

**EMERGENCY SCHOOL EVACUATION**

**POLICY:**

When an emergency within a school or its surrounding area necessitates evacuation and/or total or partial closure of the schools within the Lake Stevens School District, staff shall be responsible for aiding in the safe evacuation of the students.

The Superintendent shall establish procedures for the emergency closure of a building or department.

Legal References:

WAC 180-41-035 Evacuation of buildings in sudden emergency

**EMERGENCY SCHOOL EVACUATION**

**PROCEDURES:**

The following emergency procedures shall be followed:

- A. The report of an emergency shall be directed to the Superintendent's Office;
- B. If the nature of the emergency calls for immediate action on the part of a principal, he/she shall take necessary action and report such action to the Superintendent's Office;
- C. The Superintendent's Office shall contact those departments and/or school who must assist in the emergency action; and
- D. When appropriate the Superintendent's Office shall contact the City Police Department and the County Department of Emergency Services.

The principal shall instruct staff, including teachers, secretaries, cooks, custodians, aides, and bus drivers as to their respective responsibilities in an evacuation exercise.

The principal shall be responsible for organizing and conducting such emergency evacuation drills as are necessary and shall objectively evaluate the activity following each such drill. In the absence of the principal, staff should be able to conduct all aspects of the evacuation procedure.