



SCHOOL COUNCIL POLICY

District: Kenton County Schools **School:** Dixie Heights High School

Policy Number: 4.2

Policy Category: Safety

Policy Title: Emergency Management Plan
(KRS 160.345 (2)(I)9 and KRS 158.162)

Policy Statement:

The principal, in consultation with District Personnel and local first responders, will collaboratively develop the school's emergency management plan (EMP). The SBDM will review and approve the EMP. The EMP is a way to develop, and document efforts to prevent, mitigate, prepare for, respond to and recover from emergencies. The EMP will include procedures for fire, severe weather, earthquake, and building lockdown as specified in Kentucky statutes and regulations.

By July 1 of each school year, the EMP will be reviewed by the school council and first local responders, coordinated through the District Safety/Risk Manager and revised as needed.

Prior to the first instructional day of school, the principal, or designee, will discuss all emergency procedures with all staff.

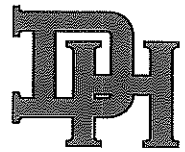
Documentation:

The beginning of school year checklist will be used to document the review of the plan with staff.

Contents of the Plan

The plan, which must be adopted by the SBDM council and implemented, will include, but is not limited to:

1. Staff Skills Inventory
2. Team Assignments
3. Special Needs Individuals
4. Building Hazards
5. Assembly Area/Rally Points
6. Standard Evacuation procedures
7. Alternate Building Location/No Transportation
8. Alternate Building Location/With Transportation
9. Student Accounting and Release
10. Orientation and Training
11. Drill Schedule and Log
12. Emergency team Toolbox



Coordination with Local First Responders

Local Law enforcement has assisted in establishing lockdown procedures. (Secure in Place Lockdown and Emergency Lockdown).

Following adoption, the emergency plan and diagrams of the facilities from Central Office will be provided to appropriate first responders. First responders, for the purpose of the policy, include local fire personnel, local, county and or state police personnel, and emergency medical personnel. District Safety Officer/Risk manager will coordinate these efforts. Due to the need to maintain student and staff safety and security, the emergency plan and diagram of the facility will not be disclosed in response to any Open Records request.

Drills

- Severe weather drill- within the first 30 days of the school year, January, march and April
- Earthquake drill- within the first ff30 days of the school year and January
- Lockdown- “secure in place” and review the coaching script for “emergency lockdown” within the first 30 days of the school year, January and April
- Fire drills- 2 fire drills in the first 2 weeks of the school year and 1 per month through the month of May.

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.

A comprehensive diagram of the school showing primary and secondary evacuation routes will be posted at each school doorway prior to the first instructional day of school

Policy Date Adopted: 2/6/19

Chairperson Signature: [Signature]

Vice Chairperson Signature: [Signature]

Policy Reviewed on: _____