Washington Office of Superintendent of PUBLIC INSTRUCTION
Chris Reykdal, Superintendent

September 3, 2025

(X)   Action Required
Due date: October 1, 2025
( )   Informational

BULLETIN NO. 051-25 STUDENT ENGAGEMENT & SUPPORT

TO: Educational Service District Superintendents
            School District Superintendents
            School District Business Managers

FROM: Chris Reykdal, Superintendent of Public Instruction

RE: ESHB 5004 Compliance – Emergency Response System Reporting

CONTACT: Amber Wynn, School Safety Center Lead Program Supervisor
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PURPOSE/BACKGROUND

The purpose of this bulletin is to inform and guide school districts on the requirements outlined in Engrossed Substitute House Bill (ESHB) 5004, which mandates the implementation of effective emergency response systems in all school buildings. The legislation is designed to enhance student and staff safety by ensuring schools are equipped with systems that enable rapid communication with law enforcement and emergency responders during critical incidents.

School districts must work collaboratively with local law enforcement agencies, public safety answering points, and safety and security staff as defined in RCW 10 28A.320.124 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.

ESHB 5004 requires each school district to ensure their emergency response systems include **at least one** of the following components:
- Panic or alert buttons connected to school administration, district staff, and emergency responders.
- Live video feed accessible to law enforcement, school district, and school personnel.
- Live audio feed accessible to law enforcement, school district, and school personnel.

- Remote control access to doors.
- Live interactive two-way communication systems.
- A system compliant with state building code requirements for Group E occupancies.

Districts with systems already meeting the state building code requirements for Group E occupancies may satisfy the law's minimum standard; however, proactive review and confirmation of system functionality, interoperability, and readiness remain critical for ensuring safety and legal compliance.

Reporting Process & Timeline

To support implementation and compliance with ESHB 5004, all school districts are required to report emergency response system information through the Information and Condition of Schools (ICOS) system. ICOS is a web-based application accessible via the Office of Superintendent of Public Instruction (OSPI) Education Data System (EDS) portal.

Districts must report emergency response systems at one or both of the following levels:
- Site Level: Refers to the physical location or campus of school buildings.
- Building Level: Refers to individual structures within a school site.

For each applicable site and/or building equipped with an emergency response system, the following information must be entered:
- Type of Safety Infrastructure (e.g., panic button, live video/audio feed, remote door access, etc.).
- Accessibility by Emergency Responders (indicate whether the system can be accessed by law enforcement and emergency personnel).
- System Status (active/inactive, defaulted to "active").
- Installation Date of the emergency response system.

Districts may enter multiple records as needed. Systems may be reported at either or both the site and building levels, depending on the configuration of the infrastructure.

All school districts are required to submit a progress report by **October 1st,** documenting emergency response system status and compliance. Districts are encouraged to begin this process promptly and coordinate with facilities staff and public safety partners to ensure complete and accurate reporting.

Grant Opportunities

To assist school districts in meeting the requirements of ESHB 5004, OSPI will offer grant opportunities to support the installation and enhancement of emergency response systems.

Additional information, including application guidance, eligibility criteria, and timelines, will be made available in the coming weeks. School districts are encouraged to monitor communications from OSPI and prepare to apply once the grant application window opens.

These grants are intended to ensure that all districts have the necessary resources to implement effective emergency response infrastructure and comply with the provisions of ESHB 5004.

INFORMATION AND ASSISTANCE

We appreciate your continued partnership in creating safe and supportive school environments. Please ensure your district teams begin planning and coordinating with your local public safety and emergency response partners as soon as possible.

For questions regarding this bulletin or general questions regarding school safety, including resources and training, please contact Amber Wynn, School Safety Center Lead Program Supervisor, at 360-725-6068 or amber.wynn@k12.wa.us. The OSPI Telecommunication Relay Services number is 711 or 1-800-833-6384.

This bulletin is also available on the Bulletins page of the OSPI website.

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