

Summer Programming Safety

A key priority for any school is to maintain a safe learning environment for school staff, teachers and students. This can only happen when classroom security procedures are consistently implemented and followed. In kicking off the 2024 summer learning programs, we encourage you to consider the following emergency preparedness strategies to provide a safe learning environment for all during all programming:

- Review your emergency operations plans to ensure staff that manage the program are on the school safety team and have roles and responsibilities for prevention, intervention, response and recovery should an emergency occur. [Chapter 0520-12-01 Standards for School Administered Child Care Programs](#) (page 27) requires at least one (1) person on staff that is trained in first aid and at least one (1) person on staff trained in CPR.
- Ensure summer programming staff, including bus drivers, cafeteria staff, assistants and substitutes, are trained in emergency and security procedures. Have safety flipcharts available for teachers/staff working with students.
- Practice emergency procedures by conducting drills and tabletop exercises. During the summer session, we recommend completing the following drills with all occupants in the building: Monthly fire/evacuation drill, lockdown drill, severe weather drill. We also recommend the school safety team conduct an incident command tabletop exercise and emergency bus safety tabletop exercise without students present.
- Exterior doors should be closed and locked at all times. Conduct frequent checks throughout the day to verify that the doors remain secure. If rocks, bricks, and other materials are sitting next to exterior doors, remove them immediately to prevent doors from being propped open.
- Ensure staff have emergency go-kits that are portable and easily accessible. Emergency go-kits can include resources such as first aid kit supplies, emergency contact lists, student rosters and communication equipment.
- When planning for field trips, conduct a risk assessment by examining the location, activities, transportation, potential emergencies, and student abilities. Identify potential hazards and create a safety plan for the field trip. Carry a first aid kit, emergency contact list for students, district contacts, and emergency responders.
- Plan for heat. Provide frequent hydration and always have water available for emergencies. Keep water available while transporting students on buses. [Chapter 0520-12-01 Standards for School Administered Child Care Programs](#) indicates that the temperature range for outdoor activity is between 32 degrees and 95 degrees Fahrenheit. Train staff on the signs of heat-related illness. Click [here](#) for Department of Health and Human Services and Centers for Disease Control training on [Prevention Recognizing, Preventing and Treating Heat-Related Illness](#).

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