



Cox's Creek Elementary School

SBDM Policy

Emergency Management Response Plan and Policy 9.2

This plan is developed in compliance with KRS 160.345(2)(i)9 and KRS 158.162.

Policy Statement:

The principal, in consultation with parents, teachers, other school staff, and local responders, will collaboratively develop the school's emergency management plan (EMP) 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, building lockdown, and bomb threat as specified in Kentucky statutes and regulations.

By July 1 of each school year, the EMP will be reviewed by the School Council and local first responders, coordinated through the Cox's Creek Elementary Emergency Team and the District's Manager to be revised as needed.

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

Documentation: Sign-in sheets and the emergency packets will serve as documentation for review with all staff.

Contents of the Plan:

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

- Team Assignments
- Standard Evacuation Procedures
 - Establishment of primary and secondary route which must be posted in each room by each doorway used for evacuation.
 - Identification of severe weather safe zones that have been reviewed by fire marshall/fire chief, which must be posted in each room; and,
 - Practices for students to follow in an earthquake.
 - Practices for students to follow in case of fire that are consistent with administrative regulations of the Department of Housing, Buildings and Construction.
 - Procedures for lockdown of the building/campus.
- Student Accounting and Release
- Drill Schedule and Log
- Development and adherence to access control; measures for each school building, which may include (but not limited to):
 - A. Controlling access to exterior doors during the day
 - B. Controlling front door access electronically or by greeter



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- C. Controlling access to individual classrooms
- D. Requiring visitor check-in with identification and purpose provided, and
- E. Display of visitor's badge on outer clothing and visible

Local law enforcement shall be invited to assist in establishing lockdown procedures. Following adoption, the EMP 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 county and/or state police personnel. The emergency medical plan and 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. Documentation including the time and date of the review will be kept on file at the school and a copy sent to the district office to document completion. Documentation may include methods such as a sign-in sheet that includes the printed name of each staff member (all certified and classified staff), the signature of the staff member and the date and time of the review.

Drills:

Severe Weather/Tornado Drill - within the first 30 days of the school year and January.

Earthquake Drill - within the first 30 days of the school year and January.

Emergency Lockdown - within the first 30 days of the school year and January.

Fire Drills - Two (2) fire drills in the first two weeks of the school year and one (1) per month through the month of May.

Bomb Threat - within the first 30 days of the school year and January.

Whenever possible, first responders shall be given notice of possible drills and invited to observe. The principal or designee is responsible for ensuring the implementation of these drills and reporting completion and problems noted during the drill to the school council and the district central office for any remedial action needed.

Reviewed or Revised: August 8, 2016

Reviewed or Revised: October 10, 2016

Approved: November 28, 2016

Council Chairperson Signature: _____/Diana Smith/_____

Emergency Response Team Assignments

In general, Incident Command System (ICS) or Emergency Response Team roles should be a logical reasonable parallel to day-to-day work assignments. Complete the form below to reflect your school Emergency Response Team assignments.



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Title	Name Location & Numbers	Alternate Name Location & Numbers
<u>Incident Command:</u> Principal	Diana Smith, Principal 502-349-7050 859-940-3900	Jennifer Stone, Guidance Counselor
<u>Safety Official:</u> Security, Law Enforcement	Rana Kaissieh, Bookkeeper	Dee Wiggs, Secretary/Attendance Clerk
<u>Public Information Officer:</u> Media Contact	Diana Smith, Principal	Jennifer Stone, Guidance Counselor
<u>Liaison Official:</u> Liaison to Outside Agencies	Diana Smith, Principal	Jennifer Stone, Guidance Counselor
<u>Planning/Intelligence:</u> Situation Analysis	Diana Smith, Principal	Jennifer Stone, Guidance Counselor
<u>Operations:</u> Student Accounting & Release	Dee Wiggs, Secretary/Attendance Clerk	Beth Crowe, Media Specialist
<u>Operations:</u> Facility & Environmental	Vickie Detherage, Custodian	
<u>Operations:</u> First Aid, CPR, Medical	Cindy Beavers, Nurse	
<u>Operations:</u> Crisis Intervention & Response	Jennifer Stone, Guidance Counselor	
<u>Operations:</u> Food, water & sanitation	Ann McCarty, Cafeteria Manager	Bonnie Hall, K Assistant
<u>Logistics:</u> Communications	Rana Kaissieh, Bookkeeper	Dee Wiggs, Secretary/Attendance Clerk
<u>Logistics:</u> Supplies	Sharon Bratcher, Technology	Ronda Bertrand, FRYSC Lynne Potter, FRYSC
<u>Administration & Finance:</u> Documentation	Rana Kaissieh, Bookkeeper	Dee Wiggs, Secretary/Attendance Clerk

Fire Procedures
(For use when conditions outside are safer than inside)

Fire Evacuation



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- When announcement is made or alarm sounded:
 1. Take the closest and safest way out as posted. Use secondary route if primary route is blocked or hazardous.
 2. Close the classroom door.
 3. Take emergency cards or class lists for student accounting.
 4. Assist those needing special assistance.
 5. Do not stop for student/staff belongings.
 6. Go to designated safe area (playground area).
 7. Check for injuries.
 8. Take attendance; report any missing students with colored card (green-all students accounted for/red-student(s) missing).
 9. Wait for further instructions.

Earthquake Procedures

(For use in earthquake or other imminent danger to building or immediate surroundings)

Drop, Cover and Hold

- When the command "Drop" is made:



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1. DROP - to the floor, take cover under a nearby desk or table and face away from the windows.
2. COVER - your eyes by leaning your face against your arms.
3. HOLD - on to the table or desk legs and maintain present location/position.
4. Assist those needing special assistance.
5. Wait for further instructions.

Lockdown Procedures

Lockdown: An eminent danger is at hand; lockdown immediately.

Classroom teachers are to:

1. Quickly glance outside the room to direct any students or staff members in the hall into your room immediately.
2. LOCK for door.
3. Lower or close the blinds (if you have them).
4. Place students against the wall in the "SAFE ZONE", so the intruder cannot see them looking in the door.
5. Keep students quiet.



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Note: All staff members should locate and hold onto their emergency cards or classroom lists to account for ALL students.

1. Physical education classes being held in the gym should move into the gym storage area or music room.
2. **Any students in the cafeteria are to STOP & DROP.**
3. If students and teachers are outside the school building, they should stop, drop and remain still. You will be directed where to relocate depending on the situation.
4. If teachers and students are in the bathrooms, they should move to a stall, lock it and stand on the toilet. Sit very quietly.
5. Anyone in the hallway should move to the closest classroom immediately.
6. Nurses/cafeteria workers/support staff should stay in the area they are in and secure the doors, and turn out lights.
7. Students and staff in the library should go directly to the media storage room and lock the door.
 - a. Stay in safe zones until directed by law enforcement officers or an administrator to move or evacuate. Never open doors during a lockdown, even in the event of a fire alarm. For further directions, law enforcement officers and administrators will have keys to open the doors or announcements will be made over the intercom.
 - b. An administrator will signal all personnel if the lockdown has been lifted.
 - c. If an evacuation occurs, all persons/classrooms will be directed by a law enforcement officer to a safe location. Once evacuated from the building, teachers should take roll to account for all students present in class. Administrators will divide and keep in communication with radios or cell phones.

Severe Weather/Tornado Procedures (For use in severe weather emergencies)

➤ When announcement is made or alarm sounded:

1. Take the closest, safest route to shelter in designated safe areas (use secondary route if primary route is blocked or dangerous).
2. Stay clear of all windows and doors.
3. Take emergency cards or class list for student accounting.
4. Take attendance; report any missing students with colored card (green-all students accounted for/red-student(s) missing).
5. Assist those needing special assistance.
6. Do not stop for student/staff belongings.
7. Close all doors.
8. Remain in safe area with head covered until the "all clear" is given.



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9. Wait for further instructions.

Bomb Threat Procedures **(For use when conditions outside are safer than inside)**

Bomb Threat Evacuation

- When announcement is made or alarm sounded:
 1. Take the closest and safest way out as posted. Use secondary route if primary route is blocked or hazardous.
 2. Avoid altering any electrical items or systems (DO NOT turn on or off lights, DO NOT change thermostats, etc.).
 3. Turn off cell phones and DO NOT transmit with radios.
 4. Take emergency cards or class lists for student accounting.
 5. Assist those needing special assistance.
 6. Do not stop for student/staff belongings.
 7. Go to designated safe area (tree line far away from building).
 8. Check for injuries.



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9. Take attendance; report any missing students with colored card (green-all students accounted for/red-student(s) missing).
10. Wait for further instructions.

Staff Skills Inventory

(for Emergency Management Planning)

Staff: As part of the development of our Emergency Management Response plan, and in accordance with district policy, please complete the following survey and return to the administration office. The information provided will be used to help design and update our Emergency Management Response Plan in order to be fully prepared for an emergency situation should one arise.

NAME: _____ ROOM: _____

I. Emergency response:

Please check any of the following areas in which you have training or expertise:

- | | | |
|--|--|---|
| <input type="checkbox"/> First aid | <input type="checkbox"/> Search & rescue | <input type="checkbox"/> Counseling/mental health |
| <input type="checkbox"/> CPR | <input type="checkbox"/> Hazardous materials | <input type="checkbox"/> Firefighting |
| <input type="checkbox"/> Emergency medical | <input type="checkbox"/> Media relations | <input type="checkbox"/> Incident debriefing |



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Explain or clarify items checked, if needed _____

II. Special Considerations: Please check and list special skills or resources you feel would be an assets in an emergency situation. Explain items checked:

___ Multilingual, list languages(s) _____

___ Experience with disabilities _____

___ Ham radio or CD radio experience _____

___ Knowledge of community resources _____

___ Other knowledge or skills _____

___ Other knowledge or skills _____

Students/Staff Needing Special Assistance Teacher Survey

Instructions: Teachers are to fill in the name of any student in their class who will require special assistance in the event of an emergency (considering a variety of emergency conditions which may alter needs, such as severe weather, evacuation needs, hazardous materials, etc.):

STUDENT/STAFF NAME

ASSISTANCE NEEDED



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SIGNATURE: _____ **ROOM:** _____