

## EMERGENCY PLAN POLICY

Required Policy: STATUTORY AUTHORITY – KRS 160.345(2)(i)9 and KRS 158.162  
SISI Standard 8

Policy Revision Date: 9/16/2013

### Purpose

The principal, in consultation with parents, teachers, other school staff, and local first responders, will collaboratively develop the school's emergency management plan as a way to develop and document efforts to prevent, mitigate, prepare for, respond to and recover from emergencies.

### Emergency Planning Content

The emergency management plan will include procedures for **fire, severe weather, earthquake, and building lockdown as specified in Kentucky statutes and regulations**. The plan, which must be adopted by the council and implemented, will include, but not be limited to:

- Establishment of primary and secondary evacuation routes which must be posted in each classroom, including lunchroom, by each doorway used for evacuation;
- Identification of severe weather safe zones that have been reviewed by the fire marshal/fire chief, which must be posted in each room;
- Scheduled practices for students to follow in an earthquake;
- Development and adherence to access control measures for each school building, which may include (but not be limited to):
  - Controlling access to exterior doors during the day
  - Controlling front door access electronically or with a greeter
  - Controlling access to individual classrooms
  - Requiring visitor check-in with identification and purpose provided, and
  - Display of visitor's badge on outer clothing; and
- Practices for students to follow in case of fire that are consistent with administrative regulations of the Department of Housing, Buildings and Construction.
- Procedures for lockdown of the campus

### Inclusion of Local First Responders

Annually, the principal is responsible for working with the central office to ensure that all local first responders have a current diagram of the school that notes the primary and secondary evacuation routes, the severe weather safe zones and notations of the exterior and front entrance access points. Completion will be reported to the council and documentation maintained in the principal's office.

**First responders, for the purpose of this policy, include local fire personnel, local, county and/or state police personnel, and emergency medical personnel.** Due to the need to maintain

student and staff safety and security, the emergency plan and diagram of the facility will not be disclosed in response to any Open Records requests.

### **Implementation and Assurance**

Prior to the first instructional day of school, the principal, or designee, will present and review all council and local first responder approved emergency procedures with all staff.

Documentation including the time and date of the review will be kept on file at the school with a copy sent to the district office to document completion. Documentation may include methods such as a sign-in sheet that includes the printed name of each staff member (all certified and classified staff), the signature of the staff member and the date and time of the review.

A comprehensive diagram of the school showing primary and secondary evacuation routes will be posted at each school doorway prior to the first instructional day of school. Identified severe weather safe zones which have been identified and reviewed by the local fire marshal or fire chief will be posted at each school doorway prior to the first instructional day of school.

### **Emergency Plan Practice Guidelines**

Within the first thirty (30) instructional days of the school year and again during the month of January, the school will conduct one (1) severe weather drill, one (1) earthquake drill, and one building lockdown. Fire drills will be conducted in accordance with timelines, procedures and requirements outlined in the DHBC regulations. Whenever possible, first responders shall be given notice of possible drills and invited to observe. The principal is responsible for ensuring the implementation of these drills and reporting completion and problems noted during the drill to the school council and to the district central office for any remedial action needed.

At the end of each school year, the emergency procedures are to be reviewed by the school council (or designated school council committee with report to the school council) and first responders and revised as needed.

### **Access Control Methods**

- All exterior doors must remain locked at all times.
- All visitors must enter through the posted front entrance.
- The front entrance must remain secure with electronic access only. Prior to gaining access to the reception area, all visitors must be granted access through the electronic access point and be recognized by our office staff
- All visitors must report to the front office, provide photo identification, state the purpose of the visit, and wear a school-specific visitors badge on the outermost garment during the entire visit. Upon leaving, all visitors must report back to the front office to document the time of the visit.
- The office must keep an accurate log of each visitor, the date and time of the visit, the purpose of the visit, and with whom they visited.
- The principal, or designee, is responsible for ensuring classroom access in the event of a substitute teacher.