

Obion County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Emergency Preparedness Plan	Descriptor Code: 3.202	Issued Date: 08/01/16
		Rescinds: 3.202	Issued: 08/12/13

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 bomb threat, civil disturbance,
 3 earthquake, fire, tornado or other severe weather, armed intruders, and medical emergencies.

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

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

14 The principal shall be responsible for ensuring that one drill is conducted in order to give instruction and
 15 practice in proper actions by staff and students. One fire drill requiring full evacuation shall be given every
 16 month during the school year, with an additional fire drill to be conducted within the first fifteen (15) days of
 17 operation.² An intruder drill shall be conducted within the first thirty (30) days of operation. Three (3) additional
 18 safety drills shall be given during the school year. These drills may include inclement weather, earthquake,
 19 intruder or other emergency drills that do not require full evacuation. However, at least one of these additional
 20 safety drills shall focus on the potential threat of an armed intruder(s) gaining access to the school. A record of
 21 all fire or safety drills, including the time and date, shall be kept in each school's office.²

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

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

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

28 **MEDICAL EMERGENCYIES/PANDEMIC FLU**

29 In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate and
 30 consult with the local and state health departments and other local emergency or healthcare providers in
 31 protecting students and the community from further infection. The director of schools shall develop procedures
 32 for health emergencies using as reference the state's 2006 Pandemic Influenza Plan.⁴

Legal References

1. TRR/MS 0520-1-3-.03(18)
2. TCA 68-102-137(b), (f)
3. Public Acts of 2016, Chp. No. 677
4. Tennessee Department of Health Pandemic Influenza Response Plan,
http://health.state.tn.us/ceds/PDFs/2006_PanFlu_Plan.pdf

Cross References

Emergency Closings 1.8011
Community Use of School Facilities 3.206