



# **SCHOOL BOARD ACTION REPORT**

**DATE:** September 8, 2017  
**FROM:** Dr. Larry Nyland, Superintendent  
**LEAD STAFF:** Pegi McEvoy, Assistant Superintendent for Operations, [pmcevoy@seattleschools.org](mailto:pmcevoy@seattleschools.org); Larry Dorsey, Manager, Safety and Security, [ladorsey@seattleschools.org](mailto:ladorsey@seattleschools.org)

**For Introduction:** September 20, 2017  
**For Action:** October 4, 2017

## **1. TITLE**

Amending Board Policy No. 3432, Emergencies

## **2. PURPOSE**

This Board Action Report makes edits to Board Policy No. 3432, Emergencies, in order to comply with revisions to state law and current best practices.

## **3. RECOMMENDED MOTION**

I move that the School Board amend Board Policy No. 3432, Emergencies, as attached to the Board Action Report.

## **4. BACKGROUND INFORMATION**

- a. **Background:** The changes to Board Policy No. 3432 are being made to align with adjustments to state law. Schools will be required to conduct one safety-related drill per month, including summer months when school is in session. To that end, the number of drills has increased from 9 to 11 or 12, depending on whether the school hosts summer programs. Schools will continue to choose between Shelter-in-Place, Evacuation, and Lockdown and also have the option of selecting earthquake drills but would not be given a specific quota to meet for each type of drill.
- b. **Alternatives:** Keeping the current language would give schools less flexibility about the number of times each type of drill would be conducted.
- c. **Research:** N/A

## **5. FISCAL IMPACT/REVENUE SOURCE**

There is no fiscal impact to this action.

## **6. COMMUNITY ENGAGEMENT**

With guidance from the District's Community Engagement tool, this action was determined to merit the following tier of community engagement:

Not applicable

Tier 1: Inform

Tier 2: Consult/Involve

Tier 3: Collaborate

Parents and community members will learn about safety drills during regular school communication. District staff communicate to parents and other communities about safety procedures through buildings, the school calendars, and human interest stories via community news media.

**7. EQUITY ANALYSIS**

This is a compliance issue that affects every school in the district, so the Racial Equity Analysis tool was not used.

**8. STUDENT BENEFIT**

Students will benefit from this additional communication and education regarding safety procedures. Those students in summer school will benefit from the new requirements, as they provide familiarity and guidance in buildings that may be new to them.

**9. WHY BOARD ACTION IS NECESSARY**

Amount of contract initial value or contract amendment exceeds \$250,000 (Policy No. 6220)

Amount of grant exceeds \$250,000 in a single fiscal year (Policy No. 6114)

Adopting, amending, or repealing a Board policy

Formally accepting the completion of a public works project and closing out the contract

Legal requirement for the School Board to take action on this matter

Board Policy No. \_\_\_\_\_, [TITLE], provides the Board shall approve this item

Other: \_\_\_\_\_

**10. POLICY IMPLICATION**

N/A

**11. BOARD COMMITTEE RECOMMENDATION**


This motion was discussed at the Operations Committee meeting on September 7, 2017. The Committee reviewed the motion and moved it forward to the full board for consideration.

**12. TIMELINE FOR IMPLEMENTATION**

Upon approval of this motion, schools will be notified of the changes to drill requirements immediately.

**13. ATTACHMENTS**

- Board Policy 3432, Emergencies – clean (for approval)
- Board Policy 3432, Emergencies - redline (for reference)

	<p>Emergencies</p>	<p>Policy No. 3432</p> <p>[DATE]</p> <p>Page 1 of 2</p>
---	--------------------	---

It is the policy of the Seattle School Board that the District shall maximize safety for all students and staff so that their focus can be on teaching and learning. The District and its schools shall 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), the Washington State Comprehensive Emergency Management Plan (CEMP), and the City of Seattle Readiness and Response Plan. The District and schools shall:

- A. Include required school safety policies and procedures;
- B. Include provisions for the special needs staff and students;
- C. Require the building principal to be certified on the incident command system;
- D. Consider community use of school facilities in emergencies;
- E. Be annually reviewed with emergency response agencies;
- F. Conduct inventory of all hazardous materials;
- G. 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;
- H. Collaborate with community agencies to update emergency first aid procedures, including training, use, funding and placement of public access automated external defibrillators (AEDs);
- I. Identify school transportation procedures for evacuation;
- J. Provide information to all staff on the use of emergency supplies and alert procedures;
- K. Annually record and report information and activities required in subsection 28A.320.125 (3) to the Washington Association of Sheriffs and Police Chiefs (WASPC); and
- L. Over the course of the school year, each school shall conduct no less than one safety-related drill per month, including summer months when school is in session with students. Drills will be planned in a manner that is sensitive to the developmental and special needs of all students in the school community. These drills will teach students the following three basic functional drill responses:

1. **Shelter-in-Place**

Students will receive instruction so that in the case of community violence or 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.

2. **Lockdowns**

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.

3. **Evacuations**

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, or tsunamis, they will be able to leave the building in the shortest time possible and take the safest route possible to another school or facility.

These safety-related drills may also incorporate an earthquake drill using the state-approved earthquake safety technique “drop, cover, and hold.”

Schools shall document the date and time of such drills. Each school will maintain the time and type of drill in the school office.

The Seattle Public Schools Emergency Management Plan will be coordinated through the Safety and Security Department and reviewed and updated annually. The Superintendent will establish guidelines and actions to be taken by building principals, departments and District leadership. The plan will include multiple hazards, essential emergency functions and coordination with local, state and federal partners, family re-unification strategies, and continuity of operations plans.

Adopted: December 2011

Revised: September 2013; [DATE]


Cross Reference:

Related Superintendent Procedure: 3432SP

Previous Policies: F40.00; F41.00; F42.00

Legal References: RCW 19.27.110 International Fire Code; 28A.320.125 Safe school plans — Requirements — Duties of school districts, schools, and educational service districts — Reports — Drills — Rules; OSPI School Safety Planning Manual (June 2008)

Management Resources: *Policy News*, June 2013; August 2008; October 2006; February 1999

 <p>SEATTLE PUBLIC SCHOOLS</p>	<p>Emergencies</p>	<p>Policy No. 3432</p> <p><del>September 4, 2013</del> [DATE]</p> <p>Page 1 of <del>3</del>2</p>
---	--------------------	--

It is the policy of the Seattle School Board that the District shall maximize safety for all students and staff so that their focus can be on teaching and learning. The District and its schools shall 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 shall:

- A. Include required school safety policies and procedures;
- B. Include provisions for the special needs staff and students;
- C. Require the building principal to be certified on the incident command system-;
- D. Consider community use of school facilities in emergencies-;
- E. Be annually reviewed with emergency response agencies;
- F. Conduct inventory of all hazardous materials-;
- G. 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;
- H. Collaborate with community agencies to update emergency first aid procedures, including training, use, funding and placement of public access automated external defibrillators (AEDs);
- I. Identify school transportation procedures for evacuation;
- J. Provide information to all staff on the use of emergency supplies and alert procedures;
- K. Annually record and report information and activities required in subsection 28A.320.125 (3) to the Washington Association of Sheriffs and Police Chiefs (WASPC); and
- L. ~~Conduct no less than one safety drill per month while school is in session.~~ Over the course of the school year, each schools shall conduct no less than one safety-related drill per month, including summer months when school is in session with students. Drills will be planned in a manner that is sensitive to the developmental and special needs of all students in the school community. These drills will teach students the

following three basic functional drill responses:

**1. Shelter-in-Place**

Students will receive instruction so that in the case of community violence or 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. ~~Lockdown drills will be held at least three (3) times each school year.~~

**2. Lockdowns**

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.

**3. Evacuations**

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, or tsunamis, they will be able to leave the building in the shortest time possible and take the safest route possible to another school or facility.

These safety-related drills may also incorporate an earthquake drill using the state-approved earthquake safety technique “drop, cover, and hold.”

÷

- ~~1.—Three (3) evacuation drills~~
- ~~2.—Three (3) lockdown drills~~
- ~~3.—One (1) Shelter-in-place drill~~
- ~~4.—One (1) drill using the school mapping system~~
- ~~5.—One (1) high-risk event drill determined by the school (earthquake, tsunami, lahars, flood or other high-risk event is encouraged)~~

Schools shall document the date and time of such drills. Each school will maintain the time and type of drill in the school office.

The Seattle Public Schools Emergency Management Plan will be coordinated through the Safety and Security~~Health & Safety~~ Department and reviewed and updated annually. The Superintendent will establish guidelines and actions to be taken by building principals, departments and District leadership. The plan will include multiple hazards, essential emergency functions and coordination with local, state and federal partners, family re-unification strategies, and continuity of operations plans. ~~be reviewed and adopted annually by the School Board, and updated as needed.~~

Adopted: December 2011

Revised: September 2013: [DATE]

Cross Reference:

Related Superintendent Procedure: 3432SP

Previous Policies: F40.00; F41.00; F42.00

Legal References: RCW 19.27.110 International Fire Code; 28A.320.125 Safe school plans — Requirements — Duties of school districts, schools, and educational service districts — Reports — Drills — Rules; OSPI School Safety Planning Manual (June 2008)

Management Resources: *Policy News*, June 2013; August 2008; October 2006; February 1999