



## Emergency Preparedness Plan

Policy Number: 3.202	Monitoring Review: Annually
Effective/Revised Date: June 27, 2023	Signature:
Approved by: Lizzette Gonzalez Reynolds, Commissioner	

### *General*

The superintendent shall be responsible for developing, maintaining, and acquiring approval of the Achievement School District's (ASD) Emergency Preparedness Plan<sup>1</sup> which shall include procedures for bomb threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and medical emergencies.

The principal of each ASD school shall develop and implement emergency preparedness drills which shall be approved by the superintendent. When appropriate, such drills shall be held in conjunction with emergency response agencies.

### **FIRE AND SAFETY DRILLS**

The principal shall ensure that one (1) fire drill requiring full evacuation is given every thirty (30) school days, with two (2) fire drills occurring during the first thirty (30) full days of the school year. Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted throughout the year.<sup>2</sup>

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

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

### **ARMED INTRUDER DRILLS**

<sup>1</sup> TRR/MS 0520-01-02-.30(2); Tenn. Code Ann. § 49-6-804; Tenn. Code Ann. § 49-6-805(8)

<sup>2</sup> Tenn. Code Ann. § 68-102-137(b)

<sup>3</sup> Tenn. Code Ann. § 68-102-137(f)

The principal shall ensure that the school safety team conducts at least one (1) armed intruder drill annually in coordination with local law enforcement.<sup>4</sup>

#### **AED DRILLS<sup>5</sup>**

All ASD schools shall conduct a CPR and AED drill to ensure awareness of the steps that shall be taken in the event of a medical emergency. The principal shall ensure that the drill occurs.

The superintendent shall develop the necessary administrative procedures on AED and CPR training, planning, notification, and maintenance to comply with state law.

#### **MEDICAL EMERGENCIES/PANDEMIC FLU<sup>6</sup>**

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

#### **ANNUAL DRILLS<sup>7</sup>**

The following drills are required at least annually:

- (1) armed intruder drill,
- (2) incident command drill, and
- (3) emergency safety bus drill.

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<sup>4</sup> Tenn. Code Ann. § 49-6-807

<sup>5</sup> Tenn. Code Ann. § 49-2-122; Tenn. Code Ann. § 49-6-1208

<sup>6</sup> Tenn. Code Ann. § 49-6-3004(a), (e); Tenn. Code Ann. § 49-5-404

<sup>7</sup> Tenn. Code Ann. § 49-6-807; Public Acts of 2023, Chapter No.