

Wilson County Board of Education

Policy Description: Emergency Preparedness Plan (S.A.V.E. Act)	Policy Number: 3.202	Amended Date: 05/03/10
	Rescinds:	Reviewed: 04/10
		Issued: 06/03/04

1 The Director of Schools shall be responsible for developing, maintaining, and acquiring Board approval of the
2 district Emergency Preparedness Plan¹, which shall include procedures for cases of nuclear or bomb threat, civil
3 disturbance, earthquake, fire, tornado, or other severe weather and medical emergencies, such as pandemic flu
4 outbreak.

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6 Emergency preparedness drills will be developed and implemented by each principal, with approval of the
7 Director of Schools, and, when appropriate, be held in conjunction with emergency response agencies. These
8 procedures shall be in written form and distributed to all staff, students, and parents.

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10 The principal shall be responsible for ensuring that a sufficient number of drills are conducted in order to give
11 instruction and practice in proper actions by staff and students. One fire drill requiring full evacuation shall be
12 given every month during the school year, with an additional fire drill to be conducted within the first thirty (30)
13 days of operation. Two (2) tornado drills should be conducted during the school year along with two (2) lock-
14 down drills and one (1) earthquake drill.

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16 In the event of any threats to safety, students will be retained at school when less than one hour of warning time
17 is given, unless parents or persons authorized by the parents pick up their children.

18
19 The principal shall regularly check the quantity, locations, and condition and expiration date of fire extinguishers
20 and AED machines and shall ensure all school personnel have been instructed in the proper use and care of
21 them in their building.

22 23 **MEDICAL EMERGENCIES/PANDEMIC FLU**

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25 In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate and
26 consult with the local and State health departments and other local emergency or healthcare providers in
27 protecting students and the community from further infection. The Director of Schools shall develop procedures
28 for health emergencies using as reference the State's 2006 Pandemic Influenza Response Plan.²

¹ TRR/MS 0520-1-3-.03(17)

² Tennessee Department of Health Pandemic Influenza Response Plan
<http://www2.State.tn.us/health/CEDS/pandemic.htm>