



2023-2024 Phase One: School Safety Report_09292023_11:39

2023-2024 Phase One: School Safety Report

Nicholas County Elementary School

Stacey Allison

133 School Drive

Carlisle, Kentucky, 40311

United States of America

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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) and is a copy maintained on file in the school office?

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, shall be reported for the 2022-2023 school year and each year thereafter.

Yes, the Emergency Plan was adopted in 2015 and it was reviewed and revised in November of 2019. NCES school council adopted this plan as well. It is reviewed annually.

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, NCES has provided the local first responders with a copy of the school's emergency plan and a diagram of the school. Nicholas County Schools also invite all local first responders to the schools for a walk-through with the SRO after hours to become familiar with the layout and entrance/exits of the building. This is especially helpful with any new law enforcement officers that have been hired since the previous year. During each school year, all first responders are notified and invited to come to school during all emergency drills. We also have a Safety Meeting once a month with district administrators and local law enforcement and emergency management representatives.

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, all evacuation routes are posted in each room.

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, the location of severe weather safe zones are posted in each room.

5. Have practices for students to follow during an earthquake been developed as required by KRS 158.162(3)(c) and is a copy maintained on file in the school office?

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

Yes

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.

All visitors must enter through the front office, which has a vestibule area with intercom, electronic locking doors, and special tinting on the interior doors and windows for privacy to the rest of building. Visitors can only see the front office when entering the vestibule area. Visitors speak to receptionist by intercom to tell purpose of visit and must show an ID. If entering the building, visitors must sign in and get a visitors pass which is a sticker that they place on their shirt. All exterior doors remain locked at all times, all have card reader access for staff to enter so if they exit, doors will not be left unlocked. Classroom doors remain locked and closed at all times. Windows have blinds that can be quickly closed during a lockdown.

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) and is a copy maintained in the school office?

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.

The emergency plan was reviewed after the 2022-23 school year (August 21, 2023) by the district safety team, first responders, and school council. Last revisions made were November of 2019 and a copy is maintained in the school office. Tim Hazelett from Kentucky Center for School Safety came on September 8th, 2023 for a mock assessment.

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, the emergency plan was discussed with all staff prior to the first instructional day of the 2022-23 school year. The discussion and review took place on August 23, 2023 at the opening day faculty meeting.

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) and are the drills maintained in the appropriate drill log for the given school year?

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

One severe weather drill, one earthquake drill, and one lockdown drill was completed during the first 30 instructional days of school. Severe Weather - August 29, 2023, Lockdown - September 12, 2023, Fire Drill - August 29, 2023, Earthquake Drill - August 29, 2023. Mrs. Allison keeps a drill log for the school year.

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) and is a copy maintained on file in the school office?

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

Yes, drills were conducted in January 2023.

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, NCES conducted fire drills in accordance with administrative regulations in the preceding 12 months.

Attachment Summary

Attachment Name	Description	Associated Item(s)
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