

Shelby County Board of Education

3001

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MULTI-HAZARD EMERGENCY PLANNING for SCHOOLS

I. PURPOSE

To provide for the protection of the students, employees, and visitors of the Shelby County Schools in the event of an emergency and/or crisis situation.

II. SCOPE

This policy applies to all required multi-hazard emergency plans and drills.

III. DEFINITION

Incident Command System (ICS) Team – designated team of individuals serving as crisis responders at each school site.

Shelter in place – precaution aimed to keep individuals safe while remaining indoors including taking immediate shelter and/or sealing off a room.

IV. POLICY STATEMENT

It is the policy of Shelby County Schools (SCS) to reasonably protect the health and safety of students, employees, and visitors. To this end the District shall develop and implement as needed a comprehensive emergency response/crisis management plan that focuses on time-limited, problem-focused interventions to identify, confront and resolve crises, restore equilibrium, and support appropriate adaptive responses. Such plans, information, and records related to school security, the district-wide school safety plans or the building-level school safety plans shall not be open to public inspection in accordance with T.C.A. 10-7-504. However, plans and information may be discussed and/or distributed to parents and/or legal guardians of students regarding procedures for contacting or obtaining a child following a natural disaster.

A. EMERGENCY RESPONSE and CRISIS MANAGEMENT

Each school will have an individual emergency response/crisis management plan aligned with the District plan and designed to address the uniqueness of that school. Such plans must be submitted in accordance with established District guidelines. An ICS team shall be established at each school location to implement appropriate action from the individual plan.

Provision of Security and Safety Plans to Local Law Enforcement

The District shall provide school security, district-wide school safety, and building-level school safety plans, as well as information, records, and plans that are related to school security to the appropriate local law enforcement agency with jurisdiction for the District.

1. Drills for Emergency

Principals shall conduct, or cause to be conducted emergency and safety drills in accordance with applicable State law and District administrative rules and regulations. Such drills shall include fire, intruder/lockdown, inclement/severe weather, earthquake, shelter in place and other emergency drills not requiring full evacuation.

Emergency drill reports shall be made in the manner and format required by the District. Such reports shall be submitted in accordance with the approved timeframe to the Superintendent or his/her designee and a copy maintained by the school administrator.

2. Medical Emergencies

The District recognizes that medical emergencies may occur and believes that staff should be prepared to appropriately respond in order to minimize the effects of such events.

i. Automated External Defibrillator (AED) Devices

The Board authorizes the placement of AEDs at District-owned locations, specifically school sites. The District shall develop a program for the use of AEDs that includes a written plan adhering to provisions set forth in State statute and rules adopted by the TN Department of Health. This plan shall include, but may not be limited to:

- a) AED placement;
- b) Training of individuals who are authorized to operate the AED;
- c) Coordination with local emergency medical service providers;

- d) Maintenance and testing of the AED;
- e) Records that will be kept by the program;
- f) Reports that will be made of AED use;
- g) A plan of action for proper usage of the AED; and
- h) Other matters as specified by the department.

Indemnity

The District and its employees who act in good faith and in substantial compliance with applicable statutes and the rules adopted by the department shall not be criminally or civilly liable for rendering emergency care, including the use of an AED.

ii. Pandemic Preparedness

In the event of medical emergencies, such as a pandemic flu outbreak, District officials shall work with local and state health departments and other local emergency or healthcare providers in protecting students and the community from further infection. The District plan shall comply with the TN Department of Health plan.

B. EMERGENCY CLOSINGS

In accordance with Board policy 3002- Emergency Closings, the Superintendent is empowered to close schools or to dismiss schools early in the event of inclement weather or other emergencies (e.g., natural disaster, serious outbreak of contagious illness, or other unexpected event that threatens the health or safety of students and staff). Appropriate notification of emergency closings shall be provided by the District to students, parents, and staff.

C. MEDIA RELATIONS

The Superintendent shall serve as the chief spokesperson and is solely authorized to speak in an official capacity on behalf of the District. The Superintendent at his/her discretion may designate other staff to serve as spokesperson and representative in responding to media requests or give statements on behalf of the District.

D. TRAINING

Annual training on statutory/regulatory and Board requirements for multi-hazard emergency planning shall be provided for employees as appropriate.

E. SANCTIONS

Violations of this policy, administrative rules and regulations, and/or statutory/regulatory requirements/guidelines may result in disciplinary actions up to and including termination from employment.

V. RESPONSIBILITY

- A. Principals/site administrators shall be responsible for
 - 1. Completing individual school emergency plans that are consistent with district-wide guidelines and procedures.
 - 2. Monitoring the efficiency and effectiveness of procedures outlined in the emergency plan.
 - 3. Submitting completed reports and drill forms as required by the District.
 - 4. Managing and conducting emergency drills as provided in this policy and administrative rules and regulations.
 - 5. Ensuring that staff are identified and trained in the use of AED equipment.
- B. The office responsible for emergency management is responsible for
 - 1. Developing the district-wide Multi-Hazard Emergency Plan.
 - 2. Training school and administrative personnel on plan implementation
- C. The office responsible for academic operations is responsible for ensuring that schools conduct the required number of state safety drills.
- D. The office responsible for emergency management, in collaboration with the office responsible for academic operations, shall monitor implementation of and compliance with emergency drill requirements.
- E. The office responsible for risk management is responsible for the maintenance and testing of fire and AED equipment.
- F. The office responsible for coordinated school health is responsible for training staff in the appropriate use of AED equipment.
- G. The Superintendent is responsible for ensuring that this policy is followed.

Legal References:

- 1. T.C.A. 10-7-504
- 2. T.C.A. 49-6-804
- 3. T.C.A. 49-5-201 – Duties of Teachers
- 4. T.C.A. 63-6-218 – Good Samaritan Law
- 5. T.C.A. 68-140-404 - Program for use of AEDs
- 6. T.C.A. 68-102-137- Public and private schools -- Institutions -- Fire drills -- Doors to be kept unlocked -- Safety drills
- 7. T.C.A. 68-140-703 – Use of AED devices – Training – Maintenance – Registration

Cross References:

- 1. 3002 Emergency Closings
- 2. 1012 Public Records

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8. T.C.A. 68-140-704 – Program for use of AEDs
 9. T.C.A. 68-140-706 – Limitation on liability of entity responsible for program
 10. T.C.A. 68-140-707 – Limitation on liability of trainers
 11. T.C.A. 68-140-708 – Training and demonstration of competence in CPR and use of AED
 12. T.C.A. 68-140-710 – Automated external defibrillator defined
 13. TRR/MS 0520-1-3-.03(17)
 14. TRR/MS 1200-12-1-.19
 15. Tennessee Department of Health Pandemic Influenza Response Plan

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EMERGENCY RESPONSE AND CRISIS MANAGEMENT

Emergency Response/Crisis Management Plan

Unless otherwise extended by the Superintendent or his/her designee, principals shall be required to submit completed school emergency response/crisis management plans to the office responsible for emergency management no later than September 30 of each year. Principals shall review the school's plan and update staff regarding new procedures.

Drills for Emergencies

Each school shall maintain records of all safety drills conducted in the school office. Safety drills must be conducted at intervals as specified below:

- A. One (1) fire drill requiring full evacuation every thirty (30) school days, with two (2) fire drills occurring during the first thirty (30) full days of the school year. Additionally, four (4) fire safety educational announcements will be conducted throughout the year;
- B. One (1) armed intruder drill to be conducted within the first thirty (30) days of operation; and
- C. Three (3) additional safety drills during the school year, of two (2) must be earthquake.

Additionally, a cardiopulmonary resuscitation (CPR) and AED drill shall be conducted on an annual basis to ensure that

- 1. school personnel are provided an opportunity to practice the use of life saving measures and to evaluate the school's preparedness in the event of a sudden cardiac arrest; and
- 2. students, as deemed appropriate, are aware of the steps that must be taken if an event should occur that requires the use of an AED.

Maintenance or Records

Complete written records of all conducted safety drills, including AED drill, shall be maintained by the principal and submitted to the office responsible for emergency management as follows:

- A. Reports of conducted safety drills shall be submitted immediately following each drill.
- B. Completed drill logs shall be submitted at the end of each school year.

Medical Emergencies

Training for Use of AED

Employees who voluntarily agree to serve as an authorized AED user must receive American Heart Association CPR and AED or an equivalent nationally recognized course in defibrillator use and cardiopulmonary resuscitation.

Annually, principals shall submit to the office responsible for coordinated school health the names of a minimum of three (3) staff to be trained in the use of AEDs. Training shall be provided by a specific date on an annual basis. A log of employees who have been trained in the appropriate use of an AED and records of their training shall be maintained on-site by the principal.

Incident Notification and Documentation

Each time an AED is used principals must call emergency medical service (EMS) to provide assistance as soon as possible; and notify the designated District administrator as applicable, the office responsible for coordinated school health, and the Superintendent within 24 hours of an incident requiring the use of an AED.

The office responsible for coordinated school health will conduct an incident debriefing and complete an AED Incident Report. A copy of the report shall be forwarded to the responding EMS agency. The AED use will be reported to the supervising physician or the person designated by the physician and to the department as required by the written plan.