

# Tennessee School Boards Association

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Emergency Preparedness Plan</b>	Descriptor Code: <b>3.202</b>	Issued Date:
		Rescinds: <b>3.202</b>	Issued:

1 The director of schools shall be responsible for developing, maintaining and acquiring Board approval of  
2 the district Emergency Preparedness Plan,<sup>1</sup> which shall include procedures for bomb threats, civil distur-  
3 bances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and medical emergencies.

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

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10 The principal shall be responsible for ensuring that one fire drill requiring full evacuation is given every  
11 month during the school year with an additional fire drill to be conducted within the first fifteen (15)  
12 days of school. He/she shall ensure that an intruder drill is conducted within the first thirty (30) days of  
13 school. He/she shall also ensure that three (3) additional safety drills are given during the school year.  
14 These drills may cover inclement weather, earthquakes, armed intruders or other emergency drills that  
15 do not require full evacuation. A record of all fire or safety drills, including the time and date, shall be  
16 kept in each school's office.<sup>2</sup>

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

## 20 21 **MEDICAL EMERGENCIES/PANDEMIC FLU**

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23 In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate and  
24 consult with the local and state health departments and other local emergency or healthcare providers in  
25 protecting students and the community from further infection. The director of schools shall develop pro-  
26 cedures for health emergencies in accordance with state law and regulations.<sup>3</sup>

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33 Legal Reference:

- 34 1. TRR/MS 0520-1-3-.03(18)  
35 2. TCA 49-5-201(a)(6) ; TCA 68-102-137 (b) and (f)  
36 3. Tennessee Department of Health Pandemic Influenza Response Plan,  
37 [http://health.state.tn.us/ceds/PDFs/2006\\_PanFlu\\_Plan.pdf](http://health.state.tn.us/ceds/PDFs/2006_PanFlu_Plan.pdf)

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Cross Reference:

- Emergency Closings 1.8011  
Community Use of School Facilities 3.206