

**ADMINISTRATIVE
DIRECTIVE**

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| Administrative Directive Title: District-Wide and Building-Level School Safety | AD Number: 3.201.1 | Adopted: July 2022 Former Descriptors: BO5, BO16 |
| Policy References: Board Policy 3.201 – Safety Board Policy 3.202 - Emergency Preparedness Plan | Revised: 8/23; 11/24 | |

1 Murfreesboro City Schools is committed to providing a safe learning and work environment. The
 2 district’s safety program is a collaborative effort of all departments and schools and is coordinated
 3 through the Operations Department. The district-wide school safety plan shall be maintained for
 4 keeping school facilities safe and free from hazards.

5 The principal of each school shall maintain a building-level safety plan that aligns with Board
 6 policy as well as any corresponding administrative directives. The principal shall take into
 7 consideration the qualities of his/her school building(s) and shall modify the building-level school
 8 safety plan to fit the needs of that particular school.

9 **DEVELOPMENT OF PLANS**

10 The district-wide school safety plan and the building-level safety plan shall contain information
 11 regarding crisis intervention, including suicides, shootings, and the death of a student or employee,
 12 emergency response, emergency management, and school cybersecurity preparedness.
 13 Additionally, each school shall have an emergency response plan that includes, but is not limited to
 14 fire, tornado, earthquake, flood, bomb threat, civil disturbances, and armed intrusion.

15 During development, a district-wide school safety team and a building-level school safety team
 16 shall be established. These teams will be responsible for the development of that team’s respective
 17 school plan. During the creation of the plan, the team will ensure that the guidelines developed by
 18 the state-level safety team will be followed and implemented. The plans for each school and district
 19 building will be submitted to the Board for final review and approval on an annual basis.

20 *The District-Wide School Safety Team shall consist of the following:*

- 21 • Assistant Superintendent of Operations
- 22 • Assistant Superintendent of Student Services
- 23 • Safety and Security Coordinator
- 24 • Communications Director
- 25 • Technology Supervisor
- 26 • Murfreesboro Police Department School Safety Division

27 **COORDINATION OF PLANS**

28 The Safety Coordinator shall be responsible for the coordination of the school safety plan with the
29 resources available through local agencies to assure that the school has access to federal, state, or
30 local mental health resources in the event of a violent incident.

31 **INTERIOR AND EXTERIOR DOORS**

32 State law requires that all exterior school doors are closed and locked during the school day. It is
33 the responsibility of anyone entering or exiting to verify that the door is properly closed and
34 latched. Exterior classroom doors should only be used in emergency situations or during school
35 emergency drills. Exterior doors used during arrival and dismissal will be monitored by an
36 employee who is physically present at the door.

37 Outside of regular school hours, the school may unlock the door to the school building's primary
38 entrance during a related school-related event or activity if the door is continuously monitored by
39 a school employee who is physically present at the door to ensure access is limited to only
40 authorized persons and to alert others if an unauthorized person enters, or attempts to enter, the
41 school building. Otherwise, all visitors must utilize the front entry to the school and are required
42 to sign-in at the front office upon arrival.

43 Teachers are responsible for performing a check to ensure their classroom door is locked in the
44 morning, after lunch, and following recess. Extended School Program staff are responsible for
45 ensuring exterior doors are locked at the end of the school day and before the ESP program begins.
46 School administration will assign individuals to check exterior doors located in hallways or other
47 areas of the school routinely throughout the school day.

48 If an employee has knowledge of a mechanical issue with a school door that prevents it from
49 locking or shutting correctly, the employee must notify their supervisor and school administrator
50 immediately.

51 Any employee, regardless of position, who knowingly leaves a door unsecured, propped open,
52 and/or unattended or willfully and/or repeatedly violates, or causes to be violated, any safety and
53 security standard of this or any safety policy, procedure, or program shall be subject to disciplinary
54 action according to district policy and practices.

55 Interior doors to mechanical rooms and storage areas must remain locked at all times. When
56 classrooms are unoccupied, interior doors must be shut and locked. All windows are to remain
57 closed and properly locked at all times.

58 **ANNUAL DRILLS**

59 Each school shall conduct the following drills annually:

- 60 • One (1) fire drill requiring full evacuation of the school building every thirty (30)
61 school days during the school year;
- 62 • One (1) additional fire drill requiring full evacuation of the school building within the
63 first thirty (30) calendar days of the beginning of the school year (this drill cannot count
64 as the required monthly fire drill);
- 65 • One (1) armed intruder drill annually in coordination with local law enforcement; and
- 66 • Three (3) additional safety drills during the school year, which may include inclement
67 weather, earthquake, intruder, or other emergency drills not requiring full evacuation.

68 Each school must complete all required documentation immediately following the completion of
69 the drill. A hard copy of the Safety Drill Log contained within this directive shall be kept on file
70 in the school and be available upon request for review.

71 Each school must conduct four (4) fire safety educational announcements throughout the year, and
72 the content for the announcements shall be developed by the school. Completion of these
73 educational announcements must be recorded in the Safety Drill Log.

Legal References

TCA 49-6-802

TCA 49-6-804

TCA 49-6-817

TCA 49-6-4302



FIRE SAFETY ANNOUNCEMENT SCRIPTS FOR SCHOOL USE

Four fire safety educational announcements must be conducted by the school throughout the school year. The school can develop the content of the educational announcement or utilize the scripts provided below. A record of all fire safety announcement scripts must be logged in the Safety Drill Log.

Script No. 1: A fire can breakout with little or no warning. The more prepared you are, the safer you will be. Know your emergency evacuation routes at school and at home. Don't forget to talk to your parents and teacher about a second evacuation route in case your first evacuation route is not available.

Script No. 2: A fire can breakout with little or no warning. The more prepared you are, the safer you will be. Have a meeting location at school and at home that everyone will gather after a fire evacuation. A meeting location will help you quickly verify that everyone made it out safely.

Script No. 3: A fire can breakout with little or no warning. The more prepared you are, the safer you will be. Smoke detectors should be located on every floor of your home and near all places that you and your family sleep. Smoke detector batteries should be changed on a regular basis.

Script No. 4: A fire can breakout with little or no warning. The more prepared you are, the safer you will be. Emergency supply kits can help you be prepared. Items to keep in your emergency kit include a flashlight, batteries, first aid kit, whistle, phone lists, paper, pencil, water, and non-perishable snacks.