

<b>Bartlett City Board of Education</b>		<b>3020</b>
Descriptor Term: <b>EMERGENCY PREPAREDNESS PLAN</b>	Descriptor Code: <b>Support Services</b>	Issue Date: <b>07/24/2014</b>
	Rescinds:	Revised: <b>10/25/2018</b>

1 The Superintendent shall be responsible for developing, maintaining and acquiring Board  
2 approval of the District Emergency Preparedness Plan,<sup>1</sup> which shall, at a minimum, include  
3 procedures for bomb threats, armed intruders, earthquakes, fires, tornados, floods, and medical  
4 emergencies.

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

9 The Principal shall be responsible for ensuring that one (1) fire drill requiring full evacuation is  
10 held every thirty (30) school days, with two (2) fire drills to be conducted within the first thirty (30)  
11 full days of school. Additionally, four (4) fire safety educational announcements shall be conducted  
12 throughout the school year.<sup>2</sup>

13 The Principal shall ensure that at least one (1) armed intruder drill is conducted annually in  
14 coordination with local law enforcement.<sup>3</sup>

15 The Principal shall also ensure that three (3) additional safety drills are given during the school  
16 year.<sup>4</sup> Two (2) of these drills must include earthquake drills,<sup>5</sup> and one may cover inclement  
17 weather, earthquakes, intruders, or other emergency drills that do not require full evacuation.

18 A record of all fire or safety drills, including the time and date, shall be kept in each school's main  
19 office and shall be made available upon request to the state fire marshal for inspection and  
20 review.<sup>6</sup>

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

23 MEDICAL EMERGENCIES/PANDEMIC FLU

24 In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall  
25 cooperate and consult with the local and state health departments and other Bartlett emergency  
26 or healthcare providers in protecting students and the community from further infection.

---

<sup>1</sup> TRR/MS 0520-1-3-.03(15)

<sup>2</sup> T.C.A. §68-102-137(b)

<sup>3</sup> T.C.A. §49-6-807

<sup>4</sup> T.C.A. §68-102-137(f)

<sup>5</sup> T.C.A. §49-1-302(a)(16); TRR/MS 0520-1-3-.03(15)

<sup>6</sup> T.C.A. §68-102-137

1 AED/CPR DRILLS<sup>7</sup>

2 The BCS School Health Coordinator shall manage automated external defibrillator (AED) use in  
3 BCS schools by ensuring compliance with the laws relative to training, a written plan for use,  
4 notification, and maintenance and testing of devices. The written plan for AED use shall comply  
5 with T.C.A. §68-140-404 and shall include, but not be limited to, the following considerations:

- 6 1. Where the AED will be placed;
- 7 2. The individuals who are authorized to operate the AED;
- 8 3. The local Emergency Medical Services in the area are notified annually of AED locations.
- 9 4. Maintenance and testing on the AED;
- 10 5. Records that will be kept by the program;
- 11 6. Reports that will be made of AED use;
- 12 7. Other matters as specified by the Department of Health; and
- 13 8. A plan of action for proper usage of the AED.

14 At a minimum, Bartlett Academy and Bartlett High School shall be equipped with an AED.

15 Any BCS school with an AED shall conduct annual AED and CPR training for all school personnel  
16 to practice the use of these life-saving measures and to evaluate the school's preparedness in  
17 the event of sudden cardiac arrest. A drill must also be available to students so that students are  
18 aware of the steps that must be taken if an event should occur that requires the use of an AED.<sup>8</sup>

19 The BCS School Health Coordinator shall ensure that the AED portion of the training teaches the  
20 use of AEDs and informs school personnel of AED locations, the school's response plan, and  
21 members of the school's response team.<sup>9</sup>

---

<sup>7</sup> T.C.A. 49-2-122

<sup>8</sup> T.C.A. §49-6-1208

<sup>9</sup> T.C.A. §49-2-122