

# South Laurel Middle School

## Emergency Management Plan Policy

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### EMERGENCY MANAGEMENT PLAN POLICY

#### Development and Review of Plan

The Principal along with the School Based Decision Making (SBDM) Council and local first responders, will consult and/or collaboratively develop the school's Emergency Management Plan. This Emergency Management Plan for South Laurel Middle School will then be reviewed and evaluated annually. This will occur as a way to not only develop but to also continuously review and document efforts to prepare for, respond to and recover from drills and emergencies. The Emergency Management Plan will include procedures for fire (building evacuation), severe weather (shelter in place), earthquake, and building lockdown as specified in Kentucky State Statutes and Regulations as well as local school district policies.

#### Documentation

Prior To July 1

- The SBDM will review and evaluate information associated with the Emergency Management Plan, emergency drills practice, state and local policy information regarding emergency planning, as well as school district safety manager and first responder recommendations for the upcoming school year. The SBDM will then make any necessary and required changes to the plan to help ensure student and staff safety.

Before The First Day Of School With Students

- The Principal or designee will notify staff of the school's Emergency Plan Policy and Procedures. The beginning of school checklist will be utilized to show that staff are knowledgeable of the school's plan.

During The School Year

- The Principal or designee will conduct drills associated with and according to the Emergency Management Plan as required by the school district and state. Drill information will be documented, submitted and saved for later review.

#### Drill Types

During the school year the following drills will be conducted according to Emergency Plan Procedures:

- Fire (Building Evacuation)
- Severe Weather (Shelter In Place)
- Lockdown
- Earthquake

#### Coordination With First Responders

The Principal or designee will make an effort to invite and include local first responders to help with evaluating emergency preparedness drills throughout the year. The Principal or designee will then request a review of drills completed to assist the SBDM with their annual review and evaluation.