

Harrison Elementary School School-Centered Emergency Management Policy

PLAN DESCRIPTION

The Harrison Elementary School Based Decision-Making (SBDM) Council pursuant to [KRS 158.162](#) adopts an Emergency Management Response Plan or “Emergency Plan” [([KRS 160.345\(2\)\(i\)\(9\)](#)).

The Emergency Plan is defined as a written document to prevent, mitigate, prepare for, respond to, and recover from emergencies; and First Responders are local, fire, police, and emergency medical personnel. School specific procedures in the plan are to include guidance that addresses fire, severe weather, or earthquake, building lockdown as defined in [KRS 158.164](#).

The Harrison Elementary School Based Decision-Making (SBDM) Council’s School-Centered Emergency Plan shall set forth assurance through systemic, procedural guidelines to prevent, mitigate, prepare for, respond to and recover from emergencies.

PLAN IMPLEMENTATION

The Harrison Elementary School-Centered Emergency Management and Recovery Guide shall provide guidelines for schools to address school emergencies that includes, but is not limited to:

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|------------------------------|---------------------------------|
| 05.4 Safety | 05.47 Earthquakes |
| 05.41 Fire | 05.48 Weapons |
| 05.411 Building Lockdowns | 05.5 Security |
| 05.42 Tornado/Severe Weather | 09.22 Student Health and Safety |
| 05.43 Bomb Threats | 09.224 Emergency Treatment |
| 05.45 Crowd Control | 09.311 Safety (Athletics) |

Additionally, the School-Centered Emergency Management Plan shall contain the following:

- A diagram of the facility shall be provided to appropriate first responders;
- Development and adherence to access control measures for each school building;
- 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 that have been reviewed by the fire marshal/fire chief, which must be posted in each room;
- Practices for students to follow in an earthquake;
- Practices for students to follow in case of fire that are consistent with administrative regulations of the Department of Housing, Buildings and Construction and school board policies;
- Procedures for lockdown of the building and campus. Local law enforcement shall be invited to assist in establishing lockdown procedures;
- Maintain complete nondisclosure and confidentiality of the school-centered emergency management plan [not subject to Open Records request ([KRS 158.162](#))].

Adopted: _____

Revised: _____

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ANNUAL REVIEW & PLAN DISTRIBUTION

- The emergency plan shall be annually reviewed at the end of each school year by the school council, the principal and first responders and shall be revised as needed.
- Prior to the first instructional day of school, the principal, or designee, shall discuss the emergency plan with all school staff. Documentation, including the time and date of the discussion, 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 discussion.
- 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.
- Documentation of this distribution to first responders will be reported to the council, maintained in the principal's office and a copy sent to the district office.

TRAININGS AND DRILLS

The school shall conduct, at a minimum, emergency response drills including:

- one (1) severe weather drill, and again during the month of January;
- one (1) earthquake drill, and again during the month of January;
- one (1) lockdown drill within the first thirty (30) instructional days of each school year and again during the month of January.

All drills shall follow, at a minimum, all local school board policies. 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 district central office for any remedial action needed.

Adopted: _____

Revised: _____