GEORGE H. OLIVER
ELEMENTARY SCHOOL

CRISIS MANAGEMENT PLAN

PREPARE | PLAN | PRACTICE | PARTNER | PROTECT

Every Student. Every Need.

REGINA CHESS – PRINCIPAL

BOARD APPROVED: June 22, 2026

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Clarksdale Municipal School District

Mission

We strive to meet the needs of every student.

Vision

We envision all schools graduating ready for college and careers.

District Goals

Goal 1: Every CMSD student will graduate ready for college and careers.

Goal 2: Every CMSD student will meet growth and/or score proficient on all state assessments.

Goal 3: Increase district rating to a B or higher with all schools being rated a C or higher.

Goal 4: CMSD will provide students with a comprehensive educational experience.

George H. Oliver Elementary School

Mission

Our mission is to empower our students to W.I.N. - Work hard, Inspire others, Never give up. We strive to provide a safe, inclusive, and innovative learning environment that fosters growth and promotes academic excellence.

Vision

Our school envisions a future where every student WINs. We are committed to providing our students with a holistic education that will produce graduates who are well-rounded, compassionate, and prepared to tackle the challenges of the future with confidence and resilience.

*Denotes Additional Reference in Appendix

Crisis Management Team

Name	Role	Phone Number
Regina Chess	Principal	662.902.6724/ 662.902.7216
Ms. Patty	Secretary (point of contact for K-2nd grade hall)	662.772.0845
Rhonda Jefferson	Teacher (point of contact for 4th grade hall)	662.417.3586
Jaleel West	Custodian (point of contact for 3rd grade hall)	662.351.5238
Chief Earnest Moore	School Resource Officer	662.302.8837

*Denotes Additional Reference in Appendix

Emergency Drills

The following emergency drills will be conducted:

Bus Evacuation Drills.....…… 2 times per year
Fire Evacuation Drills.....……. Monthly
Tornado Drills.....…….. 2 times per year
Earthquake Drills.....……. 2 times per year
Bomb Search Drills.....……. 2 times per year
Lock Down Drills.....…….... 2 times per year
Intruder…… 2 times per year

within 60 days of the start of semester

Emergency Codes

Fire-
"There is a fire in the building. Evacuate immediately using the nearest safe exit."

Bomb Threat-
"We have received a bomb threat. Follow evacuation procedures."

Tornado Warning-
"There is a tornado warning. Move to your designated safe area immediately."

Earthquake
"Earthquake. Drop, and cover."

Intruder-
"Go to Lockdown. Please keep all students inside your classroom until further notice."

All Clear-
"The emergency is over. It is safe to resume normal activities."

*Denotes Additional Reference in Appendix

Emergency Phone Numbers

Clarksdale Police Department	662.621.8151
Coahoma Co. Sheriff Department	662.627.0114
Clarksdale Fire Department	662.627.8444

Responsibilities of School Personnel under the School Safety Plan

Superintendent (MS Code 37-9-14)

The superintendent will:

- Appoint a district-wide safety and emergency preparedness committee.
- Appoint a district-wide safety manager who will have the responsibility and authority to develop, oversee and implement a district-wide safety program.
- Demonstrate a commitment to safety by endorsing the district safety and emergency management plan and enlisting school board approval.
- Provide resources for purchasing personal protective equipment and training employees to use safe behaviors.
- Review accident reports.
- Review inspection reports.
- Delegate the responsibility and authority for the program to each school principal and the appointed safety manager

District Safety Manager

The safety manager advises the superintendent, staff, principals and supervisors who are responsible for the district's safety plan. The safety manager monitors the implementation of the safety plan and tracks measurable improvements.
General responsibilities of the district safety manager are as follows:

- Establish a structure and process for administering a district-wide safety plan.
- Advise the superintendent, safety committees and school principals.
- Assist principals in establishing a school safety committee.
- Review incident investigation reports for content. Assist the investigation process, if necessary, in complicated cases.
- Assist in developing an appropriate corrective action plan indicated by the incident investigation.
- Attend incident investigations as required.
- Monitor incident reports and records. Provide timely reports to the superintendent and the district safety committee.
- Establish routine, periodic inspections to monitor the districts and each school's safety program effectiveness. Ensure that school employees receive the necessary training to conduct their job safely.
- Conduct site safety assessment.

Site Administrator (Principal, Director, Supervisor, and/or Manager)

While the district is accountable for the success of the safety plan, it is the responsibility of the site administrator to implement the program at his or her location. The site administrator is the most knowledgeable about the employees' attitudes, work habits, and equipment use. The site administrator

as the safety manager at the school level will serve the school in an advisory capacity and monitor the application of the safety plan.

The site administrator will:

- Act as the facilitator for the school safety committee.
- Track incidents.
- Make recommendations to the district safety committee.
- Hold safety meetings.
- Develop safety objectives.
- Schedule training.
- Schedule safety/housekeeping inspections.
- Ensure that all full-time and part-time employees, including substitute teachers, receive a safety orientation prior to assuming the duties of the job.
- Complete accident reports, workers compensation reports, and accident investigation reports.
- Conduct site safety assessment.
- Ensure full participation of the school in drills and training.
- Maintain effective liaison with local emergency services and law enforcement.

School Safety Committee

The school safety committee, facilitated by the site administrator, assists in developing the school safety program and monitors the process. Representatives on the school safety committee include personnel from instruction, food service, custodial and support services.
General functions of the school safety committee include:

- Establish a safety plan at the school location to include the following:
- Develop a school safety policy.
- Develop and implement a training program including drills.
- Inspect school equipment, school grounds and school buildings to determine safety needs.
- Identify hazards and take corrective action.
- Review incidents and ensure that the first report of injury, the accident investigation report, the physician of choice form and the medical authorization form have been properly completed and filed with the personnel department.
- Contact and provide encouragement to injured employees.
- Develop a process for tracking safety work orders.
- Ensure that policies and procedures are in place for efficient handling of incidents.
- Provide safety information to each employee. Conduct a safety orientation program for new employees.
- Train first aid providers and provide medical supplies for minor injuries not requiring the services of a doctor.
- Implement recommendations from the district safety committee. Listen to employees and follow up on suggestions.
- Review and update fire prevention and emergency procedures.

Employees

Each employee is expected, as a condition of employment, to work in a safe manner. He/she is also expected to exercise maximum responsibility for the prevention of accidents and the safe use of machinery and equipment entrusted to his or her care.

Employee responsibilities include the following:

- Attend training sessions. Learn safe work procedures.
- Maintain good housekeeping in the work area.
- Wear proper dress and use appropriate Personal Protective Equipment as required by the job.
- Keep machine guards in place.
- Report unsafe conditions or unsafe acts to the supervisor.
- Report all accidents and injuries to the immediate supervisor at once.
- Know fire prevention and emergency procedures designed for your area.
- Obey established rules of conduct and adhere to the safety plan.
- Be concerned about the safety of others. Refrain from horseplay or pranks while on the job.
- Identify and properly control hazardous materials within the area of responsibility.

Safety Procedures

Inspection

The district safety manager will conduct periodic inspections of school facilities using the School Facility Safety Assessment Instrument (FORM I- A) as an interim guide to detect and correct unsafe conditions and practices before injuries occur.

Each school or facility will develop a safety checklist for each work area.

After each inspection, a copy of the safety checklist will be reviewed with the building principal, and corrective action, if necessary, will be taken to correct any hazards as identified.

The district safety manager will review the result of safety and housekeeping inspections with school principals to determine corrective follow-up action.

Results of safety and housekeeping inspections, reports of unsafe acts and safety policies and procedures will be communicated to employees as needed.

Techniques
Regular safety and housekeeping inspections will serve to encourage employees to inspect their own work areas.

The district safety manager will determine the frequency for holding inspections but will schedule at least two annually.

The school safety committee will determine means of securing employee and student interest and encouraging cooperation in the CLARKSDALE MUNICIPAL SCHOOL DISTRICT School District safety program.

Inspection Procedures
Inspection procedures will vary in accordance with the type of inspection required. The responsibility of the district is to ensure that all inspectors are familiar with federal standards, state laws and local ordinances affecting the safety and health of workers.

A safety checklist will be developed around the avoidance of the following eleven basic work hazards:

- Pinch points, shear points
- Flying objects
- Falling objects
- Electricity
- Gas/vapors
- Chemical/flammable
- Heavy objects
- Hot/cold objects and radiation
- Sharp and pointed objects
- Slippery surfaces
- Trip/fall hazards

Safety Inspections

The district safety manager and risk management are authorized to enter, inspect, and investigate at any time, any work site or establishment to ensure that all safety rules and regulations are being followed. Principals and department heads are expected to cooperate.

Regular site inspections are the responsibility of the site administrator. Inspections may vary in type and frequency. Inspections may be conducted on an area basis, or an entire facility basis, or on a specific operation basis. The site administrator, the district safety manager, and risk management may conduct them with or without advance notice.

Safety citations may be issued to principals, department heads, supervisors, or employees for unsafe acts or for allowing unsafe conditions to exist. Recipients of safety citations are subject to disciplinary action, which shall be determined and assessed by the Risk Management Director.

Scheduled inspections are conducted no less than twice yearly by the district safety manager. Equipment such as boilers and fire extinguishers will be inspected at required intervals as required by state law. Results should be submitted to the district safety committee. Personal protective equipment will be inspected constantly to make certain that it is in safe working condition. Intermittent inspections are conducted by site administrator or department supervisors and are held on irregular intervals. These inspections serve to determine the need for regularly scheduled inspections in a particular department or work area.

Monitoring inspections are designed to observe equipment that is in continuous operation and are conducted by the department supervisor.

Special inspections are held when new equipment is installed or during construction of new buildings or during the remodeling of old buildings, or because some change has created new hazards. Special inspections are the responsibility of the site administrator or the department supervisor.

Record Keeping

The following records must be retained for a period of not less than one year:

- Injury and Accident Reports
- Accident Investigation Forms and Reports
- Inspection Reports and Follow Up Reports

- Training Records
- Safety Citations or Disciplinary Actions regarding unsafe practices

Remember Always---DOCUMENT, DOCUMENT, DOCUMENT

Accident Investigation

The first step in preventing a recurrence of an accident is to investigate and analyze one that has happened and take positive action to remove its causes. The injured employee's immediate supervisor should investigate each accident. These findings should constitute a portion of the complete accident report. The investigator should:

Determine the act or condition that triggered the accident.

Cite any procedure or action that was not in accordance with standard safety policies.

Indicate any corrective or disciplinary action that would prevent another accident of this type.

Accident Reports – Employees and Students

Accident reports are required for any accident occurring on school property or at school activities. All accidents, illnesses, and/or injuries shall be reported immediately to the appropriate principal, manager, or supervisor who will complete and forward an incident/accident report to the CLARKSDALE MUNICIPAL SCHOOL DISTRICT Workers' Compensation Coordinator. The same report may be used to report incidents where hazards exist but where no injury or damage has occurred. Accident reports involving employees should be filed in the Workers' Compensation office and accident reports involving students should be filed in the Superintendent's Office. There are a number of forms, which may be used to report accidents (FORMS I-B, I-C and I-D are recommended), but the items listed below should be considered minimum information:

Name, age, sex of the injured person.
Occupation at time of accident-What he or she was actually doing.
Nature and exact description of injury.
Date and time of accident.
Estimate the number of days that will be lost as a result of the accident.
Description of accident: Identify objects, operation, or substances most closely associated with the occurrence of the accident.
Unsafe acts or conditions that contributed to the accident.
Corrective action proposed in order to prevent the re-occurrence of a similar accident.
Remarks, comments, or sketches.
Date report was completed.
Signature of supervisor.
Signature of safety coordinator.

Employee Orientation

The Clarksdale Municipal School District will seek to avoid or lower the rate of injury to its employees by providing each new employee with instruction regarding district safety methods and procedures.
These instructions will include:

An overall orientation program to familiarize the employee with the function or his or her job with the school district.

Testing and observing to ascertain the employee has mastered safety work habits

A training period to ascertain the capabilities of the employee.

Training

Appropriate safety training shall be conducted and documented in the employee's training file. General required training will be provided to all employees upon initial hire and when required thereafter to include at the minimum the following:

Safety Policies and any task related safety requirements.
Hazard Communication and Hazardous Materials Management
Blood-borne Pathogens Exposure Control Plan (annually)
Emergency Crisis Response Plan (annually)
Fire Safety Plan (annually)
Warning Signs and Devices
General Workplace Hazards
Emergency Medical Response
Drug Testing Policy Training (annually)

Other Function/Hazard Specific Training will be provided to the affected employees by the responsible department manager/supervisor upon assignment and/or when new equipment or procedures are introduced, and as part of periodic staff meetings.

First Aid

The site administrator will:

- Maintain a list of first aid providers for his or her building.
- Ensure the providers obtain first aid training.
- Obtain an approved first aid kit.
- Obtain an infection control kit.
- Maintain an adequate employee record that identifies family members and next of kin.
- Maintain an adequate (hard copy) student record that identifies family members and next of kin.

Blood borne Pathogens Exposure Control

In concert with Clarksdale Municipal School District's adoption of OSHA standards as a minimum safety standard, and in accordance with the OSHA Blood-borne Pathogens standard, 29 CFR 1910.1030, revised to include the pertinent changes to the OSHA Standard effective April 18, 2001 relative to sharps, protection from needle sticks, and employee involvement in identifying and selecting safer sharps protection devices, the following exposure control plan has been developed/revised:

Exposure Determination

OSHA requires employers to perform an exposure determination to identify which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e. employees are considered to be exposed even if they wear personal protective equipment). This exposure determination is required to list all job classifications in which all employees may be expected to

incur such occupational exposure, regardless of frequency. At Clarksdale Municipal School District's facilities, the following job classifications are in this category:

Job Classification Task/Procedures

•	School Nurse	Student illness & accidents
•	First Aid Responders	Medical cuts/abrasions, etc. involving first aid
•	Security Personnel	Accident and injury response
•	Coaches	Sports injuries

In addition, if the employer has job classifications in which some employees may have occupational exposure, then a listing of those classifications is required. This listing should include tasks or procedures that would cause these employees to have occupational exposure in order to clearly understand which employees are affected. The job classifications and associated tasks/procedures for these categories are as follows:

Job Classification		**Task / Procedures**
•	**Teachers & staff**	**First aid**
•	**Secretaries**	**First aid**
•	**Maintenance Personnel**	**Sewerage compounds/system repairs**
•	**Bus Drivers**	**First aid**
•	**Custodial Personnel**	**Needles, spills, injury cleanup**

Implementation Schedule and Methodology- OSHA requires this plan include a schedule and method of implementation for the various requirements of the standard.

Review & Update – This plan will be reviewed and updated under the following:

- Annually, on or before the anniversary date of this policy.
- Whenever new or modified tasks and procedures are implemented which could affect the occupational exposure of our employees.
- Whenever our employee's jobs are revised so that new instances of occupational exposure may occur.
- Whenever we establish new functional positions within our facility that may involve exposure to blood borne pathogens.

Additionally, an annual review will be held to consider and implement appropriate commercially available and more effective/safer medical devices designed to eliminate or minimize occupational exposure (e.g. sharps containers). This review process shall involve solicitation of input from non-managerial employees potentially exposed to injury from contaminated sharps. This input shall be pertinent to the identification, evaluation, and selection of effective engineering and work practice controls. This evaluation process shall be documented and included with each annual update of the plan.

Compliance Methods

Universal precautions will be observed at all facilities in order to prevent contact with blood or other potentially infectious material. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Engineering, administrative and work practice controls will be utilized to eliminate or minimize exposure to employees at this facility. Where occupational exposure remains implementation of these controls, personal protective equipment shall also be utilized. Throughout Clarksdale Municipal School District, the following engineering and administrative controls will be utilized:

- Portable sharps containers that are puncture resistant, bio- hazard labeled, and leak proof
- Hand washing facilities
- Nurse's office
- Blood spill kits
- Policy enforcement

The Lead Nurse will examine the above controls on a monthly schedule to ensure that they are properly maintained.

Hand-washing facilities are also available to the employees who incur exposure to blood or other potentially infectious materials. OSHA requires that these facilities be readily accessible after incurring exposure. Hand washing facilities are located in each staff restroom, student restrooms, and employee break areas

After removal of personal protective gloves, employees shall wash hands and any other potentially contaminated skin area immediately, or as soon as feasible, with soap and water. If employees incur exposure to their skin or mucous membranes, those areas shall be washed or flushed with water as appropriate, as soon as feasible, following contact.

Needles

Any needles, syringes, etc. will be handled as if known to be contaminated. When needles/syringes/sharps are found, they will be disposed of in approved Sharps containers. The employee finding the needle/syringe will notify their immediate supervisor who will see that the Sharps container for that area is retrieved from its location, brought to the needle/syringe/sharp, the needle/syringe/sharp placed in the Sharps container, and the container returned to its normal location. Under no circumstances shall an employee attempt to carry the needle/syringe/sharp to the Sharps container or otherwise dispose of it. Needle/syringe/sharps shall not be bent, recapped, sheared or broken. All employees shall receive training on this procedure, and this training shall be documented and the records kept in the centralized training
files.

Containers should be transported to the needle or other devices for disposal, never transport the needle to the container. Containers will be checked monthly by the School Nurse and removed and disposed of when full.

Contaminated Equipment

Equipment which has become contaminated with blood or other potentially infectious materials shall be examined prior to servicing or disposal and shall be decontaminated as necessary unless the contamination of the equipment is not feasible.

Personal Protective Equipment (PPE)

All personal protective equipment used at this facility will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time for which the protective equipment will be used.

Protective clothing will be provided to employees by their department. Employees will sign for reusable PPE. PPE will be issued as follows:

School Nurse: latex gloves, lab style overcoats, plastic aprons, & eye shields.

Maintenance Personnel: latex gloves, protective outerwear (as needed)

Custodial Personnel: latex gloves, protective outerwear (as needed)

The use of PPE is not an option. Employees are required to wear PPE when conditions warrant.

All personal protective equipment will be cleaned, laundered, and/or disposed of by Clarksdale Municipal School District at no cost to employees. All repairs and replacements will also be made at no cost to employees.

All garments (including personal attire) which are penetrated by blood while on duty at Clarksdale Municipal School District shall be removed immediately or as soon as feasible.

All personal protective equipment will be removed prior to leaving the work area.

The following protocol has been provided to facilitate leaving the equipment at the work area:

Place contaminated clothing in a plastic bag, label the bag as contaminating a biohazard and deliver it to the administrator. Clothing contaminated with blood or other body fluids will be cleaned at the expense of the employer.

Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, not-intact skin, and mucous membranes. Gloves will be available from the administrative offices for each facility.

Disposable gloves used are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

Masks in combination with eye protection devices, such as goggles or glasses with solid side shields, or chin length face shields, are required to be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can reasonably be anticipated. Situations that would require such protection are as follows:

- Cleaning large blood/body fluid spills.
- First aid for injuries generating a large quantity of blood or bodily fluids.

The OSHA standard also requires appropriate protective clothing to be used, such as lab coats, gowns, aprons, clinic jackets, or similar outer garments. The following situations require such protective clothing be utilized:

- Cleaning large blood/body fluids spills.
- Working on sewerage system components/equipment.

Decontamination of areas soiled by blood/body fluids, will be accomplished by
Utilizing the following materials:

- A standard commercial disinfectant or a 50/50 household bleach/water solution.
- A Tuberculosis disinfecting solution will also be used.

All contaminated work surfaces will be decontaminated after completion of procedures and immediately, or as soon as feasible, after any spill of blood or other potentially infectious materials, as well as the end of the work shift if the surface may have become contaminated since the last cleaning.

All bins, pails, cans, and similar receptacles shall be inspected and decontaminated monthly.

Any broken glassware that may be contaminated will be picked up directly with the hands. The following procedures will be used:

Utilize a broom and dustpan to collect all glassware sharps, wear durable protective outer gloves and latex glove liners. Place glass in a hard container appropriately labeled for biohazards.

Regulated Waste Disposal

All contaminated sharps shall be discarded as soon as feasible in sharps containers in each facility. Sharps containers are located at School Nurse offices.
Regulated waste other than sharps shall be placed in appropriate containers. Such containers are not currently in use, but if a need for them is determined in the future, they shall be located at School Nurse offices.

Hepatitis B Vaccine

All employees who have been identified as having exposure to blood or other potentially infectious materials will be offered the Hepatitis B vaccine, at no cost to the employee. The vaccine will be offered within 10 working days of their initial assignment to work involving the potential for occupational exposure to blood or other potentially infectious materials unless the employee has previously had the vaccine or wishes to submit to antibody testing which shows the employees to have sufficient immunity.

Employees who decline the Hepatitis B vaccine will sign a waiver that uses the wording in the OSHA standard. Form I-E of this manual provides a sample form of this waiver that can be used.

Employees who initially decline the vaccine but who later wish to have it may have the vaccine provided at no cost. The Lead Nurse is responsible for ensuring that the vaccine is offered, that waivers are signed, etc. The vaccine is to be administered by the physician by which it was referred.

Post-Exposure Evaluation and Follow-Up

When the employee incurs an exposure incident, it should be reported to the Immediate Supervisor.

All employees who incur an exposure incident will be offered post exposure evaluation and follow-up in accordance with the OSHA standard.

This follow-up will include the following:

Documentation of the route of exposure and the circumstances related to the incident.
If possible, the identification of the source individual and the status of the source individual. The blood of the source individual will be tested (after consent is obtained) for HIV/HBV infectivity.

Results of testing of the source individual will be made available to the exposed employee with the exposed employee informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.

The employee will be offered the option of having their blood collected for testing of HIV/HBV serological status. The blood sample will be preserved for at least 90 days to allow the employee to decide if the blood should be tested for HIV serological status. However, if the employee decides prior to that time that testing will be conducted, then the appropriate action can be taken, and the blood sample discarded.
The employee will be offered post-exposure prophylaxis in accordance with the current recommendations of the U.S. Public Health Service and/or as directed by the attending physician.

The employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information on what potential illnesses to be alert for and to report any related experiences to appropriate personnel.

The Lead Nurse has been designated to assure that the policy outlined here is effectively carried out as well as to maintain records related to this policy.

Interaction with Healthcare Professionals

A written opinion shall be obtained from the healthcare professional who evaluates employees of Clarksdale Municipal School District the following instances:

When the employee is sent to obtain the Hepatitis B vaccine.
Whenever the employee is sent to a health care professional following an exposure incident.

Health care professionals shall be instructed to limit their opinions to:

Whether the Hepatitis B vaccine is indicated and if the employee has received the vaccine, or for evaluation following an incident.
That the employee has been informed of the results of the evaluation, and
That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials. (Note that the written opinion to the employer is not to reference any personal medical information.)

Training

Training for all employees will be conducted prior to initial assignment to tasks where occupational exposure may occur and will be conducted in the following manner:

Training for employees will include the following explanations/coverage:

- The OSHA standard for Blood borne Pathogens
- Epidemiology and symptomatology of blood borne diseases
- Modes of transmission of blood borne pathogens
- This Exposure Control Plan, i.e. points of the plan, lines of responsibility and how the plan will be implemented, etc.
- Procedures that might cause exposure to blood or other potential infectious materials at this facility.
- Control methods that will be used at the facility to control exposure to blood or other potentially infectious materials.
- Personal protective equipment available at this facility and who should be contacted concerning post-exposure evaluation and follow-up.
- Signs and labels used at this facility
- Hepatitis B vaccine program at the facility
- Employees with occupational exposure to blood or other potentially infectious materials will receive annual refresher training. (Note that this training is to be conducted within one year of the employee's previous training.)

Training shall be conducted using videotapes, written material, and stand-up lectures. The District Custodial Supervisor is responsible for conducting training for housekeepers, and the Safety manager is responsible for conducting training for all personnel.

All employees will receive annual refresher training. (Note: This training is to be conducted within one year of the employee's previous training.)

The outline for the training material is located within the particular training material and stored in the Administrative Offices for each school or facility.

Trained CPR/AED Personnel

Regina Chess	**Principal**
Jasmine Outlaw	**Staff**
Zantrell Horn	**Teacher Assistant**

Record keeping

The Risk Management and Safety manager will maintain all records required by the OSHA standard.

Review – Risk Management shall review and update this plan at least annually and whenever necessary to reflect new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

Date: _____

_____

Approval Signature/Position

Fire Response, Fire Safety, and Fire Prevention

These are the primary responsibilities of all employees at all times.

Fire Response – IN THE EVENT OF FIRE – R.A.C.E.

R - Rescue – escort all personnel away from danger into a safe area.

A- Alert – announce the fire to alert others, PULL THE NEAREST FIRE ALARM PULL STATION, and/or DIAL 911 AND REPORT THE FIRE.

C- CONTAIN- close doors, windows, cover the fire, etc., if safe to do so.

E- Extinguish- if safe to do so and if properly trained.

FIRE EXTINGUISHERS ARE LOCATED in all schools and facilities. Know the location of fire extinguishers in your area. (See Form-G). To operate a fire extinguisher, remember-PASS

P – Pull the pin. Pull firmly; the pin should be strapped on.
A – Aim at the base of the fire. Point the nozzle at the base of the fire. The extinguishing medium placed on top of the fire can evaporate easier and may not help extinguish the fire.
S – Squeeze the handle. Use a firm and steady pull.
S – Sweep the flame. Use a side-to-side motion.

Fire Extinguisher Training. Key employees will attend familiarization training upon hiring and at least annually thereafter.

Fire Safety and Fire Prevention. Specific measures and practices to help prevent fires include:

- Properly store all combustible/flammable materials. Do not use flammable products, such as gasoline, indoors.
- Smoking is not permitted at CLARKSDALE MUNICIPAL SCHOOL DISTRICT Schools or other facilities.
- Do not allow combustible materials to accumulate
- Do not overload electrical circuits.
- Ensure that electrical appliances & power cords are in good repair, and there is no evidence of damage.

- Do not use open flame devices without express approval and a hot work permit.
- Know the location and use of fire equipment near your work area(s).
- Never obstruct fire/emergency exit corridors/routes with stored items, equipment, materials, or furniture.
- Do not store any items, equipment, or materials in stairwells or under stairs.
- Regularly inspect all fire/smoke detection and alarming equipment and components, and all fire fighting equipment and fire extinguishers to ensure proper operating condition. The Maintenance Department shall ensure that such equipment is on a regular inspection/testing program meeting appropriate fire code requirements.
- Do not allow grease/oils to accumulate on fire extinguishing equipment, exhaust grills, or fire system-operating components.
- Keep lint/dust collection systems cleaned and do not allow lint/dust to accumulate on equipment or in adjacent areas, such as laundry rooms, etc.
- Keep paper storage to a minimum, and when stored for long periods in a closed box. An appropriate heat/smoke sensor for maximum safety should monitor storage areas that are used for paper storage.
- All exit doors must be unlocked at all times that a building is occupied.
- Know the location of any medical oxygen tanks in use by students or staff.

Burning of candles is prohibited on CLARKSDALE MUNICIPAL SCHOOL DISTRICT School District property.

Severe Weather Plan

Severe Thunderstorms/Tornados/Water Spouts are common in the Mississippi Delta and will normally have accompanying high winds, rain, lightning, and occasionally hail. In most cases the National Weather Service will issue a Severe Storm Watch or a Tornado Watch or Warning. When such watches or warnings are issued, or if conditions indicate the presence or potential for high winds and/or damaging conditions, the following actions should be taken –

AS LONG AS IT IS SAFE TO DO SO!

- Secure items/furnishings that can become missile hazards in high winds.
- Close all open doors and windows.
- Advise all employees, students, and visitors to remain indoors until the storm passes.
- Secure outdoor facilities if open.
- Remain indoors until conditions are safe to exit.
- Be attentive to deteriorating weather conditions, waterspouts, funnel clouds, etc. in the immediate vicinity.
- Should a tornado warning be issued for the immediate vicinity of Clarksdale Municipal School District, each school/facility will notify all personnel in accordance with its supplementary plan.

The Superintendent of Education and/or School Principal should utilize normal reporting procedures should the facilities or any employees, students, or visitors, be damaged or injured by the storm.

General Safety Rules

The following are considered basic safety rules for all employees:

- Follow instructions. If you do not understand, ask for additional explanation.
- Correct unsafe conditions and report them promptly.
- Keep your work area clean.
- Use the proper tools or equipment for each job.
- Operate only the equipment you are authorized and qualified to use.
- Immediately report all accidents to the immediate supervisor.
- If injured even slightly, get prompt first aid.
- If personal protective equipment is required by your job, wear it.
- Avoid fighting, horseplay, or other situations that could cause unnecessary injuries and distractions.
- Obey all safety rules and practices.
- Always walk when on school property.
- Never run even during emergencies.
- Always be safety conscious when on school grounds.
- Do not use defective tools. Safety awareness and a proper attitude will save lives, prevent disabling injuries, increase job effectiveness, and reduce costs.

Disciplinary Action

Failure to comply with safe standards and/or practices may result in disciplinary actions up to and including termination. However, all efforts will be taken first to correct deficiencies or unsafe practices, including training and counseling workers to ensure they are aware of expected behaviors and practices.

Cafeteria Safety Rules

The following cafeteria rules provided by the Mississippi School Board Association and Worker's Compensation Trust, should be adhered to at all times:

- Wear cut resistant gloves when using or cleaning machines and knives.
- Keep floors clean and free of grease residue. Food or liquid spills should be cleaned up promptly in kitchen and dining areas.
- Report any item of equipment that appears defective or unsafe, or any unsafe act observed.
- Wet floors must be posted with "WET FLOOR" signs.
- High traffic areas must be cleaned in such a fashion that provides a dry walk surface at all times.
- Report any accident, no matter how slight.
- Safety guards should never be removed or modified.
- Use proper lifting techniques.
- Horseplay, running, and practical jokes are not permitted.
- Machinery and tools must be used only for their intended purposes.
- Fire extinguishers are not to be removed from their location or used for any purpose other than control of a threatening fire.
- Wear only approved non-slip safety shoes.

- Cafeteria Employees only are allowed in Kitchen except for repair men or other person essential to the operation of the cafeteria
- Emergency and backdoor lighting shall be kept operational at all times.
- Employee Family Members shall not be allowed in the kitchen. If they must come to visit, the individual must obtain a pass from the office and visit the dining area only.
- SDS formally known as MSDS sheets are kept updated and located in a highly visual location. All personnel are to be trained to access this information.
- First Aid Supplies are to be available and well maintained in each facility.

Kitchen Safety

PERSONNEL

Clean clothes and good hygienic practices.
Hair covered
No infections.
Smoking, eating and drinking are restricted.
Short clean nails. Acrylics and Nail polish are prohibited.
No dangling earrings, bracelets or necklaces allowed.

FOOD PROTECTION

Original containers properly labeled.
Thermometer, provided and conspicuous, accurate.
Potentially hazardous food properly thawed.
Food protection, during serving, storage, transportation, display, and preparation.
Handling of food minimized; proper utensils provided and used.
Food dispensing utensils properly stored when not in use.
Food handling gloves required during food preparation. Gloves are to be changed often
Chemicals of any kind shall be kept in a separate area from the food storage area.
Temperatures shall be recorded daily for the cooler, freezers and serving lines.
Temperatures shall be managed by the Temperature Management System.
All management to be ServeSafe certified.

FOOD EQUIPMENT AND UTENSILS

Accurate, thermometer, chemical test kits available for Chlorine and Quaternary Ammonia.
Wash; rinse water clean and at a proper temperature (170 degrees F.).
Wiping cloths clean and stored properly.
Food contact surfaces are clean and free of detergents.
No re-use of single service articles.
Plumbing: proper and well maintained no cross-connections, backflow or back siphon age.
Knives shall be sharp and in good condition, properly stored in a knife holder.
When moving hot food, use carts as much as possible to prevent burns.
Cut resistant gloves shall be used when slicing with a knife or slicer.
Burn guards shall be worn when cooking and removing hot items from the oven.

FOOD TEMPERATURE REQUIREMENTS

Cooling procedures.
Rapidly reheat to 165 degrees F.

Cooking temperature.
Hot holding temperature (136 degrees F. or above)
Cold holding temperature (41 degrees F. or below)

INSECT AND RODENT CONTROL

There shall be no evidence of insects.
Regular Pest Control Maintenance Plan.
Outer openings protected.

TOILET AND HANDWASHING FACILITIES

Paper Towels
Clean
Soap and drying devices
Room enclosed
Proper waste, receptacles.

OTHER OPERATIONS

Lighting provided as required: fixtures shielded, end caps.
Proper ventilation of rooms and equipment.
Clean and or soiled linen properly stored.
Complete separation from living/sleeping quarters, laundry.
Overall well-organized, clean, litter free environment.

General School Building Safety Rules

The following safety rules should be observed in the office and classroom:

- Desk and cabinet drawers should be kept closed.
- Tipping back on chairs can result in overbalancing.
- Office workers or instructional personnel should not move heavy furniture or cabinets nor carry heavy items from place to place. Trimming boards and paper cutters are dangerous. Blades should be locked down when not in use.
- Sharp pointed objects such as shears, knives, and pencils can cause injury if used incorrectly.
- Cleanliness and orderliness contribute to safety.
- Broken furniture and equipment should be removed and repaired promptly.
- Stairwells should be maintained with secure handrails and level, no-slip tread surfaces on the steps.
- Restrooms should be clean and well maintained.
- Wet floors must be posted with “WET FLOOR” signs.
- Horseplay, running, and practical jokes are not permitted.
- The site administrator will assure that all containers of hazardous products are appropriately marked and labeled. The label should identify the product and provide appropriate information and warnings.
- The site administrator will ensure that all containers of hazardous products are appropriately stored out of the reach of students.
- Keep walkways and exits clear.

Face and Eye Protection

Face and eye protection will be used for any task where there is reasonable probability of injury. Employees assigned to perform tasks, which require eye protection, must wear the protector provided. The consequences of failure to use eye protection at appropriate times are so serious that no exception to this policy is permitted.

Face and eye protection will be used when performing the following procedures:

- Grinding, cutting, milling, or drilling.
- Using impact wrenches and compressed air tools.
- Chipping, scraping, sanding.
- Using punches, chisels.
- Cutting rivets.
- Cutting or breaking glass.
- Cutting or breaking concrete.
- Using power tools.
- Cleaning dust or dirt from vehicles or equipment.
- Using metal cutting lathe, drill presses, power hack- saws and other metal working tools.
- Using corrosive or reactive liquid and/or solid chemicals.
- Using power woodworking machinery.
- Operating in the vicinity of machinery where there is a danger of falling objects or dust.
- When working on any overhead object which requires the face of the worker to be turned upward.
- Operating or while in the immediate vicinity of line trimmers.
- While riding on or operating a vehicle without the benefit of a windshield.
- Portable welding screens should be used to protect the eyes of others in the vicinity.
- Helpers and observers should also wear safety glasses or goggles with proper filter lenses.

Lifting and Material Movement

Lift, push or pull only reasonable amounts of weight.

Do not lift over 50 pounds without help.

Lift correctly to prevent injury.

Hot Surfaces and Items and Energized Electrical Equipment

Exercise caution when working around hot surfaces or items. Use insulating protective equipment (gloves, aprons, etc.) to prevent burns.

Do not touch or work on any equipment which you suspect is energized (electrical shock hazard). De-energize first.

Qualified maintenance personnel should perform any electrical repairs beyond resetting or replacing fuses.

Construction/Renovation Safety

All construction and renovations in the Clarksdale Municipal School District will be under the direction of the board appointed architect or Maintenance Director. The architect or maintenance supervisor will supervise all construction and ensure that it complies with all safety standards.

- Cutting rivets.
- Cutting or breaking glass.
- Cutting or breaking concrete.
- Using power tools.

- Cleaning dust or dirt from vehicles or equipment.
- Using metal cutting lathe, drill presses, power hack- saws and other metal working tools.
- Using corrosive or reactive liquid and/or solid chemicals.
- Using power woodworking machinery.
- Operating in the vicinity of machinery where there is a danger of falling objects or dust.
- When working on any overhead object which requires the face of the worker to be turned upward.
- Operating or while in the immediate vicinity of line trimmers.
- While riding on or operating a vehicle without the benefit of a windshield.
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Motor Vehicles and Mobile Equipment

This Fleet Safety Program has been developed in concert with Clarksdale Municipal School District's adoption of OSHA standards as a minimum safety standard, and in accordance with those OSHA standards and Department of Transportation standards to ensure that employees of the Clarksdale Municipal School District are informed concerning safe work practices and regulations in the operating of district motor vehicle assets. The methods used to effectively inform employees include:

Employee orientation, education, and classroom plus practical training.

Various forms and written guidelines.

Hands-On observation and checkout.

This Program applies to the safe operation and maintenance of Clarksdale Municipal School District motor vehicle assets, to include; school buses; maintenance vehicles, trucks, and equipment; and other district owned vehicle assets. This policy pertains to all vehicles owned by Clarksdale Municipal School District, which are operated by district employees.

Only persons with a current operator's license issued by the State of Mississippi, for the level/type of motor vehicle to be operated, shall be employed to operate motor vehicles for the district. This shall include any and all vehicles intended for operation on streets and/or highways.

Any prospective employee under consideration for hiring as a motor vehicle operator shall undergo a motor vehicle record (MVR) check prior to being hired.

Minimum requirements:

All Drivers:

- No DUI/DWI convictions in the past 2 years.
- No record of drug/alcohol abuse in the past 2 years.

Commercial Vehicle Drivers:

- A current commercial driver's license issued by the State of Mississippi.
- No more than 2 moving violations in the past year, neither of which can be for driving under the influence or reckless driving.
- No at fault accidents in the past year.
  No record of discontinued auto insurance or motor vehicle.

Requirements for School Bus Drivers:

A person may not drive a school Bus for transportation of school children or be employed as a school bus monitor unless the person satisfies the following requirements:

- Is of good moral character.
- Does not consume intoxicating liquor during school hours or 8 hours prior to shift.
- Does not consume intoxicating liquor to excess at any time.
- Is not addicted to any narcotic drug.
- Is at least 21 years of age (drivers) or 18 years of age (monitors)?
- Holds a valid public passenger chauffeur's license or commercial driver's license issued by the state of Mississippi (except monitors).

Possesses the following required physical characteristics:

- Sufficient physical ability to be a school bus driver, as determined by any state school bus regulatory authority that may exist.
- Must be able to pass D.O.T. physical

- Possession and full normal use of both hands, both arms, both feet, both legs, both eyes, and both ears.

- Freedom from any communicable disease that may be transmitted through airborne or droplet means or requires isolation of the infected person.

- Freedom from any mental, nervous, organic, or functional disease, which might impair the person's ability to properly operate a school bus.

- Visual acuity, with or without glasses, of at least 20/40 in each eye and a field of vision with 150-degree minimum and with depth perception of at least 80%.

Note for School Bus Monitors: If/When utilized, every attempt will be made to use school monitors who are 21 years of age. When insufficient applicants exist to meet needs, this age requirement can be lowered to 18 years of age.

District Requirements for School Bus Drivers:

Before the District enters into a contract with a school bus driver or a fleet contract for contracted bus driving services, it shall obtain a copy of the school bus driver's driving summary for the last three (3) years as maintained by the Bureau of Motor Vehicles of the state of Mississippi and/or other states maintaining such records.

Every person who is or intends to become a school bus driver shall obtain a certificate that he possesses the physical characteristics required by section 1 (g) of this chapter. A Mississippi physician shall make the certificate after the physician has conducted a physical examination of the driver or prospective drivers. The driver or prospective driver who shall pay for the examination shall choose the physician.

Every school bus driver shall be required to attend a two hour training class each semester for a total of four hours per school year.

Operators shall conduct a safety check of the vehicle at the beginning of their shift or before operating a vehicle, to include the following:

- Check wheels and tires.

- Check for any broken or loose parts.

- Check fuel level, crankcase oil level, radiator water level (if applicable), engine air cleaner, fan belt, hydraulic fluid level, battery water level and other points required by the particular model.

- Check headlights, taillights, warning lights, and other lights.

- Check the oil pressure gauge, water temperature gauge, amp meter. These will also vary by model and fuel used.

- Check the clutch, hydraulic and other controls.
- Ensure that any backup warning device is operational.

(See Appendix for Form-I-I)

School Bus Operators- School Bus Drivers shall perform all of the safety checks outlined above plus the following additional checks:

Ensure that all warning lights and flashers work correctly.
Ensure that the safety bar on the front of the bus works correctly.
Ensure that all door operating mechanisms and safety features work correctly for both the front door and all emergency doors.
Ensure that all equipment, seats, and other interior features of the bus are in good repair and present no safety hazard to the children.
Check the bus at the beginning and end of each route to make sure there are no children left on the bus.

(See Appendix for Form-I-H)

Operators shall report any safety or repair issues discovered during their inspections of the actual operation of the vehicle to the maintenance shop for correction.

Minimum Bus Driver Training Requirements:

- Any individual without a minimum of thirty (30) days experience in driving a school bus during the three (3) year period immediately preceding the effective date of the individual's assignments as the driver of a school bus shall satisfactorily complete a pre-service school bus driver safety education-training course.
- All vehicle operators shall receive initial orientation and vehicle familiarity training upon hire, and shall receive annual refresher training thereafter.
- Complete documentation of all training, requirements compliance, licensing, and other pertinent information shall be kept for each vehicle/bus operator.

The following safety rules will be followed when operating a motor vehicle or mobile equipment:

- An employee will immediately notify the police department and his or her supervisor any time a vehicle is involved in an accident.
- No motor vehicle should be operated if it is defective or in malfunctioning condition to an unsafe degree.
- All persons driving or using vehicles or mobile equipment shall wear seat belts where provided and follow all local, state, and federal laws.
- All operators should visually inspect the perimeter of his or her vehicle prior to putting the vehicle in motion in any direction. The driver walking around the vehicle to insure that the

area in the rear, sides, and front are clear of hazard(s) or people before starting the vehicle should accomplish this.

- All drivers should give an audible warning (horn or backup alarm) and check mirrors before backward movement is made.

- All drivers should drive cautiously and always be on the alert for any unexpected event.
- No employee or volunteer driver of the HCSD shall operate any district motor vehicle or operate a personal motor vehicle in the course of their responsibilities and duties with the district while writing, sending, or reading a text message and from accessing, reading or posting to a social networking site using a hand held mobile telephone.

Equipment Usage

Check to be sure equipment you are using is in safe condition.
Ladders should be properly secured (i.e. use on level surface, tie off extension ladders).
Dollies or hand-trucks should be used to move heavy loads-do not use make-shift equipment.

Field Trips and Excursions

Field trips or excursions have long been a part of the educational program of the school district. The board approves the continuation of such trips under regulations established by the superintendent and reported to the Board of Education.

Field trips must be planned in advance and designed to augment lesson plans of the teacher. Field trips must have the approval of the principal and the office of the superintendent. It should be clearly understood that field trips are educational in nature and not recreational.

Field trips should follow the following guidelines:

- All trips must be well planned, properly timed, and related to regular learning activities. Prior approval from the principal must be secured before any commitments to a vendor can be made on behalf of the school. Field trips and other out-of-district activities cannot conflict with the state testing program schedule or with the district's grading period testing program.
- No field trips will be approved during the last (20) days of the school year. When possible, trips should be scheduled so as not to interfere with the regular instructional day, i.e., scheduled during holidays.

The school principal must approve field trips and written notification must be obtained within fifteen (15) days in advance. Overnight field trips are not permitted.

All request forms must be turned in to the transportation department five (5) days prior to the field trip.

The field trip request form must be filled out completely and signed by the principal.

Requests for a field trip must be in writing, and the superintendent must give approval.

A field trip must be related specifically to the instructional program.

Field trips, which are scheduled during the school day, are frowned upon. Such trips will require extensive justification for approval.

School sponsored out-of-state student travel must be approved by the board of trustees prior to any initial arrangements by the sponsor, advisor, coach, or school.

Field trips to out of state destinations will not be allowed for elementary school students.

All trips and the arrangements thereto, must be within budgetary allotment for such purpose.

- Costs incurred will come from the instructional budget of the school or from the sponsoring school organization.

The superintendent or designee must approve field trips, which require pupils to participate in fund-raising activities or to pay a fee to defray expenses, in advance. Money collected for a specific field trip may not be in excess of the actual cost of trip, and all money collected shall be received and deposited as prescribed by board policy.

Each student who goes on a field trip must have written parental/guardian permission. In addition, this form should include, but not limited to, the following information: (1) name of student: (2) date of birth; (3) social security number; (4) name, address, and telephone of parent/guardian; (5) emergency contact other than parent/guardian; (6) medical insurance policy provider and number; (7) list of allergies and/or medication, including dosage and schedule.

The trip's sponsor/advisor/coach must provide the school's principal the following information: (1) date of trip; (2) destination of trip; (3) educational objectives; (4) sponsoring group/organization; (5) names(s) of sponsor/advisor/coach; (6) time of departure and estimated time of return; (7) route to be followed with proposed stops; (8) method of transportation, e.g., school bus, school van, commercial carrier; (9) name(s), address, telephone number of chaperones; (10) list of students with emergency information, list of students and adults for each vehicle.

The principal and trip sponsor will review the safety plan and procedures before each trip.

A copy of the travel packet will be filed with the principal with at least two other staff members having access in case of emergency.

CRISIS MANAGEMENT PLAN

Preparing for Crises: Essential Activities

A school that is prepared before a crisis occurs will be much more likely to deal with students and staff effectively. An unprepared school is asking for chaos. The CLARKSDALE MUNICIPAL School District has set up a Crisis Management Plan, and the following activities have been designed in this plan to ensure safety of adults and students in crisis situations:

1. Decide who will be in charge during a crisis.

A crucial first step in crisis management planning is to decide who will be in charge during a crisis. Assign one person to provide leadership during emergency situations, to organize activities, and to disseminate information. Usually, the person in charge is the principal or assistant principal. Designate a substitute in the event that the designated person is unavailable at the time of the emergency. It is

extremely important that all staff and students know who these people are. Identification badges can be helpful.

2. Select your Crisis Response Team.
A second important step is to recruit members for your Crisis Response Team. Typically, the Crisis Response Team will consist of an administrator, nurse, psychologist, school social workers, teachers, counselors, support staff representative, and others with skills appropriate to the tasks to be performed. Sometimes forgotten, but important in crises, are the school secretary/office manager and the head custodian. Most, if not all, of your team members must be present full time at the school—or able to respond immediately to a phone call.

The team includes adjunct members who can be called, as needed. These include police juvenile/school liaison officers, health or mental health crisis services.

3. Develop clear and consistent policies and procedures.
It is absolutely critical to develop policies and supporting procedures that provide all staff with clear guidelines for tasks and responsibilities during crises and emergencies. This also ensures that all staff will respond consistently in each situation. It is important to include policies and procedures by which children will be released to their caregivers.

4. Provide training for the Crisis Response Team
Suggested content and sample agendas for training the team are provided such as CPR, First Aid, Fire Safety and Crisis Management.

5. Establish a law enforcement liaison.
This is often established at the school division level. One person from the school system is designated with whom the police can communicate. This person can be telephoned night or day to report a crisis and to exchange relevant information that can be relayed. This person, in turn, will contact key people in the schools. Having accurate information from the police allows school personnel to quell rumors that frequently arise when a crisis occurs.

Establish a media liaison and identify suitable facilities where reporters can work and news conferences can be held.
Many school districts have a community or public relations spokesperson to which all media requests are referred. Know who this person is and communicate with him/her to establish procedures for responding to the media in times of crisis. The CLARKSDALE MUNICIPAL School District has such a person who speaks for the District, the Superintendent of Education.

Establish a working relationship with community health agencies and other resource groups.
To facilitate quick collaborative responses, strong relationships with community agencies must be established prior to a crisis. A list of suggested community support services is included below.

8. Set up "phone trees."
Critical information needs to be communicated as quickly as possible to those in need. The complexity of the phone tree will depend on the size of the community and its school system.

Plan to make space available for community meetings and for outside service providers involved in crisis management.
Designate school sites and include potential alternative sites in the community when space is not available at the school.

10. Develop necessary forms and information sheets.
Develop records keeping forms to assist in the management of crisis situations. A variety of sample forms, letters, etc., are included in this Resource Guide. *Having accurate information from the police allows school personnel to quell rumors that frequently arise when a crisis occurs.*

11. Develop a plan for emergency coverage of classes.
Teachers who will play significant roles in a crisis response need to be assured that their classrooms will be covered. Consider the Central Office and your PTA as possible sources of assistance in coverage.

12. Establish a code to alert staff.
Establish a code (call the situation what it is, "This is a lock down", "This is an evacuation") that can be used over the public address system or in notes to alert staff as to the nature of a crisis without unduly alarming the rest of the school.

13. Develop a collection of readings.
The district office or school librarian should develop a bibliography of books pertinent to crisis situations for students and staff.

14. Have the school attorney review crisis response procedures and forms.
Adjust procedures to comply with any liability concerns.

15. Hold a practice "crisis alert" session.
Prepare staff members for their responsibilities in a real crisis. Through role-playing, staff can become aware of potential problems and discuss how to respond to them.

16. Hold an annual in-service meeting on general crisis intervention.
Annual in-service meetings need to be conducted for all school staff. Such in-service meetings should include information on building procedures, suicide, rape, and natural disasters.

"The worst time to prepare for a crisis is after it has already occurred."
from Staying Safe at School: Survival Skills for Teachers

Partnerships with Local Emergency Response

For safety's sake, it is critical that school administrators understand and use the capabilities of area emergency responders. School officials should strive to foster the ideal that fire, police, and other agencies that can assist schools in prevention, intervention, and crisis management are "one large team" working together to maintain safety and security in our schools.

An effective partnership between the CLARKSDALE MUNICIPAL School District and emergency responders like the police and fire department have been developed in a collaborative effort to work together for the overall safety of children in CLARKSDALE MUNICIPAL SCHOOL DISTRICT. In building such a partnership, the district has taken the following four steps:

Provide local police and fire departments with blueprints of the school floor plan, including the main shut-off points for gas, water, and electricity.

- Provide a copy of current plans.

- Create videotaped walking tour of each school in the district to increase the police and fire departments' understanding of the schools' design.
- Show school exteriors, with their door numbers, and pinpointing physical locations with compass directions and noting proximity to particular streets.
- Provide slow scan of the halls to show classroom numbers and entryways to such key areas as the library, cafeteria, main office, and boiler room.
- Show central shut-offs for the fire alarm systems, boiler room and main electrical plant imaging.
- Give partners a complete library of the school videos for their command use.
- Use videos in agency training, at command posts, etc.

Ask police and fire officials to agree to "scene security," so that our populations can travel safely to evacuation sites.

- District Safety Coordinator provides in service experiences to police and fire personnel in which evacuation routes and primary and secondary evacuation sites are discussed.
- Include maps that show routes of travel in presentations.
- Obligate services of police and fire officials to agree to "scene security" so that our populations can travel safely to these sites.
- Discuss lockdown procedures for both inside and outside threat scenarios.
- Encourage input from agencies/partners in developing and creating these procedures.
- District Safety Coordinator collaborates with partners frequently to discuss current school safety topics and plans.
- Collaborate with the police department to make sure the concept of "rapid deployment" is understood and a plan is created to confront and deal with active shooters.

Involve our county emergency management coordinator.

- Involve County Emergency Management Coordinator in planning drills and emergency training.
- Plan practice drills with emergency management scenarios each year.
- Set aside a day and time to get together to exercise a current issue related to school safety, and work to resolve it together.
- Practice the latest techniques.
- Involve other public agencies in the scenario that can really help with the crisis.
- Share such technologies as telephone messaging systems that broadcast emergency or informational messages to homes, security camera installations,and door access systems (how do police get in if the officer cannot open the door?).

Hold tabletop exercises

- Simulate crisis training by bringing together in classroom settings those who would be involved in handling a crisis.
- Assume roles in simulation in learning to respond to many issues of school safety-from bomb threats to hostage taking, to attacks.
- Include representatives from the police and fire departments, the hospital, Red Cross, city, and county wherever possible.

Community Emergency Numbers

Ambulance…Fire…Police……CALL…911

Mississippi Department of Education
Crisis Response Team

*Denotes Additional Reference in Appendix

Office……601-359-1028

EMERGENCY NUMBERS

Fire Chief	662.627.8444
Clarksdale Police Department	662.621.8151
Coahoma Sheriff's Department	662.624.2411
Department of Human Services	662.624.3008
Poison Control Center	1.800.256.9822
Atmos Energy	662.624.5451
Clarksdale Public Utilities	662.627.8499.
Coahoma County Health Department	662.624.3050

Responsibilities of Personnel During and After Emergency

Principals (MS code 37-9-15)

The principal/designee is responsible for the overall direction of emergency procedures at the school site. The principal 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
  Instructional Coach
  Secretary
  Custodian

- Maintain a list of first aid providers for his or her site.

  Coach
  SRO
  Nurse

Direct evacuation of buildings in accordance with procedures.

- Arrange for transfer of students and other individuals when their safety is threatened by a disaster.
- As certain names of injured and send staff members 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 a fact sheet to help those answering phones.
- Communicate events 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 a grade book and call roll after evacuation.
- Report missing students and staff to the principal.
- Assist as directed by the principal.

Counselors / Psychologist

Counselors will:

- Maintain a list of high-risk students throughout the year.
- Identify 'at risk' students in current emergencies.
- Provide assistance to students and staff.
- Communicate with parents.
- Designate a location for a counseling center.
- Assist as directed by the principal.

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.
- 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.

Secretarial Staff

The secretarial staff will:

- Be responsible for reporting emergencies. Call 911.
- Take enrollment cards and sign-out sheets for off-site student release.
- Recorder.

- Utilize telephones and monitor emergency radio broadcasts.
- Assist as directed by the principal, assistant principal and instructional literacy coach.

Class List Generation

Office Manager/Office secretaries manage this responsibility.

- Pull list(s) of those classes involved and make 5 copies.
- Check absence/specials/schedules to affirm who is in attendance in affected classes.
- Collect parent contact numbers.
- Check list with school nurse.

List should remain with School Law Enforcement Officials at all times.

Food Services

Food Service personnel will:

- Prepare and serve food to students and staff when necessary during an emergency.
- Assist as directed by the principal.

Bus Drivers

The bus drivers will:

- Supervise students if an emergency occurs while students are on the bus.
- Transport students and staff to new locations when directed.
- Assist as directed by the principal.

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.

Coordinator of Public Relations

The public relations coordinator will:

- Prepare a statement for the media.
- Aid the principal in preparing a fact sheet to help those answering phones.

- Develop accurate and complete information regarding the incident and will coordinate with the superintendent the release of all information.
- Facilitate and conduct press conferences.
- Maintain a communication post at the central office during an emergency incident.

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.
- Establish triage as needed and coordinate medical evacuation.

School Resource Officer

The (SRO) 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 emergencies.
- Help conduct interviews with witnesses and those involved with the crisis.
- Assist as directed by the principal.

Emergency Management

The CLARKSDALE MUNICIPAL SCHOOL DISTRICT Emergency Management Director will assist school officials in disaster planning. This assistance will include the four phases of emergency management, which are:
Mitigation: Activities which eliminate or reduce the probability of disaster.
Preparedness: Activity, which can be taken prior to a disaster to save lives and minimize damage.

Response: Activities that follow a disaster and are designed to prevent loss of lives and properties, relieve suffering, and provide emergency assistance.
Recovery: Short and long-term activities which return systems to normal or improved standards.

The Emergency Management Director will also organize other resources in the CLARKSDALE MUNICIPAL SCHOOL DISTRICT School District as needed to assist the school district in disaster planning or response. Responsibilities include:

- Collection, analysis, and dissemination of information concerning potential disasters.
- Establishment of a warning system to assure school officials receive immediate word of any situation that may cause a threat to the school or their students.
- Assistance in training of school personnel who may require special training as a result of their disaster response assignment.
- Assistance in dealing with state or federal officials during the recovery phase.

GENERAL CRISIS PROCEDURES

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

COMMAND CENTER

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

Communication

The superintendent will be the official spokesperson for the district. The superintendent's designee will be responsible in the superintendent's absence. Comments in a crisis situation 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

Superintendent, Dr. Toya Harrell-Matthews 662-645-7704

Communication is crucial during an emergency situation. 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 back -up 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 back-up personnel in contacting individuals. Copies of the “telephone tree” should be maintained at home and at work.

CLARKSDALE MUNICIPAL School District 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 in cases of crimes occurring on school property.

How to avoid contaminating crime scene evidence

Crime scenes often have some of the most important evidence, evidence that is critical in criminal cases. Only trained professionals should collect and preserve the evidence. Crime Scene Investigators say the biggest problem that they encounter is crime scene contamination. Therefore, before the professionals arrive, it is paramount that the crime scene remains as uncontaminated as possible.

There are steps that can be taken by people who are the first to arrive at the scene to help protect the evidence. School Resource Officers are trained by the Department of Education in securing any school crime scene.

Since school employees will be first at a school crime scene, it is recommended that a person from the school staff be designated to manage the crime scene prior to police arrival. This should be the School Resource Officer, Assistant Principal or Instructional Literacy Coach.

The acronym "RESPOND" should help CLARKSDALE MUNICIPAL SCHOOL DISTRICT School District Personnel remember how best to manage a school crime scene to minimize contamination. The letters in the acronym represent the words **R**espond, **E**valuate, **S**ecure, **P**rotect, **O**bserve, **N**otify and **D**ocument.

Respond

Personal safety - Your safety comes first! You can't help others if you are injured.

Organize your thoughts and formulate a plan on how to handle the situation.

Make mental notes of your observations.

Evaluate

Evaluate the severity of the situation. Is the crime/incident in progress or not? School Emergency Response Team should be calling 9-1-1 if appropriate.

Identify all involved and uninvolved individuals in the area. Emergency response personnel should be offering aid to the victims.

Be aware of weapons and hazards.

Be aware of potential evidence.

Don't touch anything unless necessary.

Secure

Clear away uninvolved people.

Establish a perimeter with survey or custodial tape, cones, desks.

School Resource Officer/Police/Sheriff Departments will adjust the perimeter if they need to.

Protect

Safeguards the scene - limit and document any people entering the area.

Don't use phones or bathrooms within the scene area.

Don't eat, drink or smoke in the area of the scene.

Observe

Write down your observations - These notes will be utilized to report crime scene management to responding police. Your notes could possibly be used at a later date in criminal court.

Record detailed information - don't rely on your memory.

Notify

Call 911 (Police/Sheriff Department/EMS/Fire Personnel), if not already called or there.

Document

Take good notes - Such as: time, date, people at scene, weather, doors open or closed, lights on or off and position of furniture.

Be prepared to provide your notes and information to the police.

Abduction/ Student Runaway

Definition: Abduction occurs when a person unlawfully and without consent restricts another person's movements, and there is knowledge by the person of the restriction and a substantial interference of the liberty of the person restricted. This does not have to be removal of a person from

the site but can be the detaining of a person on a school site by an unauthorized person. Abduction also occurs when a stranger or family member abducts a student.

Definition: Runaway occurs when a student runs away from the school building during school hours.

Emergency Procedure:

Call 911 for immediate assistance. Identify yourself, the school, and nature of the emergency. Give all the information available, i.e., description of the child and the abductor, names if you know them, description of the vehicle when appropriate, as well as the place and time the student was last seen. If possible, stay on the telephone line until you are instructed to disconnect by the emergency operator.
The principal will safeguard siblings at any/or all schools.
The principal will have security secure the area of conflict to prevent contamination of site evidence.
The principal will assist law enforcement (have a copy of the student's file and pictures, if available).
The principal will notify the superintendent's office who will immediately notify the proper departments (security coordinator, crisis coordinator, and public relations coordinator).
The crisis coordinator will assess needs and convene the crisis management team if necessary.
The principal will notify parent(s) of the situation and steps being taken.
The principal will keep witnesses separated to prevent sharing information.

Plan of Action:

The principal will meet with faculty, if possible. Advise teachers about sharing information with students.
A member of the crisis team will visit the missing child's classroom.
The crisis team or the school counselor will provide counseling when necessary.
The public relations coordinator will prepare a statement for the media.
The principal will prepare a fact sheet to help those answering phones.
Teachers will prepare classmates to be supportive when the child is returned.
The school counselor will provide follow-up counseling as needed.
The principal will document actions and decisions concerning the abduction incident.

Accident/Serious Injury/Illness

Definition: An accident occurs when an individual is unintentionally injured or an emergency where one or many are sick or injured.

Immediate concern is to aid the injured or sick student, staff member, or visitor.

Emergency Procedure:

If serious contact or have someone call 911 immediately.
The principal will assess tje nature and extent of injuries.
The principal will contact first aid providers.

First aid responders will initiate prompt first aid/medical services with the following:

- Check the person for airway blockage, breathing, etc.
- Control severe bleeding, treat for shock if necessary.
- Check for poisoning or ingestion of chemicals.
- Provide CPR/first aid as necessary until back up medical services arrive at the scene.

Call 911 for emergency assistance. Alternate emergency numbers:
Delta Health NW Regional 662-627-3211
School security will remove uninjured students from the accident site. If evacuation is necessary, verify that all students and staff are out of the building at a distance for maximum safety.
If evacuation is necessary, each teacher must take a class list and grade book.
The principal will notify the superintendent's office who will immediately notify the proper departments (security director, crisis coordinator, and public relations coordinator).
The crisis coordinator will convene a local crisis team, if needed.
The principal will notify parents of the nature and extent of injury.
The public relations coordinator will prepare a statement for the media (if needed).
The principal will document actions and decisions concerning accidents.

NOTE **Proper Protective Equipment Must Be Worn at All Times.**

After Hours Emergency Plan

Definition: This plan should address all functions (PTA/booster club meetings, outside agencies using school facilities, school activities, etc.) performed after normal working and office hours. Further defined as an emergency occurring before or after the regular school day.

General Procedure:

All facilities that have functions or personnel working after regular school hours need to devise an emergency plan that addresses this particular situation, especially notification of building/facility occupants. The specific procedures to be implemented should be those identified based on the nature of the incident and cited elsewhere in this publication.

When an emergency occurs, follow the procedure as specified in this manual for the particular type of incident.

Notify: Dr. Toya Harrell-Matthews Superintendent at 662-645-7704.

Altercation: Violence Between Two or More Individuals

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**)

Emergency Procedure:
Notify a principal immediately.
Walk briskly to fight location-Do not run.
Ask for assistance from nearby staff members.

Instruct students to disperse.
Yell out to combatants, names and order them to stop. Use ladies or gentlemen if students' names are not known.
Approach students from the side. Restrain in accordance with policy. Do not step between combatants.
Separate all combatants and refer to an administrator.
The principal will assess danger and request assistance from law enforcement if necessary.
All staff are obligated by law **(MS Code 37-9-14)** to pitch in and take an active role in ceasing any and all hostile activities.
The principal will notify the central office of all fights.
The principal will notify the police and youth court of all fights.
The public relations coordinator will prepare a statement for the media if needed.

Plan of action to prevent retaliation or further campus violence:

Custodial staff will remove graffiti on school property.
Administration/faculty will enforce dress code to reduce gang identification.
The principal will notify probation officers, as necessary.
The principal 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.

Assault of a Student

Definition: Physical assault is considered to be any intentional act of hitting, pushing, sexual assault, scratching, biting, kicking, or any other such physical contact engaged in, by, or directed toward another student, staff, or visitor to the facility, which results or is intended to result in death, physical injury, or emotional damage. (**MS Code 97-3-7**)

Emergency Procedure:

The principal will notify law enforcement by calling 911 or
662-624-2411 sheriff's department; 662-621-8151, police department.
The principal will notify the victim's parents.
The first aid responder will provide medical attention if there are injuries.
The principal will protect the identity of the victim.
The school counselor and/or the crisis team will provide counseling for the victim and the victim's family.
If the alleged assailant is a student, the principal will notify his or her parents and request a conference.
The principal will follow board policy and due process procedures regarding disciplinary action, questioning of student, and students taken into custody.
The principal will notify the superintendent's office.
The principal will document actions and decisions concerning assault incidents.
Must notify law enforcement, Youth Court and the parents of the assault **(MS Code 37-9-14)**

Bomb Threat
(MS Code 97-37-21)

Utilize Bomb Threat Report Form

Definition: A bomb threat usually occurs when the school receives an anonymous telephone message advising that a bomb has been placed somewhere on the school site.

A bomb threat may be a prelude to attempted robbery, hostage taking, kidnapping, or just a student trying to get out of a test at school. However, a threat must be taken seriously at all times. Most bomb threat telephone calls are very brief; the message is stated in a few words and then the caller hangs up the telephone. Every effort should be made to obtain detailed information from the caller, such as the five questions listed below. If possible, use the BOMB THREAT form to record information and record identifying qualities of the caller.

When is the bomb going to explode?
What kind of bomb is it?
What does the bomb look like?
Where did you place it? (Attempt to get the caller to identify the building or location.)
Why did you place the bomb in the school?

Emergency Procedure:

Clerical staff will immediately notify the principal/designee of the bomb threat.
Clerical staff will document the threat (use the bomb threat checklist).
The principal will notify law enforcement by calling 911 and the security coordinator.
The principal will decide whether to evacuate immediately and search the facility or to make a preliminary search prior to any other action.
The principal will instruct teachers and staff as they are evacuating their classrooms and building, they must be watchful for anything that they don't recognize as being "normal", i.e., briefcases, bags in unusual places, pipes laying in unusual places. If they don't observe anything unusual in the classrooms, close the door after the last student is out. (The closed door will indicate to the police that nothing unusual was observed in the classroom.) Do Not Lock the Doors!
The principal will evacuate the building, if warranted (1000 feet or more).
A search team composed of police officers and staff members will conduct a visual search of the building and report to the principal any items or containers that are unusual or foreign to the normal operation. Do not handle the item under suspicion.
The principal will notify the superintendent's office who will immediately notify the proper departments.
The principal will be responsible for controlling the use of two-way radios and cell phones during a bomb threat.
The principal will be responsible for developing and maintaining a visual search plan designed to meet the specific needs of his or her building.
The principal will be responsible for conducting a search plan drill at least once each semester.

The clerical staff will close all vaults and secure all records.
Secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
Teachers will take class rolls and notify the principal if someone is missing.
The principal will make the decision for the students and other personnel to re-enter the building. If possible, the principal should seek the advice of Policy/Fire Departments.
In the case of inclement weather or delayed reentry into the school building(s), the principals will notify the transportation department of the need for buses to transport students/staff to a predetermined location. The predetermined location is **Coahoma County Expo Center.** The

superintendent/designee must be informed prior to moving students/staff to a predetermined location.
The public relations coordinator will prepare a statement for the media.
The principal will prepare a fact sheet to help those answering phones.

What not to do if a bomb is found:
Do not touch suspected explosives.
Do not move suspected bombs.
Do not place suspected bombs 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 experts!

What to do if a bomb is found: (**MS Code 97-37-25**)
Evacuate the area IMMEDIATELY according to the school plan.
Secure a perimeter of 1000 feet or more around the location.
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.
The principal will notify the superintendent's office who will immediately notify the proper departments.
Members of the explosive ordinance disposal team will remove the bomb.
The principal will document actions and decisions concerning the bomb incident.

Building Collapse

Definition: A building collapse occurs when the structural integrity of the building is lost due to over stressed conditions.

Emergency Procedure:

The principal will initiate an evacuation plan.
Teachers will call roll to account for all students and report missing students to the principal.
The principal will call 911 and describe what has happened.
The principal will contact the first aid responder to provide first aid if necessary.
The principal will notify the superintendent's office who will notify the proper departments.
In the case of inclement weather or delayed reentry into the school building(s), the principals will notify the transportation department of the need for buses to transport students/staff to a predetermined location. The predetermined location is **Coahoma County Expo Center**. The superintendent/designee must be informed prior to moving students/staff to a predetermined location.
Secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
The public relations coordinator will prepare a statement for the media.
The principal will prepare a fact sheet to help those answering phones.
The principal will make the decision for the students and other personnel to re-enter the building only after being advised to do so by the civil defense office and/or the school architect/engineer.
The principal will document actions and decisions concerning building collapse incidents.

Building Evacuation Plan

The principal will update and post evacuation plans in each room of his or her building annually. This plan will be used for fire, bomb threat, and explosion, loss of a building's structural integrity, hazardous materials and other crises requiring evacuation.

Evacuation is considered a last line of defense and should only be implemented when the life and/or health of students, employees, guests, or visitors is threatened. Exits are highly visible and exit pathways labeled with appropriate EXIT signs. Know the route to the nearest exit from your location. In the event of a fire or other condition which necessitates evacuation of the building, do the following as outlined in site/school specific evacuation plans:

Emergency Procedure:
Students and staff will calmly and quickly move to assigned evacuation locations.
Teachers will follow students out and stay with students.
Stay together and gather at a safe distance (minimum 500 feet for fires and 1000 feet for bomb threats) from the building at designated gathering points. See the plan for each location.
Teachers will call roll to determine if any students are missing.
Teachers will report missing students to the principal.
If it cannot be determined that all persons have safely exited the building, the responding fire team, or other designated emergency response team must be notified.
Unattached students will report to the nearest teacher. Teachers should note student additions and send this information to the principal.
Secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
Designate a specific location for medical personnel to conduct triage.

Training
School Principals and Department Heads shall ensure that employees receive information and training on the elements of the emergency crisis and response plan during orientation and at least annually thereafter. Training shall include, but not be limited to:

School/facility layouts and escape routes
Awareness of handicapped individuals who may need extra assistance
Hazardous areas to be avoided during emergencies
Rooms and other spaces that need to be checked for visitors and employees who may be trapped or otherwise unable to evacuate the area during an emergency.
Any duties/responsibilities the employee may have in support of the plan.

Evacuation Location

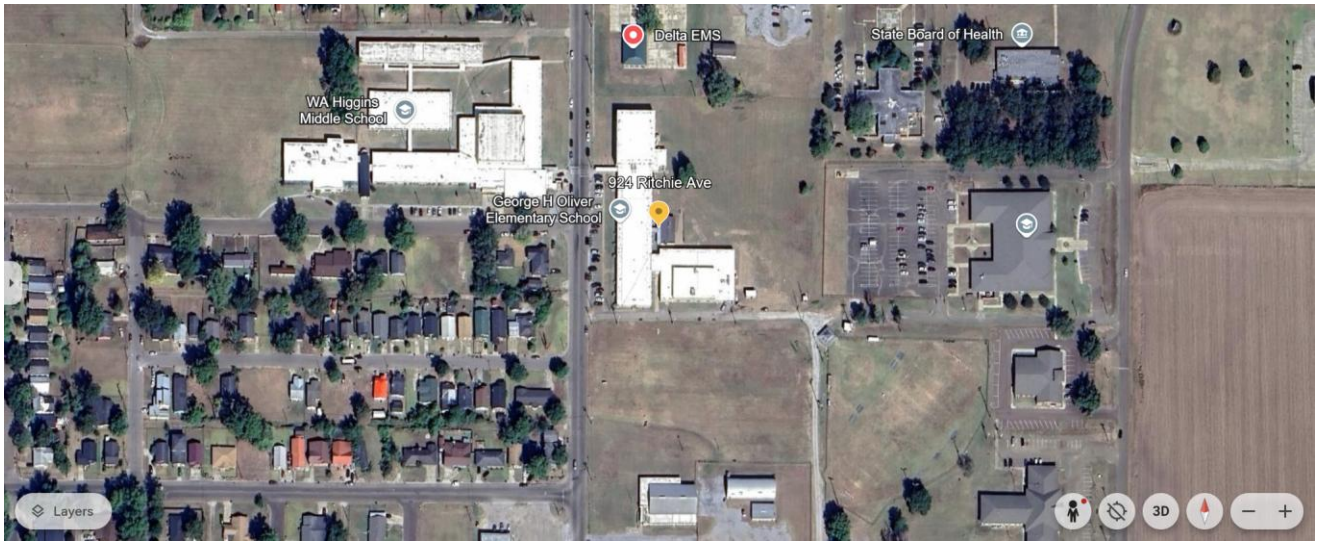
Evacuation: A minimum safe distance of 500 feet is required during fire evacuation, 1000 feet for bomb threats and other hazards. Students and staff must all be accounted for during evacuations. Fire evacuation routes must be posted in each classroom.

On-Site Evacuation Location (i.e., fields, parking lot, etc.)

Primary Evacuation Point: W.A. Higgins Middle School (662.627.8550)



Secondary Evacuation Point: National Guard Armory (924-Ritchie)



Off-Site Evacuation Location
Primary Location: Coahoma County Expo Center
Telephone: (662) 645-7704

*Denotes Additional Reference in Appendix



Bus Accident

Emergency Procedure:

The bus driver will stay with students.
The bus driver will ensure that law enforcement is notified.
The bus driver will ensure that the transportation supervisor is notified.
Bus drivers must immediately check all student passengers for injury and ask whether anyone is hurt or injured. If so, first aid shall be administered, if appropriate.
The students should be evacuated from the school bus in accordance with standard procedures only if the condition or position of the school bus creates a further hazard to the student passengers.
The transportation supervisor will go to the scene of the accident.
The transportation supervisor will notify central office and building principals. The central office will notify public relations, security coordinator, director of operations, and crisis management team coordinator.
The principal will go to the scene of an accident if students are injured.
The principal or designee will notify parents.
The principal will send staff members with the injured students if they are transported from the accident site.
The principal and supervisor of transportation will make a list of all students on the bus at the time of accident.
The principal and supervisor of transportation will document actions and decisions concerning bus accidents.

Caring for Special Needs Students

The schools in the CLARKSDALE MUNICIPAL SCHOOL DISTRICT School District prepare students with disabilities for disasters and/or emergencies through frequent training drills to alleviate safety problems in the event of a real emergency. Teachers and principals' responsibility has greatly increased as students move into their least restrictive environment (LRE).

To ensure the safety of differently abled students, we realize the critical need for principals and teachers to have emergency procedures for students who need assistance to evacuate.

The following procedures should be followed:

Make sure students with disabilities understand and will carry out actions required in an emergency. Each school is required to provide 30 minutes of safety instruction and conducts at least one fire drill a month.

A team will be in place to assist students with disabilities during the emergency. A team of adults has been organized to help meet the needs of the special needs children to ensure better student safety. This team is made up of teachers, aides, and the school nurse.

Select a classroom that is close to an exit for location to place students with disabilities. Special attention is given to handicap accessibility of nearby exits to ease emergency evacuations for students in wheelchairs and braces.

Determine the ways students need help during and after an emergency based upon one or all of the following.

- difficulty hearing a warning or instructions concerning evacuations
- difficulty with a seeing-eye or hearing-ear dog that may become confused during emergency
- difficulty operating a wheelchair or walker
- difficulty understanding instructions while under stress, or having an illness aggravated by stress

A list is maintained in the principal's office and the nurse's station of important items that a student might need in an emergency, such as medication administration, phone numbers for the parent or doctor, or special equipment needs. Special medical alert tags are also available that identify the student's needs in case of injury or the inability to communicate.

Child Abuse/Neglect
(MS CODE 97-5-39)

Definition: Child abuse is an act of commission. Child neglect is an act of omission. An abused or neglected child (anyone under 18 years of age is defined as a child) whose health or welfare is harmed or threatened with harm when his or her parent, guardian, or other person exercising custodial control or supervision of the child inflicts or allows to be inflicted upon the child physical or emotional injury by other than accidental means; creates or allows to be created a risk of physical or emotional injury to the child by other accidental means; commits or allows to be committed an act of sexual abuse, sexual exploitation, or prostitution upon the child; abandons or exploits such child; or does not provide the child with adequate care, supervision, food, clothing, shelter, education, or medical care necessary for the child's well-being.

The most common forms of abuse are physical (i.e., assault or contact that causes physical injury or emotional injury; (abandonment; stalking, hate crimes, harassment) and sexual abuse (i.e., touching, handling, etc., of a child for lustful purposes sexual exploitation, e.g., pornographic photographic, rape, molestation, incest, prostitution).

A child's parent, guardians, or other person who has permanent or temporary care, custody, or responsibility for the supervision of a child, including school personnel, can cause abuse or neglect. Also, a stranger or someone outside the school setting can cause by another child or abuse. Regardless of who is reported to have caused the abuse or neglect, you should report it immediately to the proper authorities and let them handle the investigation.

In accordance with the laws of the State of Mississippi regarding child abuse, any person who has reasonable cause to suspect that child abuse or neglect is occurring shall report such information to the director of social services in the county in which the child resides.

Law from civil liability protects persons making reports if they act in good faith.

It is not necessary that one have absolute proof before reporting. It is the responsibility of the Department of Human Services to make its own investigation.

Procedure:

Faculty and staff members should call 662-624-3008 or 1-800-222-8000

Coahoma County Department of Child Protective Services 923
Ohio Street
Clarksdale, MS 38614

If the telephone number is busy, keep calling until you talk with someone at the agency; do not wait until the next day.

Provide the following information:

- Name of child.
- Name of child's parents, address, and telephone.
- Child's age.
- Name and address of the person whom you suspect is responsible for the abuse or neglect.
- Any other pertinent information.
- Do not notify the suspected abusers.
- Faculty and staff members should inform the principal of the report in writing, including date and time of the report.
- The principal shall permit an interview with the child by authorized, properly identified officials.
- School counselors will provide follow-up counseling, when appropriate.
- The principal will document actions and decisions concerning child abuse/neglect incident

Confrontation with Person in Possession of a Weapon
(MS Code 37-11-18)

Definition: An armed offender is a person possessing a weapon capable of deadly force, whose intent is to pose a threat, inflict harm, or carry out a personal objective. The armed person may be a student, staff member, parent, or community member.

A weapon is any instrument, which may produce bodily harm or death. Weapons include, but are not limited to, any knife, firearm, air gun, sword, spear, ax, tomahawk, club, explosive device, fireworks or other incendiary device, throwing instrument, firearm silencer, ammunition, blackjack, night stick, screwdriver, homemade weapon, or any other device classified as an unlawful weapon, or which may produce bodily harm or death, or any instrument possessed with the intent to use for the above purpose.

Emergency Procedure:

Immediately report the situation to the principal.
The principal will determine if the situation is an emergency.
Call 911. Make sure the 911 operator understands that there is an armed person inside the school; and give his or her last known location; give a description and any other information you may have. If possible, stay on the line until you are instructed to disconnect by the emergency operator.
Notify all teachers that you have an emergency situation. Pass the emergency signal over the PA system and then announce, “Please keep all students inside your classroom until further notice”. All classroom doors should be locked at the sound of the emergency signal.
Students and staff should move away from doors and glass.
Notify the central office immediately; they will notify the proper departments.
Notify all students outside their classroom (including those outside the school building) to report to the nearest safe classroom. All students should be brought into a locked area.
Teachers should call roll and list the names of missing students on an index card to be reported to principals later. Also list the names of students in the room and not on roll, to be given to the principal later.
If the hostage taker or armed person can be contained in one section of the building, students and staff should be evacuated from the building to a designated safe area.
Students and staff will not reenter the building until the building has been evaluated and determined safe by the police department.
If safety permits, a staff member should be directed outside the building to warn all approaching visitors of the danger.
Do not attempt to disarm any individual with a weapon.
Do not panic. Establish a psychological advantage by remaining calm.
Do not make threats, challenges, or in any way antagonize the person in possession of the weapon.
Constantly assess the situation. Does the individual vacillate concerning the intended use of the weapon, or does he/she seem to want attention?
Do not condone the individual’s actions.
In a calm voice and mannerism, try to talk to the individual. Make reasonable suggestions. For example, if other individuals are present, request that they be allowed to leave the area.
Observe the weapon carefully and try to obtain enough information about it so that a description can be given to school security/law enforcement officers.
Attempt to isolate the individual if possible.
Move slowly and with confidence.

Comply with the individual's demands as long as they are reasonable.
The principal will document actions and decisions concerning weapon incidents.

Death of a Student/Staff Member at School
Emergency Procedure:

The principal will call 911. Make sure the 911 operators understand that there has been a death at your school.
If possible, stay on the line until you are instructed to disconnect by the 911 operators.
The building principal should be notified as soon as a death occurs and should document all information as soon as it is available.
The principal will notify the superintendent's office that will immediately notify the proper departments.
The crisis coordinator will convene the local crisis team, if needed.
The principal will notify the deceased person's next of kin.
The principal will be responsible for controlling the release of all information concerning the death of a staff member or student.
The details of the funeral should be shared with the entire staff.
The deceased family's wishes should be followed and the school liaison appointed by the principal should be in direct contact with the family.
Issues regarding confidentiality and student's right to privacy should be maintained.
Security personnel will secure the area and clear affected classroom(s)/hallway(s) of students.
The personal belongings of the deceased should be removed and protected so that they can be given to the family at a later date.
Dispel rumors and refer all rumors to the principal so that they can be addressed in the debriefing session.
Evacuate the immediate area, segregate witnesses and protect the scene of the event.

Death of Student or Faculty Member Outside of School

Emergency Procedure:

The principal should initiate a chain phone calling system to inform all faculty and staff members of the tragedy and schedule an early morning meeting (faculty and staff). The phone call and morning meeting reduce the risk of faculty arriving at school uninformed. The purpose of the faculty/staff meeting is three-fold:
To be sure faculty members are informed of the incident.
To ensure that faculty/staff members know the facts surrounding the incident so they can dispel rumors and horror stories that may crop up during the day, and
To announce any special schedule and/or events of the day.
Assemble the school district's crisis counseling team and other resource persons so they can plan to assist at the school.
Substitute teachers, as necessary, need to be scheduled. They, too, need training before meeting with students.
An end-of-the-day meeting should be held to evaluate and debrief the day's procedures as well as to identify further concerns for the days to come.

Classroom Procedure:

The principal should announce the death of the teacher/student and the known facts of the death to the first class of the day (or to the entire student body). Teachers should follow-through on the announcement as dictated by reaction by students in their respective classes.
Although distraught, faculty and staff members should remain as calm as possible and serve as a "source of strength" for students. Teachers, dealing with their own grief, may not know what responses to offer or may try to do too much. Students rarely expect perfect answers or controlled indifference but find teachers most helpful as emphatic listeners. Do not attempt to explain why a person dies (or has committed suicide).
In the case of a suicide situation, simply say, "Sometimes a person becomes distraught and depressed. When this occurs, she/he often can't see a resolution to a problem (or situation) other than taking his or her own life. There is an overwhelming feeling of hopelessness. This is tragic. If you are ever in a similar situation, discuss your problem(s) with someone you trust-preferably an adult (with counseling training). No problem is as great that you should consider committing suicide".
Refer all rumors to the principal so that they can be addressed in the debriefing session.
Not all students will grieve or respond to death/suicide in the same manner. Some will want to relieve the hurt by discussion, others by avoiding the issue. Each person will experience a grieving process that is "normal" for him/her. These reactions are typical and should be affirmed by teachers/counselors. Time should be allowed to express their grief reactions in the classrooms and discussions. Students should be allowed to express their grief and discuss openly their feelings, fears, and concerns that surround the events.

Teachers should refer to the crisis counseling team any student who appears to have difficulty coping with the death of the teacher/student. (Teachers must know the location of the special crisis center which they can send extremely upset students throughout the day for special counseling or help in dealing with the tragedy.)
Funeral arrangements should be explained and students should be informed that they will be allowed to attend the funeral if they have a note from home. The administration of a school might consider holding a memorial assembly program based on the students' response to the death. (Some authorities do not support having a memorial program when death results from suicide. If a memorial program is conducted, the emphasis should focus on how to develop appropriate coping strategies. The act of suicide should not be glorified.)
The school should return to its regular schedule, even abbreviated as it relates to activities and assignments, as soon as possible. Teachers need not turn class sessions into group therapy or recreation times but may scale down expectations in response to change in energy levels.
The personal belongings of the deceased should be removed and protected so that they can be given to the family at a later date.

Days Following a Death/Suicide Procedure:
Individual and group responses to loss may remain intense for extended periods. Teachers should remain on the lookout for students who might show signs of depression related to the recent death/suicide. These students should be referred for counseling. Parents of the depressed students should be contacted and invited to a special meeting to help their children understand and cope with his or her feelings. Warning signs that could suggest further difficulty for their children might be discussed, as well as sources for help.
It is necessary for teachers and counselors to be alert for months after a suicide. Some students will deal with the loss and grief immediately, while others will let it fester and grow within themselves for months. The aftermath of suicide will often continue for up to two years. It is important that "high risk" students be carefully monitored for at least six months, with less intense, but continual, concern for one to two years thereafter.

Suicide is on the rise, and it is unfortunate that school systems need to plan in advance for this type of event, but they must! Post-vention taken seriously can aid the students, staff, administration, and community in dealing with such a tragedy. Suicide post-vention, when carefully dealt with and openly planned for, can help prevent further tragedies in the aftermath of suicide.

Media Coverage Procedure:

The superintendent will be the official spokesperson for the district. All staff members should refer news personnel to the superintendent or his designee.

It is extremely important to have honest, accurate coverage of the incident reported to the media. Any personal references to the deceased should be checked and cleared with the family to avoid any problems in the community. The school's sympathy should be reported, but, regarding a suicide situation, the idea should be conveyed that a life was cut short that could have been saved if the individual had reached out for help. Do not allow student interviews by the media without parents' permission and then only off campus.

Earthquake

Definition: An earthquake is the oscillating movement of the earth's crust caused by the rupturing of great masses of rock miles beneath the surface of the earth. This generally takes the form of slipping or sliding along a rupture plane (a weakness in the earth's crust) called a fault. There are three major types of earthquakes: Volcanic, Plutonic, and Tectonic. Tectonic is the most common and most destructive.

Earthquakes can occur at any time with no advance warning. The onset of a large earthquake is initially signaled by a deep rumbling or by disturbed air making a rushing sound. Probably the most disheartening feature in the aftermath of a damaging earthquake is the reported occurrence of after shocks.

Emergency Procedure:

Students and staff should stay put until tremors stop.

Students and staff should duck and cover until tremors stop.

Students and staff should take cover under desks and tables, against inside walls, or under doorways.

Students and staff should be alert for possible aftershocks.

Shut off any electrical or gas operated appliances.

Students and staff should evacuate the building through the nearest safe exit if instructed to do so.

The earthquake evacuation signal is FIRE DRILL SIGNAL.

Students should avoid overhead wires and utility poles.

Teachers should call roll and report missing students to the principal.

The secretarial staff will take enrollment cards and sign-out sheets for off-site student release.

Unattached students should report to the nearest teacher. Teachers should report student additions to the principal.

The principal will make the decision for the students and other personnel to re-enter the building only after being advised to do so by the civil defense office and/or school architect/engineer.

Emergency Release of Students

An emergency team is designated at each location for the release of students during and/or after an emergency.

The functions of the team are as follows:

Account for all students and staff. Get Injury and Missing Persons Report from each teacher and report to the Emergency Operations Coordinator. (See Forms)

Check student emergency cards for names of persons authorized to pick up students.

Release students only to an authorized person.

If in doubt, ask for identification.

Complete Student Release Log.

Explosion

Definition: An explosion is a sudden violent release of energy from its contained environment.

Emergency Procedure:

The principal will determine if the explosion endangers the school population.
The principal will notify law enforcement by calling 911.
The principal will evacuate the building, if warranted (1000 feet or more).
The principal will notify the superintendent's office who will immediately notify the proper departments.
First aid responders will render first aid, if necessary.
The clerical staff will close all vaults and secure all records.
The clerical staff will take the check out cards for off campus check out of students.
Teachers will take class rolls and notify the principal if someone is missing.
The principal will make the decision for the students and other personnel to re-enter the building. If possible, the principal should seek the advice of Police/Fire Departments.
In the case of inclement weather or delayed re-entry into the school building(s), the principals will notify the transportation department of the need for buses to transport students/staff to a predetermined location. The predetermined location is **Coahoma County Expo Center**. The superintendent/designee must be informed prior to moving students/staff to a predetermined location.
The public relations coordinator will prepare statements for the media.
The principal will prepare a fact sheet to help those answering phones.
The principal will document actions and decisions concerning the explosion incident.

Fallen Aircraft

(Call 911)

Definition: A fallen aircraft emergency occurs when an aircraft falls near a school or on a portion of the school building.

Emergency Procedure:

Call 911. Make sure the 911 operator understands the nature of the emergency. If possible, stay on the line until you are instructed to disconnect by the emergency operator.
Keep staff and students at a safe distance, upwind from the fallen aircraft. Note in case of jet aircraft, the minimum safe distance is **1000** feet.
Notify the central office immediately; they will notify the proper departments.
Take actions as necessary to prevent injury or death to survivors.
Determine if the aircraft is military or civilian.
Render first aid, if necessary.
The principal will document actions and decisions concerning fallen aircraft.

Fire
(Call 911)

Definition: A fire occurs when combustible materials ignite in the presence of oxygen and heat. A fire, in the building, or on the premises requiring evacuation.

Emergency Procedure:

Sound the fire alarm or fire drill bell. This will implement the fire drill evacuation procedures.
Call 911. Make sure the 911 operators understand the nature of the emergency. If possible, stay on the line until you are instructed to disconnect by the emergency operator.
Evacuate immediately. Exit through the nearest safe exit using all available doors.
Secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
Teachers will follow students out and stay with students.
The teacher will call roll and report missing students to the principal.
Notify the central office immediately. They will notify the proper departments.
Students and staff should not return to the building until Fire Department officials declare the area safe.
Any fire at a school facility must be reported to the Fire Department, even if it is a very small fire or the fire has already been extinguished.
The principals will update and post evacuation routes in each room annually.
Extinguish small fires if it is possible to do so without endangering lives, but notification of the Fire Department is mandatory for all fires.
Render first aid, if necessary.
The building principal will be responsible for conducting one fire drill each month after the first month of school.
The principal will document actions and decisions concerning fire incidents.

Hazardous Materials Incident

Definition: A hazardous material is any substance chemical, biological, radiological, or explosive in a quantity of form, which may be harmful to humans, domestic animals, wildlife, economic crops or property when released into the environment.

Hazardous materials are commonly used and transported through CLARKSDALE MUNICIPAL SCHOOL DISTRICT therefore, hazardous materials accidents may occur as the result of human error or natural disaster. Disasters involving hazardous materials are likely to happen without warning. They are usually confined to a localized area and action should be taken to contain resultant spills as promptly as possible.

Off-Property Hazardous Materials Release

Emergency Procedure:

Call 911. Make sure the 911 operator understands that there is a hazardous materials emergency. If possible, stay on the line until you are instructed to disconnect by the 911 operators.
The principal will initiate a shelter in-place plan. **The alert signal is: GO TO LOCKDOWN**.
Tune into the emergency radio system regarding any type of emergency situation.
The principal will notify the superintendent's office who will immediately notify the proper departments.
Close all windows and doors. Stay in the building. Disable heating, ventilating, and air conditioning, including the exhaust system in the kitchen.
Do not proceed outside unless directed. If required, take action to evacuate the building and if necessary, the school site. Stay upwind of the hazardous materials.
Transfer of school-site must be approved, in advance, by the superintendent/designee or local authority having jurisdiction (i.e., fire department, civil defense, law enforcement).
The off campus alternative site for student transfer is as follows: **Coahoma County Expo Center** (N S E W)
If evacuation becomes necessary, each teacher should call roll to account for students under his or her supervision and report missing students to the principal.
First aid providers will render first aid if necessary.
Do not approach a hazardous material area until a positive identification of material has been made.
The site of a hazardous materials incident is to be isolated to the extent necessary as soon as possible.
If positive identification of the material cannot be made, assume the material to be dangerous.
The fire chief will be the on-scene commander during a hazardous material incident.
The fire chief will notify other emergency agencies and the CLARKSDALE MUNICIPAL SCHOOL DISTRICT emergency management director.
The principal will determine if evacuation is necessary. If so, initiate the evacuation procedure immediately.
Keep all people upwind to avoid smoke, fumes, and dust.
The principal will document actions and decisions concerning hazardous materials incidents.

Within The Facility Hazardous Materials Release

Emergency Procedure:

Evacuate the contaminated area and seal it off.
Attempt to identify the chemical.
Determine the hazard level presented as reflected in the MSDS sheet
The principal will notify the superintendent's office who will immediately notify the proper departments.
If decontamination can be conducted with school assets, do so.
If not, Call 9-911. Make sure the 911 operators understand that there is a hazardous materials emergency. If possible, stay on the line until you are instructed to disconnect by the 911 operators.
The principal will initiate an evacuation plan, **if necessary**. The Alert Signal is: FIRE DRILL SIGNAL.
If necessary, evacuate the school site.
The principal will notify the superintendent's office who will immediately notify the proper departments.
Transfer of school-site must be approved, in advance, by the superintendent/designee or local authority having jurisdiction (i.e., fire department, civil defense, law enforcement).
Off campus alternative site: **Coahoma County Expo Center** (N S E W.)
If evacuation becomes necessary, each teacher should call roll to account for students under his or her supervision and report missing students to the principal.
Secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
The building shall not be re-entered until authorization is given by the fire department.
First aid providers will render first aid if necessary.
The principal will document actions and decisions concerning hazardous materials incidents.

Hostage

(MS Code 97-3-53)
(Call 911)

Definition: Hostage-taking is a violent criminal offense involving the holding of individual(s) hostage or exercising or attempting to exercise control over the individual(s) by the use of force or threat of force, or by other violent behavioral/verbal actions, which if carried out, would result in a departure from the organization's normal course of action by using the threat of violence to secure the fulfillment of certain demands. These situations are probably the least predictable and the most dangerous of the emergency situations that may confront the school principal.

Emergency Procedure:

Call 911. Make sure the 911 operators understand that there is a hostage situation. If possible, stay on the line until you are instructed to disconnect by the emergency operator.
Notify all teachers that you have an emergency situation. The emergency signal is **GO TO LOCKDOWN**. Please keep all students inside your classroom until further notice". All classroom doors should be locked at the sound of the emergency signal.
Students and staff should move away from doors and glass.
Notify the central office immediately; they will notify the proper departments.
Notify all students outside their classroom (including those outside the school building) to report to the nearest safe classroom. All students should be brought into a locked area.
Teachers should call roll and list the names of missing students on an index card to be given to the principal later.

If the hostage taker or armed person can be contained in one section of the building, students and staff should be evacuated from the building to designated safe areas.
Students and staff will not re-enter the building until the building has been evaluated and determined safe by the police department.
If safety permits, a staff member should be directed outside the building to warn all approaching visitors of the danger.
The principals will document actions and decisions concerning hostage incidents.
Don't attempt to negotiate with the hostage taker, leave this to the professionals
Don't allow any school or district leader on the phone with the hostage taker.

If Taken Hostage:

Get word to the office (via word, note, or hand signals to passerby).
If possible, remove students from the area.
Do not try to disarm intruders.
Keep calm.
Direct students to be quiet and to sit away from intruders, windows, and exits.
Police may be able to hear what is taking place and may enter the room at any time.

Intruder

Definition: An intruder is an individual in the building who has not followed established visitor procedures.

Any school personnel who observes a visitor in the building or on the school campus without a visitor's badge should call the office. The principal/designee will determine if it is a serious situation.

General Procedure:

Staff to stop strangers.
Inquire as to their business in building.
Direct strangers to the office and explain the visitor's policy.
If a stranger refuses to cooperate, break contact and call the office.

Emergency Procedure:

Call 911. Make sure the 911 operator understands that there is an intruder inside the school, whether the person is armed, his or her last known location, a description, and any other pertinent information. If possible, stay on the line until you are instructed to disconnect by the 911 operator.
Notify all teachers that you have an emergency situation. **The emergency signal is: Go Lock Down** please keep all students inside your classroom until further notice.
Teachers will account for students and put a red card under the door if a student is injured or required medical assistance.
Teachers will put a green card under the door if all students are accounted for and OK.
List the names of missing students on an index card. Security personnel will collect cards.
The principal will notify the central office at 662-627-8500.
The central office will notify public relations, security coordinator, director of operations, and crisis management team coordinator.
All classroom doors should be locked at the sound of the emergency signal.

Teachers and students should move away from the door and remain quiet and seated.
Notify all students outside their classrooms to report to the nearest safe classroom.
All doors should remain locked. Students and staff should remain seated and quiet until the all-clear signal is given or other instructions are forthcoming.

Working with the media

Make sure all employees know the location of the emergency communication post so they can direct inquiries.
Have at least two secretaries available to the coordinator of public relations.
Have at least one cell phone available to the coordinator of public relations.
The coordinator of public relations should maintain close contact with reporters.
Build a positive relationship with the news media by providing information in an organized manner.
Develop a list of newspapers and television and radio stations in advance, including the key contact people, phone numbers, and deadlines.
Eliminate obstacles wherever possible.
Plan to be quoted by name. Be very careful about going "off-the-record".
Never argue with a reporter about the value of a story.
Keep a log of all facts given out with times they were released.
Do not release the names of victims until you know for a fact the families have been notified.
Never speak before you know what you want to say.
Don't play favorites among the media. Distribute information evenly.
Never flatly refuse information. Always give a good reason why it isn't available.
Be sure facts are, indeed, factual.
Always know to whom you are talking. Get the reporter's name and phone number in case you need to contact him or her later.
Never falsify, color, or slant your answers.
Be especially alert about photographs. Have policies well established before the crisis.
Have safety, labor, and employee records available for your reference if possible.
Point up long safety records and any acts of heroism by employees.
If damage must be estimated for the press immediately, confine statements to general description of what was destroyed.
Accentuate the positive.

Medical Emergency
(Call 911)

Definition: A medical emergency exists anytime a school incident exceeds the need for basic first aid.

Emergency Procedure:
Call 911. Make sure the 911 operator understands that there is a medical emergency. If possible, stay on the line until you are instructed to disconnect by the 911 operator.
Be prepared to state the nature of the emergency and location. Provide emergency medical personnel with any known information about the health concerns of the individual, medications, allergies, health care provider, etc.

The principal will contact the parents and inform them of any first aid or illness that occurs while the child is at school.
Administer first aid.
Do not give medication by mouth unless specifically ordered to do so by the physician and appropriately signed authorizations from the parent and physician are on file.
First aid providers will stay with the student until dismissed to the parent or until returned to the classroom.
In the event that a student is transported to a health-care facility, the principal will designate a school staff person to stay with the child until the parent is present.
No seriously ill or injured student should be allowed to go home without being accompanied by a responsible adult.
A student should not be left at home unattended.
All medical incidents should be documented.

Natural Gas Emergency

Definition: A natural gas emergency occurs when natural gas escapes from its controlled environment.

Emergency Procedure:

Call 911. Make sure the 911 operator understands that there is a natural gas emergency. If possible, stay on the line until you are instructed to disconnect by the 911 operator.
Call the gas company at 662-624-5451
Custodians will shut-off gas and electricity.
No smoking.
The principal will initiate the evacuation plan, if necessary.
The alert signal is: **FIRE ALARM SIGNAL.**
The principal will notify the superintendent's office who will immediately notify the proper departments.
If evacuation becomes necessary, each teacher should call roll to account for students under his or her supervision and report missing students to the principal.
Secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
First aid providers will render first aid if necessary.
The principal will document actions and decisions concerning natural gas incidents.

Public Assembly Emergency Plan

Definition: A public assembly is a meeting with an occupant load of 250 or more persons who are gathered in one area or place in a building.

Procedure:
The principal will see that employees or other personnel serving at a public event are instructed and drilled in the duties they are to perform during an emergency evacuation.
Principal or designee shall check all exits before the public arrives to ensure that all exits are clear and unlocked from the inside.
Smoking or the use of matches and lighters shall not be permitted in the assembly area.
Flashlights shall be made available to employees to assist occupants in the evacuation in case the normal lighting and/or the emergency lighting fails.

Prior to the beginning of an event the public address announcer will point out emergency exits and the need for aisles and exits to be kept open.
The principal or designee will assist with crowd control.
The principal or designee will determine when the occupant load is reached.
The principal or designee will be available for emergency situations.
The principal or designee will see that the emergency evacuation procedure is announced to the audience.

Emergency Procedure:
Should an emergency occur during an assembly, do the following:
Initiate evacuation plan.
Alert occupants. **Our signal is: FIRE ALARM SIGNAL**. If the situation warrants, initiate **LOCKDOWN**.

Call 911. Make sure the 911 operator understands the nature of the emergency.
If possible, stay on the line until you are instructed to disconnect by the emergency operator.

Render first aid, if necessary.
Notify the central office during the day at 662-627-8500 and security coordinator after 5:00 P.M. at Chief Earnest Moore @ 662-902-4725.

If there is a power failure or an equipment failure, contact: Supervisor of Maintenance - Cell 662-902-4034

Severe Weather
Tornado, Thunderstorm, Hurricanes, Severe Winds, Flooding

Definitions: A hurricane is a tropical cyclone with winds of at least 74 miles per hour. These winds assume a counterclockwise circular motion around the center of the lowest pressure (eye). As the hurricane develops, the circular motion becomes more violent and often reaches speeds greater than 100 miles per hour.

A severe weather alert occurs when the National Oceanic and Atmospheric Administration issues a severe thunderstorm warning, tornado watch, or tornado warning.

Severe weather watch means that weather conditions are such that a severe thunderstorm may develop.
Severe weather warning means that a severe thunderstorm has developed.
Tornado watch means that weather conditions are such that a tornado may develop.
Tornado warning means that a tornado has been formed and sighted.

Emergency Procedure:
During severe weather, the principal should review emergency procedures for his or her site.
During severe weather, the principal should monitor appropriate weather radio systems.
During severe weather watch, the principal should implement evacuation from outside portable buildings to a sheltered position inside the school building.
Lightning is a threat during any severe thunderstorm. School personnel should move students inside to safety if lightning is occurring.

During a tornado warning, students and teachers should move to areas offering the greatest tornado resistance (see school plan). Direct students to sit on the floor and wait for additional instructions. Students and teachers should be seated on the floor, facing interior walls, and away from the direction from which flying debris would be expected to come.

Once seated an appropriate command would be, "Everybody down! Crouch on elbows and knees. Place your hands over the backs of your heads." It is essential that this command be instantly understood and obeyed.

During a tornado warning students and staff should avoid cafeterias, gyms, or any room with a wide free span roof.

Teachers should check roll and notify the principal if someone is missing.

The principal of each building will be responsible for preparing and posting a tornado evacuation plan for each classroom.

The secretarial staff will take enrollment cards and sign-out sheets for off-site student release.

Officials in charge of athletic events should be aware of approaching severe storms or other weather-related emergencies. School officials should use the P. A. system to warn spectators of approaching severe weather. Game officials may stop play when unsafe weather conditions exist.

Visitors in the Schools

The principal, or the head of a facility, has the overall responsibility and authority to regulate the admission of visitors and oversee their conduct while in the school or on school property. The principal also has authority to grant or deny a visitor's request to enter the school. Such decisions should be reasonable and consistent with both the needs of the school, its safety, and the right of the public to visit the school. If there is any doubt as to the legitimacy of the purpose of the visit, the principal shall clear the person's visit with the Superintendent of Education.

No Salesman or solicitors shall be admitted to schools except when they have written approval for the visit from the Superintendent of Education.

Visitors who violate established procedures regarding visits to schools, whose conduct or behavior in the school jeopardizes the safety of students or staff, or who endanger school property or interfere with the programs and activities of the school, are subject to immediate removal from the school property by order of the principal. Such visitors are also subject to arrest and prosecution where the law has been violated. (MS Code 37-11-21, 37-11-23)

General Procedure:

Greet visitors.

Offer help.

Ask visitors to report to the main office.

Visitors sign in at the main office.

The principal will provide a visitor's badge for all visitors.

The principal will ensure that a visitor's logbook will be in the main office for the recording of visitors.

A visitor entering a building shall be requested to provide one item of valid identification.

The school secretary or appropriate person on duty will record the date, time, name and destination of the visitor in the log. The visitor will then be asked to sign his or her name next to the entry made by the school secretary.

When possible, conferences with teachers should be pre-scheduled so as not to interfere with instructional time. These meetings should be conducted in an area conducive to productive

conferences. The teacher in consultation with the principal will designate the place for the meeting. Teachers will send a list to the main office indicating expected visitors and desired place for meeting. These pre-scheduled meetings will take place as arranged. If the teacher expects the visitor to meet in the classroom, the office will issue the visitor a visitor's badge. All visitors will be accompanied to and from the classroom whenever possible.

Each visitor is to be informed that he/she must surrender the visitor's badge when leaving the building.

The school secretary or the security officer shall record the time of departure in the visitor's log.

If a visitor does not have an appointment, but the teacher is available for conference, the principal or his or her designee will inform the teacher of the visitor's wish for a meeting. The initial contact will take place in the main office.

If the teacher is not available to meet the visitor, the principal or his designee will designate appropriate alternative personnel to meet with the visitor. If a follow-up visit with the teacher is needed, it will be prescheduled.

The security officer or appropriate person should make a periodic check of the logbook to make sure that no one is staying in the building for an unauthorized period of time. In such cases, someone should verify that the visitor(s) is still in the building. If this is established or conversely, verification cannot be made, the principal or his/her security designee shall be notified for possible implementation of an intruder alert or search.

Signs should be posted in the lobby of the main entrance and on all outside doors informing visitors that they must stop at the office to register.

Signs should also be posted informing them that persons failing to register may be considered trespassers and subject to prosecution.

To encourage stronger ties between home and school and to utilize parent teacher conferences to enhance the benefits to students, principals are encouraged to have teachers send home copies of when they are available for conferences.

APPENDIX

*Denotes Additional Reference in Appendix

Clarksdale Municipal School District

Bus # _____
Driver _____
Date _____

ND- No Defects
RN- Repairs Needed
RD- Repair Done

BUS SAFETY INSPECTION REPORT

Bus Safety Inspection Report	Morning Inspection			Afternoon Inspection		
Windshield Glass						
Windshield Wiper						
Windshield Washer						
Gauge-Brake-System						
Gauge-Engine						
Horn						
Heater / Defroster						
Seat Belt (Driver)						
Interior Lights						
Windows						
Seats						
Floors						
Entrance Door						
Emergency Exits						
First Aid Kits						
Fire Extinguisher						
Warning Devices						
Engine						
Cooling System						
Steering						
Drive Train						
Service Brakes						
Parking Brakes						
Head Lights						
Stop / Tail / Body / Lights						
Turn Signal						
Flasher Lights						
Reflectors						
Stop Arm						
Springs						
Mirrors						
Tires						
Suspension, other than springs						
Wheels Lugs / Bolts						
Exhaust System						
Strobe Lights						
Air Vacuumed or Hydraulics line						
Bus Clean and Free of Liter						
Free of Graffiti						
Rules Posted						

Drivers Signature	**Date:**
Supervisors Signature	**Date:**
Mechanics Signature	**Date:**
Monitors Signature	**Date:**

I-H

Clarksdale Municipal School District
Vehicle Inspection Form

Date:_____ **Vehicle Number:**_____
Beginning Mileage:_____ Ending Mileage:_____
Operator:_____

BRAKES:

____ Won't Hold
____ Hand

ELECTRICAL:

____ Wipers
____ Horn

LIGHTS:

____ Brake
____ Tail
____ Head
____ Directional
____ Flasher
____ Tag Number
____ Fire Extinguisher
____ Back-Up Alarm

GLASS:

____ Windshield
____ Door

INSTRUMENTS:

____ Fuel Gauge
____ Oil Gauge
____ Amp Meter
____ Temperature Gauge
____ Speedometer

MISCELLANEOUS:

____ Tires
____ Mirror
____ Safety Inspection
____ Condition of Body
____ Cleanliness

Comments:_____
_____
_____

*Denotes Additional Reference in Appendix

APPENDIX A – Bomb Threat Call Procedure
(Front side of yellow card)
CLARKSDALE MUNICIPAL SCHOOL DISTRICT School District

The yellow call procedure and checklist cards are available from CMSD administrative offices.

BOMB THREAT CALL PROCEDURE

**** DO NOT GIVE OUT YOUR NAME TO CALLER****

Questions to Ask Caller… Complete as Caller Responds.

1. **When is bomb going to explode?** _____
2. **Where is it right now?** _____
3. **What does it look like?** _____
4. **What kind of bomb is it?** _____
   What will cause it to explode? _____
5. **Did you place the bomb?** _____ **No** _____ **Yes (If No, who did?)** _____
   Why? _____
6. **What is your name?** _____
7. **What is your address?** _____

Sex of Caller _____ **Age** _____ **Race** _____

Length of Call _____

(OVER)

APPENDIX A – Checklist
(Back side of yellow card)
CLARKSDALE MUNICIPAL SCHOOL DISTRICT School District

CHECKLIST

CALLER'S VOICE (Check all that apply)

_____ Calm	_____ Laughing	_____ Lisp	_____ Disguised
_____ Angry	_____ Crying	_____ Raspy	_____ Accent
_____ Excited	_____ Normal	_____ Deep	_____ Familiar
_____ Slow	_____ Distinct	_____ Ragged	_____ If voice is
_____ Rapid	_____ Slurred	Clearing	familiar, who
_____ Soft	_____ Nasal	_____ Throat	did it sound
_____ Loud	_____ Stutter	Deep	like?
Cracking		_____ Breathing	_____
_____ Voice			_____

BACKGROUND SOUNDS:

_____ Street Noises	_____ House Noises	_____ Factory Machinery
_____ Crockery	_____ Motor	_____ Animal Noises
_____ Voices	_____ Music	_____ Office Machinery
_____ PA System	_____ Clear	_____ Static
_____ Local	_____ Long Distance	_____ Booth

Other_____
_____

THREAT LANGUAGE:

_____Well Spoken	_____ Foul	_____ Incoherent
(Educated)	_____ Irrational	_____ Message Read by
_____ Taped		Caller

REMARKS:_____
_____

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Report call <u>immediately</u> to Principal/Designee.

Complete checklist <u>immediately</u> after bomb threat and give this card to Principal/Designee.

Date: _____/_____/_____
Call received on Phone No. _____ Location: _____
Name: _____ Position: _____

*Denotes Additional Reference in Appendix

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The George H. Oliver Elementary School Crisis Management Plan is a comprehensive guide to ensure the safety, security, and well-being of every student, staff member, and visitor within our school community. This plan reflects a proactive approach rooted in preparedness, communication, collaboration, and care. Through regular drills, well-defined procedures, and partnerships with local emergency responders, we commit to maintaining a safe learning environment.

We recognize that in moments of crisis, clarity, leadership, and compassion are critical. Therefore, each section of this plan serves to empower our personnel with the knowledge and protocols necessary to respond effectively and efficiently. By fostering a culture of vigilance and accountability, George H. Oliver Elementary stands ready to protect its most valuable assets—its people.

Together, through continued training, review, and cooperation, we will ensure our school remains a safe haven where students can thrive academically, socially, and emotionally, even in the face of unforeseen challenges.

*Denotes Additional Reference in Appendix