

WOODFORD COUNTY MIDDLE SCHOOL

SBDM COUNCIL POLICY

POLICY TOPIC: Emergency Plan

POLICY NUMBER: 22

POLICY STATEMENT

The school administration 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. 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 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;
- ☐ Development and adherence to access control measures for each school building, which may include (but not limited to):
 - Controlling access to exterior doors during the day
 - Controlling front door access electronically
 - Controlling access to individual classrooms
 - Requiring visitor check-in with identification and purpose provided
 - Display of visitor's badge on outer clothing
 - Practices for students to follow in case of fire that are consistent with administrative regulations of the Department of Housing, Building, and Construction
 - Procedures for lockdown of the campus

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

Following adoption, the emergency plan and diagrams of the facilities will be provided to appropriate first responders. 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.

Prior to the first instructional day of school, the Principal, or designee, will present and review all emergency procedures with the staff.

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. 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. Additional drills will be conducted more frequently as directed by district and local policy.

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.

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.

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 marshall or fire chief will be posted at each school doorway prior to the first instructional day of school.

Possible access control methods that may be included in council policies as desired, are outlined below:

- ☐ 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.
- ☐ 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 entrance at all times. At no time during the school day are students allowed to monitor the front entrance or reception area.
- ☐ All visitors must report to the front office, provide photo identification, state the purpose of the visit, and wear a visitor sticker on the outermost garment during the entire visit. Upon leaving, all visitors must report back to the front office.
- ☐ 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.

Date Adopted: <u>August 21, 2017</u> Council Chairperson: <u>Daniel Tracy Bruno</u>
Date Grammatical Revisions: <u>December 14, 2020</u> Council Chairperson: <u>Liz Kirk</u>