

Tates Creek Elementary School

EMERGENCY PLAN POLICY

The principal, in consultation with parents, teachers, and other school staff, 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. 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 room by each doorway used for evacuation;
- Identification of severe weather safe zones which must be posted in each room;
- 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
- Procedures for lockdown of the campus

Local law enforcement shall be invited to assist in establishing lockdown procedures.

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. The Emergency Plans will be reviewed with staff prior to the first instructional day.

Within the first forty-five calendar or (30) instructional days of the school year, the school will conduct one (1) severe weather drill, one (1) earthquake drill, and one building lockdown. Fire drills will be conducted once a month, with two in the first two weeks of school. The principal is responsible for ensuring the implementation of these drills and reporting completion during the drill to the designated district office person.

Annually, the principal is responsible for working with the district 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.

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 will be posted at each school doorway prior to the first instructional day of school.

The following access control methods will be used:

- All exterior doors must remain locked at all times.
- All visitors must enter through the posted front entrance
- The front and back entrances must remain secure with electronic access only.
- All visitors must use the “buzzer” and be recognized prior to gaining access to the reception area
- The principal is responsible to ensure that trained personnel monitor the front and back entrances at all times. At no time during the school day are students or parents allowed to monitor the entrances or the reception area.
- All visitors must report to the front office, state the purpose of the visit and wear a Bates Creek Elementary Visitor’s badge on the outermost garment during the entire visit. Upon leaving, all visitors must report back to the front office and sign out.
- 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.
- All teachers will have a key accessible to lock the classroom door during instruction time.
- The principal or lead custodian is responsible for ensuring classroom access in the event of a substitute teacher.

Training and Review Protocol

This policy and Bates Creek Elementary’s Emergency Management Plan will be:

- Reviewed with all staff staff. Documentation, including the time and date of the discussion, will be kept in the Professional Development file at the school with a copy 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 discussion.
- During the first 2 weeks of school staff will complete the necessary forms indicating students in their classrooms that have needs that need to be considered during drills and emergencies and special skills that staff possesses to assist in emergency situations. These will be added to the School Emergency Management Plan to ensure information is current.
- The Emergency Management Plan shall be reviewed annually, either at the end of each school year or upon receiving feedback from staff or first responders by the Bates Creek Elementary SBDM Council.
- Copies of Bates Creek Elementary’s Emergency Management Plan will be kept in the front office in the black Emergency Box and in the Principal’s office.

ADOPTED: September 15, 2013