Hickman County Board of Education

	Descriptor Term: **Emergency Preparedness Plan**	Descriptor Code: **3.202**	Issued Date: **08/05/24**
		Rescinds: **3.202**	Issued: **04/08/24**

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 bomb threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and medical emergencies.

The principal of each school shall develop and implement emergency preparedness drills which shall be approved by the director of schools. When appropriate, such drills shall be held in conjunction with emergency response agencies. These procedures shall be in written form and distributed to all staff, students and parents.

FIRE AND SAFETY DRILLS

The principal shall ensure that one fire drill requiring full evacuation is given every thirty (30) school days, with no more than two (2) fire drills occurring during the first thirty (30) full days of the school year. Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted throughout the year.[2]

The principal shall ensure that three (3) additional safety drills are given during the school year.[3] These drills may cover inclement weather, earthquakes, armed intruders, or other emergency drills that do not require full evacuation. A record of all fire or safety drills, including the time and date, shall be kept in each school's office.[3]

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

The district shall work with local law enforcement and the local fire department to develop a procedure for identifying the cause of fire alarm activation. This procedure must be in place by January 1, 2025 and shall be reviewed and updated annually thereafter.[4]

ANNUAL DRILLS[5]

The principal shall ensure that the school safety team conducts each of the following type of drills annually:

1. An armed intruder drill in coordination with local law enforcement;

2. An incident command drill; and

3. An emergency safety bus drill.

ARMED INTRUDER DRILLS

The director of schools or his/her designee shall ensure that each school safety team conducts at least one (1) armed intruder drill annually in coordination with local law enforcement.[4]

AED DRILLS[6]

All schools shall conduct a CPR and AED drill to ensure students are aware of the steps that must be taken in the event of a medical emergency. The principal shall be responsible for ensuring the drill occurs.

The Director of Schools shall develop the necessary administrative procedures on AED and CPR training, planning, notification, and maintenance to comply with state law.

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

MEDICAL EMERGENCIES/PANDEMIC FLU[7]

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 in accordance with state law and regulations.

REMOTE LEARNING DRILLS[8]

At least once each school year, a remote learning drill shall be conducted. The drill shall accurately reflect how students will transition to remote learning in the event of a disruption to school operations. Students shall not be asked or required to transition to remote learning at any time during the drill.

Legal References

1. TRR/MS 0520-01-02-.30(2); TCA 49-6-804; TCA 49-6-805(8)
2. TCA 68-102-137(b); ; Public Acts of 2025, Chapter No. 315
3. TCA 68-102-137(f)
4. Public Acts of 2024, Chapter No. 563
5. TCA 49-6-807
6. TCA 49-2-122; TCA 49-6-1208; Public Acts of 2024, Chapter No. 625
7. TCA 49-6-3004(a), (e); TCA 49-5-404
8. TCA 49-2-139

Cross References

Emergency Closings 1.8011
Safety 3.201
Community Use of School Facilities 3.206

Hickman County School System

Emergency Preparedness Plan	3.202AP

Emergency Preparedness Plan
(Emergency Operations Plan)
(EOP)

A district and school level emergency operations plan (EOP) has been developed in coordination with local emergency response agencies and other appropriate stakeholders, including the following: police and fire departments, EMS, local medical facilities, administrators, staff, parents and students, school nurse(s), school resource officer(s), mental health agencies, school transportation personnel and other appropriate community representatives.

All district and school EOP's include the following elements: first responder team, postvention - team, parent notification plan, plan for relocating and releasing students, designated primary and alternate evacuation routes, planning for school-sponsored events, field trips, bus emergencies and on-site and off-site command posts.

District and school EOP's integrate a multi-hazard approach to planning and annually assesses the following hazards: classrooms, community, structural and non-structural. When present, the SRO (School Resource Officer) conducts and/or assists in these assessments.

The EOP has identified district and school safety teams with roles and responsibilities aimed at preventing, responding to and recovering from emergencies. Members included but are not limited to the following individuals: director of schools, administrators, staff, parents, school bus personnel and local emergency response agencies.

The EOP designates district and school-level coordinators. The names of these individuals have been communicated to local emergency response agencies, administrators, staff and students, and other appropriate individuals.

The district EOP has outlined a media response/communication plan.

All components of the district and school EOP are reviewed and revised annually based on deficiencies identified through drills, exercises, and actual implementation. Any new potential hazards, safety issues, and/or threats (based on yearly assessments) are accounted for in the EOP. Revisions to the EOP are made in coordination with all appropriate stakeholders and delivered to local emergency response agencies ensuring that a current plan resides with these agencies at all times.

Hickman County Schools

Automated External Defibrillator Policy and Procedure

Purpose: To provide guidelines for oversight and use in the Hickman County School System with regard to the implementation of rapid life support in situations where Sudden Cardiac Arrest (SCA) has occurred.

Training Requirements:

..Any employee that is expected to provide emergency care to a patient will be trained in CPR and AED use. This training will conform to the American Heart Association (AHA) Heartsaver AED standards.

Policy:

1. An Automated External Defibrillator (AED) will be maintained on the premises of:

East Hickman Middle School 9414 East Eagle Dr Lyles, TN 37098 Hallway by office, Gym, Football Concession	East Hickman High School 7700 Highway 7 Lyles, TN 37098 Hallway by gym and cafeteria Hallway by office, CTE wing, Football Fieldhouse, Baseball Concession Stand
Hickman County Middle School 1639 Bulldog Blvd Centerville, TN 37033 Hallway by office	Hickman County High School 1645 Bulldog Blvd Centerville, TN 37033 Hallway by gym and concessions Hallway by office
Centerville Elementary School 104 Mary Field Dr Centerville, TN 37033 Outside of Office	East Hickman Elementary School 5191 Hwy. 100 Lyles, TN 37098 Outside of office
Centerville Intermediate School 110 Mary Field Avenue Centerville, TN 37033 Outside of Office	East Hickman Intermediate School 5198 East Eagle Dr Lyles, TN 37098
Hickman County High- Building B 1645 Bulldog Blvd. Centerville, TN 37033 Hallway	

2. The AED shall be used in emergency situations warranting its use by individuals specifically trained in the use of the device. If trained individuals are not on school grounds during an emergency, a member of the general public who is present may use the AED.
3. Program Coordinator will be the Coordinated School Health director.
4. Program Coordinator responsibilities may include, but are not limited to:
    - Planning/training staff for emergency situations
    - Coordinating CPR/AED training

5. School nurses responsibilities may include, but are not limited to:
    - Maintenance of the AED and equipment
    - Maintaining records of emergency events, and reporting AED use to Coordinated School Health
6. Medical directorship information:
   Dr. Zach M. Hutchens
   DEA BHO223797
   Medical license MD020420
7. EMS:
   Allen Livengood
   550 Highway 100
   Centerville, TN 37033

Hickman County School System

Automated External Defibrillator (AED) Devices	3.202.3AP

Hickman County Schools AED

Protocol for Use

The witness of first person to the scene will :

1. Call for help, call 911. Verify the scene is safe using universal precautions.
2. Assess the victim to verify that the victim is unconscious, not breathing, has no pulse, and that the AED is necessary.
3. Send someone to retrieve the AED.
4. Start CPR.
5. Do NOT use an AED if the victim is in water or wet as water acts as a conductor of electricity. Use a towel to dry the victim and /or move the victim to a safer area.
6. When the AED arrives, open it and turn it on.
7. Remove the victim's clothing from the chest and remove all metal including belts, necklaces, underwire bras, etc.
8. Observe the victim's chest for bulges which may indicate a pacemaker or internal defibrillator. Do not place electropads over bulges. Instead, place the electropad as close to the recommended site as possible.
9. Apply the electrode patches to the upper right chest and lower left chest in accordance with the pictures on the AED.
10. Follow the voice prompts to analyze heart rhythm.
11. Do NOT use alcohol to wipe a chest, as alcohol is flammable.
12. Make sure everyone is clear from the patient and press the shock button when prompted. The AED will reanalyze the patient and advise another shock if appropriate. There is no limit to the number of shocks that can be given, if advised by the AED.
13. Resume CPR as directed by the AED.
14. Send someone to meet EMS and bring them to the scene.
15. Continue to follow voice prompts and continue CPR until EMS arrives.
16. When EMS arrives, be prepared to give them the following information:
    - Patient's name
    - Known medical information
    - Timeline of the event
    - Any care given by the responders
    - Any other pertinent information
17. Following the event, the school nurse or Coordinated School Health director will deliver the AED incident report form to the medical provider, clean the AED, and replace any used supplies.

Hickman County School System

Automated External Defibrillator (AED) Devices	3.202.3AP

All schools are required to have AEDs to be used in a medical emergency and placed in a school or on school grounds in accordance with the cardiac emergency response plan (CERP).

Before placement of the AED, **Coordinated School Health (CSH) Director** shall seek the endorsement of a licensed physician as to the appropriate location of the AED and to the supervision of the placement.

CSH Director shall ensure that the AED is registered with the local emergency medical service provider and give the provider a copy of the written AED plan, written notice that the district has established an AED program, the location of the AED, and how the use of the AED is coordinated with the local emergency medical service system.

Any time an AED is used within a school, the local emergency medical service shall be summoned to provide assistance as soon as possible. The usage of the AED shall be reported to the supervising physician/designee and to the Department of Health.

ACCESSIBILITY

AEDs shall be identified by signage and accessible during the school day. If a school serves grades nine through twelve (9-12), the AED shall also be accessible during all school youth athletic activities. The AED shall be located on-site of the school youth athletic activity or placed and made available in an unlocked location on school property that allows for the AED to be used within three (3) minutes of a sudden cardiac arrest event.

TRAINING

The principal/designee shall ensure that any expected AED users receive training in a nationally recognized course approved by the Department of Health, such as the American Heart Association, on AED use, first aid, and cardiopulmonary resuscitation (CPR).

AED PROGRAM

CSH Director will establish and adhere to a program for the use of an AED that includes a written plan that contains the following:

1. The placement of the AED;
2. The individuals authorized to operate the AED;
3. How the AED will be coordinated with the local emergency medical service system;
4. The maintenance and testing that will be performed on the AED;

5. Any records that will be kept;

6. Any reports that will be made of the AED use;

7. A plan of action for proper action of the AED; and

8. Any additional requirements as set forth by the Department of Health.

CARDIAC EMERGENCY RESPONSE PLAN (CERP)

CSH Director shall work with the Board to develop a CERP that establishes the steps that should be taken in response to a sudden cardiac arrest event within the school building or on school grounds. The following factors shall be incorporated:

1. Align with the guidelines established by the American Heart Association;

2. Be implemented at each school;

3. Identify the number of AEDs that must be placed within each school building or on school grounds;

4. Establish a cardiac emergency response team at each school that is responsible for carrying out the CERP, including the response protocols each team is responsible for implementing and overseeing in a sudden cardiac arrest event;

5. Identify the training required for the cardiac emergency response team and for any teachers, administrators, or other district employees to assist in understanding the severity of sudden cardiac arrest events, educate on how to respond in such circumstances, and notify of the existence, content, and guidance available in the CERP; and

6. Incorporate information regarding AED training, notification, maintenance and testing of the AED, and the AED Program in to the CERP.

The CERP shall be reviewed annually by the Board, semiannually by each cardiac emergency response team, and no later than ten (10) days after a sudden cardiac arrest event occurs by the cardiac emergency response team and the Director of Schools.

The CERP shall be distributed annually to students, parents, teachers, administrators, and other district employees and posted prominently in each school building and on school grounds as well as on the district website.

MAINTENANCE AND TESTING

CSH Director shall ensure that the AED is maintained and tested in accordance to the manufacturer's operational guidelines. Records shall be maintained as to all maintenance and testing performed on the AED.

Hickman County School System

Fire Alarm Activations	3.202.5AP

General

Each school within the district maintains alarm systems and regularly conducts a variety of drills throughout the year to direct the actions of students and district employees, including substitute teachers, part-time staff, and school volunteers, during certain events including, but not limited to, fire, inclement weather, and armed intruder/active shooter. Due to the different response procedures, students and district employees, including substitute teachers, part-time staff, and school volunteers, shall be notified of the type of emergency or threat occurring on school grounds in order to take appropriate safety measures.

Hickman County School employees, in consultation with the local fire department and law enforcement officials, determined that the causes below would activate the fire alarm system and have outlined the appropriate response for each cause. These procedures comply with applicable fire and building codes and shall be reviewed annually, and if needed, updated to ensure best practices are reflected for students and district employees.

District employees, including substitute teachers, part-time staff, and school volunteers, shall be trained annually as to the appropriate response procedures for fire alarm activations.

FIRE

Student and district employees, including substitute teachers, part-time staff, and school volunteers, shall be notified of an alarm activation for a fire by the sound of the fire alarm.

Response Procedures:

1. Follow the procedures as outlined in the school and district safety plan.

INCLEMENT WEATHER

Student and district employees, including substitute teachers, part-time staff, and school volunteers, shall be notified of an alarm activation for inclement weather by one of the following methods:

- Weather radio
- SRO
- Central Office
- Local TV station

Response Procedures:

1. Follow the procedures as outlined in the school and district safety plan.

ARMED INTRUDER/ACTIVE SHOOTER

Student and district employees, including substitute teachers, part-time staff, and school volunteers, shall be notified of an alarm activation in the event of an armed intruder/active shooter by intercom with the wording **"LOCKDOWN,LOCKDOWN,LOCKDOWN".**

Response Procedures:

1. Follow the procedures as outlined in the school and district safety plan.

INCIDENT

Student and district employees, including substitute teachers, part-time staff, and school volunteers, shall be notified of an alarm activation for any other incident by intercom.

Response Procedures:

1. Follow the procedures as outlined in the school and district safety plan.