

## **Emergency Protocols & Procedures**

1. Building principals are required to be certified on the Incident Command System. Initial training for ASD principals took place in the spring and summer of 2008. Administrators who are new to the district are informed of the requirement and typically complete ICS training individually if not already certified. ICS training is accessible online.
2. All schools have comprehensive safety plans and are mapped pursuant to RCW 36.28A.060. School safety plans address emergency mitigation, preparedness, response and recovery. The school mapping system provides city and county law enforcement agencies, local fire departments, emergency service providers, and county emergency management agencies accurate, specific information when accessing a school during any school shooting event. School plans also identify school transportation procedures for evacuation, including bus staging areas, evacuation routes, communication systems, parent-student reunification sites, and secondary transportation agreements consistent with the school mapping system.
3. All schools in the district are required to update their plans annually to reflect any changes in staffing. This typically takes place in August, prior to the beginning of the student year.
4. Schools conduct no less than one safety-related drill each month that school is in session. Schools complete at least one drill using the school mapping system, including one drill for lockdowns, one drill for shelter-in-place, and six or more drills for fire evacuation. Sample drill procedures for each kind of emergency are available on the OSPI school safety center. All drills are logged and reported to the district. On October 18 this year, all schools in the district participated in Operation Shakeout to practice procedures for earthquake evacuation.
5. Emergency Procedure Handbooks are posted in each classroom in the district, and in building offices. The handbooks identify protocols and resources for staff for a variety of emergency scenarios.
6. All schools have identified protocols for visitors, including sign-in/sign-out procedures.
7. The district employs three commissioned police officers as well as security personnel.
8. District Emergency Communications (2-way radios) are presently being upgraded throughout the district to include: separate emergency radio channel strictly for emergency use; portable emergency radios provided to all facilities with multiple channel programming for essential intra-district communications; New, 2-way radio communication base stations; and utilization of up-to-date radio technology to improve radio signal coverage within the district boundaries.

9. References are available on-line:

- OSPI – K – 12 Safety Center Web Site:  
<http://www.k12.wa.us/SafetyCenter/default.aspx>
- [Tips for Talking and Helping Children and Youth Cope after a Disaster or Traumatic Event](#)
- Helping Children Cope: Teacher Resources for Talking About Tragedy:  
[http://www.educationworld.com/a\\_curr/curr369.shtml](http://www.educationworld.com/a_curr/curr369.shtml)
- Resources for Talking to Kids About the Tragedy:  
[http://www.co.monterey.ca.us/oes/children\\_trauma.htm](http://www.co.monterey.ca.us/oes/children_trauma.htm)
- Managing Strong Emotional Reactions to Traumatic Events:  
[http://www.nasponline.org/resources/crisis\\_safety/angermgmt\\_general.aspx](http://www.nasponline.org/resources/crisis_safety/angermgmt_general.aspx)
- Helping Children Cope with a National Tragedy:  
<http://www.news-press.com/article/20121214/HEALTH/121214017/Connecticut-shooting-Helping-children-cope-national-tragedy>
- Talking to Your Children About the Recent Spate of School Shootings:  
<http://www.apa.org/topics/violence/school-shooting.aspx>
- How to Help Children Cope After a Shooting:  
<http://www.yourmindyourbody.org/how-to-help-children-cope-after-a-shooting/>