting the health, safety, and well-being of students and staff by ensuring the most effective response to any type of emergency. A district wide emergency plan and comprehensive safe school plans for each school are of paramount importance to assure students, parents, guardians, school employees, and school administrators that our schools provide the safest possible learning environment.~~

~~Such plans will address foreseeable hazards that may affect the school, and address each of the following elements as appropriate:-~~

- ~~• prevention,~~
- ~~• preparedness,~~
- ~~• intervention,~~
- ~~• mitigation,~~
- ~~• all hazard/ crisis response, and~~
- ~~• post crisis recovery. This will also be interpreted to mean human-caused trauma or emergencies.~~

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The superintendent shall establish procedures for developing and implementing district and school plans.

Cross references: [Board Policy 2223](#)  
[Procedure 3430P](#)  
[Board Policy 3441](#)  
[Board Policy 4411](#)

[Board Policy 6600](#)

School Closure  
Comprehensive Safe Schools Plans  
Release of Student during the School Day  
Working Relationships with Law  
Enforcement, Child Protective Services and  
the County Health Department  
Transportation

Legal references: [RCW 19.27.110](#)  
  
[RCW 28A.320.125](#)

International fire code—Administration and  
enforcement by counties, other political  
subdivisions and municipal corporations—  
Fees  
Safe school plans—Requirements—Duties  
of school districts and schools—Reports—  
Drills—Rules—First responder agencies

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