

SHELTON SCHOOL DISTRICT

Emergency Response Plan



**Shelton District Office
Shelton High School
CHOICE High School
Oakland Bay Junior High
Olympic Middle School
Bordeaux Elementary
Evergreen Elementary
Mt. View Elementary
Facilities & Operations
Transportation**

Emergency Response Plan

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SIGNATORY PAGE

The Shelton School District Emergency Response Plan was adopted on August 22, 2017. This plan supersedes all other plans.

Superintendent Signature

Date

President of the School Board

Date

Record of Changes

Change #	Date of Change	Name of the person making the change	Summary of change made

B

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Introduction

This Emergency Response Plan has been developed to help school administrators prepare for the many aspects of responding to a critical incident involving their schools and/or student/teacher populations.

Shelton School District (SSD) is committed to providing safe and effective learning environments for every child and staff person. Unexpected emergencies may occur, however, the likelihood of effectively managing an emergency is increased with an established emergency plan. The purpose of the Emergency Response Plan is to maximize the safety and welfare of all students, visitors and staff by promoting emergency preparedness county-wide.

Policy & Authority Emergency

This authoritative Emergency Response Plan identifies responsibilities and procedures to guide emergency response in the SSD. When an emergency occurs, school district officials, their designees, and staff are authorized and directed to implement all necessary actions.

WHAT THE LAW REQUIRES OF SCHOOLS

- Develop a disaster plan
- Conduct periodic drop and cover drills, evacuation procedures and emergency response actions—once each quarter in elementary schools and once each semester in secondary schools
- Provide training to students and staff in emergency response procedures
- Be prepared to have your school serve as a possible public shelter
- Take mitigation measures to ensure the safety of students and staff—such as securing equipment and furniture

EMERGENCY TELEPHONE NUMBERS

EMERGENCY RESPONSE

In an EMERGENCY, dial 911 for

- Fire Department
- Shelton Police Department
- Ambulance Services
- Mason County Sheriff’s Office
- Washington State Patrol

Mason County Police Agencies

- Shelton Police Department 426-4441
- Mason County Sheriff’s Office..... 427-9670 ext. 313
- Washington State Patrol (District 8, Bremerton) 473-0300

Mason County Fire Districts

Hoodsport Fire District #1	877-5186
Grapeview Fire District #3.....	275-6711
Central Mason Fire & EMS	426-5533
Union Fire District #6	898-4871
Mason Fire District #9 (Skokomish Valley).....	427-7426
Mason County Fire District #11 (Island Lake).....	426-1822
Matlock Fire District #12.....	426-4976
Dayton Fire District #16	426-7343
Mason County Health Department	427-9670 ext. 400
National Response Center (24 Hr.).....	(800) 424-8802
National Weather Service	(206) 526-6087

HazMat Emergency Contacts

Cascade Natural Gas	(888) 522-1130
Department of Ecology – Spill Line	407-6300
Environmental Protection Agency (24 Hr.)	(206)
Mason County DEM/LEPC	427-7535
Mason County DEM Duty Officer (After Hours).....	427-7761
Mason County EOC (24 Hr.)	427-7761
Mason County Public Works	427-9670 ext.
Mason County Health Department	427-9670 ext. 400
National Response Center (24 Hr.).....	(800) 424-8802
National Weather Service	(206) 526-6087
Navy Region NW Emergency Management.....	(360) 315-5320 or (360) 340-5571
Mason County PUD.....	426-8255
Puget Sound and Pacific Railroad.....	(855) 724-5444

Skokomish Tribe (Public Safety)..... 426-4740

Squaxin Island Tribe (EOC) 462-3500

WA State Dept. of Health (24 Hr.)(360) 888-0838

WA State EMD – Duty Officer (24 Hr.).....(800) 258-5990

WA State Patrol Incident Commander(800) 283-7805

Williams Pipeline (Natural Gas).....(888) 271-8880

Other

American Red Cross 352-8575

Animal Control 275-4467

Child Protective Services 432-2050

Hood Canal Communications 898-2481

Department of Transportation..... 427-2165

Mason County PUD 426-8255

Poison Control Center.....(800) 222-1222

iFIBERONE 426-1030

Hospitals

Mason General Hospital 426-1611

Harrison Medical Center (Belfair) 277-2975

Mental Health

ESD 113 Behavioral Health Services (Sara Ellsworth)..... 464-6877

Catholic Community Services (Heidi Williams) 791-0785

Catholic Community Services (Teresa Phelps Nelson) 918-4165

Behavioral Health Resources (Greg Endler)..... 704-7170

Children’s Crisis Stabilization Program 480-5721

Community Youth Services (Alicia Ferris) 918-7876

The Shelton School District is comprised of the following buildings:

Shelton School District

Administrative Services Building
Bordeaux Elementary School
Evergreen Elementary School
Mt. View Elementary School
Oakland Bay Jr. High
Olympic Middle School
CHOICE High School
Shelton High School
Maintenance Building
Transportation Building

Approximately 4,625 students.

Approximately 625 staff members.

Purpose and Mission

The purpose of this plan is to identify emergency responsibilities for the SSD, its students, and staff. The plan is intended to empower our staff and students in an emergency and clarify emergency rolls and responsibilities. This plan is not intended to be rigid or restrictive and will be expanded as needed. The mission of the SSD Emergency Response Plan is to protect lives and property, mitigate the effects of a disaster, prepare, respond, and recover from emergencies and disasters. The safety of our staff and students in today's changing threat environment is our major goal.

Concept of Operations

It is the responsibility of the school to protect life and property from the effects of emergency situations within its own jurisdiction. SSD has the primary responsibility for initial emergency management activities. Concept of Operations information located in this section is designed to give an overall picture of incident management.

Top priorities for incident management are to:

- Protect and save lives, and protect health and safety of students, faculty, staff, visitors, responders, and recovery workers.
- Protect property and mitigate damages and impacts to individuals, the community, and the environment.

SSD recognizes that staff and students will be first responders during an incident. Adopting a plan enables staff and students to respond more effectively to an incident and enhances cooperation, coordination, and communication among school officials, first responders and the Incident Commander. School personnel are usually first on the scene of an incident in a school setting. Staff and faculty are expected to take charge and manage the incident until it is resolved or command is transferred to someone more qualified and/or to an emergency responder agency with legal authority to assume responsibility. Staff will seek guidance and direction from local officials and seek technical assistance from State and Federal agencies and industry where appropriate.

The SSD Emergency Response Plan will operate under the Incident Command System (ICS) and all principals based on RCW 28A.320.125 will be trained in the Incident Command System.

The Superintendent or his/her designee is responsible for activating the District EOC. The principal or his/her designee is responsible for activating the School Emergency Response Plan. These include common and specialized procedures as well as hazard-specific incident plans.

This plan is based upon the concept that the incident management functions that must be performed by the school generally parallel some of their routine day-to-day functions. To the extent possible, the same personnel and material resources used for day-to-day activities will be employed during incidents. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended. The personnel, equipment, and supplies that would typically be required for those routine functions will be directed to accomplish assigned incident management tasks.

Authorities and References

The following list provides the legal basis for emergency operations and activities including laws, statutes, ordinances, executive orders, and regulations applying to the SSD.

Washington State K-12 schools are regulated according to the Revised Code of Washington (RCW) which are laws passed by the Legislature; and, by the Washington Administrative Codes (WAC) which are rules put in place to enact applicable legislation. The following is a list of the main RCWs and WACs affecting areas of school safety & security.

School Safety & Security Related RCWs & WACs

School Safety Planning

- [RCW 28A.320.125](#) – Safe district and school plans required
- [RCW 28A.320.126](#) – Emergency response system
- [RCW 36.28A.060](#) – School mapping
- [WAC 51-54-0400](#) – Emergency Planning & Preparedness

Bullying – HIB

- [RCW 28A.300.285](#) - Harassment, intimidation, and bullying prevention; cyberbullying
- [RCW 9.61.260](#) – Cyberstalking
- [RCW 9A.36.078](#) - Malicious harassment - Finding
- [RCW 28A.600.480](#) – Reporting Harassment, Intimidation, Bullying Immunity
- [WAC 495A-121-011](#) - Definitions

Emotional or Behavioral Distress-Suicide Plans

- [RCW 28A.320.127](#) – Recognition of Emotional
- -Behavioral Distress

Firearms & Weapons on School Grounds

- [RCW 28A.600.420](#) - Firearms on school grounds
- [RCW 9.41.280](#) - Firearms and other dangerous weapons on school grounds
- [RCW 9.91.160](#) - Possession of personal protective spray devices
- [RCW 9.61.160](#) – Threats to bomb or injure property

Gang Activity in Schools

- [RCW 28A.600.455](#) - Gang activity – Suspension or expulsion
- [RCW 9A.46.120](#) - Criminal Gang Intimidation
- [RCW 9.94A.030](#) – Definitions: criminal street gangs, gang membership, gang-related offenses.
- RCW 28A.225.225 - Applications from Non-Resident Students
- RCW 28A.320.490 - Task force on gangs in schools

Juvenile Sex Offenders in Schools

- [RCW 9A.44.130](#) – Law enforcement notification of schools
- WAC 392-400-295 - Emergency expulsion – limitations

Locker Searches

- [RCW 28A.600.210](#) – Locker searches: drug activity, weapons
- [RCW 28A.600.220](#) – Locker searches – No expectation of privacy
- [RCW 28A.600.240](#) - Notice and reasonable suspicion

Suicide - Troubled Youth

- [RCW 28A.320.127](#) Plan for screening and response to emotional or behavioral distress
- [RCW 28A.320.1271](#) Model school district plan for recognition, initial screening and response to emotional or behavioral distress

Threat Assessment

- [RCW 28A.320.128](#) Threats of violence; Notice and disclosure policies - Student conduct
- [RCW 13.04.155](#) Notification to school principal of conviction, adjudication, or diversion
- [RCW 9A.04.110](#) Definition of "Threat"
- [RCW 9A.46](#) Harassment
- [RCW 28A.225.330](#) Enrolling students from other districts
- [RCW 13.40.215](#) Juveniles found to have committed violent or sex offense or
- [RCW 9.41.280](#) Possessing dangerous weapons on school facilities

Tobacco, Alcohol, Drugs

1. [RCW 28A.210.310](#) – Prohibition on use of tobacco
2. [RCVW 69.50.435](#) – Controlled substances
3. [RCW 69.50.445](#) – Open consumption of marijuana

Transportation

- [RCW 28A.160 – Student Transportation](#)

Additional Information: Special Education, Disabilities, and Privacy Compliance

Issues around school safety often impact students with disabilities.

- [Special Education – RCW 28A.155](#): Special Education laws ensure that all children with disabilities have the opportunity for an appropriate education.
- [ADA](#): The Americans with Disabilities Act (ADA) makes it possible for everyone with a disability to live a life of freedom and equality, and is the first comprehensive declaration of equality for people with disabilities.
- [FERPA](#): The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA FAQs - <http://familypolicy.ed.gov/faq-page?src=ferpa>
- [HIPAA](#): The Health Insurance Portability and Accountability Act (HIPAA) is to ensure that individuals' health information is properly protected while allowing the flow of health information needed to provide and promote high quality health care and to protect the public's health and well-being

Model Policies / Procedures

- [Bullying – HIB](#)
- [Cyberbullying](#)
- [Firearms in Schools](#)
- [Gang Activity in Schools](#)
- [Juvenile Sex Offenders in Schools](#)
- [Threat Assessment](#)
- [Washington State School Directors' Association \(WSSDA\)](#)

EMERGENCY MANAGEMENT SYSTEMS

Through the years, those agencies responsible for disaster response have come up with several different models for coordinating that response. Although these models differ, they share a common background: The Incident Command System (ICS). As a member of your school's emergency response team, you will need to be familiar with ICS and the emergency management systems used in Washington.

National Incident Management System (NIMS)

The National Incident Management System (NIMS) is a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work together seamlessly and manage incidents involving all threats and hazards—regardless of cause, size, location, or complexity—in order to reduce loss of life, property and harm to the environment.

Incident Command System (ICS)

ICS is a standardized organizational structure used to command, control, and coordinate the use of resources and personnel that have responded to the scene of an emergency.

NIMS — AN OVERVIEW

NIMS is an emergency response organization consists of five Sections:

Management/Command: Responsible for policy-making with respect to disaster planning and preparedness and for the overall coordination of emergency response and recovery activities. This section has four team members, the Incident Commander, the Public Information Officer (PIO), the Safety Officer, and the Liaison Officer. In short—they are *the leaders*.

Operations: Responsible for response preparedness of the Communications, Search and Rescue, First Aid, Student Release/Staff Accounting, Assembly/Shelter, and Maintenance/Fire Teams. During a disaster, this section directs response activities of all of these teams and coordinates that response with Management/Command. These folks represent “the doers.”

Planning/Intelligence: Responsible for creating the Action Plans and checklists that will be used by all of the sections during crisis response and recovery. The section is comprised of two teams, the Planning/ Intelligence Team and the Documentation Team. During an emergency, these teams gather, analyze, disseminate, and record information critical to the functioning of the Management/Command section and create the ongoing Action Plans. Planning/Intelligence are often referred to as “*the thinkers*.”

Logistics: Prior to a disaster, this section is in charge of creating a transportation plan, and insuring that there are adequate supplies of food, water, and equipment for crisis response. During an emergency, the section's two teams, the Supplies/Staffing Team and the Transportation Team provide services, personnel, equipment, materials, and facilities, as needed. They are “*the getters*.”

Finance/Administration: In charge of creating policy and procedure for documenting costs associated with emergency response. This section has one team, called the Record Keeping Team and the Documentation Team. During a disaster they activate contracts with vendors, keep pay records, track receipts, and account for expenditures. Their efforts make it possible for schools to reclaim costs associated with response and recovery activities from the state. They are called “*the payers*.”

The Emergency Operations Center

During an emergency, the Management/Command Section gathers together in an area/room to set-up a “command center” also known as the Emergency Operations Center (EOC). In the EOC, the Management Section makes decision affecting response activities based upon information coming in from the Section Chiefs of the other sections.

Unified Command

The control of and response to campus emergencies is the sole responsibility of the school site team *until* first responders arrive. Once they are on campus, incident command transitions to “Unified Command.” This transition is immediately facilitated by an on-site briefing for the first responders by the Management Team and Section Chiefs. Following the initial briefing, the school’s Incident commander will begin to work closely with representatives of each response agency to plan and carry out response activities.

In the EOC, this means that first responder representatives will essentially be running response activities in consultation with the school’s Management Team and Section Chiefs. In the field, Team Leaders and Team Members will work alongside first response teams, *unless* the Incident Commander has deemed it is too dangerous or unsafe for school site teams to continue to participate. *Remember*, first responders are professionals.