

EDYTHE J. HAYES MIDDLE SCHOOL

FIRST READING: SEPTEMBER 30, 2013

SECOND READING: SEPTEMBER 30, 2013

APPROVED ON: SEPTEMBER 30, 2013

REVIEWED ON: JULY 26, 2016

REVIEWED ON: JULY 31, 2018

REVIEWED ON: JULY 23, 2019

REVIEWED ON: JULY 28, 2020

REVIEWED ON: JULY 27, 2021

REVIEWED ON : JULY 28, 2022

REVISED ON: JULY 25, 2023

EMERGENCY MANAGEMENT PLAN POLICY

REQUIRED LAW THAT POLICY MEETS (IF APPLICABLE)

KRS 158.162: Mandatory adoption of emergency management response plan in each public school.

KRS 160.345 (2) (i) (9): The school council shall adopt a policy to be implemented by the principal in the following additional areas: 9) Adoption of an emergency plan as required in KRS 158.162.

POLICY

The Edythe J. Hayes Middle School-Centered Emergency Management and Recovery Guide shall provide guidelines for schools to address school emergencies that includes, but is not limited to:

- Medical, including a cardiac emergency response
- Safety
- Fire
- Building Lockdowns
- Tornado/Severe Weather
- Bomb Threats
- Crowd Control
- Earthquakes
- Weapons
- Security
- Student Health and Safety
- Emergency Treatment
- Safety (Athletics)

Additionally, the Emergency Management Plan shall contain the following:

- A diagram of the facility shall be provided to appropriate first responders and school staff;
- Development and adherence to access control measures for each school building;
- Clearly identifies the location of the each automated external defibrillator;
- Establishment of primary and secondary evacuation routes which must be posted in each room by each doorway used for evacuation;
- Identification of severe weather safe zones that have been reviewed by the fire marshal/fire chief, which must be posted in each room;
- Practices for students to follow in an earthquake;
- Practices for students to follow in case of fire that are consistent with administrative regulations of the Department of Housing, Buildings and Construction and school board policies;
- Procedures for lockdown of the building and campus. Local law enforcement shall be invited to assist in establishing lockdown procedures;

- Maintain complete nondisclosure and confidentiality of the school-centered emergency management plan [not subject to Open Records request (KRS 158.162)].
- Conduct a rehearsal of the cardiac emergency response simulation prior to the beginning of each athletic season by all of the following
 - licensed athletic trainers
 - school nurses
 - athletic directors
 - interscholastic coaches and volunteer coaches of each athletic team active during that athletic season

ANNUAL REVIEW & PLAN DISTRIBUTION

- The emergency plan shall be annually reviewed prior to each school year by the school council, school nurse, the principal and first responders and shall be revised as needed.
- Prior to the first instructional day of school, the principal, or designee, shall discuss the emergency plan with all school staff. Documentation, including the time and date of the discussion, 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 discussion.
- Annually, the principal is responsible for working with the central office to ensure that all local first responders have a current diagram of the school that notes the primary and secondary evacuation routes, the severe weather safe zones and notations of the exterior and front entrance access points.
- Documentation of this distribution to first responders will be reported to the council, maintained in the principal's office and a copy sent to the district office.

TRAININGS AND DRILLS

The school shall conduct, at a minimum, emergency response drills including:

- one (1) severe weather drill, and again during the month of January;
- one (1) earthquake drill, and again during the month of January;
- one (1) lockdown drill within the first thirty (30) instructional days of each school year and again during the month of January.

All drills shall follow, at a minimum, all local school board policies. Whenever possible, first responders shall be given notice of possible drills and invited to observe.

The Principal is responsible for ensuring the implementation of these drills and reporting completion and problems noted during the drill to the district central office for any remedial action needed.