

Ockerman Elementary Site Based Policy 7.5

EMERGENCY PLAN POLICY

The school council shall adopt an emergency management plan (emergency plan) by August 1, 2013. The plan will include procedures for fire, severe weather, earthquake, and building and campus lockdown as required by KRS 160.345(2)(i)9, KRS 158.162 and KRS 158.164. The emergency plan shall set forth steps to prevent, mitigate, prepare for, respond to and recover from emergencies. First responders, for the purpose of this policy, include local fire personnel, local, county, and/or state police personnel and emergency medical personnel. The Chief Operating Officer or Director of Facility Management will coordinate the work with the first responders.

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The emergency plan shall include procedures required by this policy will include but are not limited to:

- Establishment of primary and secondary evacuation routes which shall be posted by the doorway of each room.
- Identification of severe weather safe zones that have been reviewed by the fire marshal/ fire chief, which shall be posted in each room.
- Practices for students to follow in an earthquake, fire, and severe weather.
- Development and adherence to access control measures for the school.
- Procedures for lockdown of the building and campus; local law enforcement shall be invited to assist in establishing lockdown procedures.

DISTRIBUTION

Following adoption and after any revisions, the emergency plan and diagrams of the facilities shall be provided to local first responders. Annually, the principal is responsible for working with the district office to ensure that local first responders have a current diagram of the school that notes evacuation routes, the severe weather safe zones and notations of the exterior and front entrance access points. Documentation of this distribution to first responders will be reported to

the school council by the August meeting each year, maintained in the principal's office and a copy will be sent to district office.

Due to the need to maintain student and staff safety and security, the emergency plan and diagram of the facility shall not be disclosed in response to any Open Records request. KRS 158.162. The emergency plan may be disclosed to necessary school personnel, local first responders and to other persons with the permission of the principal.

TRAINING AND DRILLS

The emergency plan will be discussed with all school staff within the first week of school. Staff members will be given a plan as well as receive an overview of the plan. All staff, certified and classified, will sign off on a signature sheet that they have reviewed the document.

The school shall conduct emergency response drills including the minimum below within the first (30) instructional days of each school year AND during the month of January.

- One (1) severe weather drill
- One (1) earthquake drill
- One (1) building lockdown drill
- One (1) fire drill (Fire drills will be conducted in accordance with administrative regulations of the Housing, Buildings and Construction.)

All drills shall follow, at minimum, all local school board policies. Whenever possible, first responders shall be given notice of possible drills and invited to observe. School administration is responsible for ensuring the implementation of these drills and reporting completion problems noted during the drill to the district office.

ANNUAL REVIEW

The emergency plan will be reviewed at the end of each school year. The review should include an invitation to district administrators, local law enforcement agencies, local emergency management, and school safety committee.

Elementary School Council's Policies was adopted on 2/18/14
and signed by the following Council members:

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Janet Joiner

SBDM Secretary:

Callen Palmer