

# WALTON-VERONA HIGH SCHOOL

## SCHOOL-BASED DECISION MAKING COUNCIL POLICY

Policy Number: 03.02

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### POLICY TOPIC DESCRIPTION

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Emergency Management Plan

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### POLICY STATEMENT

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The school council shall adopt an Emergency Management Plan (EMP) that will include procedures for medical emergency, fire, severe weather, earthquake, and building and campus lockdown 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**The EMP is a separate document and NOT to be published with the policy in order to maintain the security of the information.**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

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 and adherence to access control measures for each school building, such as:
  - 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 classrooms to be equipped with hardware that allows the door to be locked from the outside but opened from the inside
  - requiring classroom doors to remain closed and locked during instructional time
  - requiring classroom doors with windows be equipped with material to cover the window during a lockdown
  - requiring all visitors to report to the front office with valid identification and state the purpose of the visit
  - providing a visitor's badge to be visibly displayed on a visitor's outer garment

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- Procedures for the response to a cardiac emergency.
- Diagram that clearly identifies the location of each automated external defibrillator.

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**

Following adoption and after any revisions, the EMP and diagrams of the facilities shall be provided to local first responders and all school staff. Annually, the principal is responsible for working with the district office to ensure a current diagram of the school that notes the primary and secondary evacuation routes, the severe weather safe zones, the exterior and front entrance access points, and the location of each automated external defibrillator. Documentation of this distribution to first responders will be reported yearly 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.

### **TRAINING AND DRILLS**

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 (Fire drills will be conducted in accordance with administrative regulations of the Department of Housing, Buildings, and Construction.)

The cardiac emergency response plan shall be rehearsed by simulation prior to the beginning of each athletic season by all:

1. Licensed athletic trainers, school nurses, and athletic directors; and
2. Interscholastic coaches and volunteer coaches of each athletic team active during that athletic season

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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**

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

Date Adopted: 11/19/2013

Date(s) Amended: 6/23/2015, 9/20/23



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Chairperson Signature