

EMERGENCY MANAGEMENT PLAN POLICY

The school council shall adopt an Emergency Management Plan (EMP) that will include procedures for medical emergency, 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The EMP is a separate document and NOT to be published with the policy in order to maintain the security of the information.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 that 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 and adherence to access control measures for each school building, such as:*
 - o controlling outside access to exterior doors during the school day*
 - o controlling the main entrance of the school with electronically locking doors, a camera, and an intercom system*
 - o controlling access to individual classrooms*
 - o requiring classrooms to be equipped with hardware that allows the door to be locked from the outside but opened from the inside*
 - o requiring classroom doors to remain closed and locked during instructional time*
 - o requiring classroom doors with windows be equipped with material to cover the window during a lockdown*
 - o requiring all visitors to report to the front office with valid identification and state the purpose of the visit*
 - o providing a visitor's badge to be visibly displayed on a visitor's outer garment*
- ☐ *Procedures for the response to a cardiac emergency.*
- ☐ *Diagram that clearly identifies the location of each automated external defibrillator.*

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

PORTABLE AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE

Automated external defibrillators (AED) may be used for the purpose of saving the life of another person in cardiac arrest when used in accordance with proper training, maintenance, notification, and communication with the local emergency medical service system.

The principal shall ensure:

- ☐ *A minimum of three employees in the school and all interscholastic athletic coaches receive American Heart Association or American Red Cross training in CPR and AED use, or an equivalent nationally recognized course in CPR and AED use. All interscholastic coaches must also maintain a cardiopulmonary resuscitation (CPR) certification recognized by a national accrediting body;*
- ☐ *The AED is maintained and tested according to the manufacturer's operational guidelines; and*
- ☐ *Any person who renders emergency care or treatment on a person in cardiac arrest by using an AED activates the local emergency medical services system as soon as possible.*
- ☐ *An agent of the local emergency medical services system and the local emergency communications or vehicle dispatch center is notified of the existence, location, and type of AED acquired.*

DISTRIBUTION OF THE PLAN

Following adoption and after any revisions, the EMP and diagrams of the facilities shall be provided to local first responders and all school staff. Annually, the principal is responsible for working with the district office to ensure a current diagram of the school that notes the primary and secondary evacuation routes, the severe weather safe zones, the exterior and front entrance access points, and the location of each automated external defibrillator. Documentation of this distribution to first responders will be reported to the school council by the September SBDM meeting, maintained in the principal's office, and a copy 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.

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.)*

The cardiac emergency response plan shall be rehearsed by simulation prior to the beginning of each athletic season by all:

- 1. Licensed athletic trainers, school nurses, and athletic directors; and*
- 2. Interscholastic coaches and volunteer coaches of each athletic team active during that athletic season*

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, reporting their completion, and referring 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 nurse, the school council, and first responders and revised as needed.

POLICY EVALUATION

We will evaluate this policy through our annual policy review process.

Date(s) Adopted, Reviewed or Revised:

LEGAL REQUIREMENTS:

- This policy is required by law.
- ***Bold italics*** (above) show language directly from the law.
- Your policy can meet the requirements in ways that differ from KASC's samples, but your policy language can't contradict the law.

LAW IN A BOX: This sample policy is consistent with the SBDM law, KRS 160.345(2)(i)(9):

(2)(i) The school council shall adopt a policy that shall be consistent with local board policy and shall be implemented by the principal in the following additional areas:

*...9. Adoption of an emergency plan as required in **KRS 158.162** ...*

KRS 158.162

The changes required in SBDM policy are **bold underline** below. KASC recommends the council follow the district safety leader's guidance on this policy and for the additions needed in the actual Emergency Plan that are not listed in the law as required in policy.

This policy:

- ☐ requires a separate EMP to prevent, mitigate, prepare for, respond to, and recover from emergencies
- ☐ requires the EMP to include procedures to address **medical emergency**, fire, severe weather, earthquake, and lockdowns
- ☐ **requires the EMP to include a cardiac emergency response, and**
- ☐ **a floor plan that clearly identifies the location of each automated external defibrillator**
- ☐ includes measures for each school to control access to the building and classrooms
- ☐ requires that the EMP and the school floor plan be provided to local first responders and **all school staff**
- ☐ requires the EMP and the school floor plan be reviewed with faculty/staff before first instructional day of school
- ☐ calls for the involvement of local law enforcement in assisting the council in developing lockdown procedures
- ☐ calls for emergency response drills and lockdown drills within the first thirty days of the school year

- ☐ requires a rehearsal of the cardiac emergency response simulation prior to the beginning of each athletic season by all of the following
 - o licensed athletic trainers
 - o school nurses
 - o athletic directors
 - o interscholastic coaches and volunteer coaches of each athletic team active during that athletic season
- ☐ calls for the EMP to be reviewed by the school nurse, council and first responders at the end of each school year