



CARL KEEN CTE CENTER

CRISIS MANAGEMENT PLAN 2026-2027



Carl Keen
**Career & Technical
Education Center**
"Home of the Wildcats"



Triccia Hudson, Director
Ladajah Jones, Secretary
Jasheba Baltimore, Counselor

Board Approved: June 22, 2026

**CERTIFIED &
CAREER READY
WILDCATS!**



662-627-8580

ckcte.cmsdschools.org

1050 Walnut Street
Clarksdale, MS 38614

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CARL KEEN

CAREER & TECHNICAL EDUCATION CENTER

CRISIS MANAGEMENT PLAN



2026-2027



INTRODUCTION

The Carl Keen Career and Technical Education (CTE) Center is committed to ensuring the safety and well-being of all students, faculty, staff, and visitors. This Crisis Management Plan serves as a comprehensive guide to support a coordinated and effective response to emergencies and to uphold a secure learning and working environment.

A well-developed School Safety Plan is essential to sustaining a safe, orderly, and supportive educational setting. This plan aligns with the Clarksdale Municipal School District's overarching goals for emergency preparedness and crisis response. The Carl Keen CTE Center Crisis Management Plan is grounded in three key components that together form the foundation of a comprehensive approach to school safety.

1



POLICIES AND PROCEDURES

Clear, enforceable policies and operational procedures are established to maintain a secure school environment. These protocols define preventative measures, reporting mechanisms, and expectations for behavior that support daily safety and emergency readiness.

2



CRISIS RESPONSE PLAN

A structured and adaptable response framework is outlined to guide school personnel and emergency responders during various crisis situations. This includes protocols for lockdowns, evacuations, severe weather events, medical emergencies, threats of violence, and other potential incidents.

3



SCHOOL SAFETY PROGRAMS

The Center implements proactive programs and initiatives designed to cultivate a safe and respectful school climate. These include student and staff training, safety drills, mental health resources, and partnerships with law enforcement and community organizations.



This plan will be reviewed and updated annually or as needed to reflect evolving best practices, emerging threats, and feedback from stakeholders. Through preparedness, prevention, and collaborative response efforts, the Carl Keen CTE Center affirms its dedication to protecting the health, safety, and educational success of all individuals on campus.



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CLARKSDALE MUNICIPAL SCHOOL DISTRICT

Dr. Toya Harrell-Matthews, *Superintendent*

526 South Choctaw Street • P.O. Box 1088 • Clarksdale, MS 38614

Phone: (662) 627-8500 • Fax: (662) 624-9405 • cmsdschools.org



MISSION

*The Clarksdale Municipal School District
exists to address **every** need of **every** student.*



VISION

*The Clarksdale Municipal School District
envisions all students graduating ready for
college and **careers**.*



DISTRICT GOALS



Every CMSD student will graduate ready for **college** and **careers**.



Every CMSD student will meet **growth** and/or
score **proficient** on all state assessments.



Increase district rating to a **B** or higher
with all schools being rated a **C** or higher.



CMSD will provide students with a
comprehensive educational experience.

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CARL KEEN CTE CENTER CRISIS MANAGEMENT PLAN

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CRISIS MANAGEMENT PLAN

INDIVIDUAL CRISIS TEAM MEMBERS



CRISIS TEAM MEMBERS

#	ROLE	NAME	PHONE NUMBERS
1	Team Leader	Tricia Hudson*	662-645-9880
2	Phone Supervisor	Ladajah Jones*	662-351-9107
3	Attendance Supervisor	Jasheba Baltimore*	662-902-2050
4	First Aid Supervisors	Melissa Banks*	662-624-1834
		Nyjuria Johnson*	662-907-0211
5	911 Liaison	Tricia Hudson*	662-645-9880
6	Traffic Control Monitor	Rosalind Williams	662-645-9397
7	Parent Contact Supervisor(s)	Jasheba Baltimore*	662-902-2050
		Ladajah Jones*	662-351-9107

**Denotes Personnel with CPR Training/Certification*



PERSONNEL WITH KEYS

MASTER KEY HOLDERS

CTE Director	Tricia Hudson
Custodian	Rosalind Williams
Administrative Assistant	Ladajah Jones



IMPORTANT DISTRICT PHONE NUMBERS

DEPARTMENT	CONTACT	PHONE NUMBER
Superintendent	Dr. Toya Harrell-Matthews	662-627-8500 Ext. 1023 662-645-7704 (Cell)
Assistant Superintendent / Curriculum Coordinator / Crisis Coordinator	Herbert Smith	662-627-8500 Ext. 1042 662-645-3653 (Cell)
Director of Maintenance & Transportation	Dr. Clarence Hayes	662-627-8500 Ext. 1006 662-902-9304 (Cell)
CMSD Police Department	Chief Earnest Moore	662-902-4725 (Cell)
Clarksdale High School	Dr. Vernita Burnett	662-627-8530 Ext. 11111 662-645-4774 (Cell)
J.W. Stampely Ninth Grade Academy	Deshun Readus	662-627-8570 Ext. 1800 662-645-9818 (Cell)



This plan will be reviewed and updated annually or as needed to reflect evolving best practices, emerging threats, and feedback from stakeholders. Through preparedness, prevention, and collaborative response efforts, the Carl Keen CTE Center reaffirms its dedication to protecting the health, safety, and educational success of all individuals on campus.



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COMMUNITY EMERGENCY NUMBERS



EMERGENCY SERVICES

AGENCY	PHONE NUMBER
Clarksdale Police Department	662-621-8154
Clarksdale Fire Department	662-627-8484
Fire Chief	662-627-8444
Coahoma County Sheriff's Department	662-624-2411
National Weather Service	601-936-2189
Ambulance / Fire / Police Emergency	911
Coahoma County Emergency Management Agency	662-624-3041
Federal Bureau of Investigation (F.B.I.)	601-948-5000
Mississippi Highway Patrol	601-987-1212



HEALTH SERVICES

AGENCY	PHONE NUMBER
Northwest Mississippi Regional Medical Center	662-627-3211
American Red Cross (Mississippi)	601-378-3245
Poison Control Center	800-256-9822
Coahoma County Health Department	662-624-3050



UTILITIES

AGENCY
Clarksdale Public Utilities (Water & Light)
Atmos Energy (Gas Company)
Clarksdale Public Works



OTHER IMPORTANT NUMBERS

AGENCY	PHONE NUMBER
Crime Stoppers Hotline	800-222-8477
Region I Mental Health Center	662-627-7267
After Hours Hotline	1-888-404-8002
Rape Crisis Hotline (24 Hours) Jackson	601-960-1234
Animal Shelter	662-627-7870
Coahoma County Department of Child Protective Services	800-222-8000



IMPORTANT REMINDER

Maintain current emergency contact information and review emergency numbers annually. During emergencies, immediately contact **911** whenever there is an immediate threat to life, safety, or property. School personnel should also notify district administration and follow all emergency response protocols outlined within this Crisis Management Plan.



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RESPONSIBILITIES OF PERSONNEL DURING AND AFTER EMERGENCY



PRINCIPALS / CTE DIRECTOR (MS CODE 37-9-15)

The principal/designee is responsible for the overall direction of emergency procedures at the school site. The principal/director will:

- Develop an emergency procedures plan designated to minimize injury and the loss of life and to protect property for his or her school site.
- Arrange for a faculty meeting during the first month of school for the purpose of reviewing the validity of the plan and to update the staff regarding new procedures.
- Post in the school office a chain of command including the names and phone numbers of the persons to succeed the principal in the event of his or her absence or incapacitation.
 - Principal/Director
 - Counselor
 - Secretary
- Maintain a list of first aid providers (Health Science & Sports Medicine Instructors).
- Direct evacuation of building in accordance with procedures.
- Arrange for transfer of students and other individuals when their safety is threatened by a disaster.
- Ascertain names of injured and send staff member with students if transported from school.
- Keep the names of students who are picked up by parents or persons acting for the parents.
- Notify the superintendent's office.
- Prepare fact sheet to help those answering phones.
- Communicate event to district media spokesperson.
- Notify first aid providers to report to the site of emergency.
- Take any other steps deemed necessary to ensure the safety of students, staff, and other individuals.
- Maintain control and accountability of students and staff.
- Assist as directed by the superintendent.



TEACHERS

Teachers will:

- Provide for the supervision of students and will remain with students until directed otherwise.
- Direct evacuation of students in their charge to designated areas in accordance with the school crisis response plan.
- Render first aid if necessary.
- Take grade book and call roll after evacuation.
- Report missing students and staff to principal/director.
- Assist as directed by the principal/CTE Director.



COUNSELORS

CTE Counselor will:

- Maintain a list of high-risk students throughout the year.
- Identify "at risk" students in current emergency.
- Provide assistance to students and staff.
- Communicate with parents.
 1. Phone calls should be brief and professional.
 2. Use lists to contact parents of the students involved.
 3. Give them factual information.
 4. Provide them with the locations on campus that they have access to.
 5. Give them the names of the spokesperson that will be keeping them informed once they have arrived on campus.
 6. Advise them to only give information to school and EMS officials.
- Designate a location for a counseling center.
- Assist as directed by the principal/CTE Director.



CUSTODIANS / MAINTENANCE

Custodians/Maintenance will:

- Be responsible for the use of emergency equipment, for the handling of school supplies, and for the safe use of available utilities.
- Survey and report damage to the principal/CTE Director.
- Assist rescue operations as directed.
- Assist fire-fighting efforts until regular fire-fighting personnel take over.
- Control main shut-off valves for gas, water, and electricity and ensure that no hazard results from broken or downed lines.
- Assist in disbursement of supplies and equipment.
- Conserve usable water and other supplies.
- Assist as directed by the principal/CTE Director.



SECRETARY

The secretary will:

- Be responsible for reporting emergency. **Call 911.**
- Take enrollment cards and sign-out sheets for off-site student release.
- Serve as Recorder.
- Utilize telephones and monitor emergency radio broadcasts.
- Assist as directed by the principal/CTE Director.



CENTRAL OFFICE STAFF

The central office staff will:

- Assist in all emergencies.
- Set up an emergency communication post at the central office.
- The central office will notify the proper MDE departments.



SCHOOL NURSE

The school nurse will:

- Report to the emergency scene.
- Provide first aid services to injured/casualties in a secure location.
- Provide information to school officials.
- Provide information to emergency personnel.
- Assist as directed by the principal/CTE Director.
- Establish triage as needed and coordinate medical evacuation.



SCHOOL RESOURCE OFFICER

The SRO/SSO School Resource Officer will:

- Report to the emergency scene.
- Help control the flow and direction of traffic.
- Help secure students, staff, and visitors involved with the emergency.
- Help conduct interviews with witnesses and those involved with the crisis.
- Assist as directed by the principal/CTE Director.



IMPORTANT REMINDER

All personnel should be familiar with their roles and responsibilities during and after an emergency. Effective communication, teamwork, and adherence to established procedures are essential to ensuring the safety of all students, staff, and visitors.



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GENERAL CRISIS PROCEDURES



GENERAL CRISIS PROCEDURES

1. Call 911.
2. Give the police your name, school name and location, and situation and then stay on the line.
3. Announce Code, repeat 3 times. Stay calm.
4. Designate command center to a Crisis Response Team through 2-way radios/individual room calls.
5. Secure the Crisis Response Team (CRT) binder and set the plan in action according to the situation at hand.
6. Call the Superintendent's office at 662-627-8500.
7. If necessary, notify the Director of Maintenance of additional staff needs.
8. Document the entire incident. Include names, times, steps taken, and results. Refine this information in the post-intervention.
9. Conduct emergency staff meetings to facilitate the flow of information.



EMERGENCY COMMUNICATION

The superintendent will be the official spokesperson for the district. The superintendent's designee will be responsible in the absence of the superintendent. Comments in a crisis will be made under the supervision of the superintendent.

- The boardroom will be the location for the emergency communication post.
- Interviews will not be conducted at the school site.
- Media permission to interview students must be given by parents and be conducted off site.



COMMUNICATION CHAIN OF COMMAND

POSITION	NAME
Superintendent	Dr. Toya Harrell-Matthews
Assistant Superintendent/ Curriculum Coordinator	Herbert Smith
Director of Maintenance & Transportation	Dr. Clarence Hayes



COMMAND CENTER OPERATIONS

1. The site administrator conducts operations from one location and does not leave that location.
2. Crisis Response Team members should report immediately to the Command Center and initiate responsibilities.
3. Secure CRT binder. (This contains specific member assignments, a map of the school, an evacuation plan, emergency numbers, and master keys).
4. If EMS officials replace CRT members, they should await further instructions from the site administrator.
5. Follow through with the designated PARENT waiting area.
6. Follow through with the designated PRESS/MEDIA area.
7. Facilitate the distribution of maps, keys, assignments, information, and communication devices from a central location.
8. Facilitate district participation and flow of information with EMS officials.
9. No unauthorized individuals should be allowed in the command center.



STAFF NOTIFICATION PROCEDURES

Communication is crucial during an emergency.

- The mechanism for contacting members of the faculty and members of the crisis management team needs to be determined immediately.
- Principals should develop a "telephone tree".
- This plan should have a backup system in the event individuals cannot be reached or are personally involved in the crisis event.
- All members of the faculty should have a copy of the "telephone tree" so that they can assist in contacting personnel and serve as backup personnel in contacting individuals.
- Copies of the "telephone tree" should be maintained at home and at work.
- All Carl Keen CTE staff will be notified via GroupMe and/or phone.



IMPORTANT REMINDER

Prompt communication, accurate information, and adherence to established crisis procedures are essential to protecting students, staff, and visitors during emergency situations.



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CRIME SCENE MANAGEMENT



1 PURPOSE OF CRIME SCENE MANAGEMENT

The purpose of this policy and procedure is to secure and restrict access to a crime scene in order to preserve evidence associated with criminal activity occurring on school property.

Crime scenes often contain critical evidence necessary for criminal investigations and court proceedings. Only trained law enforcement personnel and crime scene investigators should collect and preserve evidence.

School employees are frequently the first individuals on the scene. Therefore, preserving the integrity of the crime scene until law enforcement arrives is essential.

The Carl Keen CTE Director or designee should assume responsibility for maintaining scene security until relieved by law enforcement personnel.



2 AVOIDING CRIME SCENE CONTAMINATION

Crime Scene Investigators consistently identify contamination as one of the most common obstacles encountered during investigations.

Before Professional Investigators Arrive:

- Avoid touching or moving objects.
- Restrict access to the area.
- Prevent unnecessary foot traffic.
- Do not allow unauthorized personnel into the scene.
- Preserve the scene exactly as it was discovered whenever possible.
- Allow only emergency medical intervention necessary to preserve life.



3 THE RESPOND MODEL – CRIME SCENE RESPONSE PROTOCOL

The acronym **RESPOND** provides guidance for Carl Keen CTE Center personnel when managing a potential crime scene.

R	RESPOND	• Ensure personal safety first. • Organize your thoughts.	• Formulate an immediate action plan. • Make mental observations.
E	EVALUATE	• Assess the severity of the incident. • Determine whether the event is ongoing. • Identify involved and uninvolved persons.	• Identify hazards, weapons, and evidence. • Avoid touching anything unless necessary.
S	SECURE	• Remove uninvolved individuals. • Establish a perimeter.	• Utilize tape, cones, desks, or barriers. • Assist law enforcement with perimeter control.
P	PROTECT	• Safeguard evidence. • Limit access to the area.	• Record individuals entering and leaving the scene. • Avoid eating, drinking, smoking, or using facilities within the scene area.
O	OBSERVE	• Record observations immediately. • Write detailed notes.	• Document anything unusual. • Do not rely solely on memory.
N	NOTIFY	• Call 911. • Notify Police, Sheriff's Department, EMS, and Fire personnel as needed.	• Inform school administration.
D	DOCUMENT	Record: • Time and date • Weather conditions • Individuals present	• Doors open or closed • Lights on or off • Furniture placement • Evidence observations

Provide all notes and observations to responding law enforcement personnel.



IMPORTANT REMINDER

Crime scenes must be preserved to protect evidence, support investigations, and ensure the integrity of criminal proceedings. When in doubt, secure the area, limit access, document observations, and await law enforcement instructions.



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ALTERCATION: VIOLENCE BETWEEN TWO OR MORE INDIVIDUALS



1 DEFINITION

An altercation occurs when there is a fight between two or more individuals. The fight might include fist fighting or the use of weapons.

(MS Code 97-3-7)



The safety of students, staff, and visitors is the primary concern. School personnel should respond quickly, calmly, and in accordance with district policy and crisis management procedures.



3 ADMINISTRATIVE RESPONSE

Principal/CTE Director Responsibilities

- Assess the level of danger.
- Request law enforcement assistance if necessary.
- Notify the Central Office of all fights.
- Notify local law enforcement and Youth Court as required.
- Coordinate with the district Public Relations Coordinator regarding media inquiries.
- Conduct appropriate investigations and disciplinary actions.



Staff Responsibilities

Under MS Code 37-9-14, all staff members are obligated to assist in stopping hostile activities and restoring order when safe to do so.



5 REPORTING AND DOCUMENTATION

Document the following:

- Names of involved individuals
- Date and time of incident
- Witness statements
- Staff actions taken
- Injuries sustained
- Law enforcement involvement
- Parent notifications
- Disciplinary actions assigned
- Other relevant information

Maintain all documentation according to district procedures and student records requirements.



2 EMERGENCY RESPONSE PROCEDURES

1. Notify the principal/CTE Director immediately.
2. Walk briskly to the fight location – Do not run.
3. Ask for assistance from nearby staff members.
4. Instruct students to disperse.
5. Yell out to combatants, names and order them to stop. Use ladies or gentlemen if students' names are not known.
6. Approach students from the side. Restrain in accordance with policy. Do not step between combatants.
7. Separate all combatants and refer to an administrator.
8. The principal/CTE Director will assess danger and request assistance from law enforcement if necessary.
9. All staff are obligated by law (MS Code 37-9-14) to pitch in and take an active role in ceasing all hostile activities.
10. The principal/CTE Director will notify the central office of all fights.
11. The principal/CTE Director will notify the police and youth court of all fights.
12. The public relations coordinator will prepare a statement for the media if needed.



4 PREVENTING RETALIATION AND FURTHER VIOLENCE

- ☒ Custodial staff will remove graffiti from school property.
- ☒ Administration/faculty will enforce the dress code to reduce gang identification.
- ☒ The principal/CTE Director will notify probation officers, if necessary.
- ☒ The principal/CTE Director will notify parents of involved students and have them come to the school to discuss concerns leading to the violence.
- ☒ The school will enforce a zero-tolerance policy concerning violence and threats of violence.
- ☒ Report all rumors of violence to the principal/CTE Director.
- ☒ Increase monitoring of students involved in altercations.
- ☒ Provide counseling or intervention services when appropriate.



IMPORTANT REMINDER

Violence and threats of violence will not be tolerated. Prompt intervention, consistent enforcement of district policies, thorough documentation, and proactive prevention strategies are essential to maintaining a safe learning environment.



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BOMB THREAT

(MS Code 97-37-21)



1. DEFINITION

A bomb threat typically occurs when an anonymous caller reports that an explosive device has been placed on school property.

Bomb threats may be associated with:

- Attempts to disrupt school operations
- Hostage situations
- Robbery attempts
- Kidnapping attempts
- Student pranks or efforts to avoid school activities

Regardless of the source, every bomb threat must be treated as credible and taken seriously until law enforcement determines otherwise.

Most bomb threat calls are brief and often end abruptly. Every effort should be made to gather as much information as possible and document all observations using the **CMSD Bomb Threat Report Form**.



2. QUESTIONS TO ASK THE CALLER

If possible, keep the caller on the line and obtain the following information:

Five Critical Questions

1. When is the bomb going to explode?
2. What kind of bomb is it?
3. What does the bomb look like?
4. Where is the bomb located?
 - Building
 - Room number
 - Specific location
5. Why did you place the bomb in the school?



Additional Information to Record

- | | |
|---|---|
| <ul style="list-style-type: none">• Caller's gender• Approximate age• Voice characteristics• Accent or speech patterns• Emotional state | <ul style="list-style-type: none">• Background noises• Time call was received• Length of call• Any identifying remarks |
|---|---|

Utilize the CMSD Bomb Threat Report Form whenever possible.



3. IMMEDIATE EMERGENCY PROCEDURES

Secretary Responsibilities



- ☒ Immediately notify the CTE Director.
- ☒ Document all information received.
- ☒ Complete the Bomb Threat Checklist.
- ☒ Preserve all notes and observations.

CTE Director Responsibilities



- ☒ Notify law enforcement by calling 911.
- ☒ Notify the Chief School Resource Officer.
- ☒ Assess the information provided.
- ☒ Determine whether immediate evacuation is necessary.
- ☒ Coordinate with emergency responders.



4. EVACUATION AND SEARCH PROCEDURES

The CTE Director will determine whether to:

- Evacuate immediately and conduct a search.
- Conduct a preliminary assessment prior to evacuation.
- Follow recommendations from responding law enforcement personnel.

Teacher and Staff Responsibilities

While evacuating:

- ☒ Remain calm.
- ☒ Supervise students.
- ☒ Be alert for anything unusual.

Examples include:

- | | |
|---|--|
| <ul style="list-style-type: none">• Briefcases• Backpacks• Boxes• Bags | <ul style="list-style-type: none">• Pipes• Packages• Any unfamiliar object |
|---|--|

Important Instructions



Close the classroom door after the last student exits.



DO NOT LOCK THE DOOR.

A closed classroom door indicates to law enforcement that nothing unusual was observed within that room.



5. LAW ENFORCEMENT RESPONSE

Upon arrival, law enforcement personnel will:

- Establish a command post.
- Secure the perimeter.
- Conduct threat assessments.
- Coordinate searches.
- Determine re-entry procedures.
- Provide direction regarding continued evacuation or return to the facility.



No unauthorized person should attempt to handle or investigate suspicious packages or devices.



Evacuation Distance

When warranted, occupants should be evacuated

1,000 FEET OR MORE FROM THE BUILDING

or as directed by law enforcement and emergency personnel.



IMPORTANT REMINDER

Every bomb threat must be documented, reported, investigated, and treated as a potential emergency. Quick reporting, careful documentation, calm decision-making, and adherence to established procedures are essential to protecting students, staff, and visitors.



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BOMB THREAT RESPONSE (CONTINUED)



1. SEARCH TEAM RESPONSIBILITIES

Building Search Procedures

A search team composed of law enforcement officers and designated staff members will conduct a visual search of the building and surrounding grounds.

- ✓ Conduct a systematic visual inspection of assigned areas.
- ✓ Report any suspicious, unusual, or unfamiliar item immediately.
- ✓ Avoid touching or disturbing suspicious objects.
- ✓ Notify the CTE Director of any concern discovered during the search.

Administrative Responsibilities

- Notify the Superintendent's Office immediately.
- Control the use of two-way radios and cellular phones during the incident.
- Develop and maintain a building-specific visual search plan.
- Conduct bomb threat/search drills at least once each semester.
- Coordinate with emergency responders and district personnel.



2. STAFF RESPONSIBILITIES DURING EVACUATION

Secretary Responsibilities

- ✓ Close all vaults and secure records.
- ✓ Take enrollment cards.
- ✓ Take student sign-out sheets for off-site student release.
- ✓ Assist with accountability procedures.



Teacher Responsibilities

- ✓ Take class attendance immediately after evacuation.
- ✓ Maintain supervision of students.
- ✓ Report missing students or staff immediately.
- ✓ Keep students calm and together until further instructions are provided.



3. RELOCATION AND RE-ENTRY PROCEDURES

Re-Entry Decision

The CTE Director will determine when students and staff may safely return to the building.

Whenever possible, consultation should occur with:

- Law Enforcement
- Fire Department
- Emergency Management Personnel

Alternate Relocation Site

If severe weather or extended building closure prevents re-entry:

Predetermined Relocation Site
Coahoma County Expo Center



- ✓ Notify the Superintendent or Designee.
- ✓ Coordinate transportation through the Transportation Department.
- ✓ Maintain student accountability at all times.



4. COMMUNICATION AND MEDIA RESPONSE

Public Information

- ✓ Prepare official statements for the media.
- ✓ Coordinate public information releases.
- ✓ Ensure consistent and accurate messaging.



School Communication

- ✓ Prepare a fact sheet for personnel answering phones.
- ✓ Communicate updates to staff and parents.
- ✓ Coordinate communication through district-approved channels.



5. WHAT NOT TO DO IF A BOMB IS FOUND

- ✗ Do Not touch suspected explosives.
- ✗ Do Not move suspected bombs.
- ✗ Do Not place the suspected bomb in water.
- ✗ Do Not cut or pull any wires attached to suspected explosives.
- ✗ Do Not attempt to cut strings, pull fuses, or release hooks attached to a suspected device.
- ✗ Do Not use or pass metallic tools near suspected bombs.
- ✗ Do Not smoke or allow open flames near suspected bombs.
- ✗ Do Not use two-way radio or cellular phones near the scene of a suspected bomb.
- ✗ Do Not investigate a suspected bomb too closely. Leave that to the experts.



6. WHAT TO DO IF A BOMB IS FOUND

(MS Code 97-37-25)

1. Evacuate the area immediately according to the school plan.
2. Secure a perimeter of 1,000 feet or more around the location.
3. Call 911. Make sure the 911 operators understand that you have located a suspected explosive device.
 - If possible, stay on the line until you are instructed to disconnect by the 911 operators.
4. The CTE Director will notify the superintendent's office who will immediately notify the proper departments.
5. Members of the explosive ordinance disposal team will remove the bomb.
6. The CTE Director will document actions and decisions concerning the bomb incident.

IMPORTANT REMINDER

Never touch, move, or attempt to disable a suspected explosive device. Immediate evacuation, perimeter security, prompt notification of emergency responders, and thorough documentation are essential to protecting lives and ensuring a safe resolution.



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BOMB THREAT FORM

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INSTRUCTIONS:

1. Attempt to keep the caller talking.
2. Calmly ask caller the questions below.
3. Complete form as detailed as possible.
4. Key #XX on phone for ID of caller.

DATE: _____

TIME RECEIVED: _____

TIME ENDED: _____

RECEIVED BY: _____

EXACT WORDS OF CALLER: _____

QUESTIONS TO ASK

WHEN IS THE BOMB GOING TO EXPLODE? _____

WHERE IS THE BOMB LOCATED? _____

WHAT KIND OF BOMB IS IT? _____

WHAT DOES IT LOOK LIKE? _____

WHY DID YOU PLACE IT? _____

COMMENTS: _____

DESCRIPTION OF CALLER'S VOICE

INITIAL IMPRESSION:

- | | | | | | |
|--|--------------------------------|---------------------------------------|-------------------------------------|---------------------------------------|--------------------------------------|
| ☐ Male Voice | ☐ Young | ☐ Loud Voice | ☐ High Pitch | ☐ Slow Talking | ☐ Concealed |
| ☐ Female Accent | ☐ Old | ☐ Silent Voice | ☐ Low Pitch | ☐ Fast Talking | ☐ Intoxicated |

MANNER

- | | | | |
|----------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| ☐ Calm | ☐ Rational | ☐ Coherent | ☐ Deliberate |
| ☐ Angry | ☐ Irrational | ☐ Incoherent | ☐ Emotion |
| ☐ Fanatic | ☐ Laughing | | |

LANGUAGE

- | |
|--|
| ☐ 1. Excellent, fluent, good vocabulary |
| ☐ 2. Average or normal vocabulary |
| ☐ 3. Poor-bad grammar, poor vocabulary |

Did the voice sound familiar?

☐ YES ☐ NO

If yes, who does it sound like?

Has this person called before?

☐ YES ☐ NO

BACKGROUND NOISE

- | | | | |
|---|---|--|---------------------------------|
| ☐ Total Quiet Atmosphere | ☐ Quiet, Faint Noise | ☐ Voices (conversation) | ☐ Noisy |
| ☐ Music Traffic | ☐ Office Machines | ☐ Factory Machines | ☐ Trains |
| ☐ Mixed Noises | ☐ Factory Machines | ☐ Animal Noise | ☐ Planes |
| ☐ Highway Traffic | ☐ Party | ☐ Street | |

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LOCKDOWN



1 DEFINITION

A Lockdown is implemented when the safety and well-being of students, faculty, staff, or visitors are threatened by:

- An unwanted intruder
- A weapon on campus
- A suicide attempt
- A hostage situation
- An abduction
- Any event posing an immediate threat to campus safety

The purpose of a lockdown is to secure all occupants and minimize movement until the threat has been neutralized by law enforcement.



2 LOCKDOWN ACTIVATION PROCEDURES

SIGNAL

An announcement over the intercom stating:

“LOCKDOWN”

will immediately initiate lockdown procedures.

Immediate Actions

- ☒ Notify all Crisis Response Team Members.
- ☒ Contact local law enforcement immediately.
- ☒ School Resource Officer (SRO) will provide follow-up communication.
- ☒ Team Leader will immediately contact the School Resource Officer.
- ☒ If safe to do so, ensure all students, staff, and visitors are moved from hallways into secured rooms.

Important

Only the School Resource Officer and Law Enforcement Personnel should confront an intruder. Faculty and staff should focus on protecting students and securing their assigned areas.



3 ACTIONS DURING LOCKDOWN

NO MOVEMENT

Once lockdown is initiated:

- ☒ No students
- ☒ No staff
- ☒ No visitors

shall move within the building until:

THE ALL CLEAR IS GIVEN BY THE SRO OR LAW ENFORCEMENT

Staff Responsibilities

- ☒ Lock classroom doors.
- ☒ Turn off lights.
- ☒ Move occupants away from windows and doors.
- ☒ Maintain silence.
- ☒ Take attendance when possible.
- ☒ Remain calm and reassure students.



4 POST-LOCKDOWN EVACUATION PROCEDURES

When directed by Law Enforcement:

Team Leader

- Initiate evacuation procedures.
- Follow established evacuation routes.
- Retrieve Emergency Evacuation Kit.
- Proceed to designated reunification area.

Evacuation Method

All occupants will leave the building:



HANDS ON HEADS OR **HANDS OVER EYES** OR **ONE HAND EXTENDED FORWARD**

Teachers

- Remain with assigned students.
- Maintain accountability.
- Stay at designated reunification area until released.

Phone & Attendance Supervisors

- Collect attendance information.
- Gather Period Absentee Forms.
- Account for all students and staff.



5 CRT MEMBER RESPONSIBILITIES

First Aid Supervisor

- Establish Triage Area.
- Coordinate care for injured individuals.
- Distribute trauma kits as needed.
- Provide water and emergency supplies.



911 Liaison

- Assist SRO, SSO, and Local Law Enforcement.
- Maintain communication with emergency responders.



Traffic Control Supervisor

- Coordinate bus evacuation if required.
- Direct drivers to staging locations.
- Communicate with Transportation Department.



Parent Contact Supervisor

- Provide reunification information.
- Communicate release procedures.
- Assist parents with follow-up information.



Faculty Designees (10-12)

- Ensure assigned wings are evacuated.
- Collect attendance information.
- Submit reports to Attendance Supervisor.
- Verify student and staff accountability.
- Assist injured individuals to the Triage Area.
- Distribute Site Status Reports and Missing/Injury Reports.
- Verify all **RED CARD** classrooms are addressed.



IMPORTANT REMINDER

During a lockdown, maintaining calm, minimizing movement, following law enforcement instructions, and ensuring student accountability are critical to protecting lives and restoring a safe learning environment.



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ADDITIONAL UNIQUE THREAT CHEMICAL EMERGENCY RESPONSE



1 CHEMICAL EMERGENCY ACTIVATION

Definition

This procedure shall be utilized in the event of:

- Chemical spills
- Hazardous material releases
- Toxic exposure incidents
- Environmental emergencies
- Any event posing a threat to students, faculty, staff, or visitors

SIGNAL

"CHEMICAL EMERGENCY"

Announcement over the intercom or any other effective communication system.

Immediate Actions

- ☒ Contact Superintendent immediately
- ☒ Secure Emergency Kit
- ☒ Notify students, faculty, and staff
- ☒ Shelter-In-Place
- ☒ Evacuate only when directed by Civil Defense officials



2 TEAM LEADER RESPONSIBILITIES

The Team Leader shall:

- Contact the Superintendent
- Secure emergency response materials
- Announce emergency instructions
- Establish Main Office as Command Center during Shelter-In-Place
- Ensure student accountability
- Release students only to documented parents/guardians or approved designees
- Initiate CAUTION/STANDBY procedures
- Coordinate Triage in the Health Science Classroom

IMPORTANT

CAUTION/STANDBY remains in effect until officially terminated.



3 ATTENDANCE & REUNIFICATION

Phone Supervisor & Attendance Supervisor

- ☒ Collect Period Absentee Forms
- ☒ Verify student accountability
- ☒ Maintain attendance records
- ☒ Coordinate student tracking

Reunification Procedures

Directed by:

- District Office
- School Safety Officer
- Local Law Enforcement

If relocation is required:

The Team Leader, School Safety Officer, and 911 Liaison will coordinate with:

- School Resource Officer
- Civil Defense Director
- Local Law Enforcement
- District Administration

before student movement occurs.



4 EMERGENCY RESPONSE TEAM DUTIES

First Aid Supervisor

- ☒ Establish Triage Area
- ☒ Coordinate treatment of injured persons
- ☒ Assist evacuation if conditions worsen



Transportation Supervisor

- ☒ Ensure all doors are secured
- ☒ Ensure classroom windows are closed
- ☒ Verify student/staff accountability
- ☒ Maintain documentation



Faculty Designees (10-12)

- ☒ Assist injured individuals
- ☒ Support accountability efforts
- ☒ Assist with reunification operations



Parent Contact Supervisor

- ☒ Provide approved information to office staff
- ☒ Follow Central Office guidance



School Resource Officer

- ☒ Direct emergency responders
- ☒ Address threats as necessary
- ☒ Administer first aid when appropriate



5 CAUTION / STANDBY PROCEDURES

This code shall be utilized whenever a potential crisis exists.

During CAUTION/STANDBY

- ☒ Lock classroom doors
- ☒ Maintain supervision
- ☒ Await additional instructions
- ☒ Continue instruction when appropriate

Teachers Shall

- Follow Lockdown procedures
- Keep lights ON
- Continue teaching
- Not move students into hiding positions

CRT Members

All available Crisis Response Team members shall report immediately to the designated Emergency Operations Center (EOC).



IMPORTANT REMINDER

Chemical emergencies require immediate communication, strict accountability procedures, and coordination with emergency responders. Staff members must remain calm, follow established protocols, and prioritize the safety and well-being of all students, faculty, staff, and visitors.

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INCLEMENT / BAD WEATHER

Tornado • Earthquake • Severe Thunderstorm
Any Other Weather Event Requiring Protective Shelter



1 WEATHER EMERGENCY ACTIVATION

Definition

This procedure shall be utilized during:

- Tornado Warnings
- Severe Thunderstorms
- Earthquakes
- Hazardous Weather Conditions
- Any event requiring immediate protective shelter

SIGNAL

A verbal announcement over the intercom or other communication system identifying the specific weather emergency.

Examples:

- "TORNADO WARNING"
- "SEVERE WEATHER ALERT"
- "EARTHQUAKE PROCEDURE"

Team Leader Responsibilities

- ☒ Contact Central Office.
- ☒ Secure the Emergency Response Kit.
- ☒ Announce instructions to students, faculty, and staff.
- ☒ Activate protective shelter procedures.
- ☒ Implement evacuation procedures if conditions require relocation.
- ☒ Establish the Emergency Operations Center (EOC).

EOC Location

- Main Office Area
- Rear Office Area
- Other Designated Emergency Location



2 ATTENDANCE & ACCOUNTABILITY

Phone Supervisor & Attendance Supervisor

These Crisis Response Team Members will:

- ☒ Collect all Period Absentee Forms.
- ☒ Maintain student accountability records.
- ☒ Verify student and staff attendance.
- ☒ Report missing individuals immediately.

Teacher Responsibilities

Teachers shall:

- Remain with assigned students.
- Maintain accountability.
- Follow administrator instructions.
- Stay in designated shelter areas until released.

Reunification Sites

Reunification decisions will be coordinated by:

- District Office
- Chief School Resource Officer
- Local Law Enforcement



3 TRIAGE & EMERGENCY MEDICAL RESPONSE

First Aid Supervisor / 911 Liaison

Responsibilities include:

- ☒ Establish Triage Area.
- ☒ Coordinate medical response.
- ☒ Assist injured individuals.
- ☒ Provide water and emergency supplies.

Shelter-In-Place Triage Location



Across from the Library

Injured Individuals

- Injured persons able to move will be escorted to Triage.
- Individuals unable to move will remain in place until emergency personnel arrive.
- Locations of injured individuals must be communicated to first responders as quickly as possible.



4 FACILITY & TRANSPORTATION RESPONSIBILITIES

Transportation Supervisor

Along with custodial staff, responsibilities include:

- ☒ Assess the building for structural damage.
- ☒ Complete Site Status Reports.
- ☒ Complete Missing/Injury Reports.
- ☒ Evaluate exits for safe evacuation.
- ☒ Coordinate bus evacuation if necessary.

Damage Assessment

Areas to inspect include:

- Roof damage
- Window damage
- Water intrusion
- Electrical hazards
- Structural concerns
- Exit accessibility



5 FACULTY DESIGNEE RESPONSIBILITIES

Faculty Designees (10-12)

- ☒ Transfer classes to adjacent teachers when assigned.
- ☒ Report to designated parent reunification area.
- ☒ Assist parents with student release procedures.
- ☒ Ensure injured individuals are escorted to Triage.
- ☒ Assist with student accountability.
- ☒ Support reunification efforts.

Parent Release

Students shall only be released through approved reunification procedures and documented sign-out processes.



IMPORTANT REMINDER

During severe weather emergencies, staff members must remain calm, maintain accountability of students, follow emergency communications, and immediately report injuries, damage, or safety concerns. Prompt action and adherence to established procedures are essential to protecting lives and ensuring an organized response.



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INCLEMENT / BAD WEATHER TORNADO WARNING RESPONSE PROCEDURES



1 TORNADO WARNING ACTIVATION

SIGNAL

A verbal announcement over the intercom identifying the weather emergency.

Examples:

- "TORNADO WARNING"
- "SEVERE WEATHER ALERT"
- "TAKE COVER IMMEDIATELY"

INITIAL ACTIONS

- ☒ An announcement will be made or an alarm will sound.
- ☒ Students and staff must immediately relocate to designated shelter areas.
- ☒ Students should sit quietly on the floor and await further instructions.
- ☒ Teachers shall maintain supervision and accountability at all times.
- ☒ Continue monitoring weather conditions and emergency communications.



2 SHELTER AREA PROCEDURES

STUDENT AND STAFF RESPONSIBILITIES

- Move quickly and calmly to designated shelter areas.
- Stay away from windows and exterior walls.
- Remain seated on the floor.
- Follow teacher and administrator directions.
- Remain with assigned groups.

PREFERRED SHELTER AREAS

- ☒ Interior hallways
- ☒ Interior classrooms
- ☒ Restrooms
- ☒ Areas without glass
- ☒ Areas away from exterior walls



3 PROTECTIVE POSTURE

ONCE SHELTER AREAS ARE OCCUPIED

Students and staff shall prepare to assume a protective position.

ADMINISTRATOR COMMAND

"Everybody down! Crouch on elbows and knees. Place hands over the backs of your heads."

PROTECTIVE POSITION REQUIREMENTS

- ☒ Face interior walls.
- ☒ Face away from potential flying debris.
- ☒ Crouch low to the floor.
- ☒ Cover the head and neck.
- ☒ Remain in position until instructed otherwise.

PURPOSE

Protect against:

- Flying debris
- Broken glass
- Structural damage
- Wind-related injuries



4 SPECIAL ACCOMMODATIONS

STUDENTS WITH PHYSICAL DISABILITIES

Students requiring assistance should be safely escorted to shelter areas.

Students may:

- Remain in wheelchairs.
- Remain seated in chairs.
- Utilize walkers or crutches as needed.

RECOMMENDED SHELTER AREAS

- ☒ Interior restrooms
- ☒ Small enclosed rooms
- ☒ Central areas of the building
- ☒ Areas away from windows

STAFF RESPONSIBILITIES



Provide assistance during movement.



Maintain supervision.



Ensure student accountability.



Assist with emergency needs.



5 IMMINENT DANGER & POST-STORM PROCEDURES

IF WARNING SIGNS ARE PRESENT

1. Give the command to assume protective posture.
2. Close hallway and fire doors when safe to do so.
3. Ensure everyone remains in a protective position.
4. Continue monitoring emergency communications.

AFTER THE STORM PASSES

- ☒ Keep students on the floor until instructed otherwise.
- ☒ Watch for falling debris and broken glass.

- ☒ Maintain accountability of students and staff.
- ☒ Follow Administrator directions for post-storm management.
- ☒ Report injuries, damage, or missing individuals immediately.
- ☒ Await all-clear from administration or emergency officials before resuming normal operations.



IMPORTANT REMINDER

Tornadoes and severe weather can develop rapidly with little warning. Every staff member is responsible for maintaining calm, ensuring student accountability, and implementing shelter procedures immediately. Prompt action and adherence to established protocols are essential to protecting students, faculty, staff, and visitors.



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EMERGENCY PROCEDURES (TEACHERS' COPY)



1 LOCK DOWN

- "Lock Down" may be utilized in situations where the safety and well-being of students, faculty, and staff are threatened by an unwanted intruder, a weapon on campus, suicide attempt, hostage situation, abduction, or other unanticipated events that have a profoundly negative affect on the school population.
- **SIGNAL:** An announcement over the intercom or direct communication with the words "Lock Down" will initiate the lock down procedure.

TEACHERS AND OTHER INSTRUCTIONAL STAFF: When you hear one of the lockdown announcements follow these directions:

1. All teachers should scan hallway or areas outside their room. Bringing into their room any students who are in the hallway or outside areas. Record students' names and keep with class until all clear is given.
2. Lock or secure classroom doors immediately. **DO NOT OPEN YOUR DOOR** for any reason unless directed to do so by an administrator or campus police officer.
3. Keep all students sitting on the floor, out of the common view, away from doorways or windows.
4. Close shades, blinds or curtains on windows and turn out lights.
5. Use extreme caution and discretion in allowing anyone to enter the room. (Police and School Officials will have a key. *****)
6. Take attendance and prepare a list of missing or extra students. (Utilize the Accountability System). If you know that a student is out of your room, do not panic. It will be the responsibility of another adult to check restrooms, hallways, cafeteria, etc. for these students and take them to a safe area.
7. Advise students that an unknown emergency exists.
8. Project a calm attitude to maintain student behavior.
9. Keep all phone lines open unless dire emergency.
10. During lockdown, ignore any fire alarm activation.
11. Remain in the room until a Public Official or Administrator announces all clear.
12. If the students are moved out of the classroom, help move them in an orderly manner as quietly and quickly as possible.
13. Block door with door stopper and any other available means.
14. If any situation out of the ordinary exists in your classroom (i.e., missing students, injured students...) place a red sheet in the classroom window.
15. If a "LOCK DOWN" situation occurs while your students are at lunch. The cafeteria doors will be locked by the cafeteria staff, administrator, custodian, or faculty designee. Instruct your students to get into a low position (as in a "tornado drill") and remain there. Turn off the cafeteria lights. Keep the students as calm, quiet, and still as possible.
16. **DO NOT OPEN THE DOORS** unless directed to by an administrator or police officer.



2 EVACUATE / FIRE

- "Evacuate" may be utilized in situations involving a bomb threat, fire, gas leak, or any other signal requiring the evacuation of the school building.
- **SIGNAL:** An "Evacuate" announcement over the intercom, or any other effective means of communication.

WHEN THE FIRE ALARM SOUNDS, OR YOU ARE DIRECTED BY AN AUTHORIZED ANNOUNCEMENT TO DO SO:

1. Evacuate the building using emergency exit routes. Know and be prepared to use alternate routes if necessary.
2. Move students in an orderly fashion to the designated evacuation site. (A minimum of 500 feet from the building required in a fire evacuation).
3. Take your attendance book and this emergency flip chart with you. Call roll when you reach the designated area. (Utilize Accountability System)
4. Report missing students or injuries to the appropriate Administrator.
5. Follow directions of the Crisis Management Team and/or Public Safety Officials.

EVACUATIONS IN SPECIAL CIRCUMSTANCES
(e.g., bomb threats, chemical spills inside the building or other-directed evacuations)

1. Follow the above steps and be prepared to move students a minimum of 1000 feet from the building.
2. Circumstances may require evacuation to an off-site location; maintain control of your class and follow administrators' directives.

TEACHERS AND OTHER INSTRUCTIONAL STAFF:

1. Move all students/adults quickly through the nearest outside door and to the designated area. Bring **COLORED CARDS** with you. Take roll as soon as possible. If all students are present show **GREEN PAGE** to designated person. If you have student(s) missing, hold up **YELLOW PAGE**. If you have an emergency or injured student, hold up **RED PAGE**.
2. Teachers must record attendance on a Classroom Roll Sheet (print updated version from SAM and keep on hand with Crisis Binder) and provide it to the person designated to collect these forms.
3. Teachers must remain with their students in the designated area until notified by administrator or police.



3 CAUTION / STANDBY

- This code alert will be utilized in the event there is a potential crisis. Lock doors and all staff and students are advised to be on standby and wait for further instructions.



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EMERGENCY DRILLS

(TEACHERS' COPY)

According to current state emergency and safety regulations, each school is required to hold a fire or tornado drill at least once each month of the school year. A requirement for these drills is that they be unannounced. You will be given a copy of a diagram of the school complex illustrating exit paths from your classroom. Post it by the door of your classroom. Commit the plan to memory, along with the following exit procedures.



1 FIRE DRILL

Fire Drill Procedures

1. The warning will be given by the announcer on the CTE office intercom.
2. Students will walk swiftly out the appropriate exit(s) in an orderly manner and assemble beyond the first lane for traffic in the parking lot.
3. Teachers will take their crisis manuals/rosters with them when they leave the room.
4. After the class assembles outside, teachers will take roll and send a missing student report to the faculty member in charge of their exit.

Designated Evacuation Areas

- Teacher Academy & Sports Medicine: Exit through double doors between Auto Shop and Teacher Academy. Assemble in center parking lot. Line up in ABC order.
- Simulation & Animation Design / Culinary Arts: Exit through double doors between classrooms. Move to grassy area. Line up in ABC order.
- Health Science: Exit rear double doors. Move behind rear parking lot. Line up in ABC order.
- Office / Counselor / Student Services: Exit front double doors. Assemble in faculty parking lot and center lot.
- Career Center: Exit rear door. Assemble near fence area.

Safety Sweep Responsibilities

- Front Office: Sheliah Harrington
- Restrooms / Courtyard: Abraham Fox

⚠ All staff should remember that an alternate route may need to be used in case the designated route is blocked.

5. Students will return to their classroom immediately upon the announcement of the designated CTE personnel.



2 TORNADO DRILL

Tornado Drill Procedures

1. The warning will be given by an announcement from the CTE front office.
2. In a quiet and orderly manner, students will assume the crouched position with their hands on top of their heads with their backs against the wall in classrooms.
3. Teachers will take their grade books with them when they leave the room.
4. Students will return to their classroom immediately upon the announcement from the designated CTE personnel.

Protective Position



- ☒ Crouch low
- ☒ Cover head and neck
- ☒ Face away from windows
- ☒ Remain calm and quiet



3 EARTHQUAKE DRILL

Earthquake Procedures

1. Teachers and students will take cover under desks or under tables away from overhead classroom hazards and turn away from windows.
2. Teachers and students will remain in a sheltered position for at least 60 seconds.
3. Teachers will review evacuation procedures and evacuate the class to the designated area.

Remember



DROP



COVER



HOLD ON



4 EMERGENCY RELEASE OF STUDENTS

An Emergency Release Team shall be designated to facilitate student release during or after emergencies.

Team Responsibilities

1. Account for all students and staff. Get Injury and Missing Persons Report from each teach and report to Emergency Operations Coordinator. (see form)
2. Check student emergency card for name of persons authorized to pick up student. (see form)
3. Release student only to an authorized person.
4. If in doubt, ask for identification.
5. Complete Student Release Log. (see form)



Student Release Rule

Students shall ONLY be released to authorized individuals listed on emergency contact records.



5 ACCOUNTABILITY & DOCUMENTATION

Required Documentation

- ☒ Attendance Verification
- ☒ Missing Student Reports
- ☒ Injury Reports
- ☒ Student Release Logs
- ☒ Emergency Contact Verification

Emergency Operations Coordinator

All accountability information shall be forwarded immediately to the Emergency Operations Coordinator.

Goal

Ensure every student and staff member is accounted for during and after emergency situations.



IMPORTANT REMINDER

Emergency drills are designed to prepare students and staff for real emergencies. Every drill should be treated seriously and conducted according to established procedures. Accountability, communication, and orderly movement are essential to maintaining a safe learning environment.

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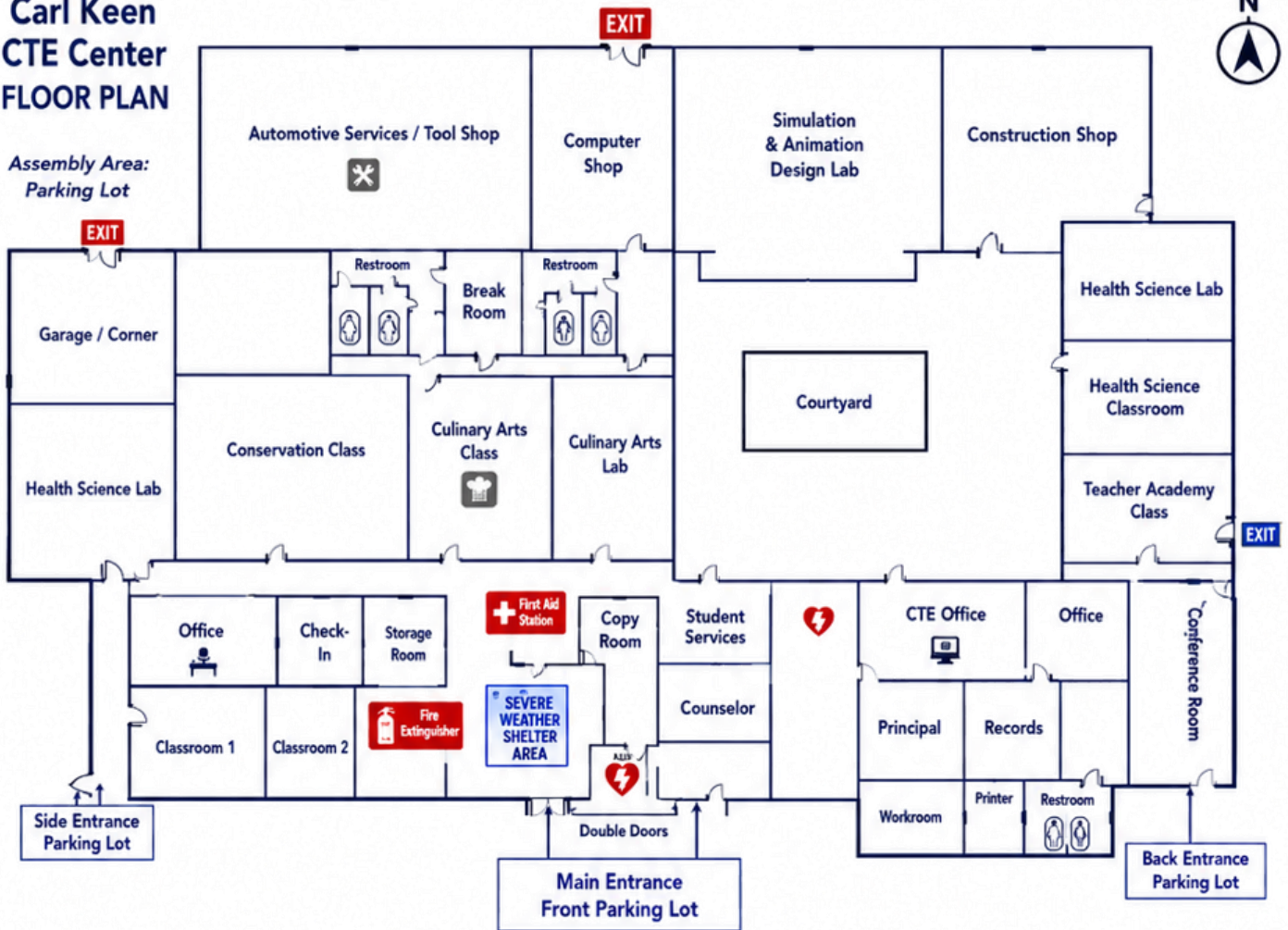


FLOOR PLAN & EMERGENCY ROUTES

KNOW YOUR EXITS • PLAN YOUR ESCAPE

Carl Keen CTE Center FLOOR PLAN

Assembly Area:
Parking Lot



LEGEND



Emergency Exit



Alternate Exit



Severe Weather
Shelter Area



First Aid
Location



Fire Extinguisher



AED
Location



Shop / Lab
Area



IMPORTANT REMINDER

Familiarize yourself with all exits and evacuation routes. During an emergency, move calmly and quickly to the designated assembly area and follow staff instructions.



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RELOCATION / REUNIFICATION MAPS & LOCATIONS

THOMAS E. SHAW SCHOOL OF EXCELLENCE (PRIMARY)

135 WASHINGTON AVENUE
CLARKSDALE, MS 38614

RELOCATION ROUTE



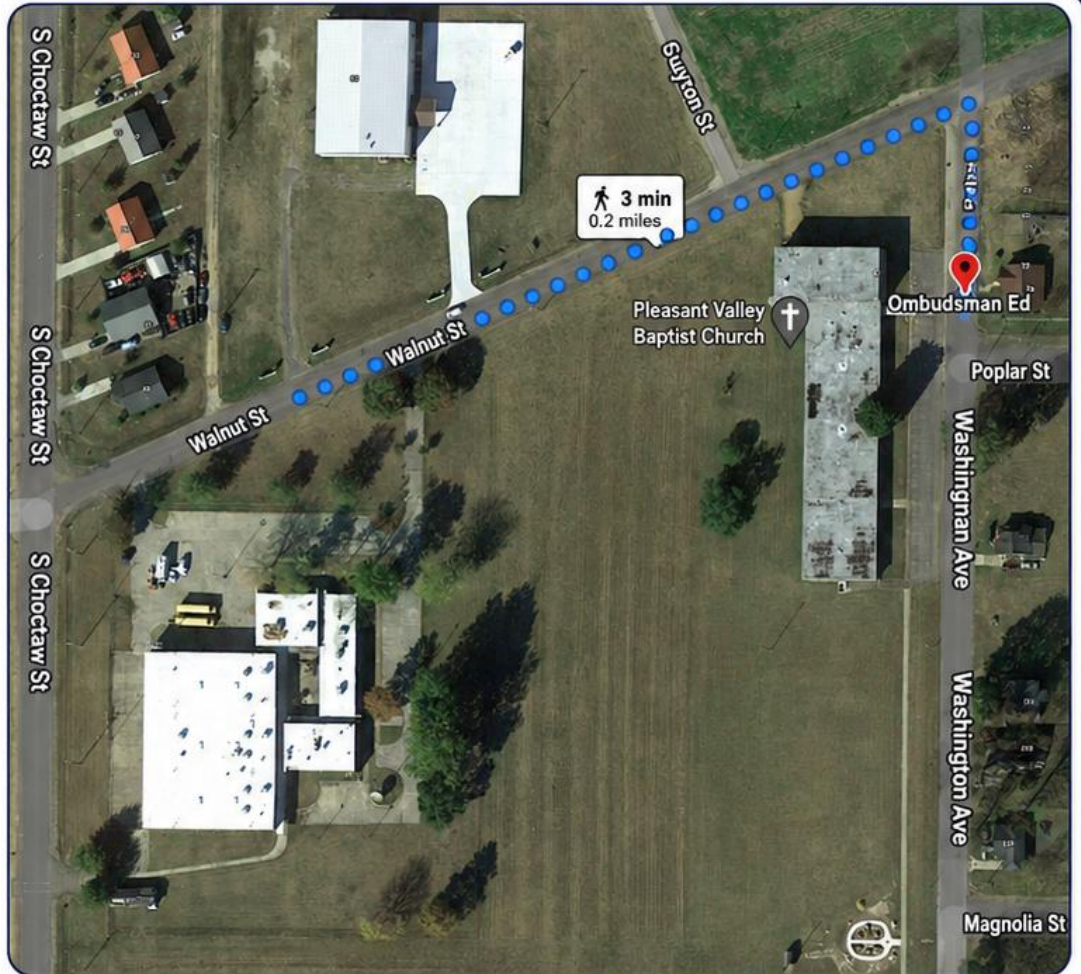
3 MINUTES
(0.2 MILES)

REUNIFICATION LOCATION



OMBUDSMAN
EDUCATION CENTER

126 WASHINGTON AVENUE
CLARKSDALE, MS 38614



LEGEND



Relocation
Route



Walking Route



Reunification
Location



Point of
Reference



Streets
Identified



IMPORTANT REMINDER

In the event of an emergency requiring relocation, follow the designated route calmly and quickly to the reunification location. Staff will account for all students and provide instructions. Do not leave the reunification area until released.



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RELOCATION / REUNIFICATION MAPS & LOCATIONS

CLARKSDALE / COAHOMA COUNTY EXPO (SECONDARY / FAMILY RELOCATION AREA)

1150 WILDCAT DRIVE
CLARKSDALE, MS 38614

PLEASE NOTE:

- Parents should be allowed to assemble and obtain information about the welfare of their child.
- Law enforcement and school officials should be present at this area to provide correct information to parents.
- Many parents will want to talk to their child or check them out. If the child leaves the campus, school officials must complete the attached form.



LEGEND

• • • • • Relocation Route



Reunification
Location



Parking /
Assembly Area



Primary Road



Secondary
Road



IMPORTANT REMINDER

This location will be used for secondary/family reunification when student relocation is necessary. Only authorized personnel may provide information and release students. Follow all procedures for student accountability and release documentation.



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APPENDICES

FORMS & EMERGENCY DOCUMENTATION



The following emergency forms and supporting documentation are included in the **Appendix Section** of the Carl Keen Career & Technical Education Center Crisis Management Plan. These forms are essential tools for maintaining student accountability, documenting incidents, supporting emergency response operations, and ensuring compliance with district procedures. All forms shall be maintained within the **Crisis Management Plan Binder** and used during drills, emergencies, evacuations, lockdowns, reunifications, and other crisis situations.

1

CMSD STUDENT ACCIDENT REPORT

(SITE STATUS REPORT / MISSING / INJURY REPORT)



USED TO:

- ☒ Account for students and staff
- ☒ Report injuries
- ☒ Report missing persons
- ☒ Document site conditions
- ☒ Support emergency operations and recovery



2

CMSD EMERGENCY DRILL FORM



USED TO DOCUMENT:

- Fire Drills
- Tornado Drills
- Lockdown Drills
- Evacuation Drills
- Shelter-in-Place Drills

DOCUMENTATION INCLUDES:

- ☒ Date and time
- ☒ Type of drill
- ☒ Participants
- ☒ Areas for improvement
- ☒ Administrative verification

3

CMSD STUDENT RELEASE FORM



USED DURING EMERGENCY REUNIFICATION AND STUDENT RELEASE OPERATIONS

- ☒ Verify authorized release
- ☒ Document parent/guardian pickup
- ☒ Maintain accountability records
- ☒ Support reunification procedures
- ☒ Ensure proper custody documentation



DOCUMENT RETENTION REQUIREMENTS

All emergency forms and reports shall be:



Completed accurately and legibly



Submitted to appropriate administrators



Maintained according to CMSD record-retention procedures



Available for review following drills, incidents, and emergencies



IMPORTANT REMINDER

Accurate documentation is a critical component of emergency preparedness and crisis response. These forms provide accountability, support decision-making, assist emergency personnel, and ensure compliance with district, state, and federal requirements.



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Every Student. Every Need.



STUDENT ACCIDENT/INCIDENT INVESTIGATION REPORT FORM

CLARKSDALE MUNICIPAL SCHOOL DISTRICT



SCHOOL: _____



ADDRESS OR LOCATION NO: _____



DATE AND TIME OF INCIDENT: _____

Date

Time



REPORT TO SUPERVISOR OR FIRST AID DELAYED:

☐ No

☐ Yes

IF "YES", WHY?: _____



INJURED STUDENT & PARENT/GUARDIAN INFORMATION

INJURED STUDENT'S NAME: _____

PARENT OR GUARDIAN: _____

ADDRESS: _____

HOME TELEPHONE NUMBER: _____



ACCIDENT INFORMATION

NATURE/EXTENT OF INJURIES OR PROPERTY DAMAGE: _____

EXACT LOCATION WHERE ACCIDENT OCCURRED: _____

DESCRIPTION OF ACCIDENT (DETAIL WHAT STUDENT WAS DOING, AND WHAT PHYSICAL OBJECTS, TOOLS, MACHINES, STRUCTURE OR EQUIPMENT WERE INVOLVED): _____

DETERMINE ACCIDENT CAUSES AND COMMENT FULLY HERE: _____

WHAT SHOULD BE DONE AND BY WHOM TO PREVENT RECURRENCE OF THIS TYPE OF ACCIDENT? _____

WHAT ACTION ARE YOU TAKING TO SEE THAT THIS IS DONE? _____



Teacher's Signature & Name _____

Date Signed _____



Principal's Signature & Name _____

Date Signed _____



PARENT NOTIFIED:

☐ No

☐ Yes

★ SAFETY

★ ACCOUNTABILITY

★ INTEGRITY

★ SERVICE

★ EXCELLENCE



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CLARKSDALE MUNICIPAL SCHOOL DISTRICT



DRILL FORM

LOCATION: _____

TYPE OF DRILL 	DATE 	TIME 	EVACUATION TIME 	PRINCIPAL'S SIGNATURE 
Fire Drill (August)				
Fire Drill (September)				
Fire Drill (October)				
Fire Drill (November)				
Fire Drill (December)				
Fire Drill (January)				
Fire Drill (February)				
Fire Drill (March)				
Fire Drill (April)				
Fire Drill (May)				
Tornado Drill (Fall Semester)				
Tornado Drill (Spring Semester)				
Bus Evacuation (Fall Semester)				
Bus Evacuation (Spring Semester)				
Active Shooter Drill (Annually)				
Lockdown Drill (Twice Per Year)				

IMPORTANT REMINDERS



Active shooter drill must be conducted within the first **sixty (60) days** of the start of the academic year.



Fire drills must be conducted **MONTHLY** beginning in August.



Two (2) tornado drills must be conducted each semester.



One (1) bus evacuation drill must be conducted each semester.



Lockdown drills must be conducted at least **twice (2)** per year.

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FIRST



RESPECT
ALL



ACHIEVE
EXCELLENCE



BUILD
COMMUNITY



INSPIRE
FUTURES



CLARKSDALE MUNICIPAL SCHOOL DISTRICT



STUDENT RELEASE FORM

STUDENT INFORMATION

Student's name: _____

Teacher: _____ Grade: _____

Student release requested by: _____

Proof of identification: _____



If the person requesting release is not listed on the Parental Permission for Student Release Form, release of the student will be denied until direct parental contact has been made.

STUDENT'S STATUS

☐ Present

☐ Receiving First Aid

☐ Absent

☐ Evacuated to emergency department

☐ Missing

RELEASE INFORMATION

Requester's signature: _____

Destination: _____

Date: _____

Time: _____

SCHOOL OFFICIAL APPROVAL

School Official approving release signature: _____



SAFETY FIRST



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• ————— • *Every Student. Every Need.* • ————— •

CARL KEEN

CAREER & TECHNICAL EDUCATION CENTER

CRISIS MANAGEMENT PLAN



PLAN SUMMARY & COMMITMENT TO SAFETY

1

OUR COMMITMENT



The Carl Keen Career and Technical Education Center Crisis Management Plan serves as a comprehensive framework for prevention, preparedness, response, recovery, and reunification during emergencies.

This plan reflects the unwavering commitment of the Clarksdale Municipal School District to provide a safe, secure, and orderly learning environment where students, faculty, staff, and visitors can learn and work without fear.

Through annual reviews, emergency drills, staff training, and collaboration with local emergency responders, Carl Keen CTE Center remains committed to maintaining a culture of safety, preparedness, and accountability.

2

CMSD MISSION



DISTRICT MISSION

"The Clarksdale Municipal School District exists to address every need of every student."

This Crisis Management Plan supports the district mission by ensuring that the physical, emotional, and educational needs of students are protected during emergencies and crisis situations.

The safety and well-being of every student remain the highest priority of Carl Keen Career & Technical Education Center and the Clarksdale Municipal School District.

3

MISSISSIPPI DEPARTMENT OF EDUCATION STANDARDS 29-31



Carl Keen Career and Technical Education Center maintains compliance with Mississippi Department of Education Public School Accountability Standards regarding school safety and emergency preparedness.

STANDARD 29

✓ Maintain a safe, secure, and orderly learning environment.

STANDARD 30

✓ Develop and implement procedures that promote student, staff, and visitor safety.

STANDARD 31

✓ Maintain and annually review a comprehensive Crisis Management Plan that includes:

- Emergency preparedness procedures
- Communication protocols
- Staff responsibilities
- Emergency drills and exercises
- Student accountability procedures
- Reunification procedures
- Coordination with emergency response agencies
- Recovery and post-incident response measures

4

SHARED RESPONSIBILITY



School safety is a shared responsibility.

Students, parents, faculty, staff, district leaders, law enforcement personnel, emergency responders, and community partners all play a critical role in maintaining a safe learning environment.

By working together and faithfully implementing the procedures outlined in this Crisis Management Plan, Carl Keen Career & Technical Education Center will continue to provide a secure environment where students can achieve academic success, develop career skills, and prepare for future opportunities.



IMPORTANT REMINDER

This Crisis Management Plan shall be reviewed annually and updated as needed to reflect changes in facility operations, district procedures, emergency response protocols, and Mississippi Department of Education requirements.

Preparedness, prevention, communication, and accountability remain the foundation of effective crisis management and school safety.

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Clarksdale Municipal School District

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