

MANCHESTER CITY SCHOOLS

Policy Manual

Descriptor Code: 3.202 Emergency Preparedness Plan
Issued Date: 08/14/07
Rescinds: 3.202 Emergency Preparedness Plan
Rescind Date: 12/13/99
Review Month: November/December

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

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

The principal shall be responsible for ensuring that a sufficient number of drills is conducted in order to give instruction and practice in proper actions by staff and students. One fire drill requiring full evacuation shall be given every month during the school year, with an additional fire drill to be conducted within the first thirty (30) days of operation. Three (3) additional safety drills shall be given during the school year. These drills may include inclement weather, earthquake, intruder or other emergency drills that do not require full evacuation.²

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

The principal shall regularly check the quantity, locations, and conditions of fire extinguishers and shall give all school personnel instructions in the proper use of them in their building.

MEDICAL EMERGENCIES/PANDEMIC FLU

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 director of schools shall develop procedures for health emergencies using as reference the state's 2006 Pandemic Influenza Response Plan. A copy of the 2006 Pandemic Influenza Response Plan can be found at the following website:
http://health.state.tn.us/ceds/PDFs/PandemicPlan_MCR.pdf

Legal References;

1. [TRRMS 0520-1-3-.03\(17\)](#)
2. [TCA 49-5-201\(a\)\(6\);](#)
[TCA 68-102-137](#)

Cross References

- [1.8011 Emergency Closings](#)
[3.206 Community Use of School Facilities](#)