

<u>Section E:</u> Business Management	Knox County Board of Education Policy		
	Emergency Preparedness Planning and Training	Descriptor Code:	Issued:
		E-122	7/95
	Descriptor Term:	Reviewed:	Revised:
	1/25	5/24	

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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-based safety plan (that complements the district-wide plan) to be reviewed and updated annually as needed.¹

The Chief of Security and members of the School Security Department 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 Department. 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, including an annual armed intruder drill, an incident command drill, and an emergency safety bus drill.²
- (2) Opening and closing classroom and building doors.
- (3) Conducting and observing regulatory and statutorily required drills, and after-action reporting.
- (4) Providing assistance to those needing special assistance.
- (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.

Students 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.³

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.

Each school shall conduct a remote learning drill at least once, but not more than twice, each school year to ensure that schools, students, and parents of students can easily transition from in-person learning to remote learning. The drill will accurately reflect the plan for transitioning students to remote learning in the event of a disruption to school operations. This will only be a drill and students will not be allowed to transition to remote learning pursuant to the drill.⁴

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

- 41 1. T.C.A. § 49-6-4302; 49-6-804
- 42 2. T.C.A. § 49-6-807.
- 43 3. T.C.A. § 49-5-201; T.C.A. § 68-102-137.
- 44 4. T.C.A. § 49-2-139.

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 46 Approved as to Legal Form
 47 By Knox County Law Director 3/18/2024
 48 /Gary T. Dupler/Deputy Law Director
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