



Response/Action Required

August 16, 2024

To: Principals, Assistant Principals, and Office Managers
From: Peter Scott, Deputy Superintendent
Christopher Ferreira, Safety & Security Coordinator
Regarding: **2024-25 Safety Committees, Minutes, Drills, & Plans**

Safety Committees

All schools are expected to form a Site Safety Committee consisting of employee representatives from each work group. The term of elected members shall be one (1) year. The committee must meet a minimum of three (3) times annually. Safety Committees are also appropriate groups for monitoring and updating emergency plans and serving as the site's Emergency Operations Planning Team. For more information regarding Site Safety Committees, please see section 7.04 in the [Business Information Manual](#).

Safety Minutes

The original minutes will be filed and maintained for one (1) year at the school, per the [Records Retention Manual](#). Please record meeting minutes on the: [Safety Committee Report Fill-in Form](#) and **post a copy on site Safety Bulletin Boards** (see [Section 7.05](#)).

Required Action:

Please record your safety meetings and forward your minutes to Anna Jacobsen.
The *first meeting minutes* are due October 31, the *second* are due February 28, and the *third* are due May 30.

Safety Plans

In compliance with [RCW 28A.320.125 Safe school plans—Requirements—Duties of school districts, schools, and educational service districts—Reports—Drills—Rules](#), schools will have safe school plans and procedures in place. When finalized, your revised safety plan should be uploaded to DocuShare in the Safety Plan and Resources [2024-25 School Safety Plans](#) School Safety Plans folder.

Safety Drills

To allow for response to locally identified threats and hazards, safety drills must teach staff and students four functional drill responses. Schools must conduct the following drills whenever students are present:

1. **Shelter-in-place (1)** – used to limit the exposure of students and staff to hazardous materials, such as chemical, biological, or radiological contaminants, released into the environment from the outside. Custodians provide all materials for shelter in place. The expectation is to stay in individual classrooms. You may use the link below for training purposes: <https://youtube.com/clip/UgkxnbXlnmM7GsAqyA99zkXGT4pMeshlYZc3>
2. **Lockdown (3)** – used to isolate students and staff from threats of violence, such as suspicious trespassers or armed intruders, which may occur in a school or in the vicinity of a

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school. When conducting a lockdown drill, the lockdown button must be activated (if installed).

3. **Fire Evacuation (3)** – used to move students and staff away from threats, such as fires, oil train spills, or tsunamis. ****PLEASE DO NOT USE FIRE PULL STATIONS TO INITIATE THESE DRILLS. ACTIVATION SHOULD BE DONE AT THE FIRE PANEL.**
4. **Earthquake drill (3)** – using the state-approved earthquake safety technique "drop, cover, and hold must be conducted: This year all sites are **required to participate** in the *Great American Shakeout* on **October 17, 2024, at 10:17 am local time**. If you cannot schedule exactly at 10:17 am, that is acceptable as long as we are participating on October 17. For more information visit: <https://www.shakeout.org/washington/>.

Required Action:

Safety drills must follow these requirements:

1. All schools will conduct at least one safety-related drill per month, including in July and August if students are attending summer school (see requirement in parenthesis above).
2. The first evacuation drill must be completed within the first ten days of the start of school, on **or before September 18, 2024**.
3. Drills should not be scheduled at or around the last day of the month in the event circumstances dictate that they cannot be completed.
4. The district relies upon the "Rave Panic Button" app to quickly communicate emergencies to staff and Snohomish County 911. As such, schools must incorporate the use of the app in at least **(3)** safety-related drills. You must call the **Snohomish County 911 shift supervisor at 425-407-3930** prior to activating the Rave Panic Button app for a drill. If you are conducting a Fire Evacuation drill you must call both **Sonitrol at 425-258-3571** and **Snohomish County 911 shift supervisor at 425-407-3930**. **Please only use the Other 911 button for all drills.**
5. Schools must document the date, time, and type of each drill using [Office 365](#)
6. The [School Safety & Emergency Drill Plans](#), a form to pre-plan your drills for the school year must be provided to **Anna Jacobsen by August 30, 2024**.
7. All required drills must be **completed no later than Thursday, June 12, 2025**,

Contact Christopher Ferreira or Anna Jacobsen at ext. 5228 if you have any questions.

Please check the [2024-25 School Safety Checklist](#) for due dates.

For safety-related information visit Docushare at:

Location: [Home](#) » [Everett Public Schools Documents](#) » [Departments](#) » [Safety and Security](#) Listing

<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-17881>

Safety & Security – School Drills & Safety Committee Meetings:

<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-7346>

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[School Safety Center](#).

Thank you for all you do to ensure the safety of staff and students in Everett Public Schools.