



EMERGENCY MANAGEMENT PLAN

F40.00
Revised
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POLICY

It is the policy of the Seattle School Board-that the district and schools develop a comprehensive all-hazard emergency management plan that includes prevention/mitigation, preparedness, response and recovery strategies. The plan shall be developed in conjunction with emergency responders and be consistent with the National Response Plan (NRP) and the Washington State Comprehensive Emergency Management Plan (CEMP), and the City of Seattle Readiness and Response Plan. The district and schools will:

- Include required school safety policies and procedures
- Include provisions for special needs staff and students
- Require the building principal to be certified on the incident command system
- Consider community use of school facilities in emergencies
- Be annually reviewed with emergency response agencies
- Conduct inventory of all hazardous materials
- Update information on the school mapping information system to reflect current staffing and updated plans including:
 - Identifying all staff members who are trained on the national incident management system and the incident command system
 - Identify school transportation procedures for evacuation
 - Provide information to all staff on the use of emergency supplies and alert procedures
- Annually record and report information and activities required in subsection 28A.320.125 (3) to the Washington association of sheriffs and police chiefs
- Conduct no less than one safety drill per month while school is in session. Schools shall complete no less than one drill using the school mapping information system, on lockdown drill, one shelter-in-place drill, and six drills for fire evacuation in accordance with the state fire code. Schools shall document the date and time of such drills.

The Seattle Public Schools Emergency Management Plan will be coordinated through the Safety and Security Department. The plan will be reviewed and adopted annually by the School Board, and updated as needed.

Reference: None