

SAFETY PROGRAM AND EMERGENCY MANAGEMENT PLAN

Safety Program

The Board will make efforts to provide for the safety of all students, employees and members of the community present on property used by the Franklin Local School District and at all Franklin Local School District-sponsored events at other sites. The Board directs the Franklin Local School District to use the Franklin Local Schools safety program.

The Superintendent/designee has responsibility for the safety program of the Franklin Local School District. The practice of safety is a part of the instructional plan of the Franklin Local School District through educational programs. The educational program includes in-service training and emergency procedures appropriate to students at different grade levels.

Comprehensive Emergency Management Plan

For each school building under the Board's control, the Administrator who has supervisory authority over the building shall adopt a comprehensive emergency management plan for his or her building. The Administrators shall examine the environmental conditions and operations of each building to determine potential hazards to student and staff safety and shall propose operating changes to promote the prevention of potentially dangerous problems and circumstances. In developing the plan for each building, the Administrators shall involve community law enforcement and safety officials, parents of students who are assigned to the building, and employees who are assigned to the building. The Administrators shall consider incorporating remediation strategies into the plan for any building where documented safety problems have occurred.

The Administrators shall incorporate into the plan both of the following:

1. A protocol for addressing serious threats to the safety of school property, students, employees, or administrators;
2. A protocol for responding to any emergency events that do occur and that compromise the safety of school property, students, employees, or administrators.

Each protocol shall include procedures deemed appropriate by the Administrator for responding to threats and emergency events, respectively, including such things as notification of appropriate law enforcement personnel, calling upon specified emergency response personnel for assistance, and informing parents of affected students. Each protocol shall also include a floor plan that is unique to each floor of the building, a site

plan that includes building property and surrounding property and an emergency contact sheet. Prior to the opening day of each school year, the Board shall inform students and their parents or guardians of the parental notification procedures included in the emergency protocol.

Administrators shall update the emergency management plans at least once every three years and whenever a major modification to the building requires changes in the procedures outlined in the plan.

Administrators shall file a copy of the current emergency management plan with each law enforcement agency that has jurisdiction over the school building and, upon request, the fire department that serves the political subdivision in which the school building is located. Administrators also shall file a copy of the current emergency management plan and a floor plan of the building with the attorney general.

If an Administrator revises an emergency management plan, building blueprint, or floor plan after the initial filing, the Administrator shall file copies of the revised emergency management plan, building blueprint, or floor plan in the manner described in this policy not later than the ninety-first day after the revision is adopted.

Copies of the emergency management plan and building blueprint are not a public record.

Administrators shall keep copies of the safety plan, building blueprints and floor plans in a secure place.

Administrators shall grant access to the school building under his or her control to law enforcement personnel to enable the personnel to hold training sessions for responding to threats and emergency events affecting the building, provided that the access occurs outside of student instructional hours and an employee of the Board is present in the building during the training sessions.