

Emergency Management Plan

Frequently Asked Questions

This statute requires the adoption of an emergency management plan, emergency drills, and an annual report to the Kentucky Department of Education by all public school buildings.

[KRS 158.162](#) specifically requires all public school buildings and districts to:

1. Adopt an emergency management plan to include procedures to be followed in case of fire, severe weather, or earthquake, or if a building lockdown as defined in [KRS 158.164](#) is required. The principal or building leadership 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.
2. Provide, after adoption, the emergency management plan, along with a complete diagram of the facility, to appropriate first responders.
3. Review and revise the emergency management plan following the end of each school year with the school council, the principal or building leadership, and first responders.
4. Establish primary and secondary evacuation routes for all rooms located within the public school building and post the routes in each room by any doorway used for evacuation.
5. Identify severe weather safe zones to be reviewed by the local fire marshal or fire chief and post the location of safe zones in each room of the public school building.
6. Develop practices for students to follow during an earthquake.
7. Conduct, at a minimum, emergency response drills to include one (1) severe weather drill, one (1) earthquake drill and one (1) lockdown drill within the first thirty (30) instructional days of each school year and again during the month of January.
8. Develop and adhere to practices to control the access to each public school building, including controlling outside access to exterior doors during the school day, controlling the front entrance of the school electronically or with a greeter, requiring that all visitors report to the front office of the building and provide valid identification, state the purpose of the visit; and provide a visitor's badge to be visibly displayed on a visitor's outer garment.
9. Recommend that all classroom doors be locked during instruction, if the door can be locked from the outside and open from the inside without a key.
10. Require local boards to review crime and disaster prevention designs when constructing or renovating a school building.
11. Send superintendent verification to the Kentucky Department of Education by November 1 of each school year that all public school buildings within the district are in compliance with the requirements of the law.