Black Mountain Elementary
Council Policy

Council Policy Type	Policy Number
( ) By-Laws (Council Operational Policy) (X) Function (School Operational Policies)	1.19

POLICY TOPIC DESCRIPTION
The Principal, school staff, parents, and first responders has developed a plan to address the safety of students and staff of Black Mountain Elementary School. IN the development of this plan, we have used information provided by the Center for Safe Schools, DR. Connie Callahan, Prediction and Prevent Violence, the guidelines of House Bill 330, and the Harlan County Safe School Plan and Emergency Procedure Guide.

POLICY STATEMENT

The Emergency Management plan will include procedures for fire, severe weather (Tornado), earthquake, and building lockdown (Intruder) as specified in Kentucky Statues and regulations: The following will be executed will include but not limited to:

- .Primary and Secondary Evacuation routes which must be posted in each room by each doorway used for evacuation.
- Practices drills will be conducted for students for Earthquakes, Tornados, Fire, severe weather, building lockdowns (Perpetrator alert). These drills will be consistent with administrative regulations of the Department of Housing, Buildings and construction.
- Emergency (Crisis) Team will be Established
- Controlling access to exterior doors during the day
- One Access controlled electronically into the building which is monitored by office personnel
- Signs are posted on all doors Visitors Must Sign in at front office.
- Maintain a log for visitors to sign in and out when visiting the school

- All visitors must where a visitor pass
- All Students are monitored throughout the school day
- Dismissal is staggered and bus and car riders are supervised
- Teachers and other school personnel are assigned to supervise high risk areas during school and at after school activities
- Two-way communication is available in the main building
- Bus drivers and custodians have hand held radios for communications
- After school programs are supervised
- All school staff are responsible for the safety of students
- All classrooms are under state cap size, (exceptions goes through SBDM Council).
- School Resource Officers and Harlan County Board of Education official will assist with matters requiring police action or assistances
- Black Mountain extends an invitation to local law enforcement to visit school, participate in all drills, including Lock down.
- Parking areas and bus only area are marked
- All personnel who have contact with students have had a criminal Records check.
- No Weapons signs are posted
- Several of the Black Mountain Staff will be certified in CPR and first Aid.
- Emergency Procedures Guides are posted in every classroom and office.
- A copy of the Harlan County Code of Conduct and Black Mountain School Handbook will be given to each student.
- Telephone in placed in each classroom
- Black Mountain Elementary will use a video surveillance for the safety of the school.

The emergency plan and diagrams of the facilities will be provided to appropriate first responders. First responders, for the purpose of this policy, include local fire personnel, local and county and state police personnel, 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 request.

Prior to the first instructional day of school, The principal will present and review all emergency procedures with all Black Mountain Elementary staff.

1st reading Eddie Stewart Council Chairperson	12-3-13 2nd reading Eddie Stewart Council Chairperson	12-3-13 Adopted Eddie Stewart Council Chairperson