

Obion County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Emergency Preparedness Plan	Descriptor Code: 3.202	Issued Date: 08/12/13
		Rescinds: 3.202	Issued: 04/08/13

1 The director of schools shall be responsible for developing, maintaining and acquiring Board approval of the
2 district Emergency Preparedness Plan,¹ which shall include procedures for ~~cases of nuclear or bomb threat~~, civil
3 disturbance, earthquake, fire, tornado or other severe weather, armed intruders, and medical emergencies, ~~such~~
4 ~~as pandemic flu outbreak~~.

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

9
10 Earthquake, tornado, fire, and emergency drills shall be conducted frequently. A record of all drills,
11 including time and date, shall be maintained by each principal. This record shall be available upon request to
12 the State Fire Marshal or his assistants for inspection and review. Fire drills shall include the complete
13 evacuation of all persons in the building. All doors serving as exits to the outside shall be kept in "panic mode"
14 during the period the building is occupied so that students and employees may exit the building. Earthquake,
15 tornado, and emergency drills will follow the acceptable practices as outlined by the Civil Defense Department.

16
17 The principal shall be responsible for ensuring that ~~a sufficient number of~~ **one** drills is conducted in order to
18 give instruction and practice in proper actions by staff and students. One fire drill requiring full evacuation
19 shall be given every month during the school year, with an additional fire drill to be conducted within the first
20 fifteen (15) days of operation. An intruder drill shall be conducted within the first thirty (30) days of operation.
21 Three (3) additional safety drills shall be given during the school year. These drills may include inclement
22 weather, earthquake, intruder or other emergency drills that do not require full evacuation. However, at least
23 one of these additional safety drills shall focus on the potential threat of an armed intruder(s) gaining access
24 to the school. **A record of all fire or safety drills, including the time and date, shall be kept in each school's office.**

25
26 **Any school with an AED shall conduct CPR and AED drill to ensure students are aware of the steps that must**
27 **be taken in the event of a medical emergency. The principal shall be responsible for ensuring the drill occurs.**³

28
29 In the event of any threats to safety, students will be retained at school when less than one hour of warning time
30 is given, unless parents or persons authorized by the parents pick up their children.

31
32 The principal shall regularly check the quantity, locations, and conditions of fire extinguishers and shall give
33 all school personnel instructions in the proper use of them in their building.

34 **MEDICAL EMERGENCIES/PANDEMIC FLU**

35
36 In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate and consult
37 with the local and state health departments and other local emergency or healthcare providers in protecting
38 students and the community from further infection. The director of schools shall develop procedures for health
39 emergencies using as reference the state's 2006 Pandemic Influenza Plan.³

40 Legal Reference:

1. TRR/MS 0520-1-3-.03(18)
2. TCA 68-102-137 (b) (f)
3. Public Acts of 2016, Chp. No. 677

Cross Reference:

- Emergency Closings 1.8011
Community Use of School Facilities 3.206