

**ADMINISTRATIVE
DIRECTIVE**

Administrative Directive Title: Emergency Preparedness and School Safety Drill Procedures	AD Number: 3.202.1	Adopted: July 2022 Former Descriptors: BO16
Policy References: Board Policy 3.202 – Emergency Preparedness Plan	Revised: 11/24	

1 All schools are required to adopt emergency response plans and conduct emergency preparedness
 2 drills. Each school shall conduct various emergency drills through the school year as required by
 3 State law and Board policies.

4 The principal of each school will comply with the responsibilities outlined in the Emergency
 5 Preparedness Plan and assign duties to certain staff within each school to fulfill various
 6 requirements found in the plan. Duties will include, but are not limited to, taking inventory and
 7 replenishing emergency preparedness supplies, preparing students for emergency situations,
 8 assisting with emergency evacuations, maintaining adequate supply of food and water for
 9 emergency use, and ensuring all school vehicles are properly maintained.

10 To aid in the emergency preparedness of the school, the principal will attach, with the
 11 Emergency Preparedness Plan, a copy of the following:

- 12 1. Building evacuation maps that show alternative routes and designated safe areas;
- 13 2. Evacuation drills; and
- 14 3. Building map with a map key signifying the location of first aid kits, AEDs, and fire
 15 extinguishers.

16 A copy of the plan with the attachments will be provided to the local law enforcement agency,
 17 the fire department, and local emergency medical services.

18 **INTERIOR AND EXTERIOR DOORS**

19 Interior and exterior doors should remain locked at all times. Exterior classroom doors may only
 20 be used in emergency situations or during school emergency drills. Exterior doors used during
 21 arrival and dismissal shall be supervised by a school employee.

22 Teachers are responsible for performing a check to ensure their classroom door is locked in the
 23 morning, after lunch, and following recess. Extended School Program staff are responsible for
 24 ensuring exterior doors are locked at the end of the school day and before the ESP program
 25 begins. School administration will assign individuals to check exterior doors located in hallways
 26 or other areas of the school routinely throughout the school day. If an employee has knowledge
 27 of a mechanical issue with a school door that prevents it from locking or shutting correctly, the
 28 employee must notify their supervisor and school administrator immediately.

29 Mechanical rooms and storage areas are to remain locked at all times. Windows are to remain
30 closed and properly locked at all times.

31 **BOMB THREATS**

32 Threats against the students and staff of the school can be life-threatening and shall be taken
33 seriously. The following procedures shall be followed when a bomb threat is received:

- 34 1. A bomb threat may be communicated telephonically or electronically;
 - 35 a. If a bomb threat is communicated over the phone, the person taking the call
36 shall record the time of the call and the exact message and should get as much
37 information from the caller as possible, such as location of the bomb, etc.;
 - 38 b. If a bomb threat is communicated electronically, a copy of the communication
39 should be saved and/or forwarded to a school administrator.
- 40 2. The person aware of the threat shall notify the principal or other school administrator
41 immediately;
- 42 3. The principal will follow all protocols and procedures outlined in the Emergency
43 Preparedness Plan.

44 **CIVIL DISTURBANCES**

45 In the event of a civil disturbance, the principal shall ensure that the following actions are taken:

- 46 1. The employee(s) discovering or experiencing the civil disturbance shall notify the
47 principal immediately;
- 48 2. The principal will investigate and determine if intervention is required to maintain
49 safety within the school;
- 50 3. If the principal determines that intervention is required, the principal shall contact the
51 local authorities and request their immediate assistance;
- 52 4. The principal will follow all protocols and procedures outlined in the Emergency
53 Preparedness Plan; and
- 54 5. The principal will notify the Director of Schools.

55 **ARMED INTRUDERS**

56 In the event of a report of a person armed with a weapon on campus, the principal shall ensure
57 that the following emergency actions are taken:

- 58 1. The main office will be notified immediately if there is any reason to believe that a
59 weapon is on school grounds;
- 60 2. Once alerted, the main office will notify the local law enforcement agency;
- 61 3. The principal will announce the appropriate code over the public address system to notify
62 all staff members to lock all doors and begin the process for seeking protection due to an
63 armed intruder; and
- 64 4. The principal will follow all protocols and procedures outlined in the Emergency
65 Preparedness Plan.

66 An armed intruder drill shall be conducted annually and be in coordination with the appropriate
67 local law enforcement agency.

68 **INCIDENT COMMAND DRILL**

69 Each incident command drill, conducted annually by the school safety team, shall be without
70 students present and prepare school staff and law enforcement agencies on what to expect in the
71 event of an emergency situation in the schools.

72 **EMERGENCY SAFETY BUS DRILLS**

73 Each emergency safety bus drill, conducted annually by the school safety team, shall be without
74 students present and prepare school staff and law enforcement agencies on what to expect in the
75 event of an emergency situation on a school bus.

76 **FIRES**

77 In the event of a reported fire, the rules for fire evacuation, created by the principal and posted in
78 each room, shall be followed. These will include directions on the exit and alternative exits to
79 use and the outdoor area to proceed to upon leaving the building. The outdoor evacuation area
80 will be at least one-hundred (100) feet from the building.

81 The posted rules will be discussed with each class using the instructional area during the first
82 day(s) of the school year and shall be followed during each fire drill.

83 The Director of Schools will be notified as soon as practical.

84 If any building sustains damage, the building shall be examined by a qualified person who will
85 be required to declare the building as safe before any re-entry occurs. The principal will notify
86 the Transportation Supervisor if emergency bus services are needed.

87 *Teacher Responsibilities During Fire Evacuation*

88 Each teacher shall be responsible for:

- 89 1. Maintaining order during the evacuation and ensuring that children are assisted if
90 necessary;
91 2. Taking the roll book and checking roll when the class is in its evacuation area; and
92 3. Reporting to the principal any student who is unaccounted for.

93 **TORNADOES/SEVERE WEATHER**

94 In the event of a tornado/severe weather, the rules for safety, created by the principal and posted
95 in each room, shall be followed.

96 The posted rules will be discussed with each class using the instructional area during the first
97 day(s) of the school year and shall be followed during each tornado/severe weather drill.

98 A distinctive alarm will be used to indicate a tornado/severe weather warning and to indicate
99 when staff and students need to seek protection. Another signal will be used by the principal to
100 indicate when the tornado/severe weather warning is over.

101 Each teacher will be responsible for:

- 102 1. Ensuring that his/her students are in the appropriate designated safe area and in the
103 proper position for maximum protection;
104 2. Seeing that windows and doors are properly secured;
105 3. Maintaining order during the evacuation and ensuring that disabled children are
106 assisted;
107 4. Taking the roll book and checking roll when the class is in its designated safe area;
108 and
109 5. Reporting to the principal any student who is unaccounted for.

110 *Dismissal*

111 Students will be permitted to leave school during a tornado/severe weather warning only when
112 one parent/guardian is available at the school for pick-up.

113 Students shall be kept at school during a tornado/severe weather warning if the alert comes at
114 dismissal time. No buses shall be permitted to leave the school premises during a tornado/severe
115 weather warning until the all clear signal is given.

116 **MEDICAL EMERGENCIES**

117 In the event of an outbreak such as the pandemic flu, the principal will implement procedures to
118 protect students and the community from further infection.

- 119 1. The principal or other administrator will notify their school nurse, the district's nursing
120 supervisor, and the Safety Supervisor.
- 121 2. The district Nursing Supervisor shall notify the local health department in the event of an
122 outbreak of illness.
- 123 3. The principal or other school administrator shall temporarily quarantine students and staff
124 showing symptoms until they can be safely sent home or receive medical care.
- 125 4. The school or district shall notify parents, staff, and students about the illness outbreak as
126 soon as practicable.
- 127 5. The school shall implement enhanced cleaning and disinfection protocols, focusing on
128 high-touch surfaces and common areas.

Legal References

TCA 49-6-802

TCA 49-6-804

TCA 49-6-817

TCA 49-6-4302