

## TES 2018-2019 Phase Two: School Safety Report\_09072018\_11:42

### Phase Two: School Safety Report

#### **Tyner Elementary School**

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United States of America

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## TABLE OF CONTENTS

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School Safety Diagnostic for Schools .....	3
Questions Related to the Adoption and Implementation of the Emergency Plan.....	4
Attachment Summary .....	7

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## Phase Two: School Safety Report

### School Safety Diagnostic for Schools

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.

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

1. Has the 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 the answer is "no," please explain 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.*

Our local school board does require each school to adopt an emergency plan and update it at least yearly. This plan includes procedures in case of fire, severe weather, earthquake, or if a building is in lockdown. Board policies included in the EMP include 05.41 (Fire Drills), 05.411 (Building Lockdowns), 05.42 (Severe Weather/Tornado Drills), 05.47 (Earthquakes), 10.5 (Visitors to the Schools). The SBDM and principal ensure the inclusion of these in the school emergency plans. TES adopted the policy concerning the EMP on 9/30/2013. The EMP is revised annually by the SBDM. The last revision of the EMP occurred on 8/15/2018.

2. Has the 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 the answer is "no," please explain below.*

The Director of Building and Grounds for the Jackson County Public Schools has given a copy of Tyner Elementary School's EMP and a copy of the schools floor plans to local first responders. District schools met with first responders in March of 2018. First responders are also invited to be apart of drills.

3. Has the 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 the answer is "no," please explain below.*

TES has evacuation routes posted in each room at every door way with primary and secondary routes. An attachment of the evacuation routes is attached.

### **ATTACHMENTS**

#### **Attachment Name**

 [Evacuation Routes](#)

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

*If the answer is "no," please explain below.*

Each room in the building has severe weather safe zones posted in their classrooms.

### **ATTACHMENTS**

#### **Attachment Name**

 [Evacuation Routes](#)

5. Was the 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)?

*If the answer is "no," please explain below.*

*Please provide the most recent date of review/revision of the school's emergency plan in the district.*

Yes, the school's EMP was reviewed and revised prior to the end of the last school year. The latest revisions of the EMP occurred on 8/15/18.

## **ATTACHMENTS**

### **Attachment Name**

 [SBDM Agenda and minutes for EMP revisions 8/15/18](#)

6. Did the 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)?

*If the answer is "no," please explain below.*

*Please provide the date the school completed this discussion.*

The principal discussed the emergency plan with staff prior to the first instruction day of the current school year and documented the time and date of the discussion as required by KRS 158.162. The date and time are as follows: 8/7/18 at approximately 12:30 pm.

## **ATTACHMENTS**

### **Attachment Name**

 [Staff Agenda 8/17/18](#)

 [Staff Sign in Sheet 8/7/18](#)

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

*If the answer is "no," please explain 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.*

Our school has completed and documented at least one severe weather drill, one earthquake drill, and one lockdown drill as required by KRS 158.162(4). Attached is a current copy of our Emergency Response Drill Log for this school year.

## **ATTACHMENTS**

### **Attachment Name**

 [Drill Logs for 2018-2019 and 2017-2018](#)

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

*If the answer is "no," please explain 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.*

During the month of January during the prior school year, the principal completed at least one severe weather drill, one earthquake drill, and one lockdown drill as required by KRS 158.162(4). Please see attachment.

## **ATTACHMENTS**






### **Attachment Name**

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[Drill Logs for 2018-2019 and 2017-2018](#)

## Attachment Summary

Attachment Name	Description	Associated Item(s)
 <a href="#">Drill Logs for 2018-2019 and 2017-2018</a>	Drill Logs for 2018-2019 and 2017-2018	<ul style="list-style-type: none"> <li>• 7</li> <li>• 8</li> </ul>
 <a href="#">Evacuation Routes</a>	Evacuation Routes	<ul style="list-style-type: none"> <li>• 3</li> <li>• 4</li> </ul>
 <a href="#">SBDM Agenda and minutes for EMP revisions 8/15/18</a>	SBDM Agenda and minutes for EMP revisions 8/15/18	<ul style="list-style-type: none"> <li>• 5</li> </ul>
 <a href="#">Staff Agenda 8/17/18</a>	Agenda from 8-7-18. This is the day that the school principal, Tim Johnson, reviewed the EMP with staff.	<ul style="list-style-type: none"> <li>• 6</li> </ul>
 <a href="#">Staff Sign in Sheet 8/7/18</a>	Sign in sheet for the day that the principal, Tim Johnson, reviewed the EMP with staff.	<ul style="list-style-type: none"> <li>• 6</li> </ul>