

# Hardin 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>07/11/16</b>
		Rescinds: <b>3.202</b>	Issued: <b>06/09/08</b>

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

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.

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

16 Any school with an AED shall conduct annual AED training and an annual drill for school personnel  
17 to practice the use of CPR and AEDs. The school shall also conduct a CPR and AED drill to ensure  
18 students are aware of the steps that must be taken in the event of a medical emergency. The principal  
19 shall be responsible for ensuring the drill occurs.<sup>3</sup>

20 In the event of any threats to safety, students will be retained at school unless parents or persons authorized by the  
21 parents pick up their children.

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

## 24 **MEDICAL EMERGENCIES/PANDEMIC FLU**

25 In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate  
26 and consult with the local and state health departments and other local emergency or healthcare  
27 providers in protecting students and the community from further infection. The director of schools  
28 shall develop procedures for health emergencies in accordance with state law and regulations.<sup>4</sup>

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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](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