

Weakley County Board of Education



Monitoring:

Descriptor Term:

Incident Response

Descriptor Code:

3.203

Issued Date:

09/06/2018

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The principal shall develop an Incident Response Plan for use in times of an incident, including suicides, shootings, and death of a student, parent or faculty member. Within the development of such plan, the principal shall appoint members to an Incident Response Team that shall deal with specific situations, make decisions, and disseminate information in the event of an incident. Members of the Team shall consist of the principal, school counselor, and at least two other staff members designated by the principal. One team member shall be the school's designated School Safety Coordinator.

The principal of each building shall be responsible for ensuring the system Incident Response Plan and procedures are annually tailored to meet their individual campus needs based on student/employee needs and topographical layout. Annual revisions of the Incident Response Plan shall be made. Staff training shall be conducted both prior to the start of school year as well as routinely throughout the school year. Principals shall ensure the Incident Response Team meets at least quarterly to review current needs/trends and shall ensure safety updates are regularly disseminated to faculty, staff, students, and parents. Safety brochures highlighting parent/guardian responsibilities shall be distributed annually at school start-up.

In the event of an incident, the principal shall notify the Incident Response Team and the director of schools. If deemed to be necessary, the principal shall contact the appropriate emergency services (police, fire, ambulance, etc.). Members of the Weakley County Board of Education will be informed of serious emergencies by the director of schools on a timely basis after measures have been implemented to address the incident.

All media attention shall be directed to the director of schools' office.

Cross Reference:

1.503 News Releases