

# Rutherford 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>08/16/17</b>
		Rescinds: <b>3.202</b>	Issued: <b>06/09/16</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 bomb threats, civil  
3 disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and medical  
4 emergencies.

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 **FIRE AND SAFETY DRILLS**

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

14 The principal shall ensure that three (3) additional safety drills are given during the school year. These  
15 drills may cover inclement weather, earthquakes, armed intruders, or other emergency drills that do not  
16 require full evacuation. A record of all fire or safety drills, including the time and date, shall be kept in  
17 each school's office.<sup>3</sup>

## 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 AED drill to ensure students are aware of the steps  
23 that must be taken in the event of a medical emergency. The principal shall be responsible for ensuring  
24 the drill occurs.<sup>5</sup>

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

## 27 **MEDICAL EMERGENCIES/PANDEMIC FLU**

28 In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate  
29 and consult with the local and state health departments and other local emergency or healthcare

- 1 providers in protecting students and the community from further infection. The director of schools
- 2 shall develop 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