

## 2018-19 Phase Two: District Safety Report\_10022018\_11:43

### Phase Two: District Safety Report

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## Phase Two: District Safety Report

### District School Safety Report

Pursuant to KRS 158.162, the local board of education shall require the school council or, if none exists, the principal in each school to adopt an emergency plan that must be utilized in case of fire, severe weather, earthquake, or a building lockdown and that: establishes evacuation routes; identifies the best available severe weather zones; develops earthquake protocols for students; and, develops and adheres to practices controlling access to the school building. The emergency plan shall be annually reviewed by the council, principal, and first responders and revised as needed.

In addition to the emergency plan requirements in KRS 158.162, KRS 158.164 requires the local board of education to direct the school council or, if none exists, the principal in each school to establish procedures to perform a building lockdown and to invite local law enforcement to assist in establishing lockdown procedures.

KRS 158.162 also requires the emergency plan be discussed with all school staff prior to the first instructional day of the school year and provided, along with a diagram of the facility, to appropriate first responders. Further, the principal in each school shall conduct, at a minimum, the following emergency response drills within the first 30 instructional days of the school year and again during the month of January: one severe weather drill, one earthquake drill, and one lockdown drill. In addition to the drills required in KRS 158.162, 922 KAR 2:120 applies to boards of education and requires fire drills be conducted monthly during hours of operation and be appropriately documented.

Finally, pursuant to KRS 158.162, local Superintendents must submit verification to the Kentucky Department of Education that all schools are in compliance by November 1 each year. This diagnostic is the means by which this reporting requirement is fulfilled.

## Questions Related to the Adoption and Implementation of the Emergency Plan

1. Has the local board adopted a policy requiring the school council or, if none exists, the principal in each school to adopt and implement an emergency plan as required by KRS 158.162?

*Please reference the appropriate board policy number(s) and/or title(s) below.*

*Please note that the local board is also required, pursuant to KRS 158.164, to direct the school council or, if none exists, the principal in each school to establish lockdown procedures; however, you are not being asked to certify that here.*

Yes, the board required each school council and principal to adopt an emergency plan to include procedures to be followed in case of fire, severe weather and/or earthquake, and lockdown type of emergency.

### **ATTACHMENTS**

Please be sure to upload the files in the Attachments section at the end of the diagnostic.

2. Has each school council or, where applicable, the principal adopted an emergency plan in accordance with local board policy and in compliance with the specifications in KRS 158.162(3)?

*If all schools in the district have NOT met the requirement, respond "no" and please explain further below.*

*Please note that the school council or, where applicable, the principal in each school is also required, pursuant to KRS 158.164, to establish, in consultation with local law enforcement, lockdown procedures; however, you are not being asked to certify that here.*

Each public school building, in Todd County, has a written Emergency Management Plan.

### **ATTACHMENTS**

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3. Has each school provided local first responders with a copy of the school's emergency plan along with a diagram of the school as required by KRS 158.162(2)(b)?

*If all schools in the district have NOT met the requirement, respond "no" and please explain further below.*

Yes, all local first responders and emergency personnel (Sheriff's office, County Police, State Police) have a copy of the building Emergency Procedures Plan, copy of the building floor plans, a copy of the daily schedule, and after school event schedules. Plans are in place with Athletic Director, Principal, Assistant Principal, and Auditorium Facility Coordinator to ensure after school events and emergency plans are reviewed with after school activities and events. Annual Review was November 2017.

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4. Has each school posted primary and secondary evacuation routes in each room by any doorway used for evacuation as required by KRS 158.162(3)(a)?

*If all schools in the district have NOT met the requirement, respond "no" and please explain further below.*

Evacuation routes are visibly posted in each classroom and have both primary and secondary routes indicated.

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5. Has each school posted the location of severe weather safe zones in each room as required by KRS 158.162(3)(b)?

*If all schools in the district have NOT met the requirement, respond "no" and please explain further below.*

The local fire marshal has not reviewed each public school building's designated safe zones; however, the Kentucky State Police has reviewed the designated safe zones. The severe weather safe zones are posted in each room.

**ATTACHMENTS**

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6. Was each school's emergency plan reviewed at the end of the prior school year by the school council, principal, and first responders and revised as needed as required by KRS 158.162(2)(c)?

*Please provide the most recent date of review/revision of the emergency plan for each school in the district below. If all schools in the district did NOT meet the requirement, respond "no" and please explain further below.*

Each SBDM Council adopted a policy requiring the development and adoption of an EMP. The date of adoption is as follows: Adoption NTES-11/20/2013; Annual Review- August 15, 2017 Adoption STES-8/16/2013; Annual Review – October 2017 Adoption TCMS -10/2013; Annual Review – November 2017 Adoption TCCHS-9/10/2013; Annual Review – November 2017

**ATTACHMENTS**

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7. Did each principal discuss the emergency plan with **all** school staff prior to the first instructional day of the current school year and appropriately document the time and date of such discussion as required by KRS 158.162(2)(d)?

*Please provide the date each school in the district completed this discussion below. If all schools in the district have NOT met the requirement, respond "no" and please explain further below.*

Every staff member should be thoroughly familiar with all emergency drill/situation procedures. Teachers must explain them in detail to their students on the first day of school and periodically remind them throughout the school year. A copy of each classroom's evacuation plan must be posted in each classroom. There will be at least one fire/emergency drill each school month, and four completed during the first month (fire, tornado, evacuation, and lockdown). Teachers are responsible for the control of their students during these drills and should report any problems to the assistant principal. Emergency Plan was reviewed with staff on the following dates: NTES August 6, 2018 STES August 7, 2018 TCMS August 6, 2018 TCCHS August 6, 2018

**ATTACHMENTS**

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8. During the first 30 instructional days of the current school year, did the principal in each school within the district conduct at least one severe weather drill, one earthquake drill, and one lockdown drill as required by KRS 158.162(4)?

*If all schools in the district did NOT meet the requirement, respond "no" and please explain further below.*

*Please note that 922 KAR 2:120 also applies to boards of education and requires fire drills be conducted monthly during hours of operation and be appropriately documented; however, you are not being asked to certify that here.*

Each public school building completed all four emergency response drills during the first 30 days of the school year.

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9. During the month of January during the prior school year, did the principal in each school within the district conduct at least one severe weather drill, one earthquake drill, and one lockdown drill as required by KRS 158.162(4)?

*If all schools in the district did NOT meet the requirement, respond "no" and please explain further below.*





*Please note that 922 KAR 2:120 also applies to boards of education and requires fire drills be conducted monthly during hours of operation and be appropriately documented; however, you are not being asked to certify that here.*

No - Monthly fire drills were conducted by all schools, and documented on the school drill schedule. Four tornado drills were conducted at each school, one the first month of school and one each in the months of February, March, and April Earthquake drills were conducted, two each year Bomb threat drills were conducted once annually Lockdown drills were conducted once annually. A new drill documentation sheet for each school is now completed, and each school will complete it annually according to KRS 158.162(4)

### **ATTACHMENTS**

Please be sure to upload the files in the Attachments section at the end of the diagnostic.

## ATTACHMENT SUMMARY

Attachment Name	Description	Item(s)
 Emergency Plan North Todd	NTES Emergency Plan	3
 Emergency Plan South Todd	STES Emergency Plan	3
 Emergency Plan TCCHS	TCCHS Emergency Plan	3
 Emergency Plan TCMS	TCMS Emergency Plan	3