



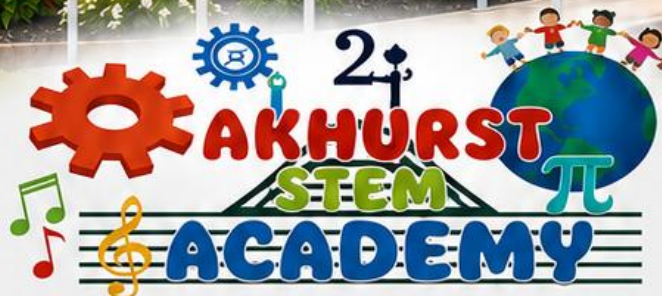
OAKHURST INTERMEDIATE SCHOOL

"Where Innovation Meets Academic Excellence"

CRISIS MANAGEMENT PLAN

Board Approved: June 22, 2026

★ ★ ★
2026-2027



"Where Academic Excellence Meets Innovation"

Dr. Cornishee Bruce-Sims, *Principal*

John S. Jossell, *Assistant Principal*

Taisha Simmons-Wortham, *School Counselor*

✓ PREPARE. | ✓ PLAN. | ✓ PRACTICE. | ✓ PARTNER. | ✓ PROTECT.



Every Student. Every Need.





OAKHURST INTERMEDIATE ACADEMY

"Where Innovation Meets Academic Excellence"



"Where Academic Excellence Meets Innovation"

CRISIS MANAGEMENT PLAN

★ ★ ★
2026-2027



LEADERSHIP

DISTRICT LEADERSHIP

Dr. Toya Harrell-Matthews, *Superintendent*
Mr. Herbert Smith, *Assistant Superintendent*

SCHOOL LEADERSHIP

Dr. Cornishee Bruce-Sims, *Principal*
John S. Jossell, *Assistant Principal*
Mrs. Taisha Simmons-Wortham,
School Counselor



OAKHURST INTERMEDIATE ACADEMY MISSION STATEMENT

The mission of Oakhurst Intermediate Academy is to provide a safe, engaging, and innovative learning environment that empowers students to think critically, solve problems creatively, and achieve academic excellence. Through rigorous instruction, STEM-focused learning experiences, and strong partnerships with families and the community, we prepare every student to become responsible, productive, and lifelong learners.



OUR MISSION

We strive to meet the needs of every student.



VISION

We envision all schools graduating ready for college and careers.



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 rated a C or higher.
- Goal 4:** CMSD will provide students with a comprehensive educational experience.



PREPARE.



PLAN.



PRACTICE.



PARTNER.



PROTECT.



Every Student. Every Need.



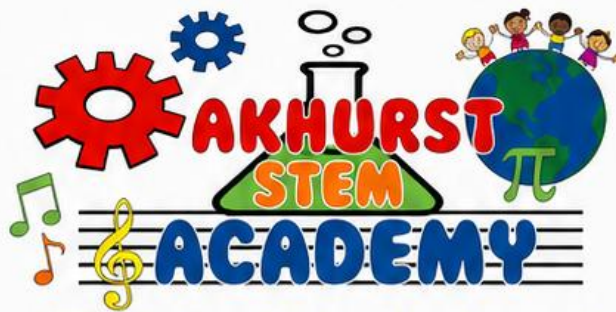
BAKHURST INTERMEDIATE ACADEMY
CRISIS MANAGEMENT PLAN 2026–2027

TABLE OF CONTENTS

Mission Statement	2
Introduction and Statement of Commitment	4
Committee and Emergency Response Team	5
Helpful Phone Numbers	6
School Crisis Team Members	7
Prevention and Curriculum	8
Emergency Drills	10
Clarksdale Municipal School District Drills	11
Aggressive Parent	11
Temporary Loss of Power	12
Fire Drill	12
Auditorium Evacuation Procedures	12
Tornado Drill	14
Bomb Threat	15
Death of a Staff Member or Student at School	18
Intruder / Unauthorized Person	18
Hostage Situation	19
Earthquake	19
Natural Gas Leak	20
Explosion	20
Flood	21
Hazardous Materials Incident	21
School Floor Plans	23
Off-Site Student Reunification	25
Responsibilities of Personnel During and After an Emergency	26
Conclusion	29

OAKHURST INTERMEDIATE ACADEMY

"Where Innovation Meets Academic Excellence"



"Where Academic Excellence Meets Innovation"



INTRODUCTION AND STATEMENT OF COMMITMENT

Oakhurst Intermediate Academy fully recognizes that the safety and security of its students, faculty, staff, and visitors is a fundamental prerequisite for teaching and learning. In today's world, schools must be prepared to respond to a broad spectrum of emergencies, ranging from natural disasters such as tornadoes, fires, or floods to human-caused crises including hostile intrusions, sabotage, school violence, and acts of terrorism.

In response to these evolving threats, Oakhurst Intermediate Academy, through the collaborative efforts of its administration, faculty, staff, students, parents, and community stakeholders, has developed this **Comprehensive Crisis Management and Prevention Plan**. This plan is designed to establish a structured, efficient, and unified approach to mitigating risk, preparing for potential emergencies, executing coordinated responses, and facilitating recovery efforts in the aftermath of a crisis.

THE PRIMARY OBJECTIVES OF THIS PLAN ARE TO:

- Protect lives and reduce the risk of injury or harm.
- Maintain order and continuity of operations during and after an emergency.
- Safeguard school property and critical infrastructure.
- Support emotional and psychological recovery for those impacted.
- Comply with local, state, and federal mandates related to school safety and emergency preparedness.

This plan outlines the roles, responsibilities, and procedures necessary for effective crisis management, aligning with best practices recommended by the Mississippi Department of Education, FEMA's National Incident Management System (NIMS), and other emergency preparedness agencies. It includes prevention strategies, intervention protocols, communication systems, evacuation procedures, and reunification plans explicitly tailored to the needs of Oakhurst Intermediate Academy.

While formal procedures and regular training are critical components of our preparedness, we also recognize that the success of any crisis response depends heavily on the professional judgment, calm leadership, and timely decision-making of our school personnel. Therefore, the plan allows for flexibility, empowering school administrators and emergency responders to adapt to the unique circumstances of any given incident.

At Oakhurst Intermediate Academy, safety is not just a priority—it is a shared responsibility. We are committed to fostering a school culture where all stakeholders are informed, prepared, and united in our efforts to prevent crises and respond effectively when they occur.

OUR COMMITMENT



PREVENTION



PREPAREDNESS



PROTECTION



RESPONSE



RECOVERY

"Knowing how to respond quickly and efficiently in a crisis is critical to ensuring the safety of our schools and students."

PREPARE. | PLAN. | PRACTICE. | PARTNER. | PROTECT.



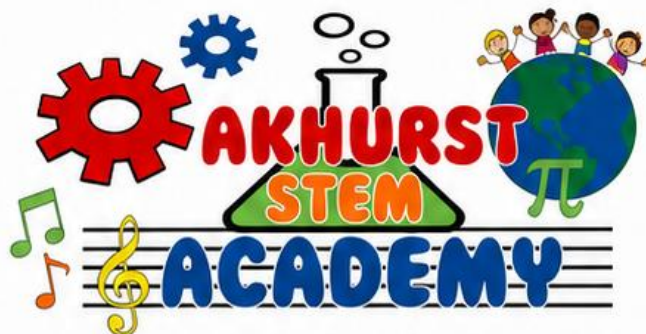
Every Student. Every Need.



OAKHURST

INTERMEDIATE ACADEMY

"Where Innovation Meets Academic Excellence"



"Where Academic Excellence Meets Innovation"



COMMITTEE AND EMERGENCY RESPONSE TEAM

Effective crisis management requires a dedicated team of individuals who are knowledgeable, accessible, and prepared to respond to emergencies. The following individuals serve on the Oakhurst Intermediate Academy Committee and Emergency Response Team. They are responsible for planning, coordinating, implementing, and evaluating all aspects of our crisis management and emergency response efforts.

 NAME	 POSITION	 PHONE NUMBER / EMAIL
Dr. Cornishee Bruce-Sims	Principal	cjbruce@cmsd.k12.ms.us 662-645-4059 Cell
John S. Jossell	Assistant Principal	john.jossell@cmsd.k12.ms.us 662-645-2599
Taisha Simmons-Wortham	School Counselor	tsimmons@cmsd.k12.ms.us 662-501-7928
Dr. Clarence Hayes	Director of Maintenance & Transportation	chayes@cmsd.k12.ms.us 662-902-9304
Dr. Toya H. Matthews	Superintendent, Clarksdale Municipal School District	tmatthews@cmsd.k12.ms.us 662-645-7704
Earnest Moore	Chief SRO	662-902-4725
Clarksdale Police Department	Emergency Response Partner	662-621-8151



Teamwork, communication, and preparation are the foundation of a safe and secure learning environment.

 PREPARE. |  PLAN. |  PRACTICE. |  PARTNER. |  PROTECT.

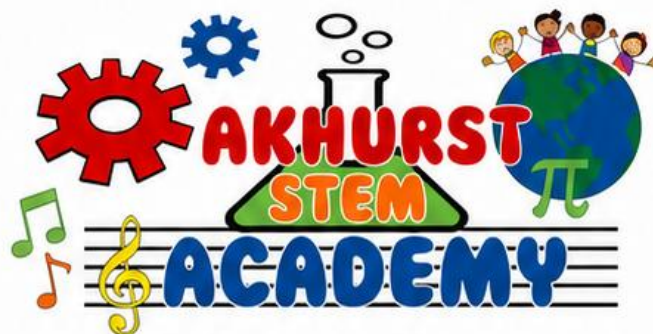


Every Student. Every Need.



OAKHURST INTERMEDIATE ACADEMY

"Where Innovation Meets Academic Excellence"



"Where Academic Excellence Meets Innovation"



HELPFUL PHONE NUMBERS

Immediate access to emergency and support resources is critical during a crisis situation. The following directory provides important contact information for emergency responders, medical facilities, mental health services, district personnel, and school safety resources. This information should be readily available to all faculty, staff, and emergency response personnel.

 AGENCY / SERVICE	 CATEGORY	 PHONE NUMBER
Fire & Police Emergency	Emergency Services	911
Coahoma County Sheriff's Department	Emergency Services	(662) 624-2411
Clarksdale Police Department	Emergency Services	(662) 621-8151
Mississippi Emergency Management Agency	Emergency Services	(662) 624-3041
Poison Control Center	Medical Services	1-800-222-1222
Northwest Mississippi Regional Medical Center	Medical Services	(662) 627-3211
Alcoholics Anonymous	Recovery Services	(662) 846-1132
Region I Mental Health Center	Mental Health Services	(662) 627-7267
Child Abuse Hotline	Child Protection Services	1-800-222-8000
Suicide & Crisis Lifeline	Crisis Intervention	988
National Suicide Hotline	Crisis Intervention	1-800-784-2433
CMSD Central Office	District Administration	(662) 627-8500
Superintendent's Office	District Administration	(662) 627-8500
Dr. Clarence Hayes, Director of Maintenance & Transportation	District Support Services	(662) 627-8595
Safe Schools Hotline	School Safety	1-866-960-6472
Clarksdale High School	School Contact	(662) 627-8530
Oakhurst Intermediate Academy	School Contact	(662) 627-8560
Higgins Middle School	School Contact	(662) 627-8550



Prompt communication and rapid access to emergency resources are essential components of an effective crisis response plan.

 PREPARE. |  PLAN. |  PRACTICE. |  PARTNER. |  PROTECT.



Every Student. Every Need.



OAKHURST INTERMEDIATE ACADEMY

526 South Choctaw Street ♦ Clarksdale, Mississippi 38614

"Where Innovation Meets Academic Excellence"



"Where Academic Excellence Meets Innovation"



SCHOOL CRISIS MEMBERS

Effective crisis management depends upon clearly defined leadership roles and responsibilities. The following individuals comprise the Oakhurst Intermediate Academy School Crisis Team and are responsible for coordinating preparedness, emergency response, recovery efforts, communication, and student safety during crisis situations. Team members shall work collaboratively with local emergency responders, district leadership, faculty, staff, students, and community stakeholders to ensure the safety and well-being of all individuals on campus.

ROLE	MEMBERS	RESPONSIBILITY
Central Office Staff	Dr. Toya Harrell-Matthews, Superintendent Dr. Clarence Hayes, Director of Maintenance & Transportation	Assist as needed upon arrival at the crisis scene, including media relations, parent communication, district coordination, and support services.
Principal	Dr. Cornishee Bruce-Sims	Serves as Incident Commander. Assembles the School Crisis Team and oversees all aspects of the emergency response and recovery process.
School Counselor	Mrs. Taisha Simmons-Wortham	Assists the principal as needed and coordinates counseling services, student support, and emotional recovery efforts.
Assistant Principal	Mr. John S. Jossell	Assists the principal in managing emergency operations and assumes leadership responsibilities in the principal's absence when designated.
Crisis Team Members	Dr. Cornishee Bruce-Sims Mr. John S. Jossell Mrs. Taisha Simmons-Wortham	Perform duties as directed by emergency response personnel, the principal, or designated incident commander. Assist with communication, accountability, and emergency operations.
School Nurse	School Nurse	Provides medical assessment, first aid, triage, and supervision of injured or ill individuals until emergency personnel arrive.
Office Staff	Dr. Cornishee Bruce-Sims Mrs. Taisha Simmons-Wortham	Maintain emergency records, student information, parent contact data, and assist with communication procedures.
Classroom Teachers	All Teachers	Maintain student supervision, implement emergency procedures, account for all students, and provide direction during crisis situations.
Community / Parent Team Members	Parent and Community Volunteers	Assist as directed by the principal or designee during emergency response and reunification efforts.



Preparedness, communication, and teamwork are essential components of an effective school crisis response system. Every member of the school community plays an important role in maintaining a safe and secure learning environment.



PREPARE.



PLAN.



PRACTICE.



PARTNER.



PROTECT.

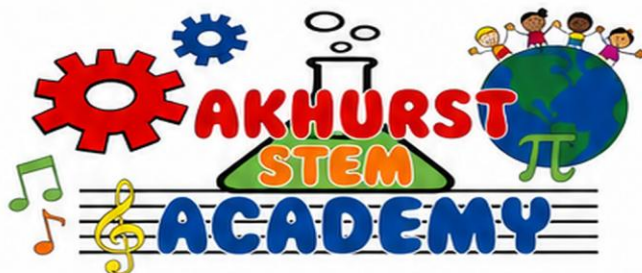


Every Student. Every Need.



OAKHURST INTERMEDIATE ACADEMY

"Where Innovation Meets Academic Excellence"



PREVENTION AND CURRICULUM



SCHOOL CLIMATE

- The school provides parents with a yearly survey to gather their input on the school climate.
- Results are used to evaluate and revise the existing safety plan.
- The school counselor allows students to provide feedback regarding the school climate.



STUDENT/FACULTY/STAFF RECORDS

- The information on file is accurate, accessible on a computer, current, updated regularly, and specified on the school calendar.
- Student/Faculty/Staff records are complete with life-threatening medical facts such as the following:
 - Allergies
 - Ongoing or chronic medical conditions
 - Medications
- Individual student transportation information (to and from school, including car riders and bus numbers) is stored on the school's computer and in the permanent record file.
- Records identify individuals authorized to pick up the student in the absence of a parent or guardian. Copies of court orders relevant to the children are in the school office.
- Procedures require that records and identification be checked before releasing a student to any person (e.g., checking photo identification upon check-out).
- If computerized records are unavailable, records are alphabetized by grade level so that information can be located quickly.
- Staff and faculty records meet the same qualifications noted for student records.
- Backup copies of student and staff records are kept at an alternate site off campus.



DISCIPLINE PLAN

- The Code of Conduct booklet is disseminated to each child and parent yearly. A signed receipt notice is kept on file in each child's homeroom.
- Training is provided for faculty and staff by the school principal.
- Students understand and respond to the discipline plan.
- Parents are aware of the discipline plan and their supporting role.
- The plan is consistently and fairly enforced for all students.
- All faculty and staff are visible throughout the school day to support the discipline plan.



CONFLICT RESOLUTION/PEER MEDIATION/MENTORING PROGRAMS

- The school counselor and teachers instruct students on conflict resolution and problem solving.
- The middle school and high school provide our students with mentors.



FIRST AID/CPR/HEIMLICH/BLOOD BORNE PATHOGENS PROCEDURES AND EQUIPMENT

- The school nurse or local fire department personnel can provide training for CPR/Heimlich procedures to all personnel.
- The school nurse provided gloves if they were needed.



PERSONAL SAFETY

- Training for emergency evacuations occurs frequently throughout the year, and the faculty is trained on school safety and procedures annually.
- Staff and students are informed of current problems in and around the school as they occur. Problems are communicated through memos, announcements, and visits from counselors and principals.



COMMUNITY ASSISTANCE

- Community Assistance is available and documented in the School Safety Plan.
- The local community/city/county police and fire departments offer immediate assistance when notified. Phone numbers are readily available in the event of an emergency.



ALCOHOL/DRUG/VIOLENCE PROGRAMS

- Alcohol/drug/violence prevention programs are integrated into subject areas.
- A "zero tolerance" policy is in place.
- Rules are enforced consistently.
- Opportunities are available for support groups as needed for students/staff.



LAW-RELATED EDUCATION

- Law-related education is implemented in content areas.



HEALTH EDUCATION

- Areas of safety have been identified and taught using the Health Course of Study.
- A school nurse assists with the medical/health needs of our students.



VISITOR ACCESS CONTROL

- Procedures for visitor identification are in place. All visitors enter the front doors of the building beside the office area. They are immediately recognized and given a visitor's badge to wear. Badges are identifiable, commercially made, and cannot be duplicated. Visitors cannot proceed to classes unless they have received prior approval from the office/principal.
- Procedures for school visitation are covered in the handbook and the teacher handbook. Signs on all doors indicate the procedure visitors must follow upon entering the building.
- The visitor procedure is consistently and efficiently implemented. Parents, students, faculty, and staff are notified immediately of any changes in procedure.
- Faculty and staff are alert to identified and unidentified visitors and follow a procedure for identifying strangers or unidentified visitors in the building or on school grounds.
- If disruption is anticipated, visitors are escorted out of the building and away from the building, and the local police department and/or school resource officer are notified.



BUS/CAR RIDER SAFETY

- Arrival/departure procedures are designated for each situation.
- Bus and car riders each have a designated area to load and unload, a designated time to load and unload, and a specific manner to load and unload.
- A sufficient number of staff members supervise loading/unloading procedures. Staff members follow a schedule that designates dates to monitor loading and unloading procedures. Non-homeroom teachers have a designated area to monitor daily during loading and unloading procedures.
- Seats are assigned on the buses as needed.
- The school system provides school safety in-services.
- Procedures to recall bus drivers to transport students in an emergency are in place and included in the School Safety Plan. Drivers are equipped with cell phones.
- Bus drivers' home and cell numbers are readily available in the office.



STUDENT IDENTIFICATION PLANS/PROCEDURES

- The teacher identifies all students as a roll is taken before the day's activities begin.
- Students, faculty, and other chaperones on field trips all wear a specific badge and, in most cases, the same color/style T-shirt.
- Identification procedures are part of the crisis plan. Teachers have a student roster located in the emergency folder.
- Medical records for students who require medical attention or medications are kept on file with the teacher, nurse, and administration. The school nurse or trained personnel must attend field trips if any student needs medication.



EMERGENCY DRILLS

The following emergency drills will be conducted:



BOMB THREAT

1 per year



BUS EVACUATIONS

2 per year



FIRE EVACUATIONS

10 per year



INTRUDER/LOCKDOWN

1 per year



TORNADO DRILLS

4 per year



VIOLENT INCIDENT

1 per year



CLARKSDALE MUNICIPAL SCHOOL DISTRICT



DRILL FORM

LOCATION: _____

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

IMPORTANT REMINDERS



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



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



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



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



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

Every Student. Every Need.



**SAFETY
FIRST**



**RESPECT
ALL**



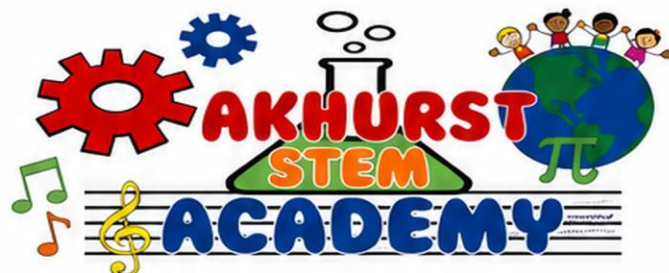
**ACHIEVE
EXCELLENCE**



**BUILD
COMMUNITY**



**INSPIRE
FUTURES**



EMERGENCY RESPONSE PROCEDURES



AGGRESSIVE PARENT

A thumbs-up signal will be given if an administrator or staff member senses a problem.

- A staff member talking with a parent will return the same signal if everything is okay.
- When the staff talks with the parent, they use the index finger to indicate trouble.
- Staff not involved with the parent will notify the office of trouble and remain in the area until the principal arrives.
- The principal will decide whether to call the police department or seek assistance.



TEMPORARY LOSS OF POWER

Procedure:

- The Principal/Secretary will contact the Central Office, which will contact the Power Company.
- The Principal/Secretary will maintain enough (3) flashlights on each wing.
- The Principal/Secretary will inform designated personnel of the need to issue flashlights.
- Teachers and students will remain in the classroom. Stop all movements.
- Teachers will check the rolls and inform the principal of missing students.
- The transportation director will notify bus drivers if evacuation is necessary. After consultation with the City of Clarksdale Power Company and the Central Office, the principal will decide if evacuation to a predetermined location is required. The predetermined location is Higgins Middle School, unless their power is out. The following location is the Coahoma County Expo Building.
- If the decision is made to leave the building, teachers should carry their roll book and escort students to their predetermined location. (Use Fire Drill location.) The secretary will take sign-out sheets for off-site student releases.
- After consulting with the City of Clarksdale Power Company, law enforcement, and Central Office personnel, the principal will decide whether to re-enter the building.



FIRE DRILL

Signal: There is a fire emergency; please evacuate the building.

Procedure:

- Sound the fire alarm. This will implement the evacuation procedure
- Call 911
- Evacuate immediately through the nearest safe exit

BUILDING EVACUATION ASSIGNMENTS

AREA	EXIT LOCATION
Auditorium	Individuals in these areas will exit the main entrance (#1 and #2) and the rear side door (#3).
Offices	Individuals in these areas will exit the front door to the left.
Rooms 118, 121	Individuals in these areas will exit the door near West Second Street.
Rooms 117, 119	Individuals in these areas will exit the side door near Riverside Street.
Gymnasium, Cafeteria, and 123	Individuals in these areas will exit the door of their hall by the cafeteria. (#9)
Rooms 115, 113	Individuals in these areas will exit the door of their classroom.
Rooms 116, 114, 112, 111, 110, and 109	Individuals in these areas are located at the end of the hall to the right, near School Street.
Rooms 108, 107, 106, 105, 104, 103, 102, and 101	Individuals in these areas will exit the end door of their hall. 107, 105, 103, 101 will exit the door on the left. 108, 106, 104, and 102 will exit the door on the right.



FIRE DRILL SUPERVISORS

- Cornishee Sims**
Front Office,
Rooms 109-116
- Quavante McGregory**
Rooms 101-108,
Teacher Lounge
- Taisha Wortham**
Gym and Cafeteria
- Gerald Calhoun**
Restrooms,
Auditorium



IMPORTANT REMINDERS

- All staff should remember that an alternate route may be used if the designated route is blocked.
- Teachers will follow students out and stay with them.
- Teachers will call the roll and report missing students to the Principal/or secretary. The Secretary will notify the Central Office.
- Students and staff will not return to the building until the principal/or secretary gives the okay.
- The principal will meet with the Crisis Management Team to assess the drill and document.
- The principal will be responsible for conducting at least 10 drills during the school year.



PREPARE.



PLAN.



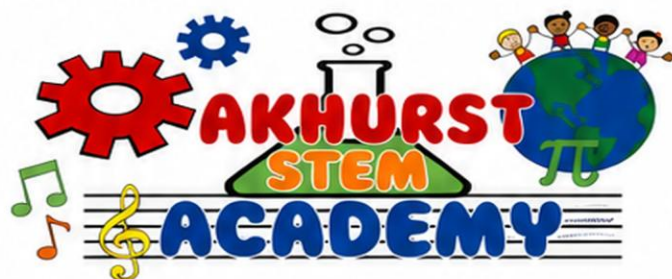
PRACTICE.



PARTNER.



PROTECT.



EMERGENCY RESPONSE PROCEDURES



TORNADO DRILL

Signal: "This is a tornado emergency; please take your students to the designated area."

Definitions: A tornado watch indicates that weather conditions are such that a tornado may develop. A tornado warning means that a tornado has been formed and sighted.

Procedure:

- During severe weather, the principal should review emergency procedures for their site.
- During severe weather, the principal should monitor appropriate weather radio systems.
- Announce the tornado drill.
- Teachers should move any students from outside to the inside.
- Teacher(s) in the Gym should escort students to the hallways ONLY if movement is feasible. If movement is impossible, the teacher(s) should escort students to the PE room, keeping them away from the windows.
- Teachers in the Cafeteria should escort students and cafeteria workers to the hallway if movement is possible. If movement is impossible, teachers and cafeteria workers should line students up on the floor near the wall.
- Teachers should check the roll and notify the Principal/Secretary if someone is missing.
- Students in the hallways should sit on the floor with their backs against the corridor walls. Students will assume the crouching position with their hands on their heads when instructed.
- When the all-clear signal is given, teachers should escort students back to class or a designated off-campus site. Secretarial staff will take sign-out sheets to off-site locations for the release of students.
- Teachers should take sign-out sheets from their rollbooks to release students.
- Teachers must turn in students' release sign-out sheets to the secretarial staff.



BOMB THREAT

Procedure:

Signal: "There has been a bomb threat; please evacuate the building according to the evacuation plan."

- Keep the caller on the line for as long as possible.
- Have someone else notify the Principal/Secretary.
- Keep calm and share information with only the Principal/Secretary.
- Ask questions on the bomb threat checklist, which is located near all phones.
- The Principal will notify the Central Office.
- The Principal/Assistant Principal will decide to evacuate the building.
- Sound the fire drill signal and announce the signal.
- Teachers should escort students from buildings (300 feet or more, if possible), check the roll, and notify the principal of missing students. The secretary will take sign-out sheets for off-site student release to designated areas if needed.
- If necessary, the principal, police, and fire department personnel will search the building. After consulting with the police and fire personnel, the principal will determine whether it is safe to re-enter the building.





CLARKSDALE MUNICIPAL SCHOOL DISTRICT

APPENDIX A

BOMB THREAT CALL PROCEDURE

(FRONT SIDE OF YELLOW CARD)

! IMPORTANT: DO NOT GIVE YOUR NAME TO THE CALLER !

The yellow call procedure and checklist cards are available from CMSD Administrative Offices.
Remain calm. Keep the caller on the line as long as possible. Ask questions and document responses immediately.

PART I – BOMB THREAT CALL INFORMATION

QUESTION	CALLER RESPONSE / NOTES
1. When is the bomb going to explode?	
2. Where is the bomb right now?	
3. What does the bomb look like?	
4. What kind of bomb is it? What will cause it to explode?	
5. Did you place the bomb? If No, who did? Why was the bomb placed?	☐ Yes ☐ No
6. What is your name?	
7. What is your address?	
Sex of Caller	
Approximate Age	
Race / Ethnicity Description	
Length of Call	

PART II – CALLER VOICE CHARACTERISTICS

(CHECK ALL THAT APPLY)

VOICE CHARACTERISTICS	OBSERVED	VOICE CHARACTERISTICS	OBSERVED
Calm	☐	Laughing	☐
Angry	☐	Crying	☐
Excited	☐	Normal	☐
Slow	☐	Distinct	☐
Rapid	☐	Slurred	☐
Soft	☐	Nasal	☐
Loud	☐	Stutter	☐
Cracking Voice	☐	Lisp	☐
Raspy	☐	Accent	☐
Deep	☐	Familiar Voice	☐
Ragged	☐	Clearing Throat	☐
Heavy Breathing	☐	Disguised	☐

IF VOICE WAS FAMILIAR, WHO DID IT SOUND LIKE?

PART III – BACKGROUND SOUNDS

(CHECK ALL THAT APPLY)

BACKGROUND NOISE	OBSERVED	BACKGROUND NOISE	OBSERVED
Street Noises	☐	House Noises	☐
Factory Machinery	☐	Crockery / Dishes	☐
Motor / Vehicle Sounds	☐	Animal Noises	☐
Voices	☐	Music	☐
Office Machinery	☐	PA System	☐
Clear Line	☐	Static	☐
Local Call	☐	Long Distance	☐
Phone Booth	☐	Other	☐

OTHER SOUNDS / OBSERVATIONS

PART IV – THREAT LANGUAGE

(CHECK ALL THAT APPLY)

THREAT LANGUAGE CHARACTERISTICS	OBSERVED
Well Spoken / Educated	☐
Foul Language	☐
Incoherent	☐
Taped Message	☐
Irrational Statements	☐
Message Read by Caller	☐

REMARKS / ADDITIONAL INFORMATION

DETAILED REMARKS / NOTES



IMMEDIATELY REPORT THE CALL TO THE PRINCIPAL / DESIGNEE



Complete this checklist immediately following a bomb threat call and submit to the Principal/Designee.

INCIDENT DOCUMENTATION

FIELD	INFORMATION	FIELD	INFORMATION
Date: ____ / ____ / ____		Location	
Time Received		Employee Name	
Phone Number Receiving Call		Position/Title	



EMERGENCY RESPONSE PROCEDURES



DEATH OF A STAFF MEMBER/STUDENT AT SCHOOL

Signal: None

Procedure:

- The Principal/Secretary will call 911.
- The secretary will notify the superintendent's office.
- If necessary, the local crisis team will meet.
- The principal will notify the deceased person's next of kin.
- The principal will inform the superintendent/designee of all information concerning the death.
- Issues regarding confidentiality and students' right to privacy will be maintained.
- Safety Resource Officers will secure the area and clear the hallways of students.
- Safety Resource Officers will evacuate the immediate area, segregate witnesses, and protect the scene.
- Custodians will clean the affected area or classroom.
- The principal will consult with the superintendent regarding the dismissal of the school.
- The principal will arrange for the Grief Counselor to be present when school resumes.



INTRUDER / HOSTAGE

INTRUDER

Definition:

An intruder is an individual who has not followed established visitor procedures. Any school personnel who observe a visitor in the building or on the school campus without a visitor's badge should inform the principal's office. The Principal/Resource Officer will determine if it is a serious situation.

Signal: "There is an intruder in the building; lock your doors and move your students to a safe area in the room."

General Procedure:

- Staff should stop strangers.
- Inquire as to their business in the building/campus.
- Direct stranger to the office.
- If a stranger refuses to cooperate, contact the principal's office.

Emergency Procedure:

- Personnel should call 911 and stay on the line as long as possible or until law enforcement arrives.
- The secretary or office personnel will announce the signal over the intercom. Teachers will account for all students. Place the name(s) of missing students on an index card. Teachers should check the classroom door to ensure it is locked from the outside in.
- Teachers and students should move away from the door and sit quietly.
- Teachers on the outside should escort students to the nearest classroom.
- The principal will notify the Central Office.
- All doors should remain closed and locked until the all-clear signal is given or other instructions are forthcoming.

HOSTAGE

Signal: None

Procedure:

- Call 911 and stay online as long as possible.
- Announce Code Red over the intercom.
- The principal will notify the Central Office immediately.
- Teachers should lock classroom doors and move students away from the doors and glass windows.

- Outside or inside the classroom, teachers should be notified to report to the nearest safe classroom. Teachers should check rolls and list the names of missing student(s) on an index card. Teachers and students should sit quietly in their classrooms until a clear signal is given from the office.

If Taken Hostage:

- Get word to the office.
- If possible, remove students from the area.
- Do not try to disarm intruders.
- Keep Calm and keep your students as calm as possible.



PREPARE.



PLAN.



PRACTICE.



PARTNER.



PROTECT.



Every Student. Every Need.





EMERGENCY RESPONSE PROCEDURES



EARTHQUAKE

Procedure:

- Students and staff should remain in place until the tremors stop and all-clear signals are given from the office.
- Students and staff should duck and cover until the tremors stop.
- Students and staff should take cover under desks and tables against the inside walls or doorways.
- Students and staff should be on alert for possible aftershocks.
- Custodial staff will shut off any electrical or gas-operated appliances.
- If the fire drill signal is given, students and staff should evacuate the building according to the fire drill procedure.
- Students should avoid overhead wires and utility poles.
- Teachers should check the roll and report missing students to the principal.
- The secretary should take sign-out sheets for off-site student release designated areas if needed.
- Unattached students should report to the nearest teacher. Teachers should report student additions to the principal.
- The Principal will decide to re-enter the building.



NATURAL GAS

Procedure:

- Call 911. Make sure the operator understands the nature of the emergency.
- Call the gas company.
- Custodians will shut off gas and electricity.
- If the fire drill signal is given, teachers and students should evacuate the building accordingly.
- The Principal will notify the Central Office.
- If evacuation is necessary, each teacher should call the roll and report missing students to the principal.
- The secretary will take sign-out sheets for the off-site student release designated area if needed.
- The principal will decide to re-enter the building.



EXPLOSION

Procedure:

- The Principal/Secretary will determine if the explosion endangers the school.
- The principal or secretary will call 911.
- Sound the fire drill signal.
- Teachers should escort students at least 1000 feet from the building. All wings should report to designated off-campus areas.
- The principal will notify the Central Office.
- The secretary will take sign-out sheets for the off-site student release designated area if needed.
- Teachers will check the class roll and notify the principal, who will decide whether students and staff can re-enter the building.
- If possible, the principal should seek advice from the police and fire departments.
- In inclement weather, the principal/secretary will notify the transportation department of the need for buses to transport students/staff to a predetermined location, the National Guard Armory Building.
- The Superintendent/Designee must be informed before relocating students/staff to predetermined locations.



PREPARE.



PLAN.



PRACTICE.



PARTNER.



PROTECT.





EMERGENCY RESPONSE PROCEDURES



FLOOD

- The superintendent will continually contact Civil Defense/Emergency Management to determine the severity of the situation and whether evacuation is necessary.
- The transportation director will ensure that all buses are fueled and available in the event of an evacuation.
- The principal will stay in contact with the police department and the Superintendent.
- If ordered to evacuate, students and staff will be loaded onto buses as quickly as possible.
- Custodial/Maintenance staff will be responsible for shutting off electricity.
- The following personnel will be responsible for checking buildings to make sure all students and staff members have been removed.
 - Cornishee Sims and designee - Front Office, Rooms 101-116
 - Tisha Wortham - Gym, Cafeteria, and Teacher Lounge
 - Gerald Calhoun - Restrooms, Auditorium, Gym, Cafeteria



HAZARDOUS MATERIALS INCIDENT

Definition: A hazardous material is any substance, chemical, biological, radiological, or explosive, in a quantity or form that 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 Coahoma County; therefore, accidents may occur due to human error or natural disasters.

Hazardous material disasters 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:

1. Call 911. Make sure the 911 operator understands that there is an emergency involving hazardous materials. If possible, stay on the line until you are instructed by the 911 operator to disconnect.
2. The principal will initiate a shelter-in-place plan. The alert signal will be announced on the PA.
3. Tune into the emergency radio system regarding any type of emergency.
4. The principal will notify the superintendent's office immediately to notify the proper departments.
5. Close all windows and doors. Stay in the building. Disable heating, ventilating, and air conditioning, including the exhaust system in the kitchen.
6. 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.
7. School transfer must be approved by the superintendent/designee or local authority having jurisdiction (e.g., fire department, civil defense, and law enforcement).
8. The off-campus alternative site for student transfer is the Coahoma County Expo Center, located at 1150 Wildcat Drive.
9. If evacuation becomes necessary, each teacher should call roll to account for students under their supervision and report any missing students to the principal.
10. First aid providers will render first aid if necessary.

11. Do not approach a hazardous area until the material has been identified.
12. The site of a hazardous materials incident is to be isolated to the extent necessary as soon as possible.
13. If the material cannot be identified, assume the material is dangerous.
14. The fire chief will be the on-scene commander during a hazardous material incident.
15. The fire chief will notify other emergency agencies and the Coahoma County emergency management director.
16. The principal will determine if evacuation is necessary. If so, initiate the evacuation procedure immediately.
17. Keep all people upwind to avoid smoke, fumes, and dust.
18. The principal will document all actions and decisions related to hazardous materials incidents.

Within The Facility, Hazardous Materials are released. Emergency Procedure:

1. Attempt to identify the chemical. Call 911. Make sure the 911 operator understands that there is an emergency involving hazardous materials. If at all possible, stay on the line until the 911 operator tells you to hang up.
2. Notify the National Response Center at 1-800-424-8802.
3. If necessary, the principal will initiate an evacuation plan, and the alert signal will be announced on the PA.
4. If necessary, evacuate the school site.
5. The principal will notify the superintendent's office immediately to notify the proper departments.
6. The superintendent/designee or local authority having jurisdiction (e.g., fire department, civil defense, and law enforcement) must approve the transfer of the school site in advance.
7. Off-campus alternative site: Coahoma County Expo Center, located at 1150 Wildcat Drive.
8. 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.
9. Secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
10. Until the fire department gives permission, no one may enter the building again.
11. First-aid providers will render first aid if necessary.
12. The principal will document all actions and decisions related to hazardous material incidents.



PREPARE.



PLAN.



PRACTICE.



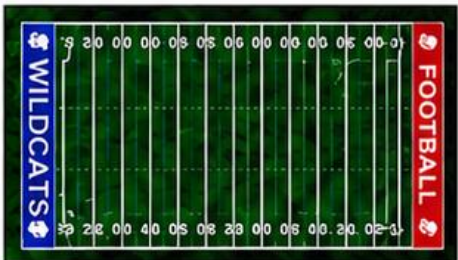
PARTNER.



PROTECT.



The evacuation route for each school is clearly labeled.



OFF-SITE STUDENT REUNIFICATION

OFF-SITE STUDENT REUNIFICATION AREAS

(ONLY IF WE ARE REQUIRED TO MOVE FURTHER FROM THE DESIGNATED AREAS)

Using the Fire Drill exits to the National Guard Armory Building,
924 Ritchie Avenue, we will evacuate the building.



National Guard Armory

SECONDARY REUNIFICATION SITE

If conditions require relocation beyond
the National Guard Armory, students
and staff will be transported to the:



Coahoma County Expo Center

1150 Wildcat Drive
Clarksdale, Mississippi 38614

Transportation and reunification procedures will
be coordinated through the Clarksdale Municipal
School District Central Office and local emergency
management officials.

PREPARE.

PLAN.

PRACTICE.

PARTNER.

PROTECT.



Every Student. Every Need.



18

OFF-SITE STUDENT REUNIFICATION

OFF-SITE STUDENT REUNIFICATION AREAS

(ONLY IF WE ARE REQUIRED TO MOVE FURTHER FROM THE DESIGNATED AREAS)

If the emergency requires us to relocate completely from the area, Dr. Clarence Hayes will be notified to transport us to the emergency meeting place, which is the Coahoma County Expo Center, located at 1150 Wildcat Drive., Clarksdale, Mississippi 38614

It is at these locations that family members can report for the pickup of students or staff members.



19

If the emergency requires us to relocate completely from the area, Dr. Clarence Hayes will be notified to transport us to the emergency meeting place, which is the Coahoma County Expo Center, located at 1150 Wildcat Drive., Clarksdale, Mississippi 38614

It is at these locations that family members can report for the pickup of students or staff members.

SECONDARY REUNIFICATION SITE

If conditions require relocation beyond the National Guard Armory, students and staff will be transported to the:



Coahoma County Expo Center

1150 Wildcat Drive

Clarksdale, Mississippi 38614

Transportation and reunification procedures will be coordinated through the Clarksdale Municipal School District Central Office and local emergency management officials.

✓ PREPARE.

📋 PLAN.

👥 PRACTICE.

🤝 PARTNER.

✓ PROTECT.



Every Student. Every Need.



19



RESPONSIBILITIES OF PERSONNEL DURING AND AFTER AN EMERGENCY



PRINCIPALS (MS code 37-9-15)

The principal or designee is responsible for the overall direction of emergency procedures at the school site.

The principal will:

- Develop an emergency procedure plan to minimize injury and loss of life and protect property at the school site.
- Arrange for a faculty meeting during the first month of school to review the plan's validity and update the staff regarding new procedures.
- Post a chain of command in the school office, including the names and phone numbers of the people who will succeed the principal in the event of their absence or incapacitation.
- Maintain a list of first aid providers for his or her site.
- Direct evacuation of buildings by procedures.
- When a disaster threatens their safety, plan to transfer students and others.
- Record the names of the injured and send staff members with the students if they are transported from school.
- Save the names of the students whose parents or agents are picking them up.
- Notify the superintendent's office.
- Prepare a fact sheet to help those answering the phones.
- Communicate the event to the district's media spokesperson and/or superintendent.
- Notify first aid providers to report to the site of the emergency.
- Take any other necessary steps to ensure the safety of students, staff, and others.
- Maintain control and accountability for students and staff.
- Assist as the superintendent instructs.



ASSISTANT PRINCIPALS (MS code 37-9-15)

The assistant principal will:

- Help secure the buildings.
- Ensure that multi-handicapped students are accounted for and safe.
- Report injuries and damage to the principal.
- Coordinate communication between the principal, faculty, and staff.
- Communicate with parents.
- Assist as directed by the principal.



TEACHERS

Teachers will:

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



COUNSELORS

Counselors will:

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



CUSTODIANS

Custodians will:

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



SECRETARIAL STAFF

The secretarial staff will:

- Responsible for reporting emergencies.
- Call 911 (press 9 to access the outside line).
- Take enrollment cards and sign-out sheets for off-site student release.
- Utilize telephones and monitor emergency radio broadcasts.
- Assist as directed by the principal.



FOOD SERVICES

Food service personnel will:

- Prepare and serve food to students and staff as needed during emergencies.
- Assist as directed by the principal.



BUS DRIVERS

The bus drivers will:

- Supervise students if an emergency occurs while they 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:

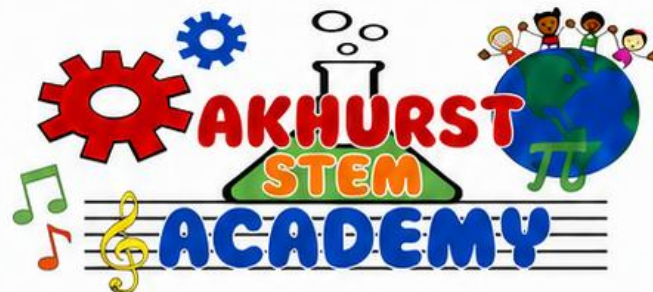
- Prepare statements for the media.
- Aid the principal in preparing a fact sheet to help those answering phones.
- Develop accurate and complete information regarding the incident and coordinate with the superintendent for the release of all information.
- Facilitate and conduct press conferences and maintain communication posts at the central office during emergency incidents.



SCHOOL NURSE

The school nurse will:

- Report to the emergency scene, render first aid, alert school officials and emergency personnel, assist as directed by the principal, establish triage as necessary, and organize the medical evacuation.



CONCLUSION



CONCLUSION

The development and implementation of the Oakhurst Intermediate Academy Crisis Management Plan reflects our unwavering commitment to maintaining a safe, secure, and supportive learning environment for every student, staff member, and visitor on our campus.

This plan is not merely a collection of procedures—it is a proactive framework designed to ensure that our school community is prepared to respond effectively to emergencies, minimize risks, and recover with resilience. It emphasizes prevention, preparedness, communication, collaboration, and continuous improvement. It also acknowledges that while systems and training are critical, the leadership, judgment, and responsiveness of our people—our administrators, teachers, and staff—are equally vital to the success of any emergency response.

As part of our ongoing commitment to safety:

- All staff members are expected to be familiar with the contents of this plan.
- Regular training and drills will be conducted to reinforce preparedness.
- The plan will be reviewed annually and updated as necessary based on feedback, changes in regulations, and evolving best practices.

We are stronger when we work together. By fostering a culture of awareness, vigilance, and readiness, Oakhurst Intermediate Academy ensures that we are not only prepared to face the unexpected but that we can do so with confidence, competence, and compassion.

"Preparedness is not a destination—it is a continuous journey toward creating a safer school for all."



APPROVED BY:

Dr. Cornishee Bruce-Sims
Principal, Oakhurst Intermediate Academy



DATE:

June 2026