

Millington Board of Education

Monitoring: <u>Review: Annually,</u> <u>in-OctoberReview:</u> <u>Annually</u>	Descriptor Term: Emergency Preparedness Plan	Descriptor Code: 3.202	Issued Date: <u>-04/21/14</u>
		Rescinds:	<u>IssuedReviewed/Revised:</u> <u>04/01/19</u>

The Director of Schools shall be responsible for developing, maintaining, and acquiring Board approval of the district Emergency Preparedness Plan,¹ which shall include procedures for bomb threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and medical emergencies.

The principal of each school shall develop and implement emergency preparedness drills which shall be approved by the Director of Schools. When appropriate, such drills shall be held in conjunction with emergency response agencies. These procedures shall be in written form and distributed to all staff, students, and parents.

FIRE AND SAFETY DRILLS

The principal shall ensure that one fire drill requiring full evacuation is given every **thirty (30) school days, with two (2) fire drills occurring during the first thirty (30) full days of the school year.** Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted throughout the year.²

The principal shall ensure that three (3) additional safety drills are given during the school year.³ These drills may cover inclement weather, earthquakes, armed intruders, or other emergency drills that do not require full evacuation. A record of all fire or safety drills, including the time and date, shall be kept in each school's office.³

The principal shall regularly check the quantity, locations, and conditions of fire extinguishers and shall give all school personnel instructions on how to properly use fire extinguishers.

ARMED INTRUDER DRILLS

The Director of Schools or his/her designee shall ensure that each school safety team conducts at least one (1) armed intruder drill annually in coordination with local law enforcement.⁴

AED DRILLS

Any school with an AED shall conduct a CPR and AED drill to ensure students are aware of the steps that must be taken in the event of a medical emergency. The principal shall be responsible for ensuring the drill occurs.⁵

MEDICAL EMERGENCIES/PANDEMIC FLU⁶

In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate and consult with the local and state health departments and other local emergency or healthcare

- 1 providers in protecting students and the community from further infection. The Director of Schools
- 2 shall develop procedures for health emergencies in accordance with state law and regulations.

Legal References

1. TCA 49-1-302; TRR/MS 0520-1-3-.03(17); TCA 49-6-804
2. TCA 68-102-137(b)
3. TCA 68-102-137(f)
4. TCA 49-6-807
5. Public Acts of 2018, Chapter No. 1028; TCA 49-6-1208
6. TCA 49-6-3004(a), (e); TCA 49-5-404

Cross References

Emergency Closings 1.8011
Safety 3.201
Community Use of School Facilities 3.206