

SHANNON JOHNSON ELEMENTARY EMERGENCY PLAN POLICY

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, has collaboratively developed the school's emergency management plan as a way to document communicate efforts to prevent, prepare for, respond to and recover from emergencies. The emergency management plan as reflected in the Madison County Schools Emergency Procedure Guide includes procedures for fire, severe weather, earthquake, and building lockdown as specified in Kentucky statutes and regulations. The plan, which was adopted by the council for implementation includes, but not limited to:

- Establishment and practice of primary and secondary evacuation routes which are posted in each room by each doorway;
- Identification and practice of Emergency Procedures outlined in the district provided Guide.
- Documentation of adherence to safety procedures and protocol is maintained in the front office and Madison County Board of Education office.
- All exterior access points stay locked, requiring all visitors to check-in with identification and purpose and given a visitor's badge to be placed on outer clothing.
- The Front Office door is only accessed electronically and with a greeter
- A minimum of three secured doors must be cleared prior to access of individual classroom.
- Local law enforcement is familiar with building lay out and is visible during various times throughout the school year.
- The Madison County Schools Emergency Procedure Guides are visibly posted in each classroom for quick and immediate access.
- Substitute teachers have access to Sub Folders in every classroom that identify emergency information and additional emergency information pertaining to individual student needs.

The emergency plan and diagrams of the facilities have been provided to appropriate first responders.

First responders, for the purpose of this policy, include: local fire personnel, local, county and 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.

According to Madison County School Board Policy, the Principal or designee, will practice the following emergency procedures with staff and students:

- Fire Drills – at least two (2) during the first two (2) weeks of each school term session
- Tornado Drills – at least one (1) during the first thirty (30) days of instruction
- Earthquake and Safe Area Evacuation – at least one (1) during the first thirty (30) days of instruction
- Building Lockdown Drill – at least one (1) during the first thirty (30) days of instruction

The principal is responsible for ensuring the implementation of these drills and reporting completion and problems noted during the drill to the district central office for any remedial action needed.