

EMERGENCY MANAGEMENT PLAN POLICY



The school council shall adopt an Emergency Management Plan (EMP) that will include procedures for fire, severe weather, earthquake, and building and campus lockdown, as required by law. The EMP shall set forth steps to *prevent, mitigate, prepare for, respond to, and recover from emergencies. First responders*, for the purpose of this policy, *include local fire, police personnel, and emergency medical personnel*. The district coordinator for the EMPs will arrange the work with the first responders.

The EMP is a separate document and NOT to be published with the policy in order to maintain the security of the information.

CONTENTS OF PLAN

The EMP shall include procedures required by this policy and address the following:

- Establishment of primary and secondary evacuation routes, which shall be posted in each room by each doorway used for evacuation***
- Identification of severe weather safe zones, which shall be posted in each room***
- Procedures for students to follow in an earthquake, fire, and severe weather***
- Procedures for lockdown of the building and campus; local law enforcement shall be invited to assist in establishing lockdown procedures.***
- Development of and adherence to access control measures for each school building, such as:***
 - ***controlling outside access to exterior doors during the school day***
 - ***controlling the main entrance of the school with electronically locking doors, a camera, and an intercom system;***
 - ***controlling access to individual classrooms;***
 - ***requiring classrooms to be equipped with hardware that allows the door to be locked from the outside but opened from the inside;***
 - ***requiring classroom doors to remain closed and locked during instructional time;***
 - ***requiring classroom doors with windows to be equipped with material to cover the window during a lockdown;***
 - ***requiring all visitors to report to the front office with valid identification and state the purpose of the visit;***
 - ***providing a visitor's badge to be visibly displayed on a visitor's outer garment***

Policy development, review, and revision will include using the resources from the Kentucky Center for School Safety and local board of education policy.

DISTRIBUTION OF THE PLAN

Following adoption and after any revisions, the EMP and diagrams of the facilities shall be provided to local first responders. Annually, the principal is responsible for working with the district office to ensure that local first responders have a current diagram of the school that notes the primary and secondary evacuation routes, the severe weather safe zones, and the exterior and front entrance access points. Documentation of this distribution to first responders will be reported to the school council by *[insert date]* and maintained in the principal's office; and a copy will be sent to the district office.

Due to the need to maintain student and staff safety and security, the EMP and diagram of the facility does not have to be and shall not be disclosed in response to any Open Records request per the Kentucky Open Records Law. The EMP may be disclosed to necessary school personnel, local first responders, and to other persons with the permission of the principal.

TRAINING AND DRILLS

Prior to the first instructional day of school, the principal (or designee) **shall discuss the EMP with all school staff.** Staff members will receive an outline of the plan, which includes their responsibilities during emergency situations. Documentation of completion will be in accordance with any district procedures and may include the time and date of the discussion, as well as staff member signatures. This documentation will be kept on file at the school with a copy sent to the district office according to the district policy.

The principal shall conduct emergency response drills, including the minimum below, **within the first thirty (30) instructional days of each school year AND during the month of January:**

- one (1) severe weather drill**
- one (1) earthquake drill**
- one (1) building lockdown drill**
- one (1) fire drill (Fire drills will be conducted in accordance with administrative regulations of the Department of Housing, Buildings and Construction.)**

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 office for any remedial action needed.

ANNUAL REVIEW OF EMP

At the end of each school year, the EMP shall be reviewed by the school council and first responders and revised as needed.

POLICY EVALUATION

We will evaluate the effectiveness of this policy through our school improvement planning process.

Date Adopted: _____

Date(s) Reviewed or Revised:

NOTES ON USING THIS POLICY

LEGAL REQUIREMENTS: Legal requirements in the policy are marked in ***bold italics***. The requirements can be done differently than outlined here, but they have to be included in the policy.

LAW IN A BOX: This sample policy is consistent with the SBDM law, KRS 160.345(2)(i)(9) and KRS 158.162, which require a policy that outlines information to be included in a separate Emergency Management Plan (EMP) to prevent, mitigate, prepare for, respond to, and recover from emergencies. Emergencies include fire, severe weather, earthquake, or if a building lockdown is required. This policy should call for the EMP to include:

- ☑ having local law enforcement agencies assist the school council in establishing lockdown procedures,
- ☑ discussing the EMP with school staff annually prior to the first instructional day of school,
- ☑ providing the EMP to first responders (local fire, police, and emergency medical personnel) but excluding the plan from open records laws as provided for in Kentucky's Open Records Law,
- ☑ the school council and first responders reviewing and revising, if necessary, the EMP at the end of each school year,
- ☑ establishing and posting evacuation routes within the school building, identifying severe weather zones; developing earthquake practices for students; establishing lockdown procedures
- ☑ developing and adhering to policies to control the access to each school building, such as:
 - controlling outside access to exterior doors during the school day
 - controlling the main entrance of the school with electronically locking doors, a camera, and an intercom system;
 - controlling access to individual classrooms;
 - requiring classrooms to be equipped with hardware that allows the door to be locked from the outside but opened from the inside;
 - requiring classroom doors to remain closed and locked during instructional time;
 - requiring classroom doors with windows to be equipped with material to cover the window during a lockdown;
 - requiring all visitors to report to the front office with valid identification and state the purpose of the visit;
 - providing a visitor's badge to be visibly displayed on a visitor's outer garment
- ☑ the principal conducting emergency response drills, including one severe weather drill, one earthquake drill, and one lockdown drill within the first 30 instructional days of school and again during the month of January and inviting first responders to observe the drills.