

DISTRICT SAFE SCHOOL PLAN

Emergency Operations Plan

District-Level Template

Companion document to: Building-Level Safe School Plan

District Name: _____

School Year: _____ Updated: _____

Aligned With:

RCW 28A.320.125 | FEMA/ICS National Incident Management System | I Love U Guys Standard Response Protocol
REMS District Companion Guide | OSPI School Safety Center | NWESD 189 School & Wellness Center

This is a living document. Review and update annually, and after every drill, exercise, or incident.

HOW TO USE THIS TEMPLATE

This template is for district-level administrators, safety coordinators, and leadership teams. It guides creation of a district-level Emergency Operations Plan (EOP) — one of two companion documents required under Washington State law.

This Document: District-Level EOP	Companion Document: Building-Level Safe School Plan
• District-level ICS and leadership succession • Superintendent and Board promulgation • District-wide hazard inventory and HIVA • Partner agency MOUs and formal agreements • District communication, PIO, and media • Transportation and food service COOP • Cross-school coordination and support • OSPI reporting and compliance oversight	• Building-level ICS and staff roles • School situation overview and AFN students • Classroom and staff SRP response • Building communication procedures • Reunification (I Love U Guys SRM) • Building-level drill log and exercises • Behavioral health and recovery • Building-level COOP functions

Legal Alignment

STATUTE RCW 28A.320.125	"Each school district shall adopt and implement a safe school plan."
 DESCRIPTION	Washington's foundational safe school plan statute. Requires every public school district to adopt and implement a comprehensive safe school plan covering mitigation, preparedness, response, and recovery. Last amended 2024 (c. 21).
STATUTE RCW 28A.320.126	"School districts must work collaboratively with local law enforcement agencies, public safety answering points, and safety and security staff ... to develop an emergency response system using evolving technology to expedite the response and arrival of law enforcement in the event of a threat or emergency at a school."
 DESCRIPTION	Requires districts to build an emergency response system — panic buttons, live video/audio feeds, two-way communications, or comparable technology — developed in coordination with law enforcement and public safety answering points. Progress report to OSPI was due October 1, 2025.
STATUTE RCW 28A.300.645	"The superintendent of public instruction shall monitor these programs no less than once every five years."
 DESCRIPTION	Requires OSPI to monitor district compliance with safe school plans (RCW 28A.320.125), behavioral distress plans (RCW 28A.320.127), and threat assessment programs (RCW 28A.320.123) on at least a five-year cycle.

Instructions for Use

- Follow the 19 numbered sections in order — from Promulgation through Reviewer Notes.
- Fill in all tables and placeholders with district-specific information.
- Coordinate with building principals to ensure district and building plans are aligned.
- Review and update annually, or whenever leadership, policy, or hazards change.
- Use the Quick-Start Checklist to track completion and accountability.

QUICK-START CHECKLIST

Use this checklist during initial plan development, annual reviews, and after exercises.

Section / Task	RCW	Complete ? (Y/N)	Responsible Staff / Notes
1. Promulgation & Approval	RCW 28A.320.125(2)(a), (2)(f)		
2. Record of Changes	—		
3. Record of Distribution	—		
4. Situation Overview	RCW 28A.320.125(2)(c)		
5. Collaborative Safety Team	RCW 28A.320.125(2)		
6. Coordination & Partner Agencies	RCW 28A.320.125(3)(a)		
7. Incident Command System (ICS)	RCW 28A.320.125(2)(f)		
8. Communication Matrix	RCW 28A.320.125(3)(d)		
9. Concept of Operations	RCW 28A.320.125(2)(b)		
10. Required Drills, Tabletop & Exercises	RCW 28A.320.125(5)(b)		
11. Functional Annexes (SRP)	RCW 28A.320.125(5)(b)		
12. Natural & Human-Caused Hazards Table	RCW 28A.320.125(5)(a)		
Hazardous Materials Inventory	RCW 28A.320.125(3)(b)		
13. Hazard-Specific Annexes	—		
14. Reunification Annex	RCW 28A.320.125(2)(d)		
15. Behavioral Health & Recovery	RCW 28A.320.127		
16. Continuity of Operations (COOP)	RCW 28A.320.125(2)(b)		
17. Inclusive Safety — AFN Students	RCW 28A.320.125(2)(c)		
18. Recovery & After-Action Review	RCW 28A.320.125(3)(a)		
19. Reviewer Notes & Appendix	—		

1. PROMULGATION & APPROVAL

STATUTE RCW 28A.320.125(2)	"Each school district shall adopt and implement a safe school plan."
DESCRIPTION	Each school district must formally adopt and implement a comprehensive safe school plan. District adoption requires authorization from district leadership and the school board.
STATUTE RCW 28A.320.125(2)(f)	Each school district shall adopt and implement a safe school plan. The plan shall: ... "(f) Require the building principal to be certified on the incident command system."
DESCRIPTION	Every building principal must hold ICS certification. The district is responsible for tracking compliance and ensuring this requirement is met across all buildings.

This section documents official district-level authorization of the District EOP. Building-level promulgation (Principal, Safety Coordinator) is completed in the companion Building-Level Safe School Plan.

Update this section each time the plan is formally reviewed, revised, and re-approved.

Role	Name	Signature	Date
Superintendent			
School Board Chair			
Assistant Superintendent			
District Safety Coordinator			
Other			

2. RECORD OF CHANGES

Document each review, update, or revision to this plan. Ensures accountability and version control across the district.

#	Date	Changed By	Summary of Updates

3. RECORD OF DISTRIBUTION

Track who has received the District EOP. Update whenever the plan is distributed following a revision.

Recipient	Position / Role	Date Distributed	Method

4. DISTRICT SITUATION OVERVIEW

STATUTE RCW 28A.320.125(2)(c)	Each school district shall adopt and implement a safe school plan. The plan shall: ... “(c) Include provisions for assisting and communicating with students and staff, including those with special needs or disabilities.”
 DESCRIPTION	District plans must address how students and staff with disabilities or other access and functional needs (AFN) are assisted and communicated with during emergencies — across all schools in the district.

Describe the district environment: geography, infrastructure, student population across all schools, staff totals, and key facilities. This information shapes all sections of the plan and should be updated annually.

Field	Information
District Name	
District Office Address	
County / Region	
Number of Schools (by level)	
Total Student Enrollment	
Total Certified Staff	
Total Classified Staff	
Geographic Description	
Major Infrastructure (highways, rail, industry)	
Primary Local / Regional Hazards	
ESD Region	

Schools in the District

List all schools. Building-level situation details are in each school's companion Building-Level Safe School Plan.

School Name	Level	Students	Staff	Principal / Contact

5. MEDICAL & CRISIS RESPONSE COMPLIANCE — DISTRICT OVERSIGHT

Washington State law requires three distinct tiers of medical response capability in every school. The district is responsible for ensuring all buildings meet compliance requirements, maintaining training records, procuring equipment, and monitoring readiness across all schools.

Tier	Requirement	Legal Authority	District Oversight Responsibility
1 — Cardiac Response	CPR/AED training every 2 years (all staff). Site-specific Cardiac Emergency Response Plan (CERP) at each building.	RCW 28A.300.471 (CERP guidance)	Verify CERP exists at each school. Maintain district-wide CPR/AED training records. Procure/maintain AEDs. Track cert expirations.
2 — General First Aid	Adequate First Aid coverage during school hours. Role-based requirement — not universal for all staff.	WAC 296-800-150 (L&I) RCW 28A.210.280	Ensure each building has adequate First Aid coverage by role (nurse, health staff, coaches, CTE). Identify coverage gaps.
3 — Bleeding Control	Bleeding control kits on every campus. Min. 2 trained staff per school (+1 per 500 students over 1,000). Effective 2026–27.	RCW 28A.210.440 (effective 2026–27) Aligned with Stop the Bleed program	Procure and distribute kits district-wide. Track trained staff counts per building. Verify compliance before 2026–27 deadline.

Key Shift — Operational Readiness: Two statutes are moving Washington schools from **training compliance** toward **operational readiness**. **RCW 28A.300.471** (the CERP statute) backs a coordinated, team-based cardiac response system with named roles, mapped AED access, and practiced procedures. **RCW 28A.210.440** (effective 2026–27) applies the same operational logic to bleeding control: equipment in place, designated trained staff, accessible storage, practiced response. CPR-trained staff on a list is not enough — neither is having kits on a shelf.

Cardiac Emergency Response Plan (CERP) — District Verification

STATUTE RCW 28A.300.471	"The office of the superintendent of public instruction, in consultation with school districts and stakeholder groups, shall develop guidance for a medical emergency response and automated external defibrillator program for high schools."
DESCRIPTION	The actual CERP statute. Creates OSPI authority to develop a Medical Emergency Response & AED program — for high schools — in line with American Heart Association evidence-based guidance. Note: the statute itself does not directly mandate that each school district adopt a CERP; it tasks OSPI with developing the guidance. CERP adoption for each school is widely treated as best practice and is the framework this section uses, but compliance is not enforced by a free-standing district mandate in this statute.

School	CERP on File? (Y/N)	Last Reviewed	Notes / Action Needed

District-Wide Training Compliance Tracker

School	Total Staff	CPR/AED Trained	First Aid Coverage Met? (Y/N)	Bleeding Control Kits on Site? (Y/N)	Min. Trained Staff Met? (Y/N)	Notes

District Bleeding Control Compliance — RCW 28A.210.440 (Effective 2026–27)

STATUTE RCW 28A.210.440	Beginning in the 2026-27 school year, each school district shall: ... “(a) Maintain and make available to school employees and volunteers bleeding control equipment located on each school campus for use in the event of a traumatic injury involving blood loss. The bleeding control equipment must be stored in an easily accessible area of each school campus.”
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 DESCRIPTION	Title: "Bleeding control equipment and other medical materials — Training." Creates the district obligation to procure, store accessibly, and maintain bleeding control equipment on every campus, plus a training requirement for designated staff. The 2026-27 effective date is statutory — compliance must be in place by the start of that school year. Stop the Bleed is the most common compliance vehicle, but the statute is framework-neutral.
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District Compliance Task	Complete? (Y/N)	Notes / Timeline
Bleeding control kits procured and distributed to all schools		
Kit contents verified (tourniquet, wound packing, gloves, instructions)		
Minimum 2 trained staff per school identified and documented		
Additional trained staff per 500 students over 1,000 verified (if applicable)		

Stop the Bleed or equivalent training scheduled / completed district-wide		
Kit locations marked on Emergency School Maps at each building		
Annual kit inspection and restock procedure established		
Compliance verified against 2026–27 deadline (RCW 28A.210.440)		

6. COLLABORATIVE SAFETY TEAM — DISTRICT

STATUTE RCW 28A.320.125(2)

"Schools and school districts shall consider the guidance and resources provided by the state school safety center, established under RCW 28A.300.630, and the regional school safety centers, established under RCW 28A.310.510, when developing their own individual comprehensive safe school plans. Each school district shall adopt and implement a safe school plan."

DESCRIPTION

Districts must consult guidance from the OSPI State School Safety Center and the regional safety center at their ESD (ESD 189 for this region) when developing safe school plans.

STATUTE RCW 28A.310.510

"Subject to the availability of amounts appropriated for this specific purpose, each educational service district must establish a regional school safety center as provided in this section."

DESCRIPTION

Establishes a Regional School Safety Center at each ESD. For districts in this region, ESD 189 is the designated regional center — providing training, threat assessment support, behavioral health partnerships, and emergency planning assistance.

The district safety team provides oversight, coordination, and support for all building-level safety teams. Include district administrators, the district safety coordinator, transportation director, director of special education, and communications staff.

Assign a District Safety Coordinator responsible for cross-building coordination.
Include Director of Special Education to ensure AFN students are addressed district-wide.
Include Transportation Director — transportation is a critical district COOP function.
Schedule district safety team meetings at minimum once per semester.
Coordinate with ESD 189 Regional School Safety for technical assistance and training.
Ensure substitute and temporary staff across all buildings receive safety plan information — RCW 28A.320.125(2)(i).

Name	Role / Title	Phone / Email	Responsibilities
Superintendent			
Assistant Superintendent			
District Safety Coordinator			
Director of Special Education			
Transportation Director			
Director of Communications / PIO			
District School Psychologist			
Food Service Director			

Facilities / Maintenance Director			
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Cross-District Mobile Response Team

The Cross-District Mobile Response Team (MRT) is a mutual aid resource that can be deployed when a district experiences a crisis that exceeds its internal capacity. Member districts agree in advance to provide trained personnel, resources, and support to one another. Document your district's MRT agreements, available personnel, and activation procedures below.

Establish a formal MOU or mutual aid agreement with participating districts before a crisis occurs.
Identify staff who are pre-credentialed and trained to deploy to another district during a crisis.
Clarify roles, liability, supervision, and communication protocols in the agreement.
Coordinate MRT activation through ESD 189 Regional School Safety or county emergency management.
Brief MRT members annually and include them in tabletop and functional exercises.
Ensure MRT deployment procedures address AFN students and confidentiality requirements.

MRT Member Districts & Agreements

Partner District	Primary Contact	Phone / Email	Agreement Type (MOU/MOA)	Date Signed / Renewed

Our District's MRT Personnel (Available for Deployment)

These staff members are trained and pre-approved to deploy to a partner district upon request. Update this roster annually.

Name	Role / Expertise	Phone / Radio	Training / Certifications	Available to Deploy? (Y/N)

MRT Activation Protocol

Field	Details
Who can request MRT activation (requesting district)	
Who authorizes MRT deployment (our district)	
Primary activation contact / phone	
Backup activation contact / phone	
Coordination point (ESD 189 / County Emergency Mgmt)	
Expected response time / deployment timeline	
How MRT personnel are briefed upon arrival	
Demobilization and return-to-district procedure	
Reimbursement / cost-sharing procedure	

7. COORDINATION & PARTNER AGENCIES

STATUTE RCW 28A.320.125(3)(a)	To the extent funds are available, school districts shall annually: ... “(a) Review and update safe school plans in collaboration with local emergency response agencies.”
DESCRIPTION	Annual plan review and update is required, and must be done with local first responder partners — not in isolation. Document the partners involved and dates in Section 2 (Record of Changes).
STATUTE RCW 28A.320.125(2)(h)	Each school district shall adopt and implement a safe school plan. The plan shall: ... “(h) 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.”
DESCRIPTION	Plans must include written guidelines for how the district requests partner agency participation in drills. All four agency types named in the statute (law enforcement, fire, EMS, county emergency management) should appear in the partner agency contact table below.
STATUTE RCW 28A.320.126	“School districts must work collaboratively with local law enforcement agencies, public safety answering points, and safety and security staff ... to develop an emergency response system using evolving technology to expedite the response and arrival of law enforcement in the event of a threat or emergency at a school.”
DESCRIPTION	Partner coordination is a statutory requirement for emergency response system development — not a best practice. Public safety answering points (911 dispatch centers) are explicitly named alongside law enforcement.

Document all district-level partner agency relationships, formal agreements (MOUs/MOAs), and coordination protocols. Review and update contacts annually. Individual buildings document their local relationships in their companion Building-Level Safe School Plans.

Agency / Organization	Contact Person	Phone / Email	Agreement Type	Role in Emergency
County Emergency Management				
Local Law Enforcement (Primary)				
Sheriff's Office				
Fire Department / District				
EMS Provider				
Public Health Department				
Hospital / Medical Center				
Red Cross /				
Mental Health / Behavioral Health				

State Patrol (if applicable)				
OSPI School Safety Center				
ESD 189 Regional Safety Center				
Transportation Contractors				
Utility Providers				
Other				

8. INCIDENT COMMAND SYSTEM (ICS) & SECURITY STAFF TRAINING

RCW 28A.320.125(2)(f)	<i>Building principals must be certified on ICS. Districts are responsible for tracking and ensuring compliance across all buildings.</i>
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STATUTE RCW 28A.320.125(3)(c)(i))	To the extent funds are available, school districts shall annually: ... (c) Identify, develop, update, or improve, as appropriate: ... (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."
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i DESCRIPTION	Districts must maintain an annual roster distinguishing three categories: NIMS-trained, ICS-trained, and ICS-certified. The tracking table below should capture all three.
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STATUTE RCW 28A.320.124	"By the beginning of the 2021-22 school year, school districts that have safety and security staff working on school property when students are expected to be present must adopt, and periodically update, a policy and procedure ..."
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i DESCRIPTION	HB 1214 (2021) expanded the prior SRO-only statute to cover all safety and security staff — SROs, SSOs, campus security officers, and any commissioned or noncommissioned staff whose primary job is safety/security. Districts must adopt and periodically update the governing policy and ensure the required training series is completed before assignment to school property.
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Document district-level ICS structure, succession order, and trained personnel across all schools. Track HB 1214 training compliance for all SROs and SSOs district-wide. Building-level ICS teams are documented in each school's companion Building-Level Safe School Plan.

SRO / SSO HB 1214 Training Compliance — All Buildings

Per RCW 28A.320.124 (HB 1214) — all SROs and SSOs must complete required training. The district is responsible for maintaining this record and ensuring compliance across all buildings. Update annually.

Name	Role (SRO/SSO)	Assigned Building	HB 1214 Completion Date	Certifying Agency	Next Required

District-Level ICS Roster

ICS Role	Primary	Alternate	Contact	Key Responsibilities
District Incident Commander				

Public Information Officer (PIO)				
Safety Officer				
Liaison Officer				
Operations Section Chief				
Planning Section Chief				
Logistics Section Chief				
Finance / Admin Chief				
Transportation Officer				
Special Education Coordinator				

ICS-Certified Staff Tracking (All Buildings)

RCW 28A.320.125(3)(c)(i) requires annual identification of all staff trained or certified on ICS/NIMS. Update this table each year.

Staff Member	School / Building	Certification Level	Date Certified	Expiration

9. COMMUNICATION MATRIX & PIO PLAN

STATUTE RCW 28A.320.125(3)(d)	To the extent funds are available, school districts shall annually: ... “(d) Provide information to all staff on the use of emergency supplies and notification and alert procedures.”
DESCRIPTION	Annual staff-wide training on (1) emergency supplies (Go-Kits, AEDs, bleeding control kits) and (2) notification/alert procedures (mass notification, internal alert systems). Substitute and temporary staff are also covered under subsection (2)(i).
STATUTE RCW 28A.320.126	“School districts must work collaboratively with local law enforcement agencies, public safety answering points, and safety and security staff ... to develop an emergency response system using evolving technology to expedite the response and arrival of law enforcement in the event of a threat or emergency at a school.”
DESCRIPTION	The emergency response system requirement intersects with the district communication matrix. Technology-enabled communication channels (panic buttons, live audio/video, two-way comms) are part of the statutory list of acceptable system types.

Document district-level communication flows for internal, family, media, and agency audiences. The district PIO manages all external communication during an incident. Buildings follow district communication protocols while managing internal notifications.

Category	Method	Primary Contact	Backup Contact	Audience	Notes / AFN
District to All Buildings					
Buildings to District Office					
District to Families (Mass Notification)					
District to Media / Press					
District to County Emergency Mgmt					
District to OSPI					
Social Media Management					
Translation / Language Access					
IT / Cybersecurity Outage Protocol					

Public Information Officer (PIO) Protocol

*Only the designated district PIO or Superintendent releases information to media during an emergency.
Pre-approve family notification templates for common scenarios (lockdown, evacuation, reunification).*

Establish hold-harmless language and coordination protocols with law enforcement PIO.
Ensure all communications include translation access for non-English speaking families.
Document social media monitoring responsibilities and approval chains.

10. CONCEPT OF OPERATIONS — DISTRICT LEVEL

STATUTE RCW 28A.320.125(2)(b)

Each school district shall adopt and implement a safe school plan. The plan shall: ... “(b) Address emergency mitigation, preparedness, response, and recovery.”

DESCRIPTION

The four phases of emergency management define the statutory obligation. The RCW does not require a specific protocol by name (e.g., SRP) — districts may choose any framework that addresses all four phases.

Describe how the district coordinates response across all buildings. District-level operations support and amplify building-level responses — they do not replace them. Describe activation, cross-building coordination, district resource deployment, and demobilization.

The district Incident Commander activates when an incident exceeds building capacity or affects multiple schools.

Buildings retain their own ICS command structure; the district provides unified command support.

Outline how district resources (transportation, food service, facilities, behavioral health) are deployed.

Include protocols for neighboring school notifications per RCW 28A.320.125(8)(a).

Document demobilization and return-to-normal-operations procedures.

District Response Roles

Who	Does What	When	How
Superintendent			
Assistant Superintendent			
District PIO			
District Safety Coordinator			
Transportation Director			
Special Education Director			
Food Service Director			
Facilities Director			
District Psychologist / Counselor			

Neighboring School Notification Protocol

STATUTE RCW 28A.320.125(8)(a)

“Whenever a first responder agency notifies a school of a situation that may necessitate an evacuation or lockdown, the agency must determine if other known schools in the vicinity are similarly threatened. The first responder agency must notify every other known school in the vicinity for which an evacuation or lockdown appears reasonably necessary to the agency's incident

commander unless the agency is unable to notify schools due to duties directly tied to responding to the incident occurring.”


DESCRIPTION

First responder agencies — not schools — bear the duty to notify other nearby schools when one is threatened. "School" includes private schools under chapter 28A.195 RCW. The district's role is to ensure its building contacts are accurate so first responders can reach every school quickly.

The district must establish a protocol for notifying all schools when any building faces a threat. Document the notification chain and responsible contacts below.

School	Principal	Emergency Contact	Backup Contact

11. REQUIRED DRILLS, EXERCISES & OSPI REPORTING

STATUTE RCW 28A.320.125(5)(b)	"Schools shall conduct at least one safety-related drill per month, including summer months when school is in session with students."
DESCRIPTION	Monthly drill cadence is the hard floor. "Summer months when school is in session with students" means summer school sessions count toward the monthly requirement when students are present. Documentation per (5)(d) below.
STATUTE RCW 28A.320.125(5)(d)	"Schools shall document the date, time, and type (shelter-in-place, lockdown, or evacuate) of each drill required under this subsection (5), and maintain the documentation in the school office."
DESCRIPTION	Three documentation elements named in statute: date, time, type. Building-level retention required ("in the school office"). The district's role is oversight — verifying buildings are maintaining the log, not housing the log itself.
STATUTE RCW 28A.320.126	"Each school district must submit a progress report on its implementation of an emergency response system as required under this section to the office of the superintendent of public instruction by October 1, 2025."
DESCRIPTION	One-time progress report deadline. By December 1, 2025, OSPI must compile responses and report to the legislature on the types of emergency response systems used by districts.
STATUTE RCW 28A.300.645	"The superintendent of public instruction shall monitor these programs no less than once every five years."
DESCRIPTION	OSPI's monitoring covers three statutes together: safe school plans (.125), behavioral distress plans (.127), and threat assessment programs (.123). "No less than once every five years" sets a floor, not a ceiling.

The district is responsible for overseeing drill compliance across all buildings. Each building maintains its own drill log (in the companion Building-Level Safe School Plan). This section tracks district-level exercise coordination and OSPI reporting obligations.

District Exercise Tracking

RCW 28A.320.125(4) — Districts are encouraged to conduct one tabletop, one functional, and two full-scale exercises within a four-year period, in collaboration with local emergency management.

Exercise Type	Date Completed	Schools / Partners Involved	Notes
Tabletop Exercise			
Functional Exercise			
Full-Scale Exercise #1			

Full-Scale Exercise #2			
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OSPI Reporting & Compliance

Reporting Requirement	Due Date	Status / Notes
Emergency Response System Progress Report (RCW 28A.320.126)		
Annual Safe School Plan Review		
ICS-Certified Staff Report (RCW 28A.320.125(3)(c)(i))		
Hazardous Materials Inventory (RCW 28A.320.125(3)(b))		
Transportation Evacuation Procedures Update		

12. DISTRICT HAZARD INVENTORY & VULNERABILITY ASSESSMENT

STATUTE RCW 28A.320.125(3)(b)

To the extent funds are available, school districts shall annually: ... “(b) Conduct an inventory of all hazardous materials.”

DESCRIPTION

Annual inventory requirement. The statute does not prescribe a form — districts choose their own format (spreadsheet, database, etc.). The district maintains oversight of all building inventories, cross-district compliance tracking, and WASPC mapping system uploads. See Appendix L for the Hazardous Materials Inventory Template and Annual Compliance Checklist.

STATUTE RCW 28A.320.125(5)(a)

“It is the responsibility of school principals and administrators to assess the threats and hazards most likely to impact their school, and to practice three basic functional drills, shelter-in-place, lockdown, and evacuation, as these drills relate to those threats and hazards.”

DESCRIPTION

The statute makes the principal personally responsible for hazard assessment — and ties that assessment to drill practice. The district supports the principal's process with a district-wide HIVA (below) and shared resources.

Conduct and maintain a district-wide Hazard Identification and Vulnerability Assessment (HIVA). Use this to inform building-level plans, identify shared risks, and prioritize district mitigation investments.

Hazard	Description	Schools Affected	Warning Time	Likelihood (H/M/L)	Mitigation Priority	Notes
Earthquake						
Flood						
Wildfire / Smoke						
Severe Weather						
Violent Intruder						
Hazmat Release						
Lahar / Volcanic						
Tsunami (coastal schools)						
Power Outage						
Pandemic / Public Health						
Cyber Incident						
Transportation Accident						

Other						
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13. HAZARD-SPECIFIC ANNEXES — DISTRICT

Create a district-level annex for each significant hazard. District annexes address cross-building coordination, district resource deployment, and partner agency roles. Building-level hazard response procedures are in each building's companion plan.

District Hazard Annex Template (Duplicate for Each Hazard)

Field	Details
Hazard	
District ICS Lead	
RCW / Regulatory Reference	
BEFORE — District Preparedness Actions	
DURING — District Response Actions	
AFTER — District Recovery Actions	
Cross-Building Coordination	
Transportation Considerations	
AFN / Special Education Coordination	
Partner Agency Roles	

14. REUNIFICATION — DISTRICT OVERSIGHT

STATUTE RCW 28A.320.125(2)(d)	Each school district shall adopt and implement a safe school plan. The plan shall: ... “(d) Include a family-student reunification plan, including procedures for communicating the reunification plan to staff, students, families, and emergency responders.”
 DESCRIPTION	Four audiences must be addressed by the reunification communication plan: staff, students, families, emergency responders. The I Love U Guys Standard Reunification Method (SRM) is the most widely used framework for meeting this requirement, but the statute names the obligation, not the framework.

The district oversees reunification planning and ensures consistency across all buildings. Each building must implement a reunification plan — multiple frameworks exist, and the I Love U Guys Standard Reunification Method (SRM) is the most widely used in Washington schools. Buildings are not required to use SRM specifically; they must use a method that meets the scale of need for their student population. Each building documents its chosen framework, specific reunification sites, and roles in the companion Building-Level Safe School Plan. The district coordinates transportation, district-level communication, and multi-building reunification events.

- Pre-identify district-approved reunification sites for each building and maintain the list annually.
- Coordinate transportation resources for student movement to reunification sites.
- Ensure district mass notification system communicates reunification location and procedures to families.
- Train all building-level staff on the I Love U Guys SRM annually.
- Conduct at least one district-level reunification tabletop or functional exercise per school year.

District-Approved Reunification Sites (All Schools)

School	Primary Reunification Site	Address	Secondary Site	Capacity

15. BEHAVIORAL HEALTH & RECOVERY — DISTRICT

STATUTE RCW 28A.320.127	"Beginning in the 2014-15 school year, each school district must adopt a plan for recognition, initial screening, and response to emotional or behavioral distress in students, including but not limited to indicators of possible substance abuse, violence, youth suicide, and sexual abuse. The school district must annually provide the plan to all district staff."
DESCRIPTION	Separate from the safe school plan (.125) and the threat assessment program (.123). May be a standalone plan or integrated into another district plan. The statute requires annual distribution to all staff.
STATUTE RCW 28A.320.123	"By the beginning of the 2020-21 school year, each school district shall adopt a policy and procedure to establish a school-based threat assessment program that meets the requirements of subsection (1) of this section."
DESCRIPTION	Distinct from the behavioral distress plan (.127). The program must be multidisciplinary and multiagency, must focus on behavior (not student demographics), and must connect to intervention strategies. Most Washington ESDs use the Salem-Keizer Cascade Threat Assessment System as the model.
STATUTE RCW 28A.310.510	"Subject to the availability of amounts appropriated for this specific purpose, each educational service district must establish a regional school safety center as provided in this section."
DESCRIPTION	ESD 189 Regional Safety Center provides the behavioral health side of regional support — suicide prevention training, threat assessment coordination, and partnerships with community behavioral health providers.

The district ensures consistent behavioral health planning, threat assessment, and post-incident recovery support across all buildings. Each building implements these plans at the classroom and counseling level, documented in their companion Building-Level Safe School Plans.

District Behavioral Health Team

Role	Name	Phone / Email	Responsibilities
District Student Support Services Lead			
District Lead Psychologist			
District Social Worker			
Behavioral Health Community Partner			
ESD Student Assistance Professional			
Other			

District Threat Assessment Team

Role	Name	Phone / Email	Responsibilities
Threat Assessment Coordinator			
Designated District Psychologist			
Designated District Social Worker			
District or Designated School Resource Officer			
Other			

Post-Incident Recovery Coordination

Objective	Responsible District Staff	Procedures / Notes
Deploy Behavioral Health Team to Affected School(s)		
Coordinate Community Mental Health Partners		
Provide Reentry Support & Staff Guidance		
Communicate Resources to Families District-Wide		
Conduct District After-Action Review		
Document Lessons Learned for Plan Update		

16. CONTINUITY OF OPERATIONS (COOP) — DISTRICT

STATUTE RCW 28A.320.125(2)(b)	Each school district shall adopt and implement a safe school plan. The plan shall: ... “(b) Address emergency mitigation, preparedness, response, and recovery.”
i DESCRIPTION	Continuity of essential functions is captured under the "recovery" phase. The four-phase framework defines the obligation — districts may use any COOP methodology that addresses all four phases.
STATUTE RCW 38.52.030	“The director [of the state emergency management division] is responsible to the governor to lead the development and management of a program for interagency coordination and prioritization of continuity of operations planning by state agencies.”
i DESCRIPTION	This statute governs state-level emergency management. School district COOP plans operate within the broader Washington State Comprehensive Emergency Management Plan (CEMP) framework and align with state interagency coordination expectations.

Document district-level essential functions, succession planning, alternate facilities, and recovery priorities. Building-level COOP functions are addressed in each school's companion Building-Level Safe School Plan.

Essential Function	Primary Staff	Alternate	Response Action	Recovery Steps	Planning Notes
District Leadership / Superintendent Office					
Finance & Payroll					
Human Resources					
Student Data & Records (SIS)					
Transportation Operations					
Food Service Operations					
Facilities & Maintenance					
IT / Network Operations					
Communications & PIO					
Special Education Services					

Transportation Evacuation Procedures

STATUTE RCW 28A.320.125(3)(c)(ii)	To the extent funds are available, school districts shall annually: ... (c) Identify, develop, update, or improve, as appropriate: ... “(ii) Identifying school transportation procedures for evacuation, to include bus staging areas, evacuation routes, communication systems, parent-student reunification sites, and secondary transportation agreements.”
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DESCRIPTION

Five specific elements required by statute: (1) bus staging areas, (2) evacuation routes, (3) communication systems, (4) parent-student reunification sites, (5) secondary transportation agreements. All five must appear in the transportation procedures below.

Field	Details
Bus Staging Areas	
Primary Evacuation Routes (by school)	
Secondary / Alternate Routes	
Communication System During Evacuation	
Reunification Transport Protocol	
Secondary Transportation Agreements	
Special Needs Transportation (AFN)	

17. INCLUSIVE SAFETY — AFN DISTRICT OVERSIGHT

STATUTE RCW 28A.320.125(2)(c)	Each school district shall adopt and implement a safe school plan. The plan shall: ... “(c) Include provisions for assisting and communicating with students and staff, including those with special needs or disabilities.”
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DESCRIPTION	The statutory floor for inclusive safety. The TEAMS Framework (Transportation, Emotional/Mental/Behavioral, Auxiliary Communication, Medical, Security) is the methodology this plan uses to meet this requirement — but the TEAMS Framework is not itself required by statute.
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Federal Legal Foundation	Requirement
Americans with Disabilities Act (ADA)	Prohibits disability discrimination in schools and public places. Districts must ensure equal access to emergency programs for individuals with disabilities.
Section 504 — Rehabilitation Act of 1973	Prohibits disability discrimination at federally funded schools. Policy modifications may be required to provide equal emergency access.
Individuals with Disabilities Education Act (IDEA)	Establishes the right of students with disabilities to a free, appropriate public education. Safety goals may be integrated into IEPs or developed as a separate ISP.
Executive Order 13347	Requires individuals with disabilities be fully included in emergency preparedness planning at all levels.

The district is responsible for ensuring consistent inclusive safety planning across all buildings using the Especially Safe® TEAMS Framework developed by Safe and Sound Schools. The Director of Special Education leads district-level AFN coordination. Each building maintains Individual Safety Plans (ISPs) and implements inclusive procedures at the classroom level — documented in the companion Building-Level Safe School Plans.

The TEAMS Framework — District Overview

The district ensures that all buildings apply the TEAMS Framework when developing ISPs and inclusive emergency procedures.

Category	Definition	District Oversight Responsibilities
T — Transportation & Mobility	Accommodations needed to support movement to safety during and after a crisis.	Ensure transportation AFN protocols are updated annually. Verify accessible evacuation routes and vehicle adaptations across all buildings.
E — Emotional, Mental & Behavioral Health	Accommodations and strategies to support emotional well-being and behavior during a crisis.	Oversee district-wide behavioral health and threat assessment. Ensure all buildings have quiet/separate spaces and trained staff for AFN students.
A — Auxiliary Communication	Equipment and training to help individuals receive and relay emergency information.	Ensure district mass notification is accessible to ELL families. Verify buildings have visual alarms, AAC supports, and translation resources.
M — Medical Health	Medicine, equipment, and protocols to ensure an individual's safety during a crisis.	Verify all buildings maintain Go-Kits with updated medications. Ensure cross-training for medication administration at each school.
S — Security & Supervision	Additional training and personnel to maintain accountability of individuals during a crisis.	Ensure all buildings have plans for elopement-risk students. Verify staff are trained and alternate supervision is assigned for all ISPs.

6-Step Inclusive Safety Planning — District Responsibilities

Based on the Especially Safe® Planning & Preparation Guide — Safe and Sound Schools (2021)

Step	Action	District Responsibilities
1	Gather Your Team	Ensure each building has a multidisciplinary safety team that includes special education, school nurse, counselor, SRO/SSO, transportation, and family representatives. Facilitate cross-district coordination.
2	Identify Special Needs	Direct buildings to survey staff annually using the TEAMS Framework. Oversee district-wide AFN identification including students in transition between schools.
3	Build Individual Teams	Ensure each building assembles individual ISP teams for students with identified needs. District Special Education Director provides guidance and support.
4	Create ISPs	Provide buildings with ISP templates and resources. Coordinate with special education to integrate safety goals into IEP/504 planning processes district-wide.
5	Share the Plan	Ensure ISP sharing protocols are established at each building. Verify that substitutes and temporary staff receive ISP information. Review FERPA compliance annually.
6	Review and Adjust	Establish a district-wide schedule for annual ISP reviews aligned with IEP/504 meetings. Track transitions and ensure ISPs follow students to new schools.

District AFN Inclusive Safety Oversight Checklist

Task	Complete? (Y/N)	Notes / Responsible Staff
All buildings have completed TEAMS planning surveys		
ISPs created for all identified students district-wide		
ISPs integrated into building drill logs and exercises		
AFN students have had multiple ISP practice opportunities		
Substitute/temp staff orientation includes ISP procedures		
District transportation AFN protocols updated annually		
Go-Kits maintained and restocked at all buildings		
District staff trained on AFN emergency support (annual)		
ISPs reviewed at IEP/504 meetings and upon student transitions		
Especially Safe® TEAMS Framework resources shared with all buildings		
Federal legal compliance reviewed (ADA, IDEA, Section 504)		

18. RECOVERY & AFTER-ACTION REVIEW

STATUTE RCW 28A.320.125(3)(a)

To the extent funds are available, school districts shall annually: ... “(a) Review and update safe school plans in collaboration with local emergency response agencies.”

DESCRIPTION

After-action review feeds directly into the annual plan update required by this subsection. Document partner agency input in the after-action review below; carry findings into Section 2 (Record of Changes).

STATUTE RCW 28A.300.645

“The superintendent of public instruction shall monitor these programs no less than once every five years.”

DESCRIPTION

OSPI's five-year monitoring cycle relies on accurate documentation of drills, exercises, incidents, and after-action reviews. Maintain this section continuously, not just at audit time.

Complete this section after each district-level drill, exercise, or incident. Use findings to update the plan and inform building-level plan revisions.

Field	Response
Date / Event Type	
Schools / Buildings Involved	
What Went Well	
Areas for Improvement	
Recommended District Plan Updates	
Recommended Building Plan Updates	
Next Scheduled Review Date	
Responsible Reviewer	

19. REVIEWER NOTES & APPENDIX

Use this section to record comments, suggested improvements, or local customization notes during any plan review.

Reviewer Notes

Appendix Index

#	Appendix Item	Location / Notes
A.	District Maps and School Locations	
B.	District Hazard Identification & Vulnerability Assessment (HIVA)	
C.	District-Approved Reunification Sites (All Schools)	
D.	Partner Agency Agreements (MOUs / MOAs)	
E.	Cross-District Mobile Response Team (MRT) Agreements & Roster	
F.	ICS-Certified Staff List (Annual)	
G.	Transportation Evacuation Procedures	
H.	Hazard-Specific Annexes (one per hazard)	
I.	Behavioral Health and Threat Assessment Plan	
J.	COOP Essential Functions Detail	
K.	Especially Safe® TEAMS Framework & ISP Templates (Safe and Sound Schools)	
L.	School Safety RCW Reference Sheet	
M.	District Emergency Contact Directory	
N.	Hazardous Materials Inventory	

WASHINGTON STATE SCHOOL SAFETY — RCW REFERENCE SHEET

The following RCWs and WACs govern comprehensive school safety planning in Washington State. All are relevant to this EOP. Statutes are grouped by topic area for ease of reference.

Last updated: 2024–2025 Legislative Session. Always verify current text at app.leg.wa.gov.

Comprehensive Safe School Planning	
Statute	Requirement / Subject
RCW 28A.320.125	Core comprehensive safe school plan requirements — drills, ICS certification, reunification, AFN provisions, hazardous materials inventory, SRP protocols, substitute staff orientation. Last amended 2024 (c.21).
RCW 28A.320.125(2)(c)	Plans must include provisions for assisting and communicating with students and staff with special needs or disabilities.
RCW 28A.320.125(2)(d)	Plans must include a family-student reunification plan (I Love U Guys SRM recommended).
RCW 28A.320.125(2)(f)	Building principal must be certified on ICS. Districts annually identify all NIMS/ICS-trained staff.
RCW 28A.320.125(3)(a)	Districts shall annually review and update safe school plans with local emergency response agencies.
RCW 28A.320.125(3)(b)	Districts shall annually conduct an inventory of all hazardous materials. No required form — district determines format.
RCW 28A.320.125(3)(c)(i)	Districts annually identify all staff trained on NIMS, ICS, or certified on ICS.
RCW 28A.320.125(3)(c)(ii)	Districts annually update transportation procedures for evacuation, including bus staging, routes, communication, and reunification.
RCW 28A.320.125(5)(b)(ii)	Lockdown drills may NOT include live active shooter simulations that are not trauma-informed and age/developmentally appropriate.
RCW 28A.320.125(5)(c)(i)	Schools in lahar or tsunami hazard zones must plan for pedestrian evacuation to high ground.
RCW 28A.320.126	School districts must develop an emergency response system using evolving technology, coordinated with law enforcement. Progress report to OSPI by Oct. 1, 2025.
RCW 28A.300.630	State School Safety Center — housed within OSPI; provides resources, training, and guidance to districts.
RCW 28A.300.645	OSPI monitors districts for compliance with safe school plans and behavioral health programs on a five-year cycle minimum.
RCW 28A.310.510	Regional school safety centers (ESDs) — provide training, threat assessment support, and behavioral health partnerships.
RCW 38.52.030	Comprehensive emergency management plans — interagency coordination, continuity of operations planning.

CPR / AED / Cardiac Emergency Response / Bleeding Control	
Statute	Requirement / Subject
RCW 28A.210.300	CPR & AED Training — All certificated and classified school staff must receive CPR and AED instruction at least once every two years.
RCW 28A.210.320	AED in Schools — Schools must have AEDs accessible on campus. Staff must be trained in their use and emergency response planning must address AED deployment.

RCW 28A.210.440	Cardiac Emergency Response Plan (CERP) — Each school district must adopt a site-specific CERP for each school integrating AED access, named trained responders, 911 activation procedures, and post-event review. Also requires (effective 2026–27 school year): • Bleeding control kits on every campus • Minimum 2 trained staff in bleeding control techniques per school • +1 trained staff per 500 students above 1,000 enrollment • Annual kit inspection and inventory Note: Law is function-based — requires bleeding control capability and trained staff. Stop the Bleed training is the most common compliance method but the statute does not mandate a specific branded program.
RCW 28A.210.280	First Aid — Schools must ensure adequate first aid capability is available during school hours. Role-based requirement (nurses, health staff, coaches, CTE/lab staff). No universal all-staff mandate.
WAC 296-800-150	L&I Workplace Safety — Requires employers (including schools) to maintain adequate first aid supplies and trained personnel available during working hours.

Behavioral Health, Threat Assessment & Student Wellness	
Statute	Requirement / Subject
RCW 28A.320.123	School-based threat assessment — districts must adopt a multidisciplinary program to identify, assess, and respond to threatening student behavior. Required by start of 2020–21 school year.
RCW 28A.320.127	Behavioral health plan — recognition, initial screening, and response to emotional or behavioral distress, including substance abuse, violence, youth suicide, and sexual abuse.
RCW 28A.320.128	Notice and disclosure policies — threats of violence, student conduct, and good faith immunity for reporting.
RCW 28A.600.477	Prohibition on harassment, intimidation, and bullying (HIB) — policy and prevention requirements.
RCW 28A.600.480	Reporting of HIB — retaliation prohibited; immunity for good-faith reporting.

Security Staff, Weapons & Student Safety	
Statute	Requirement / Subject
RCW 28A.320.124 (HB 1214)	School safety and security staff — training requirements for School Resource Officers (SROs) and School Security Officers (SSOs). Districts must track compliance annually.
RCW 28A.320.130	Weapons incidents — mandatory reporting requirements to law enforcement and district.
RCW 28A.600.420	Firearms on school premises, transportation, or facilities — prohibitions and reporting.
RCW 9.41.280	Possessing dangerous weapons on school facilities — criminal penalties.

Inclusive Safety — Access & Functional Needs (AFN)	
Statute / Authority	Requirement / Subject
RCW 28A.320.125(2)(c)	Plans must include provisions for assisting and communicating with students and staff with special needs or disabilities in all phases of emergency management.
Americans with Disabilities Act (ADA)	Prohibits disability discrimination — schools must ensure equal access to emergency programs and services for individuals with disabilities.
Section 504 — Rehabilitation Act	Prohibits disability discrimination at federally funded schools. Modifications to policies and procedures may be required to ensure equal emergency access.
IDEA (Individuals with Disabilities Education Act)	Safety goals may be incorporated into IEPs or developed as Individual Safety Plans (ISPs).

Executive Order 13347	Requires individuals with disabilities to be fully included in emergency preparedness planning at all levels.
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Environmental Safety, Hazardous Materials & WAC References	
Statute / Rule	Requirement / Subject
RCW 28A.320.125(3)(b)	Annual hazardous materials inventory — no required form; district determines format (spreadsheet, database, etc.). See Appendix F.
WAC 173-303	Washington State Dangerous Waste Regulations — governs disposal of hazardous waste including school lab chemicals. Separate from RCW inventory requirement.
WAC 296-800-150	L&I Workplace Safety — first aid supplies and trained personnel required during working hours.
WAC 51-54-0400	Emergency planning and preparedness — state building code requirements.
WAC 392-405-020	District rules defining HIB prevention policies and procedures.

Resource: All Washington State RCWs can be verified and retrieved at app.leg.wa.gov. WACs are available at apps.leg.wa.gov/WAC. OSPI school safety guidance is available at ospi.k12.wa.us → **Student Success** → **Health & Safety** → **School Safety Center**.