

District: Covington Independent School District
School: Glenn O. Swing Elementary

EMERGENCY PLAN POLICY

Mission Statement

It is the mission of the Glenn O. Swing Elementary School to provide its students with opportunities designed to meet individual needs in a positive learning environment and to encourage high levels of achievement in social, emotional, behavioral, and academic development. Through respectful collaboration with parents and colleagues, we will inspire students to give back to their community and promote a love for school and learning.

Policy Statement

STATUTORY AUTHORITY – KRS 160.345(2)(i)9 and KRS 158.162

The principal, in consultation with 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. The plan, which must be adopted by the council and implemented, will include, but not be limited to:

- Establishment of primary and secondary evacuation routes which must be posted in each room by each doorway used for evacuation;
- Establishment of bomb threat plan to evacuate further from the building than a typical fire drill and off the campus grounds.
- Identification of severe weather safe zones that have been reviewed by the fire marshal/fire chief, which must be posted in each room;

Development and adherence to access control measures for each school building, which may include (but not be limited to):

- Controlling access to exterior doors during school and after school hours
- Controlling front door access electronically or with a greeter
- Controlling access to individual classrooms
- Requiring visitor check-in with identification and purpose provided, and
- Display of visitor's badge on outer clothing; and

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 campus:

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, county and/or state 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.

Prior to the first instructional day of school, the principal, or designee, will present and review all

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School: Glenn O. Swing Elementary

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 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.

At the end of each school year, the emergency procedures are to be reviewed by the school council (or designated school council committee with report to the school council) and first responders and revised as needed.

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 council and documentation maintained in the principal's office.

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. Identified severe weather safe zones which have been identified and reviewed by the local fire marshal or fire chief will be posted at each school doorway prior to the first instructional day of school.

Possible access control methods that may be included in council policies as desired, 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 only.
- All visitors must use the "buzzer" and be recognized prior to gaining access to the reception area
- The principal is responsible to ensure that trained personnel monitor the front entrance at all times. At no time during the school day or afterschool hours 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, the date and time of the visit, the purpose of the visit, and with whom they visited.
- Classroom doors must remain closed during instruction time.
- During class changes, teachers must stand by their classroom door and monitor hallways.
- The principal is responsible for ensuring classroom access in the event of a substitute teacher.

Date Adopted: 10.24.13

Date Updated: 8.11.14

Signature of SBDM Members	Position
	Chair
	Co Chair

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