

<u>Section E:</u> Business Management	Knox County Board of Education Policy		
	Descriptor Term:	Descriptor Code:	Issued:
	Emergency Preparedness Planning and Training	E-122	7/95
		Reviewed:	Revised:
	3/17	5/17	

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PLANNING AND TRAINING

The Director of Schools shall develop and promulgate a district-wide safety and security plan to address various aspects of required safety and evacuation drills, incident response and support to schools. Each school principal shall develop a site specific safety and security plan (that complements the district-wide plan) to be reviewed and updated annually as needed.

The Chief of Security and officers of the School Security Division shall be available to support schools in development of plans, training activities and response to incidents.

The site based plan shall be on file with the Chief of Security and the School Security Division. A copy shall be kept in a prominent place in each school office. The plan shall include the following information and protocols:

- (1) Evacuation Routes and Drills
- (2) Opening and closing classroom and building doors
- (3) Conduct and observation of regulatory and statutorily required drills, and after action reporting
- (4) Providing assistance to younger students and students with disabilities
- (5) Checking unused rooms, toilets, etc. to see that all students are out of the building
- (6) Reporting and removing safety hazards
- (7) Protocols for inspection and maintenance of school based emergency radios

Principals shall ensure that building egress routes are not locked or blocked during hours when school is in session.

Children shall be supervised at all times during the school day.

Teachers shall instruct students in safety and practice the emergency safety procedures, at least during the first month of each semester.

Appropriate protective equipment, such as, but not limited to, safety glasses or goggles shall be used in any area or during any activity which may present a possible hazard.

In the event of an emergency the Knox County Schools shall operate in accordance with the established district and site based safety and security plans. Additional instructions may be provided through the school system's 800 MHz radio system, e-mail or text messaging. Schools shall participate in emergency procedure training as may be required by the Director of Schools or the Directors designated representative.

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Legal References:

1. TCA § 49-5-201.
2. TCA § 68-102-137.

Approved as to Legal Form
By Knox County Law Director 3/27/2017
/Gary T. Dupler/Deputy Law Director