

Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 3.202

Emergency Preparedness Plan

July 23, 2019

Emergency Preparedness

The principal will ensure that the following Emergency Preparedness Activities are conducted annually:

Fire and Safety Drills

One (1) fire drill requiring full evacuation is practiced every thirty (30) school days, with two (2) fire drills occurring during the first thirty (30) full days of the school year. Additionally, ensure that four (4) fire safety educational announcements are conducted throughout the year.

Three (3) additional safety drills are required during the school year. 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. A copy of this documentation should be forwarded to the office of Executive Director of School Leadership.

Armed Intruder Drills

The school safety team will conduct at least one (1) armed intruder drill annually in coordination with local law enforcement.

AED Drills

Each school will provide AED training and conduct an AED/CPR Drill. This training will emphasize the proper use and location of AED Machines at each building.

School nurses regularly monitor and document AED machine status to assure all machines are functioning correctly.

CPR Training and Documentation

System wide CPR Training will be offered annually. The safety team at each school building will maintain an updated list of CPR Certified Staff.