



**PERRY COUNTY**  
S C H O O L S



## **DISTRICT SAFETY PLAN**

**25-26**



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## **SCHOOL SAFETY AND DISCIPLINE PLAN**

**25-26**

*Our district School Safety and Discipline Plan consists of 3 different areas:*

*1. School Safety Risk Assessment and Threat*

*Assessment Systems:*

*This includes Board, SBDM Council policies and procedures, School Risk Assessment Report, and District Threat Assessment Process with individual school teams.*

*2. District Emergency Operations Plan which includes:  
Operations Review of the district with checklist and  
the Reunification Planning.*

*3. The actual District Safety Plan itself (25-26)*

## ***DISCIPLINE SECTION OF SAFETY PLAN***

### **Board Policies in Plan:**

- **KRS 158.148**
- **KRS 158.156**
- **KRS 158.444**
- **KRS 525.070**
- **KRS 438.305**
- **KRS 159.010**
- **KRS 158.150**
- **KRS 158.4410**
- **KRS 532.060**
- **KRS 534.030**
- **KRS 218A.010**
- **KRS 217.900**
- **KRS 160.290**
- **KRS 161.180**
- **09.225**
- **09.221**

**Supervision of Students**

Students will be under the supervision of a qualified adult.

Each teacher and administrator shall hold pupils to a strict account for their conduct on school premises, on the way to and from school, and on school-sponsored trips and activities.<sup>1</sup>

A certified or classified staff member must accompany students on all school-sponsored or school-endorsed trips. Persons designated to accompany students shall be at least twenty-one (21) years old. The Superintendent/designee may present for Board approval a list of job classifications of staff members who may be authorized to accompany students on school-sponsored or school-endorsed trips.<sup>2</sup>

A nonfaculty coach or a nonfaculty assistant may accompany students on athletic trips as provided in statute.<sup>1</sup>

**ACCESS TO SCHOOL PROPERTY DURING THE SCHOOL DAY**

Unless they are authorized visitors, only those students who are enrolled in the District and on property for an official school purpose, such as receiving instruction or participating in a school sponsored extracurricular activity, shall be permitted on the property during the school day. If a student who is officially absent or on home/hospital instruction wishes to come onto property during the school day, the student shall first go to the Principal/designee, seek permission to be on the property, and check in. Permission may be granted for the student to be on school property if the purpose relates to educational needs of the student that cannot be accomplished outside of school hours, and the student remains on the property only for the time needed to accomplish that purpose. This requirement is necessary to address supervision and safety concerns of students who come on property during the school day.

**STUDENT REGISTRANTS**

The Principal is authorized to set supervision requirements and limitations, as appropriate, that apply to students enrolled in the school who are registrants as defined in KRS 17.500. If the Principal has set limitations, restrictions or requirements, they shall be put into writing and a copy provided to the student/guardian.

**REFERENCES:**

<sup>1</sup>KRS 161.180

<sup>2</sup>KRS 161.185

KRS 17.545; 702 KAR 005:030

**RELATED POLICIES:**

09.36

10.5

Adopted/Amended: 7/20/2011

Order #: 3

STUDENTS

09.225

**Safety Patrols**

**PRINCIPAL MAY ORGANIZE**

The Principal in each school, in cooperation with traffic safety or the police department, may organize safety patrols to assist students to cross safely at street corners near the school.

**PARENTAL CONSENT**

To serve on safety patrol, pupils must have written consent of parent.

**REFERENCE:**

QAG 70-657

Adopted/Amended: 1/3/2005

Order #: 167

**Student Behavior**

The Board requires high standards of personal conduct from all pupils and embraces the concept that each pupil shall respect the rights of others and abide by the administrative procedures of the school district and the laws of the community and state.<sup>1</sup>

**REFERENCES:**

**1KRS 160.290**

**KRS 161.180**

Adopted/Amended: 1/3/2005

Order #: 167

**Student Discipline Code****DEVELOPMENT**

In accordance with KRS 158.148 the Board shall develop a student discipline code that shall be posted at each school, referenced in all school handbooks, and provided to school employees, parents, legal guardians, or other persons exercising custodial control or supervision. As required by KRS 158.148, a process shall be developed to provide information to those parties and to train employees.

The code shall prohibit bullying and establish standards of acceptable student behavior and discipline and may include District-wide standards of behavior for students who participate in extracurricular and co-curricular activities.

The code also shall include a process addressing how students can report code violations and incidents of bullying to District personnel for appropriate action and information regarding the consequences of bullying and violating the code and violations reportable under KRS 158.154, KRS 158.156, or KRS 158.444.

**REVIEW**

The Board shall update the student discipline code at least every two (2) years.

**REPORTING OF DATA**

As directed by the Kentucky Department of Education (KDE), the District shall report to the Center for School Safety when a student has been disciplined by the school for a serious incident, as defined by KDE; charged criminally for conduct constituting a violation under KRS Chapter 508; or charged criminally under KRS 525.070 or KRS 525.080 in relation to a serious incident.

Data collected on an individual student committing a reportable incident shall be placed in the student's disciplinary record.

**REFERENCES:**

KRS 158.148; KRS 158.153; KRS 158.154; KRS 158.156; KRS 158.165  
KRS 158.444; KRS 160.295  
KRS 525.070; KRS 525.080

**RELATED POLICIES:**

09.2211; 09.3; 09.42; 09.421; 09.422; :09.425; 09.426; 09.42811; 09.43; 09.431; 09.434;  
09.4341; 09.435

Adopted/Amended: 7/19/2016

Order #: 1

**Tobacco, Alternative Nicotine, or Vapor Products**

Students shall not be permitted to use or possess any tobacco product, alternative nicotine product, or vapor product as defined in KRS 438.305 on or in all Board property at all times, including any vehicle, owned, operated, leased, or contracted for use by the Board and while attending or participating in any school-related student trip or student activity.

Adequate notice shall be provided to students, parents and guardians, school employees, and the general public.

Signage shall be posted on or in all property, including any vehicle that is owned, operated, leased, or contracted for use by the Board, clearly stating that the use of all such products is prohibited at all times and by all persons on or in the property.

School employees shall enforce the policy. Students who violate these prohibitions while under the supervision of the school shall be subject to penalties set forth in the local code of acceptable behavior and discipline.

**REFERENCES:**

KRS 160.290; KRS 160.340; KRS 161.180  
KRS 438.050; KRS 438.305; KRS 438.345; KRS 438.350  
OAG 81-295; OAG 91-137  
P. L. 1114-95, (Every Student Succeeds Act of 2015)

**RELATED POLICIES:**

03.1327; 03.2327; 05.31; 06.221; 10.5

Adopted/Amended: 7/16/2019

Order #: 5



**Expulsion****BOARD MAY EXPEL**

The Board may expel or extend the expulsion of any student from the regular school setting for misconduct as defined by law. Provision of educational services will be required unless the Board determines, on the record and supported by clear and convincing evidence, that the expelled student posed a threat to the safety of other students or school staff and could not be placed in a state-funded agency program.<sup>1</sup>

The Board shall require the expulsion from school for a period of at least twelve (12) months for a student who is determined by the Board:

1. Through clear and convincing evidence to have made threats that pose a danger to the well-being of students, faculty, or staff of the District;
2. To have brought a weapon to a school under its jurisdiction per Board Policy 05.48.

The Board may expel a student for longer than twelve (12) months.

Behavior that may be determined to pose a threat shall include, but not be limited to, the physical assault, battery, or abuse of others on or off school property (and the incident is likely to substantially disrupt the educational process); the threat of physical force; being under the influence of drugs or alcohol; the use, possession, sale, or transfer of drug or alcohol; the carrying, possessing, or transfer of weapons or dangerous instruments; and any other behavior that may endanger the safety of others.

The Superintendent shall present to the Board for its approval options for providing or ensuring that educational services are provided to expelled students.

In lieu of expelling a student, or upon the expiration of a student's expulsion, the Superintendent may place a student into an alternative program or setting if the Superintendent determines placement of the student in his or her regular school setting is likely to substantially disrupt the educational process or constitutes a threat to the safety of other students or school staff.

**HEARING AND RECORDS REQUIRED**

Action to expel, extend the expulsion, or place in an alternative program or setting a student shall not be taken until the parent, guardian, or other person having legal custody or control of the student has had an opportunity for a hearing before the Board.<sup>1</sup> The special education and disciplinary records of IDEA eligible students shall be sent to the Board for review before the decision is made to expel.<sup>3</sup>

Within thirty (30) days prior to the end of a student's expulsion, the Board shall review the details of the expulsion and current factors and circumstances, including if ending the expulsion will substantially disrupt the education process or constitute a threat to the safety of students or school staff, to determine if the expulsion shall be extended for a period not to exceed twelve (12) months. The expulsion review process shall be used prior to the end of each expulsion period until the Board ends the expulsion or the student is no longer subject to compulsory attendance under KRS 159.010.

**Expulsion****BOARD DECISION FINAL**

The Board may establish an appeals committee and delegate authority to hear appeals to the committee. Otherwise, the Board's decision shall be final.<sup>1</sup>

**STUDENTS WITH DISABILITIES**

In cases which involve students with disabilities, procedures mandated by federal and state law for students with disabilities shall be followed. (Students with disabilities who are eligible for services under federal law may be expelled for behavior unrelated to their disabilities, as long as legally required procedural safeguards are followed. Educational services must continue for IDEA eligible students who are expelled.)<sup>1&3</sup>

**TRANSFER OF RECORDS**

Records transferred to another school must reflect the charges and final action of an expulsion hearing if the student was expelled for homicide, assault, or an offense in violation of state law or school regulations governing weapons, alcohol or drugs. Records of a student facing an expulsion hearing on charges described above shall not be transferred until the expulsion hearing process is completed.<sup>2</sup>

**REFERENCES:**

<sup>1</sup>KRS 158.150

<sup>2</sup>KRS 158.155

<sup>3</sup>20 U.S.C. § 1400 et seq. Individuals with Disabilities Education Act (IDEA); 707 Chapter 1; Section 504 of the Rehabilitation Act of 1973, as amended

KRS 159.010

Honig v. Doe, 108 S.Ct. 592(1988); OAG 78-673

**RELATED POLICIES:**

05.48; 09.12; 09.423; 09.425; 09.426; 09.43; 09.431; 09.434

Adopted/Amended: 8/15/2023

Order #: 72

**Suspension****WHO MAY SUSPEND**

In accordance with KRS 158.150, the Principal or assistant Principal may suspend a student up to a maximum of ten (10) days per incident.

Suspension of primary school students shall be considered only in exceptional cases where there are safety issues for the child or others, as determined by the Superintendent/designee.

**PRIOR DUE PROCESS REQUIRED**

A student shall not be suspended until due process procedures have been provided as described in KRS 158.150 (09.431)<sup>1</sup>, unless immediate suspension is essential to protect persons or property or to avoid disruption of the educational process.

A student who is removed from the same classroom three (3) times within a thirty (30) day period shall be considered "chronically disruptive" and may be suspended from school and no other basis for suspension shall be deemed necessary.

**IMMINENT DANGER**

In such cases, due process shall follow the suspension as soon as practicable, but no later than three (3) school days after the suspension.

**WRITTEN REPORT REQUIRED**

The Principal or assistant Principal shall report any suspension in writing<sup>1</sup> immediately to the Superintendent and to the parent of the student being suspended. The written report shall include the reason for suspension, the length of time of the suspension, and the conditions for reinstatement.

**EXTRACURRICULAR ACTIVITIES**

A student on suspension shall not be allowed to participate in any extracurricular activity sponsored by the school.

**STUDENTS WITH DISABILITIES**

In cases which involve students with disabilities, the procedures mandated by federal and state law for students with disabilities shall be followed.<sup>2</sup>

**REFERENCES:**

<sup>1</sup>KRS 158.150

<sup>2</sup>20 U.S.C. Sections § 1400 et seq; 707 Chapter I; Honig v. Doe, 108 S.Ct. 592(1988)

OAG 77-419; OAG 77-427; OAG 77-547

OAG 78-392; OAG 78-673

Goss v. Lopez, 419 US 565 (1975)

707 KAR 001:340

**RELATED POLICIES:**

09.3; 09.425; 09.426; 09.43; 09.431

Adopted/Amended: 8/15/2023

Order #: 72

**Threat Assessments****DEFINITIONS**

"School safety" shall mean a program of prevention that protects students and staff from substance abuse, violence, bullying, theft, the sale or use of illegal substances, exposure to weapons and threats on school grounds, and injury from severe weather, fire, and natural disasters.

"School security" shall mean procedures followed and measures taken to ensure the security of school buildings, classrooms, and other school facilities and properties.

"Threat assessment team" and "team" shall mean a school safety and security threat assessment team established pursuant to this policy and KRS 158.4410.

**ESTABLISHMENT AND MEMBERSHIP OF TEAMS**

A school safety and security threat assessment team shall be established at each school of the District. The members of the team at each school shall be designated by the District School Safety Coordinator, and shall consist of two (2) or more school staff members. School staff members that may be designated as a member of the team at any given school may include: school administrators; school counselors; school resource officers; school-based mental health services providers; teachers; and other school personnel. If necessary, a threat assessment team may serve more than one (1) school of the District.

**PURPOSE OF TEAM**

The purpose of a team shall be to identify and respond to students exhibiting behavior that indicates a potential threat to school safety or school security.

**GENERAL COMPONENTS OF SCHOOL SAFETY AND SCHOOL SECURITY PLANNING**

According to the U.S. Secret Service Guide, Enhancing School Safety Using a Threat Assessment Model: An Operational Guide for Preventing Targeted School Violence, key components of a comprehensive school safety and school security plan include efforts to:

1. Foster a climate of respect and trust;
2. Build relationships;
3. Promote communication;
4. Identify concerning behaviors;
5. Maintain a threat assessment team;
6. Reinforce clear policies and procedures;
7. Provide resources to appropriately respond to students;
8. Promote information-sharing between the school District and appropriate community stakeholders as allowed by law;
9. Liaison with law enforcement; and
10. Provide consistent training to stakeholders.

**Threat Assessments****GUIDING PRINCIPLES OF COMPREHENSIVE THREAT ASSESSMENT PLANNING**

The District School Safety Coordinator, members of threat assessment teams, and other appropriate District administrators and staff, shall give appropriate consideration to the following non-exhaustive list of general principles as threat assessment teams are established and as they plan for and conduct their work:

1. A threat assessment process best functions as one component of overall school safety, in conjunction with physical school security and emergency management.
2. Students may engage in a continuum of concerning behaviors, the vast majority of which will be non-threatening and non-violent, but may still call for some type of response.
3. Students should feel empowered to communicate their own concerns to appropriate school staff without fear of reprisal. Incoming reports regarding concerning behavior or statements presenting a threat to school safety and school security should be given due consideration and assessed.
4. The goal of a threat assessment process is to identify, assess, and respond to potential threats to school safety and school security. The process begins with establishing a comprehensive plan for schools to:
  - a. Identify students or situations of concern;
  - b. Gather additional relevant information in a lawful manner;
  - c. Assess the student or situation risk, in context based on the totality of the information available; and
  - d. Identify and implement or recommend appropriate response strategies to address the concern.

**THREAT ASSESSMENT TEAM MEMBER TRAINING**

Training to members of threat assessment teams should be provided or arranged by the District regarding the purpose of the team, the guiding principles stated above, and the members' roles in enhancing school safety and school security through identifying and responding to students exhibiting behavior that indicates a potential threat to school safety or school security. Training shall address the following: strategies to properly respond to students who provide information about a threatening or concerning situation, ways to assess and respond to potential threats, and how and to whom they should report threatening communications or behavior.

**THREAT ASSESSMENT TEAM MONITORING**

The District School Safety Coordinator and the Superintendent/designee shall monitor the work of the threat assessment team in each school of the District.

**Threat Assessments****ACCESS TO STUDENT RECORDS**

Threat assessment team members, including any members who are not school District employees, are hereby designated as “school officials” for purposes of the Family Educational Rights and Privacy Act (FERPA), and as such may access student records to the extent necessary in connection with the work of the team, in accordance with FERPA and Board Policy 09.14.

**INTERACTION OF TEAM ACTIVITIES WITH SCHOOL DISCIPLINARY ACTION AND/OR LAW ENFORCEMENT**

Threat assessment team activities and any responses undertaken or recommended by a team, do not negate or override applicable disciplinary procedures or action under Board policy or the Code of Acceptable Behavior and Discipline or legal reporting requirements, including those covering bullying or criminal activity; dependency, neglect or abuse; or domestic and dating violence.<sup>2</sup>

**IMMUNITY FROM CIVIL OR CRIMINAL LIABILITY**

A school District, School Safety Coordinator, and any school employees participating in the activities of a school safety and security threat assessment team enjoy immunity from civil and criminal liability regarding their participation in the threat assessment process as provided in KRS 158.4410.<sup>1</sup>

**REFERENCES:**

<sup>1</sup>KRS 158.4410

U.S. Secret Service Guide, *Enhancing School Safety Using a Threat Assessment Model: An Operational Guide for Preventing Targeted School Violence*

**RELATED POLICIES:**

<sup>2</sup>09.2211; 09.227; 09.438  
05.4; 09.14; 09.425

Adopted/Amended: 7/16/2019  
Order #: 5

**Assault and Threats of Violence**

For purposes of this Policy, a "threat" shall refer to a communication made by any means, including, but not limited to, electronic and/or online methods.

**STUDENTS**

Any student who threatens, physically assaults, batters or abuses another student shall be subject to appropriate disciplinary action, including suspension or expulsion.<sup>1</sup>

Students may also be subject to prosecution or juvenile justice interventions for assault, threats, or other abusive conduct.

The Principal shall provide written notice to all students, parents, and guardians of students within ten (10) days of the first instructional day of each school year of the provision of KRS 508.078 and potential penalties under KRS 532.060 and KRS 534.030.<sup>2</sup>

**EDUCATIONAL PERSONNEL**

Any student who threatens, physically assaults, batters or physically or verbally abuses educational personnel on or off school property (and the incident is likely to substantially disrupt the educational process) shall be subject to appropriate disciplinary action<sup>1</sup> up to and including expulsion from school and/or legal action.

**REMOVAL OF STUDENTS**

School administrators, teachers, or other school personnel may immediately remove or cause to be removed threatening or violent students from a classroom setting or from the District's transportation system pending any further disciplinary action that may occur. Threatening or violent behavior shall include, but not be limited to:

1. Disrupts the classroom environment and education process or the student challenges the authority of a supervising adult.
2. Verbal or written statements or gestures by students indicating intent to harm themselves, others or property.
3. Physical attack by students so as to intentionally inflict harm to themselves, others or property.

The Principal may establish (school) procedures for a student's removal from and reentry to the classroom when the student's behavior disrupts the classroom environment and education process or the student challenges the authority of a supervising adult. In addition to removal, the student shall be subject to further discipline for the behavior consistent with the school's code of conduct.

Removal of students from a bus shall be made in compliance with 702 KAR 005:080.

Each school shall designate the site(s) to which employees may remove students from a classroom setting and the employee(s) who will supervise the student at the site.

When teachers or other personnel remove a student, they shall complete and submit a form to document the removal and the causes as soon as practicable. The Principal/designee shall review the removal as soon as possible to determine if further disciplinary action is warranted or if the student is to be returned to the classroom.

**Assault and Threats of Violence****REMOVAL OF STUDENTS (CONTINUED)**

Per KRS 158.150, a student who is removed from the same classroom three (3) times within a thirty (30) day period shall be considered "chronically disruptive" and may be suspended from school and no other basis for suspension shall be deemed necessary.

At any time during the school year, for a student who has been removed from the classroom the Principal may require a review of the classroom issues with the teacher and the parent, guardian, or other person having legal custody or control of the student and determine a course of action for the teacher and student regarding the student's continued placement in the classroom.

At any time during the school year, the Principal may permanently remove a student from a classroom for the remainder of the school year if the Principal determines the student's continued placement in the classroom will chronically disrupt the education process for other students.

When a student is removed from a classroom temporarily or permanently, the Principal shall determine the placement of the student in lieu of that classroom, which may include but is not limited to:

- Another classroom in that school; or
- An alternative program or setting, which may be provided virtually, as approved by the Superintendent.

Any permanent action by the Principal shall be subject to an appeal process in accordance with Policy 09.4281/Grievances.

**REPORT TO LAW ENFORCEMENT AGENCY**

When they have reasonable belief that a violation has taken place, principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves assault resulting in serious physical injury, a sexual offense, kidnapping or each instance of assault involving the use of a weapon.

**DOMESTIC/DATING VIOLENCE REPORTING AND EDUCATION**

Upon the request of a victim, school personnel shall report an act of domestic violence and abuse or dating violence and abuse to a law enforcement officer. School personnel shall discuss the report with the victim prior to contacting a law enforcement officer.

School personnel shall report to a law enforcement officer when s/he has a belief that the death of a victim with whom s/he has had a professional interaction is related to domestic violence and abuse or dating violence and abuse.

These reporting requirements covering domestic violence and abuse or dating violence and abuse do not relieve school personnel of the duty to report any known or suspected abuse, neglect, or dependency of a child pursuant to KRS 620.030. This separate reporting requirement covers abuse, neglect or dependency of a child committed or caused by a parent, guardian, other person exercising control or supervision, or a person in a position of authority or special trust.



**Assault and Threats of Violence****DOMESTIC/DATING VIOLENCE REPORTING AND EDUCATION (CONTINUED)**

If individual school personnel has reasonable cause to believe that a victim with whom s/he has had a professional interaction has experienced domestic violence and abuse or dating violence and abuse, s/he shall provide educational materials to the victim relating to such form(s) of abuse and including information on access to regional domestic violence programs or rape crisis centers and how to access protective orders. These materials shall be made available to school personnel in print form or on the web by the primary domestic violence, shelter, and advocacy service provider designated by the Cabinet for Health and Family Services to serve the school District's area.

**NOTIFICATIONS**

As soon as the Superintendent/designee confirms that a serious threat has been confirmed, designated personnel shall attempt to notify staff members and/or students who have been threatened and parents of students who are the subject of a threat. Such notification shall observe and comply with confidentiality requirements of applicable law including, but not limited to, state and federal Family Educational Rights and Privacy Act (FERPA) laws.

Any District employee assigned to work directly with, or who comes in contact with, a student with a documented history of physical abuse of a school employee or of carrying a concealed weapon on school property or at a school function, shall be notified in writing of the student's history by the Principal or designee, guidance counselor or other official who has knowledge of the student's behavior prior to the assignment or contact.

**REFERENCES:**

<sup>1</sup>KRS 158.150

<sup>2</sup>KRS 158.1559

KRS 158.154; KRS 160.290

KRS 161.155; KRS 161.190; KRS 161.195

KRS 209A.020; KRS 209.160

KRS 209A.100; KRS 209A.110; KRS 209A.130

KRS 211.160; KRS 403.720; KRS 456.010

KRS 508.025; KRS 508.075; KRS 508.078; KRS 525.080

KRS 532.060; KRS 534.030; KRS 620.030

702 KAR 005:080

**RELATED POLICIES:**

03.123; 03.13253; 03.223; 03.23253; 05.4; 05.48

06.34; 09.14; 09.2211; 09.422; 09.426; 09.4281; 09.429; 09.4341

Adopted/Amended: 8/15/2023

Order #: 72

**Alcohol, Drugs, and Other Controlled Substances****DRUGS, ALCOHOL AND OTHER PROHIBITED SUBSTANCES**

No pupil shall purchase, possess, attempt to possess, use, be under the influence of, sell, or transfer any of the following on or about school property, at any location of a school-sponsored activity, or en route to or from school or a school-sponsored activity:

1. Alcoholic beverages;
2. Controlled substances, prohibited drugs and substances and drug paraphernalia; and
3. Substances that "look like" a controlled substance. In instances involving look-alike substances, there must be evidence of the student's intent to pass off the item as a controlled substance.

In addition, students shall not possess prescription drugs for the purpose of sale or distribution.

**DEFINITIONS**

Controlled substance means any substance or immediate precursor listed in Chapter 218A of the Kentucky Revised Statutes or any other substance added by regulation under KRS 218A.010.

Prohibited drugs include, but are not limited to, any substance that an individual may not sell, possess, use, distribute or purchase under Federal or Kentucky law.

Prohibited substances include:

1. All prescription drugs obtained without authorization, and
2. All prohibited substances however taken or used, including but not limited to, inhaling, ingesting, and/or injecting. These include, but are not limited to, prescribed and over-the-counter drugs, prohibited volatile substances as defined in KRS 217.900 or synthetic compounds/substances that are used or intended for use for an abusive and/or intoxicating purpose.

**AUTHORIZED MEDICATION**

Use of a drug authorized by and administered in accordance with a prescription from a physician or dentist shall not be considered in violation of this policy.

**PENALTY**

Violation of this policy shall constitute reason for disciplinary action including suspension or expulsion from school and suspension or dismissal from athletic teams and/or other school-sponsored activities.

**REPORTING**

Employees of the District shall promptly make a report to the local police department, sheriff, or Kentucky State Police, by telephone or otherwise, if they know or have reasonable cause to believe that conduct has occurred which constitutes the use, possession, or sale of controlled substances on the school premises or within one thousand (1,000) feet of school premises, on a school bus, or at a school sponsored or sanctioned event. In addition, when they have reasonable belief that a violation has taken place, Principals shall immediately report to law enforcement officials when an act has occurred on school property or at a school-sponsored function that involves student possession of a controlled substance on school property in violation of the law.

**Alcohol, Drugs, and Other Controlled Substances****DRUG TESTING PROGRAM PURPOSE**

In this day and time alcohol and other forms of drug abuse have grown to major proportions in our society. The middle- and high-school settings are not exempt from this phenomenon. Therefore, it is critical that educators and parents continually look for ways to institute programs that encourage a drug-free lifestyle for their students/children. It is to that end that this program is created to provide the appropriate action plan to address and foster a drug free environment for the entire County middle- and high-school community.

The program consists of two components:

1. Education and Prevention Plan
2. Drug Testing Policy

**EDUCATION AND PREVENTION PLAN**

Educational Seminars: Each semester at least one (1) educational seminar on alcohol and drug abuse shall be conducted by qualified substance abuse educators. These seminars shall be accessible to all County middle- and high-school students but shall be required for all students who will be driving and parking on school property and those who volunteer. Each seminar participant shall be administered an assessment over the content of the seminar upon completion.

**TRAINING IN DRUG AWARENESS**

Middle and high school teachers will be given an opportunity to receive training in drug awareness. Part of the training will enable each teacher to incorporate drug awareness information into his/her current curriculum. A keener teacher awareness of drug abuse signs and symptoms, as well as methods of referral, will be a direct result of training. Instructional units on drug abuse, such as those currently taught in our health courses, will be enhanced by this teacher education component. When substance abuse is suspected, the teacher will confidentially consult with the school principal and counselor.

**SEMINARS FOR PARENTS/GUARDIANS**

Educational seminars for parents/guardians that will address alcohol and other forms of drug abuse will be established in conjunction with other school programming. The central purpose of these sessions will be to provide parents/guardians with necessary information to parent toward drug prevention.

**ALCOHOL AND DRUG SAFETY POLICY**

All students who drive and park on campus, those students who volunteer for testing and their parents/guardians must read this policy and accompanying procedures and must acknowledge, in writing, that they have read the policy and procedures, understand the policy and procedures, and agree to be bound by the terms and conditions contained in the policy and procedures.

**STATEMENT OF NEED**

District administrators recognize that the unlawful use of alcohol and other drugs seriously impairs the health, safety, education, and future success of middle and high-school students engaged in that use. It is also recognized that the unlawful use of alcohol and other drugs is a potential problem for all middle and high school students.

**Alcohol, Drugs, and Other Controlled Substances****STATEMENT OF PURPOSE**

This policy is intended to support the comprehensive educational policies and programs of the District in educating students and their parents/guardians as to the dangers inherent in the unlawful use of drugs. The policy is further intended to provide encouragement to middle and high school students who voluntarily choose to participate in testing and those students who drive and park on school property to avoid such use and to strive to benefit from effective rehabilitation when such use has occurred.

Administrators shall not use information obtained in the course of administering the policy for disciplinary purposes other than those set forth herein. This policy is not designed to be used, nor shall it voluntarily be used in any manner, to provide a source of information for law enforcement agencies or for the prosecution of the student or to limit the student's participation in the school activities other than the limitations imposed by this policy. Without a specific written authorization from the tested student or parent/guardian, if the student is under eighteen (18) years of age, the administrator shall not release any student's test results to any person other than those described within this policy (Superintendent or his/her designee, Drug Coordinator, Principal, Assistant Principal, Counselor, DPP) or as required by law or a lawfully issued subpoena or court order.

In order to accomplish its purposes, this policy established a program for procedures to deter the unlawful use of drugs and alcohol and to provide for suspension and termination of participation on the teams when deterrence is unsuccessful. To determine compliance with the policy, it provides a testing program to identify student drivers/volunteers who are unlawfully using drugs. For these students this policy provides incentives for rehabilitation through possible reinstatement of driving privileges.

**Consistent with its purposes**, this policy also seeks to achieve the following objectives:

1. To protect District students from impairing their health, safety, education, and future success through the unlawful use of alcohol and other drugs.
2. To protect District students who drive and park on campus from potential injury resulting from the unlawful use of alcohol and other drugs.
3. To protect District students from the potential stigma of unsubstantiated allegations of unlawful use of alcohol and other drugs.
4. To assure students, parents, teachers, and the community that the health, safety, education, and future success of the student participants are the primary concerns of the District.

**IMPLEMENTATION, REVIEW, AND EVALUATION**

All students who drive and park on campus, volunteers and their parents/guardians must sign the "Student and Parent/Guardian Consent to Perform Urinalysis for Drug Testing" form before the student shall be authorized to drive or park on school property. A Substance Abuse Prevention Committee (Committee) shall be established and shall have the overall responsibility for implementing this policy. The Committee may consist of the school Principals, School Health Coordinator, Counselor, Superintendent, Drug Coordinator, students, and two Board Members.

**Alcohol, Drugs, and Other Controlled Substances****IMPLEMENTATION, REVIEW, AND EVALUATION (CONTINUED)**

The Committee shall establish procedures as needed to implement the policy fairly and efficiently. In addition, the Committee shall review and evaluate the effectiveness of the drug testing policy on an annual basis. The evaluation shall include, but not be limited to, the effectiveness of the comprehensive educational and counseling program, substance testing program, procedural safeguards, and the list of drug substances tested. The Committee's purpose is limited to procedures and evaluation of the policy.

**APPLICABILITY**

This policy applies to all student who drive or park on school property and those who volunteer for testing.

**EDUCATION**

At least once each semester all appropriate certified staff shall require attendance at educational seminars on drug abuse for all student s (as outlined in the Education and Prevention Plan section of this policy). These seminars shall be open to attendance by students who drive and park on campus, students who volunteer for education and their parents/guardians and shall be presented by qualified substance abuse educators. Those participating will be asked to demonstrate an understanding of the main components of the drug education seminar.

**TESTING PROGRAM**

Testing shall be accomplished by the analysis of urine specimen obtained from the eligible students participating. Collection and testing procedures shall be established, maintained, and administered to ensure:

1. Randomness of selection procedures
2. Proper student identification
3. Identification of each specimen with the appropriate student participant
4. Maintenance of the unadulterated integrity of the specimen

Integrity of the collection and testing process, as well as the confidentiality of test results (The specific testing process shall be on file at the testing laboratory approved by the Board.)

**SUBSTANCES TESTED**

Student participants' urine specimen shall be tested for the following which includes, but may not be limited to:

1. Amphetamines
2. Marijuana (THC)
3. Cocaine and its derivatives
4. Opiates
5. Phencyclidine (PCP)
6. Benzodiazepine
7. Propoxyphene
8. Blockers

**Alcohol, Drugs, and Other Controlled Substances****SUBSTANCES TESTED (CONTINUED)**

9. Other abused, illegal, or controlled substances as determined by the Committee or listed in Chapter 218A of the Kentucky Revised Statutes or any other substance which may be added by the Kentucky Department of Health Services under regulations pursuant to KRS 218A.010.

**SANCTIONS****First Violation:**

1. Student drivers shall be denied permission to drive and/or park on school property for the next four (4) consecutive weeks of school. The suspension will begin the date that the results are received. If necessary, the suspension shall carry over to the following year. Before reinstatement after the first violation, the student participant must receive an assessment or evaluation for chemical dependency. Prior to a reauthorization to drive, the student must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing. A positive result shall be treated as a second violation.
2. If a student's driving privileges are reinstated following the first violation, the student shall not be restricted solely because of the existence of the first violation, as long as the student has completed the period of suspension and appropriately had driving privileges reinstated. If the student elects not to seek reauthorization to drive and park on campus after a first violation, the student is still required to serve the un-expired portion of the previous suspension.

The student must complete all forms required for reauthorization to drive, and the student must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing. A positive result shall be treated as a second violation.

**Second Violation:**

Student drivers and volunteers with a second violation shall be denied permission to drive and/or park on school property for the next eighteen (18) consecutive weeks of school. If necessary, the suspension shall carry over to the following school year. Before being reauthorized to drive and park on campus after a second violation, the student participant must successfully complete recommendations that resulted from the chemical dependency assessment as evidenced by a written statement to that effect issued by a treatment counselor. The student must submit to a new drug test administered in accordance with the same procedures utilized for random drug testing. A positive result shall be treated as a third violation.

**Third Violation**

A third violation shall disqualify the student from driving/parking on school property for the remainder of his/her enrollment in the District.

**Alcohol, Drugs, and Other Controlled Substances****NOTICE TO PARTICIPANTS**

Parents of students eligible for testing shall be provided a copy of this policy. Each student eligible for testing and a parent/guardian of that student shall be required to sign a statement indicating that they have received, read, understand and fully agree to be bound by the terms, conditions, and procedures under the policy.

**PREVENTION PROGRAM**

The Superintendent shall establish a comprehensive and on-going drug-free/alcohol-free prevention program for all students which shall include notice to students and parents of the following:

1. The dangers of drug/alcohol/substance abuse in the schools;
2. The District's policies and related procedures on drug-free/alcohol-free schools;
3. The requirement for mandatory compliance with the District's established standards of conduct, including those that prohibit use of alcohol, drugs and other controlled and prohibited substances;
4. Information about available drug/alcohol counseling programs and available rehabilitation/student assistance programs; and
5. Penalties that may be imposed upon students for violations of this policy.

**REFERENCES:**

KRS 158.150; KRS 158.154; KRS 158.155

KRS 160.290; KRS 161.180

KRS 217.900; KRS 218A.020; KRS 218A.1430; KRS 218A.1447

OAG 82-633; OAG 93-32

Clark County Board of Education vs. Jones, KY. App., 625 S.W.2d 586 (1981)

Board of Ed. of Tecumseh Public School District, Independent School Dist. No. 92 of Pottawatomie Cty. v. Earls, \_\_\_ U.S. \_\_\_, 242 F.3d 1264 (2002).

Adopted/Amended: 6/7/2012

Order #: 133

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## **Transportation:**

- **Bus drivers should be provided emergency contact numbers for all school administrators.**
- **Bus drivers should be trained to transport students and staff to an alternative location if necessary.**
- **Work with school district personnel to establish policies, route procedures, and monitor student parking.**



## **Some Suggestions Include:**

- ☒ **Number parking spaces.**
- ☒ **Ask transportation to provide arrival and departure times for buses.**
- ☒ **Regarding students who are being transported by privately owned vehicles, develop procedures to ensure that students are directed to the proper cars. (elementary and middle schools)**
- ☒ **Develop procedures to ensure that students get to the proper buses.**
- ☒ **Print student list of bus riders every six weeks.**  
This list should be given to each bus driver and copies kept on file in the office.
- ☒ **Coordinate with transportation to schedule four bus evacuation drills annually.**



## **Traffic Management:**

- **Buses/cars/student walker lanes on a school campus should be separated.**
- **Develop a student driver management system.**
- **Staff parking area should be clearly marked and visible.**
- **Implement traffic flow management system.**
- **Make directional signage visible (i.e., buses, main office, visitors, etc.)**
- **Provide signage to direct vendor deliveries.**
- **Work with district personnel to develop a vendor delivery protocol (schedule and location of deliveries).**
- **OSHA approved reflective gear should be worn by staff working in crosswalks and traffic patrol.**
- **Crosswalks should be created using high visibility paint.**
- **Curb drop-off and pickup for students should only be permitted in designated areas and supervised and monitored.**
- **Provide access to the building and campus for staff/students/visitors with special needs.**



### **Rules Enforcement:**

- Review Infinite Campus data on student misbehavior and monitor teacher and staff enforcement of rules.

### **Internet Safety:**

- Monitor student Internet usage.
- Enforce acceptable Internet usage policy for students and staff.
- Provide internet safety training to all staff and students.

### **Bullying Prevention:**

- Establish a bullying prevention plan and implement it.
- Review model policy on bullying reporting.
- Review how students can report bullying incidents and publicize how to report acts of bullying.
- Provide bullying prevention training to all staff and students.

### **District Rules:**

- Code of Conduct and/or school rules should be reviewed with all students and staff at the beginning of each year. (i.e., student handbook, agenda, etc.) Document that this has been completed.
- District Code of Conduct should be published and made available to the public and posted to the school district's website.

## Laws and Regulations Affecting Schools:

Administrators should be familiar with the requirements of the following Kentucky Revised Statutes and Regulations (KRS/KAR). Statutes and regulations can be found at <http://www.lrc.ky.gov/statutes/search.aspx>.

Emergency plans not subject to opens records requests	KRS 61.870 - 61.884
Human Trafficking Tipline	KRS 158.095
Suicide Tipline	KRS 158.095
Child Abuse Tipline	KRS 158.095
Bullying Law	KRS 158.148, KRS 525.070, KRS 525.080
Document bullying and harassment reports	KRS 158.148, KRS 158.166
Active Shooter Response Training	KRS 158.162
Visitor signage	KRS 158.162
Cover classroom doors/windows during a lockdown	KRS 158.162
Classroom doors should be closed and locked during instructional time	KRS 158.162 3 (d) 5
Emergency training and drill logs	KRS 158.162
Tornado safe zones	KRS 158.162, KRS 158.163
Posting of primary and secondary evacuation routes	KRS 158.162
Timeline for mandated emergency drills	KRS 158.162
Emergency Operations Planning - First Responders	KRS 158.162
Access control	KRS 158.162
High School CPR graduation requirement	KRS 158.302
Anonymous Tipline	KRS 158.4451
Crime Prevention Through Environmental Design (CPTED) Checklist for new buildings and/or renovations	KRS 158.447
Trauma Informed Care	KRS 158.4416
Terrorist threat notification reporting	KRS 158.1559
Active supervision	KRS 161.180
Posting of gun prohibition	KRS 527.070
Suicide prevention training	KRS 158.095, KRS 158.070, KRS 161.011
<b>Other Mandated Training:</b>	
Safe Physical Management	704 KAR 7:160
Blood-Borne Pathogens	803 KAR 2:308, 803 KAR 2:404
CPR/First-Aid	KRS 160.445, KRS 311.667

## Drills:

- **Check PA system** to make certain that it is functioning in all areas of the school campus.
- **Develop maps** with primary and secondary routes and evacuation routes and post in all rooms.  
(not just the classrooms but all rooms).
- **Invite emergency responders** to observe emergency drills.
- **Use plain language** to initiate emergency responses - do not use codes. Consider reviewing special communication accommodations (ESL, hearing/vision impaired, etc.).
- **Debrief** after drills and consider examining emergency responders' observations.
- **Develop a protocol** for communicating a reunification plan to parents during an emergency situation. (i.e., text, phone call, etc.)  
  
Consider reviewing special communication accommodations (ESL, hearing/vision impaired, etc.).
- **In cooperation with local law enforcement, develop and implement protocols for lock downs.** Include all areas and times of day such as cafeteria, gymnasium, library, recess, arrival, dismissal, etc.
- **For lockdowns** - end by having law enforcement and/or administrators go room to room and clearing each room individually.
- **For lockdowns** - advise teachers to ignore announcements and alarms while in lockdown.
- **Make sure teachers have updated class lists of students.**
- **Plan for special needs** students during drills and evacuations and include the plan in the EOP.
- **Consider developing and implementing a delayed fire alarm protocol** ("3-minute delay").
- **Develop log sheet** for drill documentation.
- **Confer with transportation personnel** on conducting the required bus evacuation drills.
- **Are other drills needed?**  
(reverse evacuation; blocked exit fire drill; drills during lunch/assemblies; shelter-in-place)
- **How can drills be initiated?**  
Can school phones tap into the PA system? District software systems? Yelling down the hall? Alternative signal devices (air horn, whistle, etc.)
- **Develop and implement a protocol** on who in the building is authorized to call drills.
- **In accordance with Kentucky state law, and in addition to lockdown drills, practice severe weather, fire, earthquake drills.**



## Drill Schedule and Log

Special note: As of 2013, all four emergency response drills (fire, lockdown, severe weather and earthquake) must be conducted within the first 30 days of the new school year and must be conducted again in January (see Appendix D: Kentucky Department of Education Guidance For: Senate Bill 8/ House Bill 354 Emergency Management Planning For Schools and Districts).

Use the following worksheet to plan drills for your school. Submit a copy of the schedule with your school's plan, and use the original to document drills when they actually occur.

**Fire Drills:** Two fire drills in the first month of school, and one per month each following month.

Monthly Schedule	Date Conducted	Weather Conditions	Number of Occupants	Evacuation Time	Comments, Notes
1st:					
2nd:					
3rd:					
4th:					
5th:					
6th:					
7th:					
8th:					
9th:					
10th:					
11th:					
12th:					

**Earthquake Drills:**

Date Scheduled	Date Conducted	Number of Occupants	Response Time	Comments, Notes
1st:				
2nd (Jan):				

**Severe Weather Safe Area:**

Date Scheduled	Date Conducted	Number of Occupants	Response Time	Comments, Notes
1st:				
2nd (Jan):				

**Lockdown:**

Date Scheduled	Date Conducted	Number of Occupants	Response Time	Comments, Notes
1st:				
2nd (Jan):				



## **Access Control:**

- Develop protocols for a safe front entrance.
- As funding permits, consider installing security vestibules.
- Require staff and substitute teachers to wear staff ID badges.
- Develop and implement policies and procedures to allow first responders to gain access to the school building.
- Leave classroom door open/unlocked if only one adult and one child are present KRS 158.62 (3)(d)(5)(a).
- Assure that all interior doors shall be closed and locked when students are present during instruction.
- Assure that all exterior doors are locked and checked hourly.
- Limit the number of primary entrances.
- Develop a monitoring protocol for all exterior doors during the school day.
- Develop a monitoring protocol for all exterior doors after the school day.

## **Visitor Protocol:**

- Develop or review the current buzz-in system and protocol for visitors.
- Develop and implement visitor procedures and accounting system.
- Consider systems for assuring visitors check out (i.e. hold visitor keys during visit).
- Develop and implement a standard script for allowing visitor entrance into the building.

**This script shall be used consistently for all visitors. (See Appendix D)**

- All visitors shall wear an ID badge on their outermost clothing. The badges should have the name of the visitor and the date.

## **Building and Grounds:**

**Surveillance** - Create and maintain natural surveillance throughout the school building and grounds. (Surveillance puts potential offenders under threat of being observed, and therefore identified and apprehended—i.e., keep windows, hallways, and stairs clear of obstructions that may block views).

-Is there adequate lighting around the exterior of the building and are all lights operational?

### **CPTED (Crime Prevention Through Environmental Design)**

Follow the 3 - 7 Rule - All bushes should be trimmed to a height no taller than 3 feet. All trees should have limbs trimmed to no lower than 7 feet from the ground.

**Territoriality** - Create and maintain territoriality. School and campus territoriality is the use of physical attributes to delineate public space from school space and to create a sense of ownership. School boundaries should be clearly delineated, i.e., signage, fences, etc.

**Exterior Doors** - Exterior doors shall remain locked at all times during the school day. Develop and implement a plan where exterior doors are monitored hourly to ensure the exterior doors are secured and fully operational. (KRS 158.162)

Are manual hold open devices removed from any exterior door or fire door?

### **Fire Safety -**

- A. Create a system for monthly inspections of all fire extinguishers and other life safety devices including emergency lights, exit signs, eye washes and document on the inspection sheet.
- B. Monitor exit signs to ensure they are functional.
- C. Remove all items from fire exit areas. Keep a continuous and unobstructed path of exit travel at all fire exits at all times.
- D. Work with district staff to ensure that all building sprinkling systems are in proper working order and are inspected yearly.
- E. Monitor for proper use of extension cords and plug strips.

**Emergency Cutoffs** - Locate and clearly identify all emergency cutoffs in the school building and on campus. Building administrators and custodial staff must be able to rapidly locate and "shut off" all utilities.

### **Campus Signage -**

- Clearly label the parking lot, marking all parking spaces, fire lanes, bus lanes, no parking zones, curbs, speed bumps, and directional arrows. In addition, ensure that adequate signage is in place regarding visitor parking, front entrance, bus lanes, and student drop-off/pick-up locations.
- Are crosswalk locations marked and visible?

**A.E.D.s (Automated External Defibrillator)-** A.E.D.s must be readily accessible for emergency use. They must not be stored behind locked doors or in locked cabinets. A list of trained staff should be posted by the A.E.D. (A.E.D.s should be observed daily, checked monthly, and staff should adhere to all manufacturer's recommendations).

**Playground -** All playgrounds must be inspected monthly and all defects/damage should be repaired immediately. Playgrounds shall be inspected daily for trash or other hazards that may have been left by the public.

Playgrounds shall be installed, maintained, and inspected according to the Consumer Product Safety Commission publication CPSC Public Playground Safety Handbook that can be accessed by following <http://www.cpsc.gov//PageFiles/122149/325/pdf>. These guidelines have been established to assist districts not only to provide "recommended practices" in the area of playgrounds but to reduce district liability in the event of injury on the playground.

**Hazards Hunt -** Take a two-mile to three-mile radius tour of each school. Make note of potential threats and work with local emergency management personnel to develop/enhance applicable sections of the Emergency Management Plans for your school/district.

**Consistent Door Numbering -** Number all exterior exits on the interior and exterior of the building with highly visible numbers. Confer with local law enforcement and other first responders to determine how doors will be numbered. Number or label all interior doors. Updated building maps shall be shared with local law enforcement and first responders. These numbers will greatly assist emergency personnel and school administrators when responding to an incident.

#### **Health Services**

- A minimum of two employees must be trained in CPR/First Aid.
- First aid kits should be easily accessible and clearly marked.
- First aid supplies must be adequately maintained.
- All employees shall be trained on blood borne pathogens protocols annually.
- Non-latex gloves will be provided to all that may be exposed to blood.
- Blood borne pathogen exposures shall be cleaned up and disinfected properly.
- Staff must be informed of the presence or absence of asbestos in their building annually. An asbestos management plan shall be maintained and appropriate staff trained.

**Bus and Car Loading and Unloading -** Bus and car loading and drop off areas shall be separate, restricted during arrival and dismissal times and staff assigned to adequately supervise. Staff assigned to traffic duties must have fluorescent vests or outer wear.

#### **School-based Emergency Operations Plan (EOP) required- KRS 158.162**

School's EOP shall be reviewed and adopted by the SBDM Council annually. The school's adopted EOP is to be shared with all local first responders.



### **Other Building Considerations / OSHA Requirements**

Ceiling tiles must be in place and stained tiles removed and replaced in a timely fashion.

There shall be a 3-foot clearance between electrical service equipment/heating equipment and storage.

Storage shall be maintained in an orderly fashion and not closer than 2 feet from the ceiling. In sprinkler buildings, maintain a minimum of 18" between storage and sprinkler heads.

Gasoline and other flammables (i.e. propane tanks) must be stored outside of the school building in an approved structure.

Do not use boiler rooms/mechanical rooms for storage purposes, including but not limited to flammable and combustible items.

Classroom door windows shall be unobstructed during the normal school day.

Custodial and mechanical rooms must remain locked and restricted to authorized personnel only.

All rooms shall be labeled for use on both interior and exterior doors.

Restrooms shall be stocked with soap and hand towels or hand dryers, fixtures in working order and exhaust fans operational.

Schools must have a filter changing schedule for HVAC equipment at least quarterly.

All drinking fountains shall be flushed every Monday or first day of school week at a minimum.

Schools shall post signs on all exterior doors for visitors to report to the main office.

If camera surveillance systems are present, systems shall be operational.

Fire alarm panel shall be in normal operating mode with no trouble showing.

Safety data sheets (SDS) shall be available for all hazardous chemicals.

Employees who use chemicals shall be trained on Hazard Communications/GHS including personal protective equipment.

Chemicals shall be labeled properly.

All secondary chemical containers shall be labeled.

All other chemicals shall be stored properly and secured.

### **Additional Topics**

The following appendices should be considered for review.

**Staff Skills Inventory (Appendix E)**

**Universal Procedures (Appendix F)**

**Emergency Team Toolbox (Appendix G)**

***The complete Emergency Management Resource Guide can be found at [www.kysafeschools.org/emgpage2.php](http://www.kysafeschools.org/emgpage2.php).***



## **Supervision:**

- **Principals should lead by example on supervision duties and be visible throughout the school building and all throughout the school day.**
- **Principals should monitor teacher supervision of students throughout the school day during class transitions.**
- **Principals should rotate their daily supervision duties so as not to be seen the same place each time.**
- **Develop and disseminate a supervision plan that emphasizes active as opposed to passive supervision.**
- **Develop supervision procedures that include arrival, dismissal, breakfast, lunch, after school activities and tutoring times (unstructured times).**
- **Develop a substitute teacher folder which outlines various emergency procedures.**
- **Develop and implement an event security management system. (See Appendix C)**
- **Develop and implement a supervision plan for extracurricular activities.**
- **Develop and implement a supervision plan for parking lots when school is in session.**
- **Develop and implement a supervision plan for active playground supervision.**
- **Develop and implement a supervision plan for restrooms/locker rooms.**
- **Limit school building access during after-school activities.**

### **Contacts for Critical Services:**

<b>EMS / EMT</b>	
<b>FIRE</b>	
<b>Local Law Enforcement Agency</b>	
<b>School Resource Officer</b>	
<b>Nurse &amp; Medical Providers</b>	
<b>Mental Health Providers</b>	
<b>FRYSC</b>	
<b>Maintenance</b>	
<b>Transportation</b>	

**Contacts for Critical Services:**


## **Communication:**

- Each school should establish a multi-platform phone communications system to provide information to parents (call, text, email).
  - Each school should establish an intra-school communication system (i.e. two-way radios, intercom systems, etc.)
    - ✂ Have a plan to keep electronics charged.
  - Maintain an updated list of cell numbers for all administrators and school staff. This list should be kept confidential.
  - Develop/review a policy for initiating a school-wide lockdown whereby all staff members are empowered to initiate a lockdown.
  - Identify hearing impaired parents and provide accommodations for visual communication.
  - Identify students and parents who need accommodations for a different language.
  - Develop a community plan to keep all personnel informed (classified and certified) on day to day information.
  - Make sure you have access to an analog phone.
- 

## **First Responders:**

- Develop a relationship with local first responders (law enforcement, fire, EMS).
  - Develop a relationship with the Department of Health and Family Services.
  - Share your Emergency Operating Procedures with first responders and invite them to participate in drills.
- 

## **When to Call the Police:**

Reference Appendix A.

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## **First Aid:**

- Work with school district personnel to provide/fund response kits (Go Bags) for each classroom. See Appendix B.
- Update class list every six weeks.
- Include updated class lists if response kits are provided.

# APPENDICES

**Appendix A - When to Call Police**

**Appendix B - Classroom Response Kit**

**Appendix C - Event Security Planning**

**Appendix D - Suggestions to Consider when Developing Visitor Protocol in a School Setting**

**Appendix E - Staff Skill Inventory**

**Appendix F - Universal Emergency Procedures**

**Appendix G - Emergency Team Toolbox**

**Using this Guide**

## **Appendix A**

### **When to call the police?**

- ☒ **WHEN YOU SUSPECT THAT A CRIME IS BEING COMMITTED OR ABOUT TO BE COMMITTED.**
  - Crimes in progress
  - Suspicious activity
- ☒ **WHEN A CRIME HAS BEEN COMMITTED.**
- ☒ **WHEN AN INTRUDER IS ON CAMPUS**
  - Person refuses to comply with visitor procedures.
  - Person refuses to identify himself.
  - Person on campus is acting in a suspicious or alarming manner, refusing to state their business or leave campus immediately.
- ☒ **WHEN ANY PERSON'S BEHAVIOR IS A THREAT TO THAT PERSON OR OTHERS.**
  - Suicidal
  - Intoxicated (drugs or alcohol)
  - Mentally ill
  - Threatening violence or escalating towards violence
- ☒ **WHEN THERE ARE RUMORS OF PLANNED OR IMPLIED ACTS OF VIOLENCE.**
- ☒ **WHEN ANY PERSON (FACULTY, STAFF, PARENT, OR STUDENT) IS SUSPECTED OF BEING IN POSSESSION OF A WEAPON.**
  - Police should be notified as soon as possible.
  - Police should conduct a search.
- ☒ **WHEN WEAPONS ARE FOUND.**
- ☒ **WHEN A BOMB THREAT IS RECEIVED.**
- ☒ **WHEN SUSPECTED DANGEROUS SUBSTANCES ARE FOUND.**
- ☒ **WHEN HAZARDOUS MATERIALS ARE LEAKED OR SPILLED.**
  - Also notify fire department
  - Also notify EMS if person(s) are ill or injured
- ☒ **WHEN A NON-VEHICLE ACCIDENT OCCURS AND RESULTS IN SERIOUS PHYSICAL INJURY OR DEATH.**

## **Appendix A**

### **When to call the police?**

(CONTINUED)

- ☒ **WHEN A MOTOR VEHICLE ACCIDENT OCCURS AND RESULTS IN PHYSICAL INJURY OR SUBSTANTIAL PROPERTY DAMAGE.**
- ☒ **WHEN DRUGS ARE FOUND OR CONFISCATED.**
- ☒ **WHEN VALUABLE PROPERTY IS FOUND.**
- ☒ **WHEN VEHICLES ARE ABANDONED ON CAMPUS.**
- ☒ **WHEN ADVICE IS SOUGHT IN LAW ENFORCEMENT RELATED MATTERS.**
  - Crime
  - Court or Social Service referrals
  - Community / quality of life issues



## **Appendix B**

### **Classroom Response Kit**

Each classroom should consider developing a "response kit" to have available for use during an emergency situation. Items in the kit should not be used for anything other than emergency preparedness training activities. The kit should be portable and readily accessible for use in an emergency.

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li><input type="checkbox"/> Clear plastic backpack</li><li><input type="checkbox"/> Water Bottle</li><li><input type="checkbox"/> Flashlight (friction)</li><li><input type="checkbox"/> Rubber Door stop</li><li><input type="checkbox"/> Whistle &amp; Lanyard</li><li><input type="checkbox"/> Trash bag</li><li><input type="checkbox"/> Emergency blanket</li><li><input type="checkbox"/> First aid kit (including band-aids, antiseptic ointment &amp; gauze)</li><li><input type="checkbox"/> Hand sanitizing wipes</li><li><input type="checkbox"/> Sunscreen</li><li><input type="checkbox"/> Q-Tips</li><li><input type="checkbox"/> Vinyl Gloves</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> Latex gloves</li><li><input type="checkbox"/> Dust mask</li><li><input type="checkbox"/> Duct tape</li><li><input type="checkbox"/> Ink pen</li><li><input type="checkbox"/> Pencil</li><li><input type="checkbox"/> Permanent marker</li><li><input type="checkbox"/> Dry-Erase marker - Red</li><li><input type="checkbox"/> Dry-Erase marker - Black</li><li><input type="checkbox"/> Scissors</li><li><input type="checkbox"/> White peel-off stickers</li><li><input type="checkbox"/> Green &amp; Red signs and White laminate sheet</li><li><input type="checkbox"/> Post-Its</li><li><input type="checkbox"/> Notepad</li></ul> |
|---|--|

### **Items Specific to your school**

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• Lists of other emergency phone numbers</li><li>• Faculty/Staff Roster (Including emergency contacts)</li><li>• Student Roster (list by period or time)</li><li>• Emergency contacts of parents as well as work and cell numbers</li><li>• List of students with special needs</li></ul> | <ul style="list-style-type: none"><li>• Student bus assignments and bus driver's names</li><li>• Phone distribution list (cell phone tree)</li><li>• Assembly Areas (Universal Procedure)</li><li>• Map of building(s) with location of fire exits and floor plan</li></ul> |
|---|---|

### **Suggestions for additions**

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Two-way Radios and/or cell phones</li><li>• USB Charger</li><li>• Electronic device, external hard drive kept updated for emergency use</li><li>• Convertible charge cord for different electronic devices</li><li>• Orange safety apparel such as arm bands, caps, vests, etc.</li></ul> | <ul style="list-style-type: none"><li>• Safety light glow stick</li><li>• Caution tape</li><li>• Clipboard</li><li>• NOAA Weather Radio w/solar hand crank</li><li>• Water filtration device</li><li>• Beef jerky &amp; hard candy</li></ul> <p>Other:</p> |
|---|--|

## **Appendix C**

### **Pre-Event Security Plan**

**(For Athletic Contests)**

**School:** \_\_\_\_\_  
(Please indicate junior high or senior high school)

\_\_\_\_\_  
(Superintendent)

\_\_\_\_\_  
(Principal)

\_\_\_\_\_  
(Athletic Director)

Preparation of this plan should involve the following: all administrators (including athletic directors), coaches, cheer-leader sponsors, band director(s), security personnel and game announcer. This plan is for ALL sports; however, the MAJOR sports (i.e., football and basketball) will require MORE supervision. The superintendent, principal and athletic director MUST PERSONALLY sign the security plan. Copies of the security plan should be given to ALL personnel involved with game administration.

After reviewing and signing this plan, file it with you school district's safety coordinator or with the superintendent's office

The plan should include security precautions:  
Before the game - During the game - After the contest.

The following may be used as a guideline for the plan. Suggested personnel are listed below in each area.

#### **Before the Game**

1. Discuss with the student body in an assembly the need for exhibiting good sportsmanship to visitors. A sportsmanship campaign is required for the beginning of each school year and should be continued throughout the school year. A concern at the present time is the behavior of many of our adult fans. A school may feel it necessary to send home to parents and other adults in their community, information concerning good sportsmanship. This should include the proper courtesies shown to out-of-town guests and game officials. Fans need to understand the penalties imposed for their misbehavior, including being banned from future contests.

\_\_\_\_\_  
Principal, AD, Coaches, Cheer Sponsor

2. Provide necessary game information to visiting schools. Include game time, directions to the game site and parking, location of ticket booths, seating arrangements and ticket prices.

\_\_\_\_\_  
Principal, AD

3. Provide adequate police supervision for major sports and playoff contests. Police should be visible inside and outside the stadium. (Complete a chart indicating their physical location before, during and after the game for the sports of football and basketball. Ensure that you have adequate security in areas that you know could be trouble spots.)

---

Principal, AD

4. Provide protection and courtesy to game officials.

- A. Arrange for a school representative to meet the officials and have a special room where the officials can have their pre-game conference.
- B. Provide escort on and off the field or court.
- C. Ensure that officials are treated well after the game and escorted to their car or have a place of safety as soon as the contest is over.

---

Principal, AD

5. The game announcer should read the statements regarding emergency protocols (evacuation etc), on sportsmanship, alcohol and drug use, as well as on throwing objects and unruly behavior. Artificial noisemakers should not be used in gymnasiums. Any of these violations will lead to expulsion from the game, and could lead to being banned from all future contests.

---

Principal, AD

6. Whenever possible, provide special seating for students, bands, adults and visitors. Student bodies of each school represented should be kept separated at ALL times.

---

Principal, AD

7. Provide supervised parking. A special supervised area should be provided for buses of visiting teams. (Use of service clubs or youth organizations is suggested. This will free your law enforcement officials to be in other possible trouble areas.)

---

Principal, AD

8. All supervising personnel and "on duty" faculty members should be identified (special T-shirts, arm bands, caps, etc.).

---

Principal, AD

9. A manager's conference should be held thirty minutes prior to a varsity contest in the sports of football, softball, basketball, soccer, and baseball. The game administrator is required to conduct a pre-game meeting with game officials, both head coaches, and security. A game manager's conference needs to be held prior to all sporting playoff contests, including all major sports, as well as minor sports (such as volleyball, swimming, etc.)

---

Principal, AD

## **Appendix C**

### **Pre-event security plan**

(CONTINUED)

#### **DURING THE GAME:**

1. Personnel should be stationed in key areas. They should remain at their station throughout the contest and after the game until the areas have cleared.

---

Principal, AD

2. The visiting school's administration or principal's designee should supervise their students and fans. The host school should also supervise the visiting side and provide assistance to visitors. They should also prevent students from crossing to the opponent's side.

---

Principal, Asst. Principal, Faculty Member

3. All coaches are expected to conduct themselves in an orderly and good sportsmanship like manner at all times. A coach must model the good behavior that we expect from our student/athletes and their fans.

---

Principal, AD

4. Bands should provide an entertaining half-time program. (Schools that do not have bands should also plan an interesting half-time program. Involve the PTA groups and others for ideas, and work together to develop an interesting program.)

---

Band Director, Principal

5. A medical doctor should be in attendance at all athletic contests whenever possible.  
(We know that it is difficult for some of our schools to obtain the services of a doctor for all contests, but feel that if it is possible there should be one in attendance at football games.)

---

Administration, Principal, AD

6. The public address announcer should give instructions concerning concession stands, restrooms, and any information that will assist the visiting fans. No partiality should be shown announcing the athletic contest.

---

P.A. Announcer

## **AFTER THE GAME:**

Planning for after the contest is probably the most important of the three stages in crowd control. Most incidents and encounters occur after the game when the students and fans are leaving the playing area.

1. Develop a procedure for the exit of teams, officials, and spectators. You will need to keep personnel on duty in the trouble spots until the area clears. Cameras recording the contest should be kept on until the teams clear the competition area. (Usual problem – security is released near the end of the game to direct traffic. It is suggested that security be kept in problem areas.)

---

Principal, AD

2. Direct the route for movement of all visiting school buses and all home team buses. Also include band, pep buses, spectator buses. When possible, provide an escort for these buses for several blocks as they leave the site.

---

Principal, AD/Communicate with police or security

3. Use the P. A. system to:

- A. Caution spectators not to walk on the floor or field
- B. Give directions for leaving the area
- C. Drive safely.

---

P. A. Announcer

4. To facilitate orderly movement of traffic, provide direction supervision for cars exiting the parking area. (Local police may assist in this area. You may want to use faculty members or service clubs to better utilize police and security.)

---

Principal, AD

*The principal and athletic director should discuss all details of the completed security plan with their superintendent or designee. We realize that by implementing this plan and after taking every possible precaution, we may not stop all of the problems but at least we will be in a position to react. Better planning by all concerned can help avoid many of the problems that have occurred in the past.*

*Every school's Security Plan will be kept on file. If a problem occurs that requires review or hearing, schools that followed their security plan will have fulfilled their responsibility in preventing the problem.*

*You may include any additional information to the above plan.  
Any plan should be altered to meet the individual needs of the school.*

## **HAVE A GREAT YEAR WITH YOUR SCHOOL SPORTSMANSHIP PROGRAMS!**

Note: This form was adapted from a form provided by the MSAA & Mississippi Center School Safety.

## **Appendix D**

### **Suggestions to consider when developing visitor protocol in a school setting**

First and foremost, make certain that the school's visitor check-in policy is widely publicized that anyone (and everyone) who wishes to enter your school will be asked a series of questions before admission into the school building. Visitors will be asked to show a picture ID and will be asked to check-in their car keys with office staff for the duration of their visit. (Consider posting a sign by the buzz-in station listing questions that will be asked, photo ID requirement and car key check-in.\*\*)

 The people controlling access into the school building need to view their job as the first level of security for the school and take this responsibility very seriously.

When a visitor activates the buzzer to be admitted into the school building, the secretary (usually) should greet the visitor with a pleasant voice and say:

*"Welcome to (name of school), how may I help you today? (Then listen for impairment or anger...any clues that might be helpful.) If you know the person, address that person by name and say: "Hi, Pat! How can I help you today?"*

If the visitor wishes to meet with a staff member, pleasantly inquire: *"Do you have an appointment?"*

If the answer is no, ask the visitor if they would like for the secretary *"to set up an appointment?"*

If the visitor insists on coming into the building without giving a valid reason, tell him/her *"someone will be with you in just a moment."* Then notify the principal (and SRO) immediately and ask him/her to address this situation. (This needs to be carefully planned ahead of time so there is a smooth response. Be aware of agitated visitors and do not admit them into the building. This should be a district wide policy/procedure. Consistency among all schools is necessary.)

When visitors have an appointment or another valid reason to enter the building, instruct them to come directly to the office. Once they are in the office:

- Ask him/her to show picture identification.
- Ask him/her to sign in.
- Collect his/her car keys (see next paragraph).
- Issue a visitor badge rather than allow visitors to get their own badges. The badge should be worn on the outside of the garment for easy visibility. We recommend a lanyard with the visitor badge attached.

**Visitor's car keys:** Many schools request that visitors check-in their car keys with the office staff before they are admitted into the building. This is done in an effort to maintain an accurate accounting of all visitors who are inside the building at any given time. (Thank them for their cooperation when they relinquish their car keys. Inform them that the keys will be returned when they return to the office, check out, and return the badge. Checking in car keys is a local decision.)

When visitors check out of the building, have them return the visitor badge lanyard, sign out, and then return their car keys to them. Thank them for their cooperation.

If the visitor is there to pick up a student, ask them to report to the office and remind him/her you will be asking for proper picture identification. (Be aware of court orders who has custody of the child.) Be sure to have the parent/guardian sign out their child and have the proper school staff member (not student aids or volunteer adults) initial this release.

---

**\*\*Suggestions for a sign to be posted by the buzz-in station (feel free to customize your message):**

Welcome to (name of school)! Keeping our students and staff safe is our top priority. Therefore, we screen all visitors who wish to enter our building. Please comply the following steps:

1. Press button
  2. When asked, state your name and your reason for your visit.
  3. Upon entering the building, please report directly to the front office.
  4. Please be ready to show a photo ID.
  5. If you will be staying in the building, we will ask you to wear a visitor badge and check your car keys with us. This helps us keep a better accounting of all visitors who are admitted into our school.
- Thank you for your cooperation and support in making our school a safer place to learn!

Signed,

Faculty and Students of (name of school)

## **Appendix E**

### **Staff Skills Inventory**

**(For Emergency Operations Planning)**

**Staff:** As a part of the development of our Emergency Operations Plan, and in accordance with district policy, please complete the following survey and return to the administration office. The information provided will be used to help design and update our Emergency Operations Plan in order to be fully prepared for an emergency situation should one arise.

**Name:** \_\_\_\_\_ **Room:** \_\_\_\_\_

#### **I. EMERGENCY RESPONSE:**

Please check any of the following areas in which you have training or expertise:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> First Aid         | <input type="checkbox"/> Search & Rescue     | <input type="checkbox"/> Counseling / Mental Health |
| <input type="checkbox"/> CPR               | <input type="checkbox"/> Hazardous Materials | <input type="checkbox"/> Firefighting               |
| <input type="checkbox"/> AED               | <input type="checkbox"/> Media Relations     | <input type="checkbox"/> Incident Debriefing        |
| <input type="checkbox"/> Emergency Medical |  |   |

Explain or clarify items checked, if needed.

---

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---

#### **II. SPECIAL CONSIDERATIONS:**

Please check and list special skills or resources you think would be an asset in an emergency situation.

Explains items checked:

- ☐ Multilingual, list language(s) \_\_\_\_\_
- ☐ Experience with disabilities \_\_\_\_\_
- ☐ Ham radio or CB radio experience \_\_\_\_\_
- ☐ Knowledge of community resources \_\_\_\_\_
- ☐ Other knowledge or skills \_\_\_\_\_
- ☐ Other knowledge or skills \_\_\_\_\_



## **Appendix F**

### **Universal Emergency Procedures**

Universal Emergency Procedures are a set of standard, clear directives that may be implemented across a variety of emergency situations. When an emergency begins, the principal, as Incident Commander, will decide which Universal Emergency Procedures to implement, based on the situation.

There are six basic procedures which can be utilized in responding to various emergencies:

- |                        |                              |                        |
|------------------------|------------------------------|------------------------|
| 1 - Evacuation         | 3 - Severe Weather Safe Area | 5 - Lockdown           |
| 2 - Reverse Evacuation | 4 - Shelter in Place         | 6 - Drop, Cover & Hold |

#### **1. Evacuation**

(For use when conditions outside are safer than inside)

**When announcement is made, or alarm sounded:**

- Take the closest and safest way out as posted (use secondary route if primary route is blocked or hazardous)
- Take class roster for student accounting
- Assist those needing special assistance
- Do not stop for student/staff belongings
- Go to designated Assembly Area
- Check for Injuries
- Take attendance; report according to Student Accounting and Release procedures
- BE QUIET!
- Check for injuries
- Wait for further assistance

#### **2. Reverse Evacuation**

(For use when conditions inside are safer than outside)

**When the announcement is made:**

- Move students and staff inside as quickly as possible
- Assist those needing special assistance
- Report to Classroom
- Check for injuries
- Take attendance; report according to Student Accounting and Release procedures
- BE QUIET!
- Wait for further instructions

#### **3. Severe Weather Safe Area**

(For use in severe weather emergencies)

**When the announcement is made, or alarm sounded:**

- Take the closest, safest route to shelter in designated safe areas (use secondary route if primary route is blocked or dangerous)
- Occupants of portable classrooms shall move to the main building to designated safe areas
- Take class roster for student accounting
- Take attendance; report according to Student Accounting and Release procedures
- Assist those needing special assistance
- Do not stop for student/staff belongings
- Close all doors
- Remain in safe area until the "all clear" is given
- BE QUIET!
- Wait for further instructions

## **Appendix F**

### **Universal Emergency Procedures**

(CONTINUED)

#### **4. Shelter in Place**

(For use in chemical release scenarios)

**When announcement is made:**

- Turn off HVAC System
- Students are to be cleared from halls immediately and to report to nearest available classroom or other designated location
- Assist those needing special assistance
- Close and tape all windows and doors and seal the gap between bottom of the door and the floor (Chemical release)
- Take attendance; report according to Student Accounting and Release procedures
- Do not allow anyone to leave the classroom
- Stay away from all doors and windows
- BE QUIET!
- Wait for further instructions

#### **5. Lockdown**

(For use to protect building occupants from potential dangers in the building)

Note: school-specific lockdown procedures should be developed by school officials and local law enforcement officials. Please see "Considerations when developing a School Lockdown Policy" for additional information. See [www.kycss.org/lockdown.php](http://www.kycss.org/lockdown.php). It is strongly recommended by the Kentucky Center for School Safety, the Department of Criminal Justice Training and the Kentucky Department of Education that all lockdown drills be announced in advance of the drill

**When announcement is made:**

- If a shooting occurs when classes are not in session (i.e. before school, during class changes or during dismissal) students should run away from the active shooter to a safe location either inside or outside of the school building
- Assist those needing special assistance
- Close and lock all doors and do not leave for any reason
- Move students to a wall that is out of line of sight to the doorway
- The door window shall be covered during a lockdown
- Students are to remain QUIET!
- Wait for an official to open the door

#### **6. Drop**

(For use in earthquake or other imminent danger to building or immediate surroundings)

**When the command "Drop" is made:**

- **DROP** - to the floor, take cover under a nearby desk or table and face away from the windows
- **COVER** - your eyes by leaning your face against your arms
- **HOLD** - on to the table or desk legs, and maintain present location/position
- **ASSIST** - those needing special assistance
- **BE QUIET!**
- **WAIT** for further instruction

## **Appendix G**

### **Emergency Team "Toolbox"**

Each school's Emergency Response Team should consider developing a "toolbox" to have available for use during an emergency situation. Items in the toolbox should not be used for anything other than emergency preparedness training activities. A member of the Emergency Response Team should be assigned to keep the toolbox updated (change batteries, update phone numbers, etc.). The toolbox should be portable and readily accessible for use in an emergency.

- ☐ Copies of the all forms completed in the development of the school or facility Emergency Response Plan (Chain of Command, Students Needing Assistance, etc.)
- ☐ Map of building(s) with location of Exits, Phones, First Aid Kits, Assembly Areas
- ☐ Blueprints of school building(s), including utilities
- ☐ Record (video) inside and outside of the building and grounds
- ☐ Map of local streets with evacuation route (Off-Site Evacuation Location requiring Transport)
- ☐ Flashlights (recommend the type that does not require batteries)
- ☐ First aid kit and latex gloves (and other types for latex-sensitive persons)
- ☐ Faculty/staff roster (including emergency contacts)
- ☐ Student roster (including emergency contacts for parents)
- ☐ Safety Data Sheet (SDS)
- ☐ Two-way radios and/or cellular phones available
- ☐ Battery powered AM/FM radio and spare batteries (wind-up radios)
- ☐ Several legal pads and ink pens
- ☐ Grease boards and markers (or dry erase boards)
- ☐ White peel-off stickers and markers (for name tags use permanent markers)
- ☐ Local telephone directory
- ☐ Lists of the district personnel's contact list
- ☐ Lists of other emergency phone numbers
- ☐ Other
- ☐ Other
- ☐ Other

## Using this Guide

This Emergency Management Resource Guide template is designed to assist schools and districts in the creation and use of custom-made Emergency Response Plans. This template addresses the five mission areas of emergency management and is organized around these five distinct planning venues, they are:

1. Prevention
2. Protection
3. Mitigation
4. Response
5. Recovery

This planning protocol allows the school district and individual schools to customize their plans to address the unique needs of their specific locations. This template, however, allows this planning to be done in a consistent manner district wide.

When new school safety problems emerge and are identified, current school safety practices must also evolve to address these new issues.

### **District Preparedness - District Support Team**

Consistency of both the school and district plans is of utmost importance. District preparedness should begin with the Superintendent and School Board making a firm decision to update the district's Emergency Response Plan and communicating that decision to staff. The next step is forming a District Support Team to begin the planning process (superintendent, building and grounds, security, transportation, student support, mental health, social work, maintenance, administrators located in the school setting, etc.).

Next, the district should identify local community agencies that can be invited to the planning process (police department, fire department, emergency medical, hospitals, mental health, public health, local/regional emergency management agency, etc.). The superintendent should delegate one person (a district employee with at least one back up) to have primary responsibility for overseeing the process of adapting this guide to local needs. Using this guide in its present state is not the intent. There is no "cookie cutter" approach that will fit all districts or schools. Schools and districts should use this document as a basis from which a local plan can be derived. This individual (designated as back-up) will serve as a liaison between district employees, community representatives and will have responsibility to convene and lead meetings, to set a timeline for plan development and to direct changes to be made in the district's Emergency Response Plan.

The District Support Team should review the contents of this Emergency Management Resource Guide and conduct a review of area hazards (i.e., areas of potential flooding, factories with dangerous chemicals, mines, areas prone to severe weather conditions, etc.). It would be helpful to check with the local Office of Emergency Management, Office of Homeland Security and other local response partners to see what type of hazard assessment they have already conducted in and around your schools.

- For information regarding the Handle With Care program, please contact the Victims Advocate at your local Kentucky State Police post.
- For more information regarding guidelines and current protocols for school officials dealing with the COVID 19 pandemic, please contact the Kentucky Department of Education (502-892-6968).