

Wurtland Middle School
Policy Number 13.1
Required Policy
Adopted 11/1/2013
EMERGENCY PLAN POLICY

STATUTORY AUTHORITY – KRS 160.345(2)(i) and KRS 158.162

The principal, in consultation with the districts safe schools coordinator, parents, teachers, other school staff, and local first responders, will collaboratively develop the school's emergency management plan as a way to develop and 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.

Local law enforcement shall be invited to assist in establishing lockdown procedures. The emergency plan and diagrams of the facilities will be provided to appropriate first responders. 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.

Prior to the first instructional day of school, the principal, or designee, will present and review all emergency procedures with all staff. A staff sign in sheet with the date and time of the training will serve as evidence. A copy will be kept on file at school and the district office.

Within the first thirty (30) instructional days of the school year and again during the month of January, the school will conduct one (1) severe weather drill, one (1) earthquake drill and one building lockdown. Fire drills will be conducted in accordance with 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 and implementation of these drills and reporting completion and problems noted during the drill to the school council and to the district central office for any remedial action needed. At the end of the year, the emergency procedures are to be reviewed by the safe schools committee. Any revisions will be communicated to the district safe schools coordinator. The plan will be revised as needed.

Annually, the principal is responsible for working with the district safe schools coordinator 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 council and documentation maintained in the principal's office.

A comprehensive diagram of the school showing primary and secondary evacuation routes will be posted by the doorway in each classroom, the main office, the cafeteria and the library prior to the first instructional day of school. These postings also apply to severe weather zone maps.

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The following control measures will be in place for each instructional day:

- All exterior doors must remain locked at all times
- All classroom doors will remain locked at all times
- All visitors must enter through the posted front entrance.
- The front entrance must remain secure with electronic access only.
- All visitors must use the “buzzer” and be recognized prior to gaining access to the reception area. 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-specified 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, the date and time of the visit, the purpose of the visit, and with whom they visited.