

## SCHOOL-BASED DECISION MAKING

**School Name:** Stopher Elementary School

**Subject of the Policy:** Emergency Management Plan

### *Policy Statement*

The adoption of an Emergency Management Plan Policy of Stopher Elementary School ensures that students are provided a safe and secure learning environment.

### **Procedures:**

The principal—in consultation with the Council, teachers, other school staff, and local first responders—and the District Level Incident Management Team will collaboratively develop the school's emergency management plan as a way to document efforts to prevent, mitigate, prepare for, respond to, and recover from emergencies. The emergency management plan will include procedures for fire, severe weather, earthquake, and building lockdown as specified in Kentucky statutes and regulations. The plan will include, but not be limited to, the following:

- The establishment of primary and secondary evacuation routes, which must be posted in each room by each doorway used for evacuation
- Procedures for students to follow in an earthquake
- Development and adherence to access control measures for each school building, which may include (but not be limited to) the following:
  - Controlling access to exterior doors during the day
  - Controlling front door access electronically or with a greeter
  - Controlling access to individual classrooms
  - Requiring visitor check-in with identification and purpose of visit provided
  - Display of visitor's badge on outer clothing
- Practices for students to follow in case of fire that are consistent with the administrative regulations of the State Fire Marshal's Office and Department of Housing, Buildings, and Construction (DHBC)
- Procedures for lockdown of the school that follow JCPS Safety and Emergency Procedures to include Alert, Lockdown, Inform, Counter, Evacuate (ALICE) protocols

Local law enforcement shall be invited to assist in establishing lockdown procedures.

Following adoption, the emergency plan and diagrams of the facilities will be provided to appropriate first responders.

- First responders, for the purpose of this policy, include local fire personnel, local city (e.g., Jeffersontown, Shively, St. Matthews) or Louisville Metro Police personnel, and emergency medical personnel.
- 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 requests or discussed during an Open Session of any SBDM Council meeting.

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

- Documentation, including the time and date of the review, will be kept on file at the school with a copy sent to the district office to document completion.

- Documentation may include such methods as a sign-in sheet with the printed name of each staff member (all certified and classified staff), the signature of each staff member, and the date and time of the review.

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. Completion will be reported to the SBDM Council and documentation maintained in the principal's office. (Other items to be listed on map are as follows: Assembly Area; Parent/Student Reunification Area; First Aid Station; and other potential hazards, such as gas lines and overhead power lines.)

Within the first 30 instructional days of the school year and again during January, the school will conduct one severe weather drill, one earthquake drill, and one building lockdown. Fire drills will be conducted in accordance with the timelines, procedures, and requirements outlined in the DHBC regulations.

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 SBDM Council and to the district Central Office for any remedial action needed.

Possible access control methods that will be used at Stopher Elementary are outlined below:

- All exterior doors must remain locked at all times.
- All visitors must enter through the posted front entrance.
- The front entrance must remain secure with electronic access or controlled by a "greeter."
- All visitors must use the buzzer and be recognized or escorted by school staff prior to gaining access to the reception area.
- The principal is responsible for ensuring that trained personnel monitor the front entrance at all times. At no time during the school day are students allowed to monitor the front entrance or the reception area.
- All visitors must report to the front office, provide photo identification, state the purpose of the visit, and wear a school-specific badge on the outermost garment during the entire visit. Upon leaving, all visitors must report back to the front office.
- The office must keep an accurate log of each visitor, including the date and time of the visit, the purpose of the visit, and the name of the person with whom they visited.
- Classroom doors must remain locked during instruction time.

**Evaluation**

At the end of each school year, the emergency procedures are to be reviewed by the SBDM Council and first responders and to be revised as needed.

**Date of First Reading:** 10/15/21

**Date of Second Reading:** 11/19/21

**Date Adopted:** 11/19/21

**Date Reviewed:**

**Signature:**   
(SBDM Council Chairperson)