WASHINGTON STATE SAFE SCHOOL PLAN COMPLIANCE CHECKLIST

The “Washington State Safe School Plan Compliance Checklist” was developed to assist school districts determine the degree to which their safe school plans are in compliance with the provisions of RCW 28A.320.125, which was updated by the enactment of SSB 5097 by the Washington State legislature in 2007. This is viewed as a necessary first step in the development and maintenance of the larger “comprehensive safe school plan” required by this law. K-12 public schools are required to have such plans in place by September 1, 2008.

The following guidance has been developed in the form of a checklist to aid schools to determine the degree to which their current plans are in compliance with state law. It should be noted that the numbering system in the left column of the checklist refers to the numbering system for the larger “Comprehensive Safe School Plan Checklist,” which addresses the larger array of both legally required and best practice recommendations developed by OSPI in collaboration with the Washington State School Safety Advisory Committee, and an array of school safety stakeholders.

The template model for evaluation of safe school plans was adapted from the federal evaluation of the Emergency Response and Crisis Management (ERCM) grants (later re-titled Readiness and Emergency Management for Schools, or REMS), to assist in developing a compatible approach between federal and state assessment approaches. Those interested in the details on this program can go to their Website (http://rems.ed.gov/). The self-rating of compliance uses the following scale:

0 = Not currently in the plan
1 = Somewhat evident in the plan
2 = Very evident in the plan
X = Not applicable or “other”

Analysis of the gaps in a school’s plan should highlight those areas where the district needs to focus energy and resources in terms of compliance. Please note that the items in Section 8 focus on those elements that require reporting to the WASPC mapping system, and there is some redundancy with the items that are also required for the Safe School Plan.
<table>
<thead>
<tr>
<th>STATUTORY ELEMENT</th>
<th>STATUTORY REFERENCE</th>
<th>GUIDANCE</th>
<th>RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Plan references district policies that authorize the comprehensive safe schools plan</td>
<td>RCW 28A.32.125 (2) (a)</td>
<td>This element simply requires that school safety plans be authorized by school board policies.</td>
<td></td>
</tr>
<tr>
<td>1.2 Establishes school and school district incident management plans based on the National Incident Management System’s (NIMS) and the Incident Command System (ICS).</td>
<td>RCW 28A.32.125 (1) and (2)</td>
<td>School building and school district safety plans need to be based on the federal guidelines located on the internet at: <a href="http://training.fema.gov/IS/NIMS.asp">http://training.fema.gov/IS/NIMS.asp</a></td>
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<tr>
<td>1.3 Outlines an all-hazards/crisis approach to emergency management planning and response.</td>
<td>RCW 28A.32.125 (2)</td>
<td>School safety plans must consider all of the likely hazards that would impact the school. Development of the list of hazard would be a product of the collaboration process noted in Section 1.3.</td>
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</tr>
<tr>
<td>1.4 Includes collaboration with community agencies and partners. (e.g., local public health, mental health, public safety, local government, law enforcement and emergency services personnel, and others deemed appropriate).</td>
<td>RCW 28A.32.125 (2) (g)</td>
<td>School district safety plans must be developed in concert with local emergency response/management agencies as listed. It is recommended that family services agencies and neighborhood associations be consulted.</td>
<td></td>
</tr>
<tr>
<td>1.5 Specifies that the plan will be annually reviewed and updated.</td>
<td>RCW 28A.32.125 (3) (a)</td>
<td>It is recommended that the plan be reviewed each August in anticipation of the documentation requirements of October 15 of each year for the mapping system (see documentation section below).</td>
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<tr>
<td>1.6 Requires that the principal be certified in ICS.</td>
<td>RCW 28A.32.125 (2) (e)</td>
<td>For K-12 school principals, “Certification” in ICS means possession of the FEMA certificate indicating the principal has passed the exam for either ICS 100 or ICS 100SC <a href="http://training.fema.gov/IS/NIMS.asp">http://training.fema.gov/IS/NIMS.asp</a></td>
<td></td>
</tr>
<tr>
<td>1.7 Considers how school facilities may be used by the community as a resource in the event of a community-</td>
<td>RCW 28A.32.125 (2) (f)</td>
<td>Based on the collaboration in Section 1.4, with specific contact made with county and/or municipal emergency management agencies, schools need</td>
<td></td>
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<tr>
<td>5.0 PREPAREDNESS</td>
<td>RATING</td>
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<tr>
<td>5.5 Outlines emergency responses for evacuation, lockdown, and shelter-in-place and for other identifiable hazards or expected emergencies.</td>
<td>RCW 28A.32.125 (6)</td>
<td>Based on a review of Washington Administrative Codes (WAC) on building/fire codes, OSPI regulations, environmental health and safety regulations, and workplace safety regulations, school districts need to work with local emergency response/public safety agencies to ensure that procedures for each of these responses is consistent with emergency responder procedures.</td>
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</tr>
<tr>
<td>5.7 Lists available emergency medical supplies and locations.</td>
<td>RCW 28A.32.125 (3) (d)</td>
<td>Self-explanatory</td>
<td></td>
</tr>
<tr>
<td>5.8 Lists available emergency sanitation supplies and locations.</td>
<td>RCW 28A.32.125 (3) (d)</td>
<td>Self-explanatory</td>
<td></td>
</tr>
<tr>
<td>5.9 Lists available “grab-and-go” kits and locations</td>
<td>RCW 28A.32.125 (3) (d)</td>
<td>Self-explanatory</td>
<td></td>
</tr>
<tr>
<td>5.10 Includes assistance and communication plans during emergencies with:</td>
<td>RCW 28A.32.125 (2) (c)</td>
<td>Schools need to consult their internal healthcare and special needs professionals, and local disabilities organizations to review their plans. The National Fire Protection Association (NFPA) has developed solid guidance on this issue, available on the internet at: <a href="http://www.nfpa.org/categoryList.asp?categoryID=824&amp;URL=Research%20&amp;%20Reports/Fact%20sheets/People%20with%20disabilities">http://www.nfpa.org/categoryList.asp?categoryID=824&amp;URL=Research%20&amp;%20Reports/Fact%20sheets/People%20with%20disabilities</a></td>
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<tr>
<td>▪ 5.10.1 Faculty and staff</td>
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<tr>
<td>▪ 5.10.2 Students</td>
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<td>▪ 5.10.3 Individuals with special needs</td>
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<tr>
<td><strong>5.15 Identifies school transportation procedures for evacuation, including bus staging areas, evacuation routes, communication systems, parent-student reunification sites, and secondary transportation agreements.</strong></td>
<td>RCW 28A.32.125 (3) (c) (ii)</td>
<td>School transportation systems need to be included in safety plans to articulate their role in responding to hazards identified in the plan.</td>
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</table>

| **8.0 ANNUAL DOCUMENTATION/REPORTING TO WASPC MAPPING SYSTEM** |  |
| **8.1 Review and update of comprehensive safe school plan in collaboration with local emergency response agencies.** | RCW 28A.32.125 (3) | Schools can use the OSPI “Comprehensive Safe School Checklist” to conduct a thorough review of their plans, or the “Safe School Plan Compliance Checklist” to assess the degree to which they are minimally in compliance with state law. |
| **8.3 Hazardous materials list for each school building** | RCW 28A.32.125 (3) (b) | WASPC and Prepared Response, Inc. (PRI) have developed a method for uploading existing lists of hazardous materials onto the statewide mapping system. See the WASPC Web site for instructions. |
| **8.4 Current staffing, including:** | RCW 28A.32.125 (3) (c) (i) | OSPI has developed guidance on the types of FEMA-sponsored courses that should be considered for school employees. ICS 100 or 100 SC is required for all principals by state law. At present, the |
| 8.4.1 Identification of all staff members who are trained in the NIMS-700 course |
| 8.4.2 Identification of all staff members who are trained in the ICS-100 or ICS 100SC course |

8.5 Identification of school transportation procedures for: RCW 28A.32.125 (3) (c) (ii) These procedures focus on the school transportation system’s role in addressing each of these sub-categories.

| 8.5.1 Evacuation procedures |
| 8.5.2 Bus staging areas |
| 8.5.3 Evacuation routes |
| 8.5.4 Communication systems |
| 8.5.5 Parent-student reunification sites |
| 8.5.6 Secondary transportation agreements (if any) |

8.6 Provide information to all staff on: RCW 28A.32.125 (3) (d) Emergency notification procedures refers to those procedures used to provide information on the nature of an incident, the status of the incident, the response, and the plan to address the incident. Emergency alert procedures address the methods by which those on a school campus are alerted to an
incident, and the expected response.
- Emergency supplies are those supplies determined to be essential to respond to different types of emergencies. Instructions for use of these supplies should be made available in the proximity of the supplies.

<table>
<thead>
<tr>
<th>9.0 DRILL/EXERCISE REQUIREMENTS</th>
<th>RATING</th>
</tr>
</thead>
<tbody>
<tr>
<td>9.1 School safety drills occur on a frequency of not less than:</td>
<td>RCW 28A.32.125 (6)</td>
</tr>
<tr>
<td>- 9.1.1 Six (6) fire evacuation drills per year</td>
<td>Refer to Attachment B for details</td>
</tr>
<tr>
<td>- 9.1.2 One (1) lockdown drill</td>
<td>Refer to Attachment B for details</td>
</tr>
<tr>
<td>- 9.1.3 One (1) shelter-in-place drill</td>
<td>Refer to Attachment B for details</td>
</tr>
<tr>
<td>9.2 Drills are documented by date and time performed</td>
<td>RCW 28A.32.125 (6)</td>
</tr>
<tr>
<td>9.3 Drills should be considered for earthquakes, tsunamis, or other high-risk local events per the guidance of local emergency management agencies</td>
<td>RCW 28A.32.125 (6)</td>
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<tr>
<td></td>
<td>School districts should review the county/municipal emergency plans to determine which emergencies are considered important for their region to determine the types of hazard-specific drills that require drills.</td>
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</tbody>
</table>

ATTACHMENT A

RCW 28A.320.125
Safe school plans — Requirements — Duties of school districts, schools, and educational service districts — Reports — Drills — Rules.

(1) The legislature considers it to be a matter of public safety for public schools and staff to have current safe school plans and procedures in place, fully consistent with federal law. The legislature further finds and intends, by requiring safe school plans to be in place, that school districts will become eligible for federal assistance. The legislature further finds that schools are in a position to serve the community in the event of an emergency resulting from natural disasters or man-made disasters.

(2) Schools and school districts shall consider the guidance provided by the superintendent of public instruction, including the comprehensive school safety checklist and the model comprehensive safe school plans that include prevention, intervention, all hazard/crisis response, and postcrisis recovery, when developing their own individual comprehensive safe school plans. Each school district shall adopt, no later than September 1, 2008, and implement a safe school plan consistent with the school mapping information system pursuant to RCW 36.28A.060. The plan shall:

   (a) Include required school safety policies and procedures;

   (b) Address emergency mitigation, preparedness, response, and recovery;

   (c) Include provisions for assisting and communicating with students and staff, including those with special needs or disabilities;

   (d) Use the training guidance provided by the Washington emergency management division of the state military department in collaboration with the Washington state office of the superintendent of public instruction school safety center and the school safety center advisory committee;

   (e) Require the building principal to be certified on the incident command system;

   (f) Take into account the manner in which the school facilities may be used as a community asset in the event of a community-wide emergency; and

   (g) Set guidelines for requesting city or county law enforcement agencies, local fire departments, emergency service providers, and county emergency management agencies to meet with school districts and participate in safety-related drills annually.

(3) School districts shall annually:

   (a) Review and update safe school plans in collaboration with local emergency response agencies;

   (b) Conduct an inventory of all hazardous materials;

   (c) Update information on the school mapping information system to reflect current staffing and updated plans, including:

      (i) Identifying 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; and

(ii) Identifying school transportation procedures for evacuation, to include bus staging areas, evacuation routes, communication systems, parent-student reunification sites, and secondary transportation agreements consistent with the school mapping information system; and

(d) Provide information to all staff on the use of emergency supplies and notification and alert procedures.

(4) School districts are required to annually record and report on the information and activities required in subsection (3) of this section to the Washington association of sheriffs and police chiefs.

(5) School districts are encouraged to work with local emergency management agencies and other emergency responders to conduct one tabletop exercise, one functional exercise, and two full-scale exercises within a four-year period.

(6) Schools shall conduct no less than one safety-related drill each month that school is in session. Schools shall complete no less than one drill using the school mapping information system, one drill for lockdowns, one drill for shelter-in-place, and six drills for fire evacuation in accordance with the state fire code. Schools should consider drills for earthquakes, tsunamis, or other high-risk local events. Schools shall document the date and time of such drills. This subsection is intended to satisfy all federal requirements for comprehensive school emergency drills and evacuations.

(7) Educational service districts are encouraged to apply for federal emergency response and crisis management grants with the assistance of the superintendent of public instruction and the Washington emergency management division of the state military department.

(8) The superintendent of public instruction may adopt rules to implement provisions of this section. These rules may include, but are not limited to, provisions for evacuations, lockdowns, or other components of a comprehensive safe school plan.

[2007 c 406 § 1; 2002 c 205 § 2.]

Notes:

Findings -- 2002 c 205: “Following the tragic events of September 11, 2001, the government's primary role in protecting the health, safety, and well-being of its citizens has been underscored. The legislature recognizes that there is a need to focus on the development and implementation of comprehensive safe school plans for each public school. The legislature recognizes that comprehensive safe school plans for each public school are an integral part of rebuilding public confidence. In developing these plans, the legislature finds that a coordinated effort is essential to ensure the most effective response to any type of emergency. Further, the legislature recognizes that comprehensive safe school plans for each public school are of paramount importance and will help to assure students, parents, guardians, school employees, and school administrators that our schools provide the safest possible learning environment.” [2002 c 205 § 1.]

Severability -- 2002 c 205: “If any provision of this act or its application to any person or circumstance is held invalid, the remainder of the act or the application of the provision to other persons or circumstances is not affected.” [2002 c 205 § 5.]

Effective dates -- 2002 c 205 §§ 2, 3, and 4: “(1) Sections 2 and 4 of this act are necessary for the immediate preservation of the public peace, health, or safety, or support of the state government and its existing public institutions, and take effect immediately [March 27, 2002].

(2) Section 3 of this act takes effect September 1, 2002.” [2002 c 205 § 6.]
The following are the applicable sections of Chapter 4 that apply to educational institutions when creating emergency plans including the new shelter-in-place and lock down plans. New 5097 text is underlined.

SECTION 402
DEFINITIONS

402.1 Definitions. The following words and terms shall, for the purposes of this chapter and as used elsewhere in this code, have the meaning shown herein.

EMERGENCY DRILL. An exercise performed to train staff and occupants and to evaluate their efficiency and effectiveness in carrying out emergency procedures.

LOCKDOWN an action used to position occupants behind secured openings and isolated from threats.

Full lockdown occupants remain out of sight and as quiet as possible, with only limited authorized entry, exit, or movement within the building. Occupants in corridors, common areas, or unsecured areas move quickly to the nearest secured area.

Modified lockdown occupants of a facility are isolated from potential outside threats by remaining within a building with exterior doors and other exits are secured, and that entry and exit from the building is limited to that which is authorized. During a modified lockdown, interior movement and other activities within the building may be allowed or restricted in accordance to the lockdown plan.

SHELTER-IN-PLACE is an emergency response used to minimize exposure of facility occupants to chemical or environmental hazards by taking refuge in predetermined interior rooms or areas where actions are taken to isolate the interior environment from the exterior hazard.

SECTION 404
EMERGENCY PLANS
404.1 General. Fire safety, evacuation, shelter-in-place and lockdown plans shall comply with the requirements of this section.

404.2 Fire safety and evacuation plans. Fire safety and evacuation plans shall comply with the requirements of section 404.2.1 through 404.2.4

404.2.1 Where required. A fire safety and evacuation plan shall be prepared and maintained in accordance with this chapter for the following occupancies and buildings when required by the fire code official.

1. Group A having an occupant load of 100 or more.
2. Group B buildings having an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of exit discharge.
3. Group E.
4. Group H.
5. Group I.
8. High-rise buildings.
9. Group M buildings having an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of exit discharge.
10. Covered malls exceeding 50,000 square feet (4645 m²) in aggregate floor area.
12. Buildings with an atrium and having an occupancy in Group A, E or M.

404.2.2 Contents. Fire safety and evacuation plan contents shall be in accordance with Sections 404.2.2.1 and 404.2.2.2.
404.2.2.1 Fire evacuation plans. Fire evacuation plans shall include the following:

1. Emergency egress or escape routes and whether evacuation of the building is to be complete or, where approved, by selected floors or areas only.
2. Procedures for employees who must remain to operate critical equipment before evacuating.
3. Procedures for accounting for employees and occupants after evacuation has been completed.
4. Identification and assignment of personnel responsible for rescue or emergency medical aid.
5. The preferred and any alternative means of notifying occupants of a fire or emergency.
6. The preferred and any alternative means of reporting fires and other emergencies to the fire department or designated emergency response organization.
7. Identification and assignment of personnel who can be contacted for further information or explanation of duties under the plan.
8. A description of the emergency voice/alarm communication system alert tone and preprogrammed voice messages, where provided.

404.2.2.2 Fire safety plans. Fire safety plans shall include the following:

1. The procedure for reporting a fire or other emergency.
2. The life safety strategy and procedures for notifying, relocating, or evacuating occupants.
3. Site plans indicating the following:
   3.1. The occupancy assembly point.
   3.2. The locations of fire hydrants.
   3.3. The normal routes of fire department vehicle access.
4. Floor plans identifying the locations of the following:
4.1. Exits.
4.2. Primary evacuation routes.
4.3. Secondary evacuation routes.
4.4. Accessible egress routes.
4.5. Areas of refuge.
4.7. Portable fire extinguishers.
4.8. Occupant-use hose stations.
4.9. Fire alarm annunciators and controls.

5. A list of major fire hazards associated with the normal use and occupancy of the premises, including maintenance and housekeeping procedures.

6. Identification and assignment of personnel responsible for maintenance of systems and equipment installed to prevent or control fires.

7. Identification and assignment of personnel responsible for maintenance, housekeeping and controlling fuel hazard sources.

404.2.3 Maintenance. Fire safety and evacuation plans shall be reviewed by the owner or occupant annually or more often, as necessitated by changes in staff assignments, occupancy, or the physical arrangement of the building.

404.2.4 Availability. Fire safety and evacuation plans shall be available in the workplace for reference and review by employees, and copies shall be furnished to the fire code official for review upon request.

404.3 Shelter-In-Place and Lockdown Plans. Shelter-in-place and lockdown plans shall comply with the requirements of Sections 404.3.1 through 404.3.4.

404.3.1 Where required. A shelter-in-place and lockdown plan shall be prepared and maintained for all Group E occupancies.

Exception: Group E daycares not co-located on a Group E campus.
404.3.2 Contents. Shelter-in-place and lockdown plan contents shall be in accordance with Sections 404.3.2.1 and 404.3.2.2.

404.3.2.1 Shelter-in-place plans. Shelter-in-place plans shall include the following:

1. Identification of the procedures of initiating the shelter-in-place plan throughout the facility or campus.
2. Identification of pre-arranged alert and recall signals to notify all occupants.
3. Identification of procedures for reporting the facility is sheltering-in-place to the local emergency dispatch center.
4. A means of two-way communication between a central location and each secure area.
5. Identification of protective security measures.
6. Location of emergency supplies.
7. Accountability procedures for staff to report the presence or absence of occupants.
8. Identification of crisis response team members in accordance with the National Incident Management System.
9. Actions to be taken in the event of a fire or medical emergency while in sheltering-in-place.

404.3.2.2 Lockdown plans. Lockdown plans shall include the following:

1. Identification of the procedures of initiating the lockdown plan throughout the facility or campus.
2. Identification of pre-arranged alert and recall signals to notify all occupants.
3. Identification of procedure for access to facility for emergency responders.
4. Identification of procedures for reporting the facility is in lockdown to the local emergency dispatch center.
5. A means of two-way communication between a central location and each secure area.
6. Identification of protective security measures.
7. Location of emergency supplies.
8. Accountability procedures for staff to report the presence or absence of occupants.
9. Identification of crisis response team members in accordance with the National Incident Management System.
10. Actions to be taken in the event of a fire or medical emergency while in lockdown.
404.3.3 Maintenance. Shelter-in-place and lockdown plans shall be reviewed by the owner or occupant annually or more often, as necessitated by changes in staff assignments, occupancy, or the physical arrangement of the building.

404.3.4 Availability. Shelter-in-place and lockdown plans shall be available in the workplace for reference and review by employees, and copies shall be furnished to the fire code official for review upon request.

SECTION 405

EMERGENCY DRILLS

405.1 General. Emergency drills shall comply with the requirements of this section.

405.2 Emergency Evacuation Drills. Emergency evacuation drills complying with the provisions of this section shall be conducted at least annually in the occupancies listed in Section 404.2.1 or when required by the fire code official. Drills shall be designed in cooperation with the local authorities.

405.2.1 Frequency. Required emergency evacuation drills shall be held at the intervals specified in Table 405.2.1 or more frequently where necessary to familiarize all occupants with the drill procedure.

<table>
<thead>
<tr>
<th>GROUP OR OCCUPANCY</th>
<th>FREQUENCY</th>
<th>PARTICIPATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group A</td>
<td>Quarterly</td>
<td>Employees</td>
</tr>
<tr>
<td>Group</td>
<td>Frequency</td>
<td>Conducting Group</td>
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<td>---------</td>
<td>-----------------</td>
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</tr>
<tr>
<td>Group B</td>
<td>Annually</td>
<td>Employees</td>
</tr>
<tr>
<td>Group E</td>
<td>Monthly(^{bc})</td>
<td>All occupants</td>
</tr>
<tr>
<td>Group I</td>
<td>Quarterly on each shift</td>
<td>Employees(^b)</td>
</tr>
<tr>
<td>Group R-1</td>
<td>Quarterly on each shift</td>
<td>Employees</td>
</tr>
<tr>
<td>Group R-2(^d)</td>
<td>Quarterly on each shift</td>
<td>Employees</td>
</tr>
<tr>
<td>Group R-2(^d)</td>
<td>Four annually</td>
<td>All occupants</td>
</tr>
<tr>
<td>High-rise buildings</td>
<td>Annually</td>
<td>Employees</td>
</tr>
</tbody>
</table>

a. The frequency shall be allowed to be modified in accordance with Section 408.3.2.

b. Fire and evacuation drills in residential care assisted living facilities shall include complete evacuation of the premises in accordance with Section 408.10.5. Where occupants receive habilitation or rehabilitation training, fire prevention and fire safety practices shall be included as part of the training program.

c. Group B buildings having an occupant load of 500 or more persons or more than 100 persons above or below the lowest level of exit discharge.

d. Applicable to Group R-2 college and university buildings in accordance with Section 408.3.

e. Group E, and daycares co-located on a Group E campus shall jointly perform at least 6 fire and evacuation drills per school year.

f. Applicable to boarding homes, group homes, residential treatment facilities licensed by the State of Washington.

### 405.2.2 Leadership
Responsibility for the planning and conduct of drills shall be assigned to competent persons designated to exercise leadership.

### 405.2.3 Time
Drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of fire.

### 405.2.4 Record keeping
Records shall be maintained of required emergency evacuation drills and include the following information:
1. Identity of the person conducting the drill.

2. Date and time of the drill.

3. Notification method used.

4. Staff members on duty and participating.

5. Number of occupants evacuated.

6. Special conditions simulated.

7. Problems encountered and corrective action taken.

8. Weather conditions when occupants were evacuated.

9. Time required to accomplish complete evacuation.

405.2.5 Notification. Where required by the fire code official, prior notification of emergency evacuation drills shall be given to the fire code official.

405.2.6 Initiation. Where a fire alarm system is provided, emergency evacuation drills shall be initiated by activating the fire alarm system. The fire alarm monitoring company shall be notified prior to the activation of the fire alarm system for drill purposes and again at the conclusion of the transmission and restoration of the fire alarm system to normal mode.

Exception: Drills conducted between the hours of 9:00 pm and 6:00 am, in Group R-2 boarding homes, groups homes and residential treatment facilities licensed by the State of Washington, are allowed to utilize a coded announcement.

405.2.7 Accountability. As building occupants arrive at the assembly point, efforts shall be made to determine if all occupants have been successfully evacuated or have been accounted for.

405.2.8 Recall and reentry. An electrically or mechanically operated signal used to recall occupants after an evacuation shall be separate and distinct from the signal used to initiate the evacuation. The recall signal initiation means shall be manually operated and under the control of the person in
charge of the premises or the official in charge of the incident. No one shall reenter the premises until authorized to do so by the official in charge.

405.3 Shelter-In-Place and Lockdown Drills. Shelter-in-place and lockdown drills complying with the provisions of this section shall be conducted in the occupancies listed in Section 404.3.1 or when required by the fire code official. Drills shall be designed in cooperation with local authorities.

405.3.1 Frequency. Shelter-in-place and lockdown drills required by this section shall each be held at least annually to familiarize all occupants with the emergency procedures. Group E and co-located daycares shall drill jointly.

405.3.2 Leadership. Responsibility for the planning and conduct of drills shall be assigned to competent persons designated to exercise leadership.

405.3.3 Time. Drills shall be held at unexpected times and under varying conditions to simulate the unusual conditions that occur in case of an emergency.

405.3.4 Record keeping. Records shall be maintained of required shelter-in-place and lockdown drills and include the following information:

1. Identity of the person conducting the drill.
2. Date and time of the drill.
3. Notification method used.
4. Staff members on duty and participating.
5. Number of occupants sheltered and unaccounted for.
6. Special conditions simulated.
7. Problems encountered and corrective actions taken.
8. Time required to accomplish complete sheltering.

405.3.5 Notification. Where required by the fire code official, prior notification of shelter-in-place and lockdown drills shall be given to appropriate emergency response agencies.
405.3.6 **Signals.** Alerting signals shall be separate and distinct from the fire alarm and other signals.

405.3.7 **Accountability.** Efforts shall be made to determine if all occupants have been successfully sheltered and accounted for.

**SECTION 406**

**EMPLOYEE TRAINING AND RESPONSE PROCEDURES**

406.1 **General.** Employees in the occupancies listed in Section 404.2.1 and 404.3.1 shall be trained in the procedures described in their emergency plans. Training shall be based on these plans and as described in Sections 404.2.2 and 404.3.2.

406.2 **Frequency.** Employees shall receive training in the contents of fire safety and evacuation plans and their duties as part of new employee orientation and at least annually thereafter. Records shall be kept and made available to the fire code official upon request.

406.3 **Employee training program.** Employees shall be trained in fire prevention, evacuation, fire safety, shelter-in-place and lockdown in accordance with Sections 406.3.1 through 406.3.4.

406.3.1 **Fire prevention training.** Employees shall be apprised of the fire hazards of the materials and processes to which they are exposed. Each employee shall be instructed in the proper procedures for preventing fires in the conduct of their assigned duties.

406.3.2 **Evacuation training.** Employees shall be familiarized with the fire alarm and evacuation signals, their assigned duties in the event of an alarm or emergency, evacuation routes, areas of refuge, exterior assembly areas, and procedures for evacuation.

406.3.3 **Fire safety training.** Employees assigned fire-fighting duties shall be trained to know the locations and proper use of portable fire extinguishers or other manual fire-fighting equipment and the protective clothing or equipment required for its safe and proper use.
406.3.4 **Shelter-in-place and lockdown training.** Employees shall be familiarized with the alert and recall signals, their assigned duties in the event of an alarm or emergency, communication system, location of emergency supplies and the use of the incident notification and alert system.

SECTION 408

USE AND OCCUPANCY-RELATED REQUIREMENTS

408.3 **Group E occupancies and Group R-2 college and university buildings.** Group E occupancies shall comply with the requirements of Sections 408.3.1 through 408.3.4 and Sections 401 through 406. Group R-2 college and university buildings shall comply with the requirements of Sections 408.3.1 and 408.3.3 and Sections 401 through 406.

408.3.1 **First emergency evacuation drill.** The first emergency evacuation drill of each school year shall be conducted within 10 days of the beginning of classes.

408.3.2 **Emergency evacuation drill deferral.** In severe climates, the fire code official shall have the authority to modify the emergency evacuation drill frequency specified in Section 405.2.1.

408.3.3 **Time of day.** Emergency evacuation drills shall be conducted at different hours of the day or evening, during the changing of classes, when the school is at assembly, during the recess or gymnastic periods, or during other times to avoid distinction between drills and actual fires. In Group R-2 college and university buildings, one required drill shall be held during hours after sunset or before sunrise.

408.3.4 **Assembly points.** Outdoor assembly areas shall be designated and shall be located a safe distance from the building being evacuated so as to avoid interference with fire department operations. The assembly areas shall be arranged to keep each class separate to provide accountability of all individuals.
## Emergency Drill Reporting Form

*(this information to be reported in iGrants Form Package #389)*

<table>
<thead>
<tr>
<th>School:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>District:</td>
<td>School ID #:</td>
</tr>
</tbody>
</table>

### Person Completing Form and Title:

<table>
<thead>
<tr>
<th># Students:</th>
<th># Staff:</th>
</tr>
</thead>
</table>

### Time Alarm Sounded: | Time Drill Concluded: | Time to Evacuate: *(fire drills only)*
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

### Type of Drill:

- [ ] Fire / Evacuation
- [ ] Lockdown
- [ ] Modified Lockdown
- [ ] Shelter-in-Place
- [ ] Earthquake
- [ ] Tsunami
- [ ] Medical Emergency
- [ ] Lahar
- [ ] Weather Emergency
- [ ] Other: __________________

### Type of School:

- [ ] Elementary
- [ ] Middle School
- [ ] Junior High School
- [ ] High School
- [ ] K-8
- [ ] K-12
- [ ] Alternative School
- [ ] Other

### Weather Conditions:

- [ ] Clear
- [ ] Cloudy
- [ ] Raining
- [ ] Rain and wind
- [ ] Windy
- [ ] Snow / Sleet
- [ ] Hail

### Participants: *(check all that apply)*

- [ ] School Administrators
- [ ] Teachers / Paraeducators
- [ ] Custodial Staff
- [ ] Students

### Alert System:

- [ ] Bell or Buzzer
- [ ] Enhanced Alert System
- [ ] Intercom

### Situation at Start of Drill:

- [ ] Before School
- [ ] During Class Time
- [ ] Passing Time
- [ ] Recess
<table>
<thead>
<tr>
<th>School Security Officers</th>
<th>Law Enforcement</th>
<th>Fire Department</th>
<th>Emergency Medical Services</th>
<th>County Emergency Mgmt.</th>
<th>Other</th>
<th>Phone</th>
<th>Voice Notification</th>
<th>Siren</th>
<th>Other</th>
<th>Lunch Time</th>
<th>Assembly</th>
<th>After School</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School Mapping System:</th>
<th>Staff previously trained on emergency procedures this year?</th>
<th>Students previously trained on emergency procedures this year?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mapping system used</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Mapping system not used</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Incident Command System Used?</th>
<th>Incident Commander:</th>
<th>Operations Chief:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Problems Encountered:</th>
<th>Check all that apply</th>
</tr>
</thead>
<tbody>
<tr>
<td>Congestion in hallways</td>
<td>Radio communication problems</td>
</tr>
<tr>
<td>Alarm not heard</td>
<td>Network / computer problems</td>
</tr>
<tr>
<td>Students unsure of what to do / proper</td>
<td>Noise impedes communications</td>
</tr>
<tr>
<td>Staff unsure of responsibilities / response</td>
<td>Students not out of sight (lockdown drill)</td>
</tr>
<tr>
<td>Weather-related problems</td>
<td>Long time to evacuate building</td>
</tr>
<tr>
<td>Unable to lock doors</td>
<td>Students not serious about drill</td>
</tr>
<tr>
<td>Windows not covered</td>
<td>Frightened students (lockdown drill)</td>
</tr>
<tr>
<td>Windows left open</td>
<td>Improper or unavailable supplies (SiP)</td>
</tr>
<tr>
<td>Doors left open</td>
<td>Confusion</td>
</tr>
<tr>
<td>Lights left on</td>
<td>Doors or Exits blocked</td>
</tr>
<tr>
<td>Students not accounted for / attendance</td>
<td>Transportation</td>
</tr>
<tr>
<td>Difficulties with evacuation of disabled students or staff</td>
<td>Interagency miscommunications</td>
</tr>
<tr>
<td>Unable to access school mapping system</td>
<td>Incident command problems</td>
</tr>
<tr>
<td></td>
<td>Other: ___________________________</td>
</tr>
<tr>
<td></td>
<td>___________________________</td>
</tr>
</tbody>
</table>
**Explanations of Circumstances / Identified Factors:**

**Mitigation / Plans for Improvement:** (check all that apply and explain below)

- Additional staff training
- Additional student training
- Address need for additional equipment
- Improved emergency supplies
- Cooperative planning with responders
- Revised emergency procedures

**Explain corrective efforts here:**

**NOTE:** The Emergency Drill Report is available in iGrants. It is Form Package #389, and is under the 2007-2008 fiscal year. Despite the profile page instructions, *any* school may enter information in this form package. District-level access is required to access the form package. The profile page is located at:

[https://eds.ospi.k12.wa.us/iGrants/Docs/07-08/FormPackages/EOY/EmergencyDrillMini389/EmerDrillMini389Profile.html](https://eds.ospi.k12.wa.us/iGrants/Docs/07-08/FormPackages/EOY/EmergencyDrillMini389/EmerDrillMini389Profile.html)