

# Collierville Schools Board of Education

Monitoring: <b>Review: Annually, in July</b>	Descriptor Term: <b>Emergency Operations Plan</b>	Descriptor Code: <b>3.202</b>	Issued Date: <b>07/25/17</b>
		Rescinds: <b>3.202</b>	Issued: <b>07/12/16</b>

1 The Director of Schools shall be responsible for developing, maintaining and acquiring Board approval  
2 of the District Emergency Operations Plan,<sup>1</sup> which is a fluid document that integrates a multi-hazard  
3 approach following the FEMA (Federal Emergency Management Agency) model: mitigation and  
4 prevention, preparedness, response, and recovery.

5 The principal of each school shall be responsible for developing and maintaining School Emergency  
6 Operations Plans, based on the District Model and develop and implement emergency practice drills  
7 with the approval of the Director of Schools. When appropriate, such drills shall be held in conjunction  
8 with emergency response agencies. Safety procedures shall be in written form and distributed to all  
9 school staff, as appropriate.

## 10 FIRE AND SAFETY DRILLS

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

15 The principal shall ensure that three (3) additional safety drills are given during the school year.<sup>3</sup> These  
16 drills may cover inclement weather, earthquakes, armed intruders, or other emergency drills that do not  
17 require full evacuation.

## 18 ARMED INTRUDER DRILLS

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

## 21 AED DRILLS

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

25 The principal or his/her designee shall regularly check the quantity, locations, and conditions of fire  
26 extinguishers and shall provide instruction for all school personnel on how to properly use fire  
27 extinguishers.

1 **DOCUMENTATION**

2 A record of all fire, safety, armed intruder, CPR, AED, and any other type of emergency drill, including  
3 the time and date, shall be kept in each school’s office and sent to the director of schools or his/her  
4 designee at the end of each school year.<sup>3</sup>

5 **MEDICAL EMERGENCIES/PANDEMIC FLU**

6 In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate  
7 and consult with the local and state health departments and other local emergency or healthcare providers  
8 in protecting students and the community from further infection. The Director of Schools shall develop  
9 procedures for health emergencies in accordance with state law and regulations.<sup>6</sup>

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Legal References

1. TRR/MS 0520-1-3-.03(18)
2. Public Acts of 2017, Chp. No. 451
3. TCA 68-102-137(b), (f)
4. Public Acts of 2017, Chp No. 313
5. TCA 49-2-122(b)(2)(A)
6. Tennessee Department of Health Pandemic Influenza Response Plan,  
[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 References

- Emergency Closings 1.8011
- Community Use of School Facilities 3.206