

# EMERGENCY MANAGEMENT PLAN POLICY



**The school council shall adopt an Emergency Management Plan (EMP) that will include procedures for fire, severe weather, earthquake, building and campus lockdown, cardiac and AED procedures as required by law.** The EMP 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, police personnel, and emergency medical personnel.** The district coordinator for the EMPs will arrange the work with the first responders.

**The EMP is a separate document and NOT to be published with the policy in order to maintain the security of the information.**

## CONTENTS OF PLAN

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The EMP shall include procedures required by this policy and address the following:

- Establishment of primary and secondary evacuation routes that shall be posted in each room by each doorway used for evacuation**
- Identification of severe weather safe zones, which shall be posted in each room**
- Procedures for students to follow in an earthquake, fire, and severe weather**
- Procedures for lockdown of the building and campus; local law enforcement shall be invited to assist in establishing lockdown procedures.**
- Development a cardiac and AED response Plan**
- Development and adherence to access control measures for each school building, such as:**
  - o controlling outside access to exterior doors during the school day**
  - o controlling the main entrance of the school with electronically locking doors, a camera, and an intercom system**
  - o controlling access to individual classrooms**
  - o requiring classrooms to be equipped with hardware that allows the door to be locked from the outside but opened from the inside**
  - o requiring classroom doors to remain closed and locked during instructional time**
  - o requiring classroom doors with windows be equipped with material to cover the window during a lockdown**
  - o requiring all visitors to report to the front office with valid identification and state the purpose of the visit**
  - o providing a visitor's badge to be visibly displayed on a visitor's outer garment**

Policy development, review, and revision will include using the resources from the Kentucky Center for School Safety and local board of education policy.

## **DISTRIBUTION OF THE PLAN**

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***Following adoption and after any revisions, the EMP 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 the primary and secondary evacuation routes, the severe weather safe zones, and the exterior and front entrance access points. Documentation of this distribution to first responders will be reported to the school council, maintained in the principal's office, and a copy sent to the district office.

***Due to the need to maintain student and staff safety and security, the EMP and diagram of the facility does not have to be and shall not be disclosed in response to any Open Records request per the Kentucky Open Records Law.*** The EMP may be disclosed to necessary school personnel, local first responders, and to other persons with the permission of the principal.

## **TRAINING AND DRILLS**

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***Prior to the first instructional day of school, the principal*** (or designee) ***shall discuss the EMP with all school staff.*** Staff members will receive an outline of the plan, which includes their responsibilities during emergency situations. Documentation of completion will be in accordance with any district procedures and may include the time and date of the discussion, as well as staff member signatures. This documentation will be kept on file at the school with a copy sent to the district office according to the district policy.

***The principal shall conduct emergency response drills,*** including the minimum below, ***within the first thirty (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***

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, reporting their completion, and referring problems noted during the drill to the district office for any remedial action needed.

## **ANNUAL REVIEW OF EMP**

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***At the end of each school year, the EMP shall be reviewed by the school council and first responders and revised as needed.***

## **ATTACHMENTS**

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***AED policy***

## **POLICY EVALUATION**

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We will evaluate the effectiveness of this policy through our school improvement planning process.

Date Adopted: 5/9/2022

Date(s) Reviewed or Revised: 1/8/2024, 5/6/2024

## **PORTABLE AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE POLICY**

### **PURPOSE**

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The Portable Automated External Defibrillator Use Policy of Kentucky ensures that the proper training, maintenance, notification and communication with the local emergency medical service system of an AED.

### **PROCEDURES**

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Automated external defibrillators (AED) may be used for the purpose of saving the life of another person in cardiac arrest when used in accordance with the proper training, maintenance, notification and communication with the local emergency medical service system. An automated external defibrillator is an external defibrillator capable of cardiac rhythm analysis which will charge and, with or without further action, deliver a shock after electronically detecting and assessing ventricular fibrillation or rapid ventricular tachycardia.

When Kentucky Schools acquires an AED, it shall ensure that:

- A minimum of three employees in the school and all athletic coaches and club sponsors will receive American Heart Association or American Red Cross training in AED use, or an equivalent nationally recognized course in AED use. All coaches must also maintain a cardiopulmonary resuscitation (CPR) certification recognized by a national accrediting body;
- The AED is maintained and tested according to the manufacturer's operational guidelines;
- Any person who renders emergency care or treatment on a person in cardiac arrest by using an AED activates the local emergency medical services system as soon as possible and reports any clinical use of the AED to emergency personnel.

### **POLICY EVALUATION**

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We will evaluate the effectiveness of this policy through our school improvement planning process.

Date Adopted: 1/9/2024

Date(s) Reviewed or Revised: 5/6/2024