

# Marion County Board of Education

Monitoring: <b>Review: Annually, in October</b>	Descriptor Term: <b>Emergency Preparedness Plan</b>	Descriptor Code: <b>3.202</b>	Issued Date: <b>04/24/01</b>
		Rescinds: <b>3.202</b>	Issued: <b>12/15/97</b>

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 cases of nuclear or bomb  
3 threat, civil disturbance, earthquake, fire, tornado, and other severe weather.

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5 Emergency preparedness drills will be developed and implemented by each principal, with approval of  
6 the director of schools, and when appropriate, be held in conjunction with emergency response agencies.  
7 These procedures shall be in written form and distributed to all staff, students and parents.

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9 The principal shall be responsible for ensuring that a sufficient number of drills is conducted in order to  
10 give instruction and practice in proper actions by staff and students. One fire drill requiring full evacuation  
11 shall be given every month during the school year, with an additional fire drill to be conducted within the  
12 first thirty (30) days of operation. Three (3) additional safety drills shall be given during the school year.  
13 These drills may include inclement weather, earthquake, intruder or other emergency drills that do not  
14 require full evacuation.<sup>2</sup>

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

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

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Legal Reference:

1. TRR/MS 0520-1-3-.03(17)
2. TCA 68-102-137 (b) (f)

Cross Reference:

Emergency Closings 1.8011