**Operating Policy No. 3432**

**Students**

**EMERGENCIES**

Puget Sound Educational Service District (PSESD) is committed to having a current safe school plan and procedure in place to maximize safety for all students and staff. A commitment to safety enables teaching and learning. PSESD and ReLife School shall develop a comprehensive all-hazard emergency operations plan that addresses prevention, mitigation, preparedness, response, and recovery strategies.

The PSESD school plan shall:

* Include required school safety policies and procedures;
* Address emergency mitigation, preparedness, response, and recovery;
* Include provisions for assisting and communicating with students and staff, including those with special needs or disabilities;
* Include a family-student reunification plan, including procedures for communicating the reunification plan to staff, 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 the building principal to be certified on the incident command system;
* Consider how PSESD 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 ReLife School and participate in safety-related drills.

PSESD will annually:

* Review and update the safe school plan in collaboration with emergency response agencies;
* Conduct an inventory of all hazardous materials to the extent feasible;
* 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;
* Identify school transportation procedures for evacuation, to include bus staging areas, evacuation routes, communication systems, parent-student reunification sites, and secondary transportation agreements; and
* Provide information to all staff on the use of emergency supplies and alert procedures.

**Drills**

1. Fire Drills

ReLife School students will receive instruction so that in case of fire or sudden emergency they will be able to leave their building in the shortest time possible or take such other steps as the particular emergency demands, and without confusion or panic. Fire drills will be held six times each year.

1. 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. ReLife School students will receive instruction so that in the event of the breach of security of the school or campus, staff, students, and visitors will be able to take positions in secure enclosures. A lockdown drill will be held at least once each school year. 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**

ReLife School students will receive instruction so that in the event the school needs to be evacuated, they will be able to leave the building in the shortest time possible and take the safest route possible to another facility.

**Shelter-in-Place**

ReLife students will receive instruction so that in the case of a hazardous vapor release that does not allow time to evacuate the campus, they will be able to remain inside, and take the steps necessary to eliminate or minimize the health and safety hazard. A shelter-in-place drill will be held at least once each school year.

Annually, at least one drill will be conducted using the school mapping system.

**Earthquakes**

ReLife School 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.

ReLife School will establish guidelines and action taken by the school principal should an earthquake occur while school is in session.

ReLife School will establish procedures for action if any threat is received toward the school by telephone, letter, orally or by other means.

**Emergency School Closure or Evacuation**

When weather conditions or other circumstances make it unsafe to operate schools, the principal is directed to determine whether ReLife School should be started late, closed for the day, or if transportation will be provided only on emergency routes. Those decisions will be communicated through community media resources pursuant to a plan developed by the principal or designee.

**Pandemic/Epidemic**

ReLife School recognizes that a pandemic outbreak is a serious threat that could affect students, staff, and the community. The principal will serve as a liaison between the school and local health officials. The liaison, in consultation with local health officials, will ensure that a pandemic/epidemic plan exists and establish procedures to provide for staff and student safety during such an emergency.

When an emergency within ReLife School or its surrounding area necessitates evacuation and/or total or partial closure, staff will be responsible for aiding in the safe evacuation of the students within the school or its surrounding area.

The ReLife School principal will establish procedures for the emergency closure of a building or department.

The safety plan 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. ReLife School shall document the dates and time of such drills and maintain the time and type of drill in the school office.

Adopted: January 2014

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Relevant Board Governance Policies: EL 3 Transformational Relationships

EL 4 Treatment of Staff

Legal References: RCW19.27.110 International Fire Code — Administration and Enforcement by Counties, other political subdivisions and municipal counties

RCW 28A.320.125 Safe school plans — Requirements — Duties of school districts and schools — Drills — Rules — First responder agencies