



2021-22 PEMBROKE PHASE TWO: School Safety Report DUE NOV. 1

2021-22 Phase Two: School Safety Report

Pembroke Elementary School
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2021-22 Phase Two: School Safety Report

School Safety Report

Pursuant to KRS 158.162, the local board of education shall require the school council or, if none exists, the principal in each school to adopt an emergency plan that must be utilized in case of fire, severe weather, earthquake, or a building lockdown and that: establishes evacuation routes; identifies the best available severe weather zones; develops earthquake protocols for students; and, develops and adheres to practices controlling access to the school building. The emergency plan shall be annually reviewed by the council, principal, and first responders and revised as needed.

In addition to the emergency plan requirements in KRS 158.162, KRS 158.164 requires the local board of education to direct the school council or, if none exists, the principal in each school to establish procedures to perform a building lockdown and to invite local law enforcement to assist in establishing lockdown procedures.

KRS 158.162 also requires the emergency plan be discussed with all school staff prior to the first instructional day of the school year and provided, along with a diagram of the facility, to appropriate first responders. Further, the principal in each school shall conduct, at a minimum, the following emergency response drills within the first 30 instructional days of the school year and again during the month of January: one severe weather drill, one earthquake drill, and one lockdown drill. In addition, required fire drills shall be conducted according to administrative regulations promulgated by the Department of Housing, Buildings and Construction.

Questions Related to the Adoption and Implementation of the Emergency Plan

1. Has the school council or, where applicable, principal adopted an emergency plan in accordance with local board policy and in compliance with the specifications in KRS 158.162(3)?

If the answer is "no", please explain in the comment box. Please note that Senate Bill 1 (2019) and Senate Bill 8 (2020) amended KRS 158.162(3)(d) to require, for example, classroom doors remain closed and locked during instructional time (with limited exceptions) as well as classroom doors with windows be equipped with material to quickly cover the window during a building lockdown. Schools are encouraged to comply with these changes as soon as practicable but, if needed, have until July 1, 2022 to fully implement. Accordingly, failure to comply with KRS 158.162(3)(d), as amended, should not be reported herein until the 2022-2023 school year and beyond.

Yes, the emergency plan was approved during the August SBDM meeting. The attached document indicates the date of the meeting and when the emergency plan was approved.

ATTACHMENTS

Attachment Name

 August 2021 SBDM Agenda

 Pembroke Emergency Management Plan

2. Has the school provided local first responders with a copy of the school's emergency plan along with a diagram of the school as required by KRS 158.162(2)(b)?

If the answer is "no", please explain in the comment box.

Yes, a copy of the emergency management plan has been provided to the Pembroke Police Department, Pembroke Volunteer Fire Department, and the Christian County Sheriff's Office.

ATTACHMENTS

Attachment Name

 Pembroke Emergency Management Plan 21-22

3. Has the school posted primary and secondary evacuation routes in each room by any doorway used for evacuation as required by KRS 158.162(3)(a)?

If the answer is "no", please explain in the comment box.

Yes, evacuation maps with primary and secondary routes have been provided to all classrooms and are posted by the door.

ATTACHMENTS

Attachment Name

 Pembroke Evacuation Maps

4. Has the school posted the location of severe weather safe zones in each room as required by KRS 158.162(3)(b)?

If the answer is "no", please explain in the comment box.

Yes, a map has been provided to all classrooms determining the safe and unsafe areas within the building during severe weather. The attached document is a map of the school building indicating the areas that are to be used during a drill or actual event.

ATTACHMENTS

Attachment Name



Severe Weather Map

5. Have practices for students to follow during an earthquake been developed as required by KRS 158.162(3)(c)?

If the answer is "no", please explain in the comment box.

Yes, students have been provided instructions on how to protect themselves. These procedures are outlined in the emergency management plan.

6. Are practices in place to control access to the school building, including but not limited to controlling outside access to exterior doors during the school day; controlling the main entrance of the school with electronically locking doors, a camera, and an intercom system; controlling access to individual classrooms; requiring classroom doors to remain closed and locked during instructional time (with limited exceptions outlined in statute); requiring classroom doors with windows to be equipped with material to quickly cover the windows during a lockdown; requiring all visitors to report to the front office of the building, provide valid identification, and state the purpose of the visit; and providing a visitor's badge to be visibly displayed on a visitor's outer garment as required by KRS 158.162(3)(d)?

If the answer is "no", please explain in the comment box.

Yes, the school is equipped with a camera and intercom system to allow visitors to communicate with the office prior to entering the school. Once visitors enter they report to the office where they show their identification and use it to create a visitors pass with the ident-i-kid visitor screening device. Visitor passes must be visible while in the building. Also, all classroom doors are locked while there are kids in the room and all doors have window covers.

7. Was the school's emergency plan reviewed following the end of the prior school year by the school council, principal, and first responders and revised as needed as required by KRS 158.162(2)(c)?

Please provide the most recent date of review/revision of the school's emergency plan in the comment box. If the answer is "no", please explain in the comment box.

Yes, the plan was revised for the 2021-2022 school year. The plan was revised in July 2021.

8. Did the principal discuss the emergency plan with **all** school staff prior to the first instructional day of the current school year and appropriately document the time and date of such discussion as required by KRS 158.162(2)(d)?

Please provide the date the school completed this discussion in the comment box. If the answer is "no", please explain in the comment box.

Yes, safety procedures were discussed on August 10th, 2021.

ATTACHMENTS

Attachment Name



Emergency Plan and Active Shooter Sign-in Sheets 2021



Opening Day Agenda 8-10-21

9. During the first 30 instructional days of the current school year, did the principal conduct at least one severe weather drill, one earthquake drill, and one lockdown drill as required by KRS 158.162(5)?

If the answer is "no", please explain in the comment box.

Yes, a severe weather, earthquake, lock down, and a fire drill were all conducted within the first 30 days of this school year. The documents attached will note the exact date and times of the drills.

ATTACHMENTS

Attachment Name



Pembroke Earthquake 8-17-21



Pembroke Fire 8-17-21



Pembroke Lockdown 8-17-21



Pembroke Severe Weather 8-17-21

10. During the month of January during the prior school year, did the principal conduct at least one severe weather drill, one earthquake drill, and one lockdown drill as required by KRS 158.162(5)?

If the answer is "no", please explain in the comment box.

Yes, the drills were conducted on January 22nd and 29th, 2021.

ATTACHMENTS

Attachment Name



Pembroke Earthquake 1-29-21



Pembroke Fire Drill 1-22-21



Pembroke Lockdown 1-29-21

















Pembroke Severe Weather Drill 1-29-21

11. Over the immediately preceding twelve months, did the principal conduct fire drills in accordance with administrative regulations promulgated by the Department of Housing, Buildings and Construction as required by KRS 158.162(5)?


If the school did NOT meet the requirement, respond "no" and please explain further in the comment box.

Yes, the drills were conducted in accordance with the administrative regulations promulgated by the Department of Housing, Buildings and Construction.

Attachment Summary

Attachment Name	Description	Associated Item(s)
 August 2021 SBDM Agenda		• 1
 Emergency Plan and Active Shooter Sign-in Sheets 2021		• 8
 Opening Day Agenda 8-10-21	The agenda notes the review of the emergency management plan as well as the active shooter training video.	• 8
 Pembroke Earthquake 1-29-21		• 10
 Pembroke Earthquake 8-17-21		• 9
 Pembroke Emergency Management Plan		• 1
 Pembroke Emergency Management Plan 21-22		• 2
 Pembroke Evacuation Maps		• 3
 Pembroke Fire 8-17-21		• 9
 Pembroke Fire Drill 1-22-21		• 10
 Pembroke Lockdown 1-29-21		• 10
 Pembroke Lockdown 8-17-21		• 9
 Pembroke Severe Weather 8-17-21		• 9
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