

Dickson County Board of Education

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| Monitoring: Review: Annually, in October | Descriptor Term: Emergency Preparedness Plan | Descriptor Code: 3.202 | Issued Date: 09/28/23 |
| | | Rescinds: 3.2040 | Issued: 09/22/22 |

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.

8 **FIRE AND FIRE DRILLS**

9 The principal shall ensure that one (1) fire drill requiring full evacuation is given every thirty (30)
10 school days, with two (2) fire drills occurring during the first thirty (30) full days of the school year.
11 Additionally, the principal will ensure that four (4) fire safety announcements are conducted
12 throughout the year.²

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

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

19 **ANNUAL DRILLS⁴**

20 The principal shall ensure that the school safety team conducts each of the following type of drills
21 annually:

- 22 1. An armed intruder drill in coordination with local law enforcement;
- 23 2. An incident command drill; and
- 24 3. An emergency safety bus drill.

1. ¹ TRR/MS 0520-01-02-.30(2); TCA 49-6-804; TCA 49-6-805(8)

2. ² TCA 68-102-137(b),

³ TCA 68-102-137(f)

⁴ TCA 49-6-807; Public Acts of 2023, Chapter No. 367

1 AED DRILLS⁵

2 All schools shall conduct a CPR and AED drill to ensure students are aware of the steps that must be
3 taken in the event of a medical emergency. The principal shall be responsible for ensuring the drill
4 occurs.

5 The Director of Schools shall develop the necessary administrative procedures on AED and CPR
6 training, planning, notification, and maintenance to comply with state law

7 MEDICAL EMERGENCIES/PANDEMIC FLU⁶

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

12 REMOTE LEARNING DRILLS⁷

13 At least once each school year, a remote learning drill shall be conducted. The drill shall accurately
14 reflect how students will transition to remote learning in the event of a disruption to school operations.
15 Students shall not be asked or required to transition to remote learning at any time during the drill.

⁵ TCA 49-2-122; TCA 49-6-1208

⁶ TCA 49-6-3004(a),(c); TCA 49-5-404

⁷ Public Acts of 2022, Chapter No. 936