

Health and Safety Guide for K-12 Schools in Washington State – 2024 Update of the 2003 Edition

We propose eliminating this section. Since 2003 the school emergency and disaster preparedness has change significantly. The [School Safety Center \(ospi.k12.wa.us\)](http://ospi.k12.wa.us) website under the requirements of [RCW 28A.320.125: Safe school plans—Requirements—Duties of school districts and schools—Drills—Rules—First responder agencies. \(wa.gov\)](http://RCW 28A.320.125) has resources, requirements, and checklists.

P. Emergency & Disaster Preparedness		WAC or other Code Reference	Standard/ Recommended Practice	Review Plan	Reason for Change
P 001	Schools shall adopt and implement a safe school plan. Plans shall include disaster preparedness policies and procedures, and plans consistent with state requirements and the all-hazards model of safe schools planning as reflected in the OSPI comprehensive safe schools planning model. To address safe schools planning see the OSPI Safety Center website at: www.k12.wa.us/safetycenter/	SSB-5543 RCW 28A.320.125 305-130 296-24- 56701(1) 180-41-035			
P 002	Schools shall conduct no less than one safety-related drill each month-emergency evacuation (fire) drills at least monthly during the school year. 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. School administrators should consult with their local fire department and county emergency services coordinator for local requirements. Annual review and update of the evacuation plan is required.	180-41-035 RCW 28A.320.125(6) UFC 1303.3.3.2 UFC 1303.4.3			
P 003	Alarms for all emergency exit drills shall be by the appropriate school building administrator or his designee without advance announcement to building occupants. Drills should be executed at irregular times of day or evening so as to eliminate any possible distinction between a drill and an actual emergency situation.	180-41-035			
P 003a	NOTE: Attention is directed to the Guide for Adoption of Uniform School Exit Drill prepared and published by the State Fire Marshal for the assistance of school administrators.	180-41-035			
P 004	Evacuation routes shall be posted in each occupied room and shall show primary and secondary evacuation routes, assembly areas and locations of the fire extinguishers and fire alarm pull stations. Evacuation assembly areas shall be away from public streets and shall be clear of paths of responding emergency vehicles.	180-41-035 296-24- 56701(1) UFC 1303.3.1 UFC 1303.4.1			

P. Emergency & Disaster Preparedness		WAC or other Code Reference	Standard/ Recommended Practice	Review Plan	Reason for Change
P 005	Special provision shall be made for removal of disabled and physically handicapped persons from the building.	180-41-035(2)			
P 006	All occupants of the building--teachers and other school personnel without exception-- shall, at the beginning of each school year, be given full and explicit instructions on exit drills in order that they have a clear working knowledge of exit drills in order that they have a clear working knowledge of exit drill directions and rules.	180-41-035(3) UFC 1303.5			
P 007	Instruction and practice in ways to meet such emergencies as blocked exits and blocked stairways during exit drills shall be provided to teachers and pupils.	180-41-035(4)			
P 008	Records of each emergency drill shall be maintained and include the date and time of each drill, the person conducting the drill and other information relative to the drill including the time required to evacuate the building.	UFC 1303.6.4			
P 009	Each school administrator should be familiar with their local County Emergency Plan including the County's planned use of school facilities and resources in the event of an emergency or disaster.		OSPI and DOH		
P 010	School administrators should be prepared if an emergency requires students/staff to stay in the building for a prolonged period of time, e.g., overnight. Disaster officials recommend sufficient supplies for a 72-hour period.		OSPI and DOH		
P 011	School design professionals should employ Crime Prevention Through Environmental Design (CPTED) principles when designing schools. The National Crime Prevention Council provides information at: http://www.ncpc.org/ncpc1.htm		OSPI	X	