

Lakeland Board of Education

Monitoring: Review: Annually, in October	Descriptor Term: Emergency Preparedness Plan	Descriptor Code: 3.202	Issued Date: 06/13/16
		Rescinds: 3.202	Issued: 11/09/15

1 The superintendent shall be responsible for developing, maintaining and acquiring Board approval of the district
2 Emergency Preparedness Plan,¹ which shall include procedures for bomb threats, civil disturbances, armed
3 intruders, earthquakes, fires, tornadoes or other severe weather, and medical emergencies.

4 The principal of each school shall develop and implement emergency preparedness drills which shall be
5 approved by the director of schools. When appropriate, such drills shall be held in conjunction with emergency
6 response agencies. These procedures shall be in written form and distributed to all staff, students and parents.

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

13 **FIRE AND SAFETY DRILLS**

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

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

22 **ARMED INTRUDER DRILLS**

23 The director of schools or his/her designee shall ensure that each school safety team conducts at least
24 one (1) armed intruder drill annually in coordination with local law enforcement.⁴

25 **AED DRILLS**

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

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

30 **MEDICAL EMERGENCIES/PANDEMIC FLU**

- 1 In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate and
- 2 consult with the local and state health departments and other local emergency or healthcare providers in
- 3 protecting students and the community from further infection. The director of schools shall develop procedures
- 4 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