

Hancock County Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Emergency Preparedness Plan	Descriptor Code: 3.202	Issued Date: 11/10/16
		Rescinds: 3.202	Issued: 04/09/15

1 The director of schools shall be responsible for developing, maintaining and acquiring Board approval
2 of the district Emergency Preparedness Plan,¹ 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 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 fifteen
11 (15) days of school.² 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.² 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.²

16 Any school with an AED shall conduct a CPR and AED drill to ensure students are aware of the steps
17 that must be taken in the event of a medical emergency. The principal shall be responsible for ensuring
18 the drill occurs.³

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

21 **MEDICAL EMERGENCIES/PANDEMIC FLU**

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