

Senate Bill 8  
House Bill 354

# Emergency Management Planning For Schools and Districts



# Objectives

## To increase....

- Understanding of SB 8 and HB 354
- Informed and Improved Emergency Management Planning

## To implement....

1. Required drills within the first 30 instructional days and in January
2. A continuous improvement process for refinement of the emergency management plan
3. A collaborative planning process with stakeholders
4. Best practices related to school safety and emergency management planning
5. Steps to meet assurances within CDIP



# What is Senate Bill 8/HB 354?

***Senate Bill 8 and HB 354 require adoption of a school emergency plan, require specific emergency drills, and require an annual report to KDE.***

# What is now required to be in compliance with SB8/HB354?

- KDE has developed a set of assurances for the district to document within the CDIP
- The [Assurances](#) hyperlink will allow you to preview the assurances for both the district and school
- Adoption of the EMP by the SBDM Council must occur prior to completing assurances in the district's CDIP



# Definition for **E**mergency **M**anagement **P**lanning

*Source: U.S. Department of Education/FEMA: Guide for Developing High Quality School Emergency Operations Plans (June 2013)*

**An "Emergency management response plan" or "emergency plan" means a written document to prevent, mitigate, prepare for, respond to, and recover from emergencies.**



# What are deadlines for SB 8/HB 354?

- **November 1<sup>st</sup>**: *Superintendent must verify assurances in the CDIP no later than November 1 annually*

# Guidance for Compliance/Implementation

- Adopt an emergency plan to include **procedures** for
  - ✓ **Fire**
  - ✓ **Severe weather**
  - ✓ **Earthquake**
  - ✓ **Lockdown**
- Principal shall **discuss the emergency plan** with all school staff **prior to the first instructional day** of **each school year** and shall document the time and date of any discussion.



- **Share the emergency plan**, along with a complete diagram of the facility with appropriate **first responders**
- Establish **primary and secondary evacuation routes** for all rooms
  - **post routes in each room** by any doorway used for evacuation
- **Identify severe weather safe zones**
  - **reviewed** by the **local fire chief**
  - **locations posted** in each room of the school
- Conduct **emergency response drills** within the **first 30 instructional days** of each year and again in **January**:
  - **severe weather** drill
  - **earthquake** drill
  - **lockdown** drill
  - **fire** drill

- Develop and adhere to practices to **control the access** to each school building.

**Suggested Practices:**

- Control access to exterior doors
  - Control front entrance (electronic or greeter)
  - Control access to classrooms
  - Require visitors to report to the front office
  - Visitors are to provide identification and purpose
  - Provide visitor's badge (visibly displayed on a visitor's outer garment).
- Require local boards to review **Crime Prevention through Environment Design Principles** when constructing or renovating a school building (a checklist and resources are currently being developed by KDE and KCSS).
- Superintendent documents district-wide compliance by responding to the Assurance questions within the CDIP no later than **November 1 of each school year**. Prior to that, it is suggested that each school follow the same process by responding to the Assurance questions within the CSIP



The following ***Emergency Plan Refinement Worksheet\**** has been developed as a tool to assist with the review and refinement of a school's current Emergency Plan.

[\\*Guidance for SB 8/HB 354 document](#)

It will also help to inform planning for the response to the **School Safety Assurances** within CDIP due to the KDE no later than **November 1 annually**.

(It is not mandatory but schools are encouraged to complete assurances as a best practice)

- As a part of **planning**, each school should ensure earthquake and tornado emergency procedure systems are in place. At minimum, the following are required:
  - Practice drop procedure and safe area evacuation
  - Protective measures should be taken before, during, and following an earthquake or tornado
  - Communication, training, and practice of the emergency procedures systems for all students and staff



# Emergency Management Plan Refinement Worksheet

Required School Safety Assurances		Yes	No	Date Completed
1.	Does my school have a written Emergency Management Plan (EMP)?			
2.	Did the SBDM Council adopt a policy requiring the development and adoption of an EMP?			
3.	Did the SBDM Council adopt the EMP?			
4.	Has my school provided the local first responders with a copy of the school's EMP and a copy of the school's floor plan?			

Required School Safety Assurances – School		Yes	No	Date Completed
5.	Was the EMP reviewed with faculty and staff prior to the first instructional day of the school year?			
6.	Were local law enforcement and/or fire officials invited to review the EMP?			
7.	Are evacuation routes posted in each room, at any doorway used for evacuation, with primary and secondary routes indicated?			
8.	Has the local fire marshal reviewed the designated safe zones for severe weather and are they posted in each room?			



9.	Have practices been developed for students and staff to follow during an earthquake?	Yes	No	Date
	Plan What are the current practices? Are current practices working effectively?	Person(s) Responsible		Date Completed
	Do Do current practices need to be changed? What steps need to occur?	Person(s) Responsible		Date Completed
	Study What are the outcomes? How will success be measured?	Person(s) Responsible		Date Completed
	Act What needs refinement? When will practices be evaluated?	Person(s) Responsible		Date Completed



10.	Has my school developed and adhered to practices designed to ensure controlled access to the school (exterior doors, front entrance, classrooms, visitor must sign-in and display ID badges)?	Yes	No	Date Completed
Plan	What are the current practices? Are current practices working effectively?	Person(s) Responsible		Date Completed
Do	Does the plan need to be changed? What steps need to occur?	Person(s) Responsible		Date Completed
Study	What are the outcomes? How will success be measured?	Person(s) Responsible		Date Completed
Act	What needs refinement? When will practices be evaluated?	Person(s) Responsible		Date Completed



11.	Has my school completed all four required emergency response drills in the first 30 instructional days of the school year (fire, lockdown, severe weather, and earthquake)?		Yes	No	Date Completed
Plan	What are the current prevention practices? Are current practices working effectively?	Person(s) Responsible		Date Completed	
Do	Does the plan need to be changed? What steps need to occur?	Person(s) Responsible		Date Completed	
Study	What are the outcomes? How will success be measured?	Person(s) Responsible		Date Completed	
Act	What needs refinement? When will plans be evaluated?	Person(s) Responsible		Date Completed	



12. Are processes in place to ensure all four emergency drills will occur in the month of January?		Yes	No	Date Completed
Plan	What are the current processes? Are current processes working effectively?	Person(s) Responsible		Date Completed
Do	Does the plan need to be changed? What steps need to occur?	Person(s) Responsible		Date Completed
Study	What are the outcomes? How will success be measured?	Person(s) Responsible		Date Completed
Act	What needs refinement? When will practices be evaluated?	Person(s) Responsible		Date Completed



13.	Has the EMP been reviewed and revised as needed by the SBDM council, principal, and first responders (annually)?		Yes	No	Date Completed
Plan	What are the current practices? Are current practices working effectively?	Person(s) Responsible	Date Completed		
Do	Does the plan need to be changed? What steps need to occur?	Person(s) Responsible	Date Completed		
Study	What are the outcomes? How will success be measured?	Person(s) Responsible	Date Completed		
Act	What needs refinement? When will practices be evaluated again?	Person(s) Responsible	Date Completed		

# FAQ's about the Implementation of Senate Bill 8/House Bill 354

- 1. Do schools have to practice all four types of drills (fire, severe weather, lockdown, and earthquake) in the first month of school and all four again in January?** *At a minimum, they must practice one (1) severe weather drill, one (1) earthquake drill and one (1) lockdown drill in addition to required fire drills within the first thirty (30) instructional days of each school year and again during the month of January.*
- 2. What is the process for reporting to KDE by November 1 of each school year?** *Superintendent verification must be submitted to KDE no later than November 1 of each school year. Submission will occur through the CDIP. Schools are encouraged to complete the assurances within the CSIP.*
- 3. Once a school has practiced the drills in the required time period, are they reported to KDE by individual school or district?** *The superintendent is responsible for verification through the CDIP that all schools are in compliance with requirements stated within section 1 of SB 8. These will be monitored by KDE to ensure compliance.*



4. When does a district need to have the assurances completed in CDIP? *By November 1 annually*

5. Are schools required to have a new emergency plan adopted by the start of school 2013-14? *No, the revised emergency plan must be adopted by the school's SBDM Council no later than November 1 annually*

6. Is there guidance available to help schools understand and meet the requirements of the law? *Yes, the Guidance for SB 8/HB 354 Emergency Management Planning document will assist.*



7. **Where can we get resources to help local boards to review crime and disaster prevention designs when constructing or renovating a school building?** *KDE's District Facilities Branch is currently collaborating with the Kentucky Center for School Safety to develop a checklist for this purpose. This will be posted once it becomes available*
  
8. **Where can we get resources to assist us in the planning, implementation, and deployment of our emergency plan?** *Resources are available on KDE's [SB 8/HB 354 website](#).*