

## **EMERGENCIES**

The NWESD 189 is committed to having current safety plans and procedures in place to maximize safety for all students and staff. A commitment to safety enables teaching and learning. The NWESD 189 and its cooperative programs shall develop comprehensive all-hazard emergency operations plans that address prevention, mitigation, preparedness, response, and recovery strategies.

The NWESD 189 and cooperative programs plans shall:

- 1) Include required cooperative program 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) Include a family-student reunification plan, including procedures for communicating the reunification plan to staff, students, families, and emergency responders;
- 5) 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;
- 6) Require the program administrators to be certified on the incident command system;
- 7) Consider how cooperative program facilities may be used as a community asset in the event of a community-wide emergency; and
- 8) 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 NWESD 189 and participate in safety-related drills.

To the extent that funds are available, the NWESD 189 will do the following annually:

- 1) Review and update the safe school plans in collaboration with emergency response agencies;
- 2) Conduct an inventory of all hazardous materials;
- 3) 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;
- 4) Identify cooperative program transportation procedures for evacuation, including bus staging areas, evacuation routes, communication systems, parent-student reunification sites, and secondary transportation agreements; and
- 5) Provide information to all staff on the use of emergency supplies and alert procedures;

## **Drills**

Drills are an essential component of safety planning. Drills teach students and staff basic functional responses to potential threats and hazards. The four 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 site in the NWESD 189 will conduct at least one safety-related drill per month, including summer months when cooperative programs are in session with students. Drill planning and implementation shall consider and accommodate the needs of all students.

## **BASIC FUNCTIONAL DRILLS**

The basic functional responses include shelter-in-place, lockdowns, evacuations, and earthquakes (drop-cover-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 cooperative program or in the vicinity of a cooperative program. Staff and students will receive instruction so that in the event of a breach of security of a student cooperative program site, staff, students, and visitors will be able to take positions in secure enclosures. Lockdown drills will not include live simulations of or reenactments of active shooter scenarios that are not trauma-informed and age and developmentally appropriate.

### **Evacuations**

When an emergency within a cooperative program or its surrounding area necessitates evacuation and/or total or partial closure of the cooperative programs within the NWESD 189, staff will be responsible for aiding in the safe evacuation of the students within the endangered cooperative program or its surrounding area.

Staff and students will receive instruction so that in the event the cooperative program site or the NWESD 189 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.

Cooperative programs in mapped tsunami or mapped lahar hazard zones, will plan and participate in one pedestrian evacuation drill annually.

### **Earthquakes: Drop-Cover-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 – hold on” is the basic functional earthquake response. The superintendent or designee will establish guidelines and action for program administrators to take should an earthquake occur while a cooperative program is in session.

### **Additional Drills**

In addition to the above four functional response drills, the NWESD 189 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, staff, and the community. The superintendent or a designee will serve as a liaison between the cooperative program and local health officials. The NWESD 189 liaison, in consultation with local health officials, will ensure that a pandemic/epidemic plan exists in the NWESD 189 and establish procedures to provide for staff and student safety during such an emergency.

When an emergency within a cooperative program or its surrounding area necessitates evacuation and/or total or partial closure of the cooperative programs within the NWESD 189, staff will be responsible for aiding in the safe evacuation of the students within the endangered program or its surrounding area.

#### **Bomb Threats**

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

#### **Emergency Program Closure or Evacuation (Modified Shelter-in-Place)**

When weather conditions or other circumstances make it unsafe to operate cooperative programs, the superintendent/designee is directed to determine whether cooperative programs 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. The cooperative programs, with exception of institutional education programs, shall follow the determination of the district in which the program resides.

The superintendent/designee will establish procedures for the emergency closure of a facility or department.

All safety plans and drills shall include protocols for both internal and external communications, as well as procedures for drill documentation. Evacuation plans shall also include reunification plans. Cooperative programs shall document the dates and time of such drills. Each cooperative program will maintain the time and type of drill in the cooperative program office.

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