Martin Luther King Jr. Elementary School

Emergency Plan Policy

KRS 160.345 (2)(i)9 and KRS 158.162

The principal or designee, in consultation with parents, teachers, other school staff, and local first responders, will collaboratively develop the school’s emergency management plan as a way to develop and document efforts to prevent, mitigate, prepare for, respond to and recover from emergencies. The emergency management plan will include procedures for fire, severe weather, earthquake, and building lockdown as specified in Kentucky statutes and regulations. The plan, which must be adopted by the council and implemented, will include, but not be limited to:

* Establish evacuation routes which must be posted in each room by each doorway used for evacuation;
* Identification of severe weather safe zones, which must be posted in each room;
* Practices for students to follow in an earthquake;
* Development and adherence to access control measures for each school building, which may include (but not be limited to);

 \*Controlling access to exterior doors during the day

 \*Controlling front door access electronically or with a greeter

 \*Controlling access to individual classrooms

 \*Requiring visitor check-in with identification and purpose provided, and

 \*Display of visitor’s badge on outer clothing; and

* Practices for students to follow in case of fire
* Procedures for lockdown of the campus

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

Following adoption, the emergency plan and diagrams of the facilities will be provided to appropriate first responders. First responders, for the purpose of this policy, include local fire personnel, local county and/or state police personnel, and emergency medical personnel. Due to the need to maintain student and staff safety and security, the emergency plan and diagram of the facility will not be disclosed in response to any Open Records requests.

Prior to the first instructional day of school, the principal or designee, will present and review all emergency procedures with all staff. Documentation including the time and date of the review will be kept on file at the school with a copy sent to the district office to document completion. Documentation may include methods such as a sign-in sheet that includes the printed name of each staff member (all certified and classified staff), the signature of the staff member and the date and time of the review.

Within the first thirty (30) instructional days of the school year and again during the month of January, the school will conduct one (1) severe weather drill, one (1) earthquake drill, and one building lockdown. Fire drills will be conducted in accordance with timelines, procedures and requirements outlined in the DHBC regulations. Whenever possible, first responders shall be given notice of possible drills and invited to observe. The principal or designee is responsible for ensuring the implementation of these drills and reporting completion and problems noted during the drill to the school council and to the district central office for any remedial action needed.

Annually, the principal is responsible for working with the central office to ensure that all local first responders have a current diagram of the school that notes the evacuation routes, the severe weather safe zones and notation of the exterior and front entrance access points.

A comprehensive diagram of the school showing evacuation routes will be posted at each school doorway prior to the first instructional day of school. Identified severe weather safe zones will be posted at each school doorway prior to the first instructional day of school.

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

* All exterior doors must remain locked at all times.
* All visitors must enter through the posted front entrance.
* The front entrance must use the “buzzer” and be recognized prior to gaining access to the reception area.
* The principal is responsible to ensure that trained personnel monitor the front entrance at all times. At no time during the school day are students allowed to monitor the front entrance or the reception area.
* All visitors must report to the front office, provide photo identification, state the purpose of the visit, and wear a school-specific badge on the outermost garment during the entire visit. Upon leaving, all visitors must report back to the front office.
* The office must keep an accurate log of each visitor, the date and time of the visit, the purpose of the visit, and with whom they visited.
* All classrooms must remain locked during instruction time.
* Doors must remain closed during instruction time.
* During class changes, teachers must stand by their classroom door and monitor hallways.
* The principal is responsible for ensuring classroom access in the event of a substitute teacher.

Evaluation:

 At the end of each school year revised as needed.

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Council Chair Signature

Reviewed on 8-15-22

Revised on 2-15-23