



## **3202 – Emergency Preparedness**

ADOPTED: April 9, 2021

REVISED: July 24, 2026

MONITORING: Annually

### **Earthquake, AED, and CPR Drills**

Each authorized charter school shall practice emergency safety drills. Any school that lies within 100 miles of the New Madrid Fault Line shall implement earthquake preparedness drills. *Section – 4: Earthquake Drills of the Guidebook for Developing A School Earthquake Safety Program* published by the Federal Emergency Management Agency shall serve as the model plan for schools to consider when adopting plans for earthquake preparedness drills. Affected schools shall review and consider the entire guidebook to ensure that they provide the optimal safety conditions for their students. Any school that lies within 100 miles of the New Madrid Fault Line shall conduct at least two (2) earthquake preparedness drills every school year. A record of the earthquake preparedness drills, including the time and date, shall be kept in the school using the form provided by the district. The drill log shall be submitted to the Commission in accordance with the Commission's reporting calendar and shall be made available upon request by the Department of Education.<sup>1</sup>

Any school with an Automated External Defibrillator ("AED") shall conduct a cardio-pulmonary resuscitation ("CPR") and AED drill to ensure school personnel are aware of the steps that must be taken in the event of a medical emergency. The school leader shall be responsible for ensuring the drill occurs.<sup>2</sup> A record of the drills, including time and date shall be kept in the school using the form provided by the district. The drill log shall be submitted to the Commission in accordance with the Commission's reporting calendar.

### **Cardiac Emergency Response Plan<sup>3</sup>**

Authorized charter schools shall develop and adopt a cardiac emergency response plan to establish the steps that should be taken in response to a sudden cardiac event occurring within the school building or on school grounds. All cardiac emergency response plans should be established in accordance with the American Heart Association or another nationally recognized organization focused on providing emergency cardiovascular care and contain all requirements of T.C.A. § 49-2-122(c)(3).



### **Smart Heart Act<sup>4</sup>**

Authorized charter schools shall maintain at least one (1) automated external defibrillator (AED) within the school in locations, in accordance with the guidelines established in the school's cardiac emergency response plan.

### **Fire, Armed Intruder, and Other Emergency Drills**

There shall be no more than once every thirty (30) school days, with two (2) fire drills occurring during the first thirty (30) full days of the school year. No more than two (2) fire drills requiring full evacuation may be conducted during the first thirty (30) full school days. Additionally, four (4) fire safety educational announcements will be conducted throughout the school year. 5.<sup>6</sup>

Annually, there shall be at least one (1) armed intruder drill, one (1) incident command drill, and one (1) emergency bus drill (as applicable), in accordance with state law.<sup>7</sup>

A record of all fire and safety drills, including the time and date, shall be kept using the form provided by the district. The completed drill log shall be kept in the respective school offices, submitted to the Commission in accordance with the Commission's reporting calendar, and made available upon request to the state fire marshal, or the state fire marshal's deputies or assistants, for inspection and review.<sup>8</sup>

Fire drills shall include complete evacuation of all persons from the building. Complete evacuation of occupants from the building at the time of the fire drill shall be required only where it is practicable and does not involve moving or disturbing persons under medical care.

All doors serving as an exit shall be kept unlocked during the periods that a building is occupied. It is unlawful for any teacher to keep the doors or windows of the school building locked while the pupils are assembled in the school or to permit any screens to be fastened in windows of the building that would prevent the egress of pupils in case of fire or other emergency.<sup>9</sup>

A school shall observe all fire safety regulations and procedures promulgated by the Tennessee Fire Marshal's Office. The school shall have at least one (1) fire safety inspection annually. The fire safety inspections will be based on the fire safety inspection checklist developed by the Tennessee Fire Marshal's Office. Copies of the inspection reports, including findings of non-compliance and actions taken to comply, shall be maintained in the office of the school and available for review.<sup>10</sup>

The school shall comply with rules, regulations, and codes of the city, county, and state regarding planning of new buildings, alterations, and safety.<sup>11</sup>

In case of fire, the buildings shall be cleared of all persons – students, clerks, custodians, cafeteria employees, guests, etc.



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**Legal References:**

<sup>1</sup> TRR/MS 0520-01-02-.30(2)

<sup>2</sup> T.C.A. § 49-2-122

<sup>3</sup> T.C.A. § 49-2-122(c)

<sup>4</sup> T.C.A. § 49-2-122(b)

<sup>6</sup> T.C.A. § 68-102-137

<sup>7</sup> T.C.A. § 49-6-807

<sup>8</sup> T.C.A. § 68-102-137

<sup>9</sup> T.C.A. § 49-5-201(b)

<sup>10</sup> TRR/MS 0520-01-04-.01(1)

<sup>11</sup> TRR/MS 0520-01-04-.01(1)

**Cross References:**

School Safety 3201

Emergency Preparedness and School  
Safety Drill Procedures