CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

526 SOUTH CHOCTAW STREET
CLARKSDALE, MS 38614

2026-2027
SCHOOL OCCUPATIONAL SAFETY & CRISIS MANAGEMENT PLAN

Board Approved: June 22, 2026

(662) 627-8500

Visit Our Website
www.cmsdschools.org



SAFE SCHOOLS. | STRONG COMMUNITIES. | BRIGHT FUTURES.

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

Dr. Toya Harrell-Matthews, *Superintendent*

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

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

Board Approval Date: June 22, 2026



Dear Clarksdale Municipal School District,

The Clarksdale Municipal School Board and the Administration remain steadfast in our commitment to providing a safe, secure, and supportive environment for all students, employees, parents, and visitors. As a district, we recognize that a positive and productive educational experience begins with ensuring the physical safety, emotional well-being, and operational preparedness of every school and department.

At the Clarksdale Municipal School District, our mission is to meet the needs of every student by providing a safe, engaging, and supportive learning environment that promotes academic achievement, personal growth, and lifelong success. Likewise, our vision is to ensure that every student graduates prepared for college, career, and life readiness. Achieving these outcomes requires a collective commitment to maintaining safe and orderly schools where teaching and learning can thrive without disruption.

Effective immediately, the Clarksdale Municipal School District is officially implementing the safety programs outlined in the Clarksdale Municipal School District Safety Manual. These written programs are established in accordance with the Clarksdale Municipal School District Safety Policy, as adopted by the Clarksdale Municipal School Board. This comprehensive plan is designed to meet the requirements of the National Incident Management System (NIMS) and incorporates best practices from Joint Incident Command recommendations to ensure districtwide preparedness, prevention, response, and recovery.

Safety is essential to accomplishing the district's strategic goals of improving student achievement, strengthening school performance, increasing college and career readiness, and ensuring every campus remains a safe and supportive place for learning. To meet these goals, all employees are expected to comply with the minimum safety requirements outlined in this manual. Administrators and Principals may develop additional campus-specific safety procedures as needed to address unique operational needs, provided such plans receive prior approval from the Superintendent of Education and the Clarksdale Municipal School Board.

To ensure consistent implementation and understanding, an annual review of all safety programs is mandatory for every employee. Additionally, the Safety Manual must be revieved during employee orientation for all newly hired staff. Following the review, each employee is required to complete (and sign) the Employee Review and Compliance Certification Form, acknowledging their understanding of and commitment to adhering to all outlined procedures and expectations.

Safety is not optional—it is a shared responsibility and a fundamental component of our district culture. Every employee plays a vital role in fostering a safe environment where students can learn, employees can work, and families can engage with confidence and peace of mind. By prioritizing safety, we strengthen our ability to fulfill our mission, advance our vision, and accomplish our district goals.

Thank you for your continued dedication to the students, families, and community of the Clarksdale Municipal School District. Your commitment to maintaining a safe, secure, and thriving educational environment is deeply appreciated.

Sincerely,

Toya Harrell-Matthews

Toya Harrell-Matthews, Ph.D.
Superintendent

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

Dr. Toya Harrell-Matthews, *Superintendent*

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

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

INTRODUCTION

This plan is based on the comprehensive model developed by the Mississippi State Department of Education, Safe and Orderly Schools, and serves as a foundation for maintaining a safe and secure educational environment. The plan consists of three primary components:

- Policies and Procedures for a Safe School Environment
- Crisis Response Plan
- Programs that Promote a Safe School Environment

Each school's plan is a model of the district plan but customized to meet the specific needs and characteristics of the individual school. It represents the first two of the three components necessary for comprehensive safe school planning. We sincerely hope that this plan will provide solid guidance in your pursuit of a safe school.

The Clarksdale Municipal School District is dedicated to creating and maintaining a safe and secure environment for all students and staff. This plan, based on the model by the Mississippi State Department of Education, provides a robust framework that ensures safety through comprehensive policies, effective crisis response, and proactive programs. The district aims to continuously improve and adapt safety measures to meet the evolving needs of each school.

TABLE OF CONTENTS

School Board Policy 6

District Mission Statement 7

SECTION I – OCCUPATION SAFETY PLAN 8

Occupational Safety & Crisis Response Plan Committee 9

Responsibilities of School Personnel 10

School Facility School Safety Assessment Instruments 11

Form I-A Accountability Standard 30 12

Form I-A-2 Accreditation Standard 31 13

Accident Investigation 14

Form I-B Supervisors Accident Investigation Report 15

Form I-C Employee Accident Report 18

Form I-D Student Accident Report 18

Blood Borne Pathogens Policy 20

Form I-E Hepatitis B Declination Form 27

Hazard Communication "Right to Know" Policy 28

Form I-F Safety Data Sheet Inventory Form 35

Fire Response, Fire Safety, and Fire Protection 36

Form I-G Fire Extinguisher Inventory Form 38

Severe Weather Plan 39

General Safety Rules 41

Motor Vehicles and Mobile Equipment 42

Form I-H Bus Inspection Form 49

Form I-I Vehicle Inspection Form 51
Reporting Unsafe Conditions and Unsafe Work Practices 52
Form I-J Unsafe Work Practice Form 53
Emergency Drills 55
Form I-K Emergency Drill and Training Documentation Form 57
Field Trips 58
SECTION II – SCHOOL CRISIS RESPONSE PLAN 59
Crisis Management Plan 60
Staff Phone Numbers 61
Community Emergency Numbers 62
Responsibilities of School Personnel 63
General Crisis Procedures 64
Communication Chain of Command 64
Crime Scene Management 65
Abduction / Student Runaway 66
Bomb Threat 70
SECTION III – SCHOOL / COMMUNITY RESPONSE PLAN 97
Statement of Purpose 98
Incident Command 98
SECTION IV – MAPS AND FACILITY INFORMATION 107
Map of District and Surrounding Area 109
Central Office Floor Plan 113
Board Policy EBBA 115
Final Note 117

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

526 West Choctaw Street
Clarksdale, Mississippi 38614

Description Code:	Updated Approved/Review
EBBA School Safety Plan	October 22, 2025
Rescinds Policy:	**Originally Adopted:** August 1, 2003

The Board of Trustees of the Clarksdale Municipal School District is committed to the belief that students should be afforded a safe and orderly learning environment. This learning environment includes traveling to and from school; within all school facilities such as classrooms, assembly areas, cafeterias, and gymnasiums; on the school grounds; and while participating in or attending activities sponsored by the school, including academic competitions, athletic events, extra-curricular activities, and field trips.

Every effort shall be made to provide all reasonable precautions to protect the safety of all students, employees, visitors, and those present on district property or at school-sponsored events.

Directive for School Safety and Emergency Preparedness

The Superintendent of Schools is directed to appoint a district-wide School Safety and Emergency Preparedness Committee. This committee shall consist of school personnel (administrators, teachers, and support staff), parents and community leaders, and representatives from health providers, law enforcement, and civil defense. This ad hoc committee shall have the responsibility of developing a School Occupational Safety and Crisis Response Plan, which shall include but not be limited to the following:

1. **Assessment of Building and Grounds Security**
   - Conduct comprehensive evaluations of all facilities to identify potential security vulnerabilities and implement measures to address them.
2. **Current and Proposed Safety Procedures**
   - Review existing safety protocols and develop new procedures as necessary to enhance overall school safety.
3. **List of Agencies and Contact Persons**
   - Compile a list of agencies and contact persons who can provide assistance during a crisis situation, ensuring quick and efficient communication and response.
4. **Working with the Media**
   - Develop a plan for managing media communications during emergencies, ensuring accurate and timely dissemination of information.
5. **Staff Training**
   - Provide training for all staff members on emergency procedures, safety protocols, and crisis management to ensure preparedness in various scenarios.

Safety as an Instructional Aspect

The practice of safety shall be considered an aspect of the instructional program of the school district. Instruction shall be provided, as appropriate to subject areas and grade levels, in accident and fire prevention, emergency procedures, and vehicular and pedestrian safety.

Adoption of OSHA Standards

While the Clarksdale Municipal School District is exempt from the requirements of the Occupational Safety & Health Administration (OSHA), the Board recognizes that OSHA standards are designed to help prevent worker injury and are the minimum standards recognized in the United States. Accordingly, the Board adopts OSHA standards as guidelines for employee safety programs implemented by the Clarksdale Municipal Schools.

Responsibilities and Oversight

School Safety Manager: The oversight and management of the Safety Program is assigned to the Schools Safety Manager (Principal or their designee). The Safety Manager is authorized and empowered to oversee and coordinate a school system safety program that meets the intent and requirements of this policy and appropniate federal, state, and local safety or safety-related standards and/or regulations, including but not limited to OSHA, NFPA, DOT, EPA, etc.

Administrators, School Principals, Department Managers/Supervisors: All administrators, school principals, department managers, supervisors, etc., are responsible for ensuring that hazard- specific safety measures and programs consistent with the requirements of this policy and appropriate standards and regulations are implemented and enforced within their areas of operations. They must also ensure that employees are aware of the hazards associated with their duties.

Annual Review and Reporting

The plan shall be reviewed and updated annually prior to the beginning of the school year. The Superintendent of Schools, or designee, shall make a report to the Board, on an annual basis, regarding the implementation of the plan. Germane Mississippi legal codes will be in parenthesis beside the subject (Miss. Code Ann. § 37-11-5).

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

Dr. Toya Harrell-Matthews, *Superintendent*

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

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

MISSION

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

VISION

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

DISTRICT GOALS

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.

SECTION I



CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

OCCUPATIONAL SAFETY PLAN



Every Student. Every Need.



CLARKSDALE MUNICIPAL SCHOOLS DISTRICT

School Occupational Safety and Crisis Response Plan Committee

- **Mr. Herbert Smith,** *Assistant Superintendent*
- **Dr. Clarence Hayes,** *Director of Maintenance and Transportation*
- **Chief Earnest Moore,** *CMSD Police Department*
- **Sheriff Mario Magsby,** *Coahoma County Sheriff*
- **Chief Vincent Ramirez,** *Clarksdale Police Department*
- **Chief Charles Lane,** *Clarksdale Fire Department*
- **Mr. Charles Hale,** *Emergency Management Director*

Board of Trustees



Dr. Manika Kemp
President



Bobbie Butler
Vice President



Sarah Trimm
Secretary



Clara Sims
Member



Christopher Turner
Member

Safe Schools. Strong Communities. Bright Futures.

Dr. Toya Harrell-Matthews, *Superintendent*

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

526 South Choctaw Street • Clarksdale, Mississippi 38614

SCHOOL BOARD POLICY

Description Code:
EBBA
School Safety Plan

Rescinds Policy:	Originally Adopted:
	August 1, 2003

Updated Approved/Review:
October 22, 2025

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, evaluate, and supervise employees who have been responsibly 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 district safety manager (superintendent's designee) 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 (superintendent's designee) are as follows:

- Establish a structured process for administering a district-wide safety plan.
- Advise the superintendent, supervisors, principals, 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 district safety's and records. Provide timely reports to the superintendent and the incident reports committee.
- Establish routine, periodic inspections to monitor the district's and each school's safety program effectiveness. Ensure that school employees receive the necessary training to conduct their job safely.
- Conduct site safety assessment.

OCCUPATIONAL SAFETY & CRISIS RESPONSE PLAN COMMITTEE

The occupational safety and crisis response committee include representatives from health care providers (both mental and physical), law enforcement, emergency management, welfare agencies, non-profft service agencies such as the American Red Cross and the Salvation Army, parents, students, teachers, and other school personnel.

The general functions of the district committee are to:

- Formulate policy guidelines and recommend approval by the school board.
- Review unsafe conditions and practices as reported by school or department safety teams.
- Make site visits to schools.
- Review corrective action plans and make recommendations as appropriate.
- Review school/department safety plans.
- Conduct district-wide safety inspections on a scheduled basis.
- Plan and conduct regular drills of various emergency scenarios involving as many agencies as possible.

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 primary member at the school level, will serve the school in an advisory capacity and monitor the application and use safely plan.

The site administrator will:

- Act as the facilitator for the school safety committee.
- Track incidents.
- Make recommendations to the district safety committee.
- Make safety awards.
- 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 employees. Representatives on the school safety committee include personnel from instruction, food service, custodial, and support services.

The general functions of the school safety committee include:

- Establish a safe place at the school location to include the items listed in the detailed plan.
- Develop a school safety policy.
- Inspect school buildings and campus premises including drills.
- Inspect school equipment, school grounds, and school buildings to determine safety needs.
- Identify hazards and unsafe conditions.
- Review incident and accident trend in the report of injury, the accident investigation report, the physical or office exam, and the medical authorization form have been properly completed and filed with the personnel department.
- Contact and provide communication to injured employees.
- Develop a process for tracking safety work orders.
- Ensure that policies and procedures are in place for effective handling of incidents.
- Provide safety information to each employee.
- Conduct a safety orientation program for new employees.
- The site administrator and provide medical emergency first aid providers the workers' comp claim for workers injuries and recommendations to the district safety committee. Liaise to improve and follow up on suggestions to improve emergency procedure.

SAFETY PROCEDURES

INSPECTIONS

Inspections are the key to the success of any safety program. To be effective, they must be a continuing process and show a genuine concern for the welfare of employees and students.

TECHNIQUES

Inspection techniques will vary, depending on the item to be inspected and the objective you are trying to achieve.

INSPECTION PROCEDURES

Depending on the nature and the complexity of the inspection, inspection procedures should be developed.

SAFETY INSPECTIONS

All inspections should be conducted on a periodic basis. Inspections should be documented and follow-up actions should be completed in a timely manner.

REMEMBER ALWAYS

DOCUMENT, DOCUMENT, DOCUMENT!

If it isn't written down, it didn't happen.

RECORD KEEPING

Accurate record keeping is essential for effective safety management, compliance, and accountability. The following records must be maintained:

- Incident / Accident Reports
- Inspection Reports
- Safety Training Records
- Drill / Emergency Exercise Logs
- Corrective Action Logs
- Equipment Maintenance Records
- PPE Issue Records
- Safety Committee Meeting Minutes
- Other Safety Related Documents as Required by Law

All records should be retained in accordance with state law and district policy.

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

Every Student. Every Need.

FORMS

I-A STANDARD 30

&

I-A-2 STANDARD 31

SCHOOL FACILITY
SAFETY ASSESSMENT INSTRUMENTS

ASSESS CONDITIONS | IDENTIFY RISKS | EVALUATE HAZARDS | IMPROVE FACILITIES | ENSURE SAFETY

Every Student. Every Need.

SAFETY FIRST | RESPECT ALL | ACHIEVE EXCELLENCE | BUILD COMMUNITY | INSPIRE FUTURES

SCHOOL FACILITY SAFETY ASSESSMENT INSTRUMENT

★ ★ ☆ ATTACHMENT I-A | ACCOUNTABILITY STANDARD 30 ★ ★

SCHOOL DISTRICT: Clarkdale Municipal School District **SCHOOL SUPERINTENDENT:** Dr. Toya Matthews

SCHOOL NAME AND ADDRESS: _____

PRINCIPAL(S): _____

DATE OF ASSESSMENT: _____

FACILITY ASSESSMENT

EXTERIOR REVIEW

1. PARKING	YES	NO
A. Has the school designated and appropriately labeled parking for handicap individuals?	☐	☐
B. Are visitor parking spaces marked and in close proximity to the office?	☐	☐
C. Is there appropriate means of access to the building?	☐	☐
D. Are the grounds and parking areas properly maintained?	☐	☐
2. UTILITIES		
A. Are main utilities shut-offs properly identified by signage outside?	☐	☐
B. Has access to mechanical/storage areas been secured?	☐	☐
3. MAPS		
A. Has a campus map been prepared and posted in the (Main Office) identifying main utility shut-off points on campus?		
i. Electricity Yes ☐	☐	☐
ii. Natural Gas or Propane Yes ☐	☐	☐
iii. Water Yes ☐	☐	☐
4. SIDEWALKS / STEPS		
A. Do the walkways and steps provide adequate access to all buildings?	☐	☐
B. Are steps in good repair?	☐	☐
C. Are handrails provided?	☐	☐
5. FIRE PREVENTION		
A. Are fire hydrants near the building obstructed?	☐	☐
6. PLAYGROUND AREA		
A. Are all playgrounds fenced?	☐	☐
B. Are there barriers in place to separate children from vehicular traffic flow?	☐	☐
C. Is the playground surface shock absorbent?	☐	☐
D. Does the playground comply with the Handbook for Public Playground Safety published by the U.S. Consumer Product Safety Commission?	☐	☐

INTERIOR REVIEW

1. CORRIDORS	YES	NO
A. Is clear egress provided?	☐	☐
B. Does the area have emergency lighting?	☐	☐
C. Do lighted egress signs identify each egress point?	☐	☐
D. Are fire extinguishers provided no farther than 75 feet from any area?	☐	☐
2. CLASSROOMS		
A. Can classroom doors be secured from the inside?	☐	☐
B. Do classrooms have evacuation maps posted?	☐	☐
C. Does each classroom have two means of egress?	☐	☐
D. Is the second means of egress unobstructed and labeled?	☐	☐
E. Does each classroom have a two way means of communication with the office?	☐	☐
F. Are extension cords being used for a permanent power source?	☐	☐
G. Were surge protectors plugged into wall outlets?	☐	☐
H. Are electrical wall outlets covered?	☐	☐
I. Were there any classrooms with more than 20% of the walls covered with paperwork?	☐	☐
3. DIETARY / DINING AREA		
A. Is there emergency lighting in the dining room?	☐	☐
B. Are evacuation maps posted in dining room?	☐	☐
C. Are portable fire extinguishers available in dining room?	☐	☐
D. Do lighted egress signs identify each egress point?	☐	☐
E. Are extension cords being used for a permanent power source?	☐	☐
F. Are the kitchen ranges and hoods free from grease or dust build-up?	☐	☐
G. Is an automatic fire suppression system provided to protect the cooking surface?	☐	☐
H. Is automatic fire suppression system inspected and tagged bi-annually?	☐	☐
I. Is there at least one portable fire extinguisher with a 40B rating?	☐	☐
J. Is there a type K fire extinguisher in the cooking area?	☐	☐
K. Has staff participated in fire safety training annually?	☐	☐
L. Are temperature charts for freezers, coolers, and refrigerators maintained, current, and located in the appropriate work area?	☐	☐
M. Is food covered and stored on shelves or pallets in freezers/coolers?	☐	☐
N. Are food and cleaning supplies stored separately?	☐	☐
O. Are storage materials stored less than 24 inches from the ceiling in non-sprinkled buildings and 18 inches in sprinkled buildings?	☐	☐
P. Is the Department of Health certificate current and on display?	☐	☐
Q. Are there any open blanks in the electrical panel?	☐	☐

4. GYMNASIUM / AUDITORIUM (PUBLIC ASSEMBLY AREA)

A. At least two exits marked by illuminated exit signs?	YES ☐	☐
B. Do egress doors have functional panic hardware?	YES ☐	☐
C. Are exits free of obstruction?	YES ☐	☐
D. Fire extinguisher provided for each 3,000 sq. ft. of floor space and placed within 75 feet of any area?	YES ☐	☐
E. Are occupancy loads posted?	YES ☐	☐
F. Does the area have emergency lighting?	YES ☐	☐
G. At least two portable fire extinguishers on the playing surface of the gym?	YES ☐	☐
H. Portable fire extinguisher in the stage area?	YES ☐	☐
I. Any open blanks in the stage area electrical panels?	YES ☐	☐
J. If stage area has floor lights, are they covered?	YES ☐	☐

5. LABORATORIES

A. Eye wash station available?	YES ☐	☐
B. Protective eyewear for each student?	YES ☐	☐
C. Portable fire extinguisher available?	YES ☐	☐
D. Emergency utility cutoffs near the teaching station?	YES ☐	☐
E. Functional vent-a-hood?	YES ☐	☐
F. Work stations kept in a safe condition?	YES ☐	☐
G. Any unprotected electrical outlets on student work stations?	YES ☐	☐
H. Policy/procedure for safe use of laboratory equipment and chemicals?	YES ☐	☐

6. CHEMICALS AND STORAGE AREA

A. Complete inventory of chemicals on hand?	YES ☐	☐
B. Safety Data Sheets (SDS) available for each chemical?	YES ☐	☐
C. Chemicals labeled and dated?	YES ☐	☐
D. Storage area meets criteria:		
i. Storage area vented?	YES ☐	☐
ii. Shelves in good condition?	YES ☐	☐
iii. Hazardous chemicals stored separately?	YES ☐	☐
iv. Area secure?	YES ☐	☐

7. SHOPS / VOCATIONAL AREA

A. Eye wash station available?	YES ☐	☐
B. Safety guards in place on machines?	YES ☐	☐
C. Machines properly grounded?	YES ☐	☐
D. Ventilation system in good working condition?	YES ☐	☐
E. Fire extinguishers readily available?	YES ☐	☐
F. Chemicals and flammable materials stored properly?	YES ☐	☐
G. Clear aisle space (min. 36 inches)?	YES ☐	☐
H. Extension cords used for a permanent power source?	YES ☐	☐
I. Students receive safety instruction before using equipment?	YES ☐	☐

8. ELECTRICAL SYSTEM

A. Electrical panels labeled and accessible?	YES ☐	☐
B. No exposed wiring?	YES ☐	☐
C. GFCI outlets in wet areas?	YES ☐	☐
D. No open blanks in panels?	YES ☐	☐
E. Extension cords not used as permanent wiring?	YES ☐	☐
F. Annual electrical system inspection completed?	YES ☐	☐
G. Records of inspection on file?	YES ☐	☐

REMARKS / OBSERVATIONS: _____

ASSESSMENT CONDUCTED BY: _____ **TITLE:** _____ **SIGNATURE:** _____ **DATE:** _____

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

FORM I-A-2

ACCREDITATION STANDARD 31
School Safety Division
Monitoring Instrument

District Code: 1420 | District Name: Clarksdale Municipal School District

STANDARD 31: The school district complies with State Board Policies and State and Federal Laws to provide Safe Schools. Each school has a comprehensive School Safety Plan on file that has been approved annually by the local school board. {MS Codes 37-3-81; 37-3-83(2); 37-11-67 and 37-11-69} (See the templates for MDE's School Safety Manual and the School Occupational Safety and Crisis Response Plan.) SRO/SSOs are deployed in accordance with the MS Code 37-3-82.

http://www.mde.k12.ms.us/safe-and-orderly-schools/school-safety

REFERENCES: Section 37-3-81, 37-3-82, 37-3-83, 37-11-67, 37-11-69, Mississippi Code of 1972, Annotated Mississippi School Safety Manual and the MDE Occupational Safety and Crisis Response Planning Manual.

1. 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.

2. 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 Assistant 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:

EMPLOYEE ACCIDENT REPORTS
File in the Workers' Compensation Office

STUDENT ACCIDENT REPORTS
File in the Assistant Superintendent's Office

MINIMUM REQUIRED INFORMATION	
☐	Name, age, sex of the injured person.
☐	Occupation at the time of the accident – What he or she was actually doing.
☐	Nature and exact description of the injury.
☐	Date and time of the accident.
☐	Estimate of the number of days that will be lost as a result of the accident.
☐	Description of the 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 the report was completed.
☐	Signature of supervisor.
☐	Signature of safety coordinator.

Every Student. Every Need.

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

Every Student. *Every* Need.

FORM I-B

SUPERVISORS' ACCIDENT INVESTIGATION REPORT

INVESTIGATE THOROUGHLY

DOCUMENT ACCURATELY

ANALYZE CAUSES

PREVENT FUTURE INCIDENTS

IMPROVE SAFETY

Every Student. Every Need.

SAFETY FIRST | RESPECT ALL | ACHIEVE EXCELLENCE | BUILD COMMUNITY | INSPIRE FUTURES

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

★ SUPERVISORS' ★

ACCIDENT INVESTIGATION REPORT

THIS FORM IS COMPLETED FOR ALL ACCIDENTS OR INJURIES

REMEMBER, AN ACCIDENT INVESTIGATION IS NOT DESIGNATED TO FIND FAULT OR BLAME. IT IS AN ANALYSIS TO DETERMINE CAUSES THAT CAN BE CONTROLLED OR ELIMINATED.

DATE: _____ TIME: _____ EMPLOYEE INVOLVED: _____

POSITION: _____	DATE EMPLOYED: _____
SUPERVISOR: _____	DEPARTMENT: _____
HOW LONG WAS EMPLOYEE PERFORMING THIS OPERATION? _____	WAS THE EMPLOYEE TRAINED? (Yes or No): ☐ YES ☐ NO — IF SO, DATE OF TRAINING: _____
DID THE ACCIDENT RESULT IN INJURY? (Yes or No): ☐ YES ☐ NO	NATURE AND EXTENT OF INJURY: _____
DATE INJURY REPORTED: _____	LOSS OF WORK DAYS: _____

WHEN COMPLETING THE INVESTIGATION, TRY TO ANSWER THESE QUESTIONS

- How did the accident occur?
- Where did it happen?
- What materials, machines, equipment, or conditions were involved?
- Who was injured?
- When did it happen?
- IF SO, WHEN, AND BY WHOM?

HOW DID ACCIDENT occur?

CAUSE OF ACCIDENT

MAKE RECOMMENDATIONS

NO INVESTIGATION IS COMPLETE UNLESS CORRECTIVE ACTION IS SUGGESTED.

RECOMMENDATIONS TO PREVENT A RECURRENCE

WHAT ACTION HAS BEEN TAKEN?

FOLLOW-UP

Determine what action is being taken on your recommendations.

SUPERVISOR SIGNED: _____ DEPT.: _____ DATE: _____

SAFETY MANAGER: _____ SAFETY MANAGER SIGNED: _____ DATE: _____

WORKERS' COMPENSATION COORDINATOR: _____

★★ FORM I-B ★★
SUPERVISOR'S ACCIDENT INVESTIGATION REPORT
(continued)

CAUSES	DEFINITION OF CAUSE	SUGGESTED CORRECTIVE MEASURES
ENVIRONMENTAL		
1. Unsafe procedure	Hazardous process; management failed to make adequate plans for safety.	A. Job analysis B. Formulation of safe procedure
2. Equipment Defective Through Use	Machines or equipment that have become rough, slippery, sharp-edged, worn, cracked, broken, or otherwise defective through use or abuse.	A. Inspection B. Proper maintenance.
3. Improperly Guarded Equipment	Machines or equipment that are unguarded or inadequately guarded.	A. Inspection. B. Checking plans blueprints, purchase orders, contracts, and materials for safety. C. Include guards in original design, order, and contract. D. Provide guards for existing hazards.
4. Equipment Defective Through Design	Failure to provide for safety in the design, construction, and installation of building, machinery, and equipment, too large, too small, not strong enough.	A. Source of supply must be reliable. B. Checking plans, blueprints, purchase orders, contracts, and materials for safety. C. Correction of defects.
5. Unsafe Dress or Apparel	Management's failure to provide or specify the use of goggles, respirators, safety shoes, hard hats, and other articles of safe dress or apparel.	A. Provide safe dress or apparel or personal protective equipment if management could reasonably be expected to provide it. B. Specify the use or non-use of certain dress or apparel or protective equipment on certain jobs.
6. Unsafe Housekeeping Facilities	No suitable layout or equipment that are necessary for good housekeeping–shelves, boxes, bins, aisle markers, etc.	A. Provide suitable layout and equipment necessary for good housekeeping.
7. Improper Ventilation	Poorly ventilated or not ventilated at all.	A. Improve the ventilation.
8. Improper Illumination	Poorly illuminated or no illumination at all.	A. Improve the illumination.
BEHAVIORISTIC		
9. Lack of Knowledge or Skill	Unaware of safe practice, unpracticed, unskilled, not properly instructed or trained.	A. Job training.
10. Improper Attitude	Worker was properly trained and instructed, but s/he failed to follow instruction because s/he was willful, reckless, absentminded, excitable, or angry.	A. Supervision. B. Discipline. C. Personnel work.
11. Health Impairments (Physical)	Worker has poor eyesight, defective hearing, heart trouble, hernia, etc.	A. Pre-placement physical examinations. B. Periodic physical examinations. C. Appropriate job assignment of employees. D. Identification of workers with temporary health impairments.

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

Every Student. Every Need.

FORM I-C

EMPLOYEE ACCIDENT REPORT

STUDENT ACCIDENT REPORT

REPORT PROMPTLY

PROVIDE DETAILS

SUPPORT SAFETY

CARE FOR OUR COMMUNITY

Every Student. Every Need.

SAFETY FIRST | RESPECT ALL | ACHIEVE EXCELLENCE | BUILD COMMUNITY | INSPIRE FUTURES

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

Every Student. Every Need.

FORM I-C

EMPLOYEE ACCIDENT REPORT

EMPLOYEE NAME: _____

JOB TITLE: _____

DEPARTMENT / LOCATION: _____

DATE OF ACCIDENT: _____ TIME: _____ ☐ AM ☐ PM

DATE REPORTED: _____ TIME: _____ ☐ AM ☐ PM

SUPERVISOR NOTIFIED: _____

SPECIFIC LOCATION OF ACCIDENT: _____

NATURE OF INJURY: _____

PART OF BODY INJURED: _____

WITNESSES (NAME / CONTACT): _____

DESCRIBE HOW THE ACCIDENT / INJURY OCCURRED:

MEDICAL TREATMENT REQUIRED? ☐ YES ☐ NO

IF YES, WHERE? _____

WAS EQUIPMENT / PROPERTY INVOLVED? ☐ YES ☐ NO

IF YES, DESCRIBE: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

SUPERVISOR SIGNATURE: _____ DATE: _____

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

Every Student. Every Need.

FORM I-D

STUDENT ACCIDENT REPORT

STUDENT NAME: _____

DATE OF BIRTH: _____ GRADE: _____

SCHOOL: _____

DATE OF ACCIDENT: _____ TIME: _____ ☐ AM ☐ PM

DATE REPORTED: _____ TIME: _____ ☐ AM ☐ PM

REPORTED BY (NAME / TITLE): _____

SPECIFIC LOCATION OF ACCIDENT: _____

NATURE OF INJURY: _____

PART OF BODY INJURED: _____

WITNESSES (NAME / GRADE / CONTACT): _____

DESCRIBE HOW THE ACCIDENT OCCURRED:

PARENT / GUARDIAN NOTIFIED? ☐ YES ☐ NO

IF YES, NAME:

TIME: _____ ☐ AM ☐ PM

MEDICAL TREATMENT REQUIRED? ☐ YES ☐ NO

IF YES, WHERE? _____

SIGNATURE (REPORTER): _____ DATE: _____

PRINCIPAL / DESIGNEE SIGNATURE: _____ DATE: _____

Every Student. Every Need.

SAFETY FIRST | RESPECT ALL | ACHIEVE EXCELLENCE | BUILD COMMUNITY | INSPIRE FUTURES

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

Every Student. Every Need.

RESOURCES

(i.e. CPR, first aid, fire)

NAME	SKILL/TRAINING	ROOM NUMBER	CONTACT NUMBER

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

FORM I-E

SCHOOL BOARD POLICY
Description Code: **EBBA** School Safety Plan
Rescinds Policy:
Originally Adopted: **August 1, 2003**
Updated Approval/Review: **October 22, 2025**

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

In Accordance with OSHA Standard 29 CFR 1910.1030

PURPOSE

To eliminate or minimize occupational exposure to blood and other potentially infectious materials (OPIM) in accordance with OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030.

1. EXPOSURE DETERMINATION

OSHA requires employers to perform an exposure determination to identify which employees may incur occupational exposure to blood or OPIM. This determination is made without regard to the use of personal protective equipment (i.e., employees are considered to be exposed even if they wear PPE). The 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 CLASSIFICATIONS WITH REGULAR EXPOSURE	TASKS / 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 CLASSIFICATIONS WITH POTENTIAL EXPOSURE	TASKS / PROCEDURES
• Teachers & Staff	First aid
• Secretaries	First aid
• Maintenance Personnel	Sewerage compounds/system repairs
• Bus Drivers	First aid
• Custodial Personnel	Needles, spills, injury cleanup

2. IMPLEMENTATION SCHEDULE AND METHODOLOGY

- OSHA requires this plan to include a schedule and method of implementation for the various requirements of the standard.
- This Plan will be implemented immediately upon approval and will be maintained in accordance with all regulatory requirements.

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT
BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

In Accordance with OSHA Standard 29 CFR 1910.1030

SCHOOL BOARD POLICY

Description Code: **EBBA**
School Safety Plan

Rescinds Policy:

Originally Adopted: **August 1, 2003**

Updated Approval/Review: **October 22, 2025**

3. COMPLIANCE METHODS

- Universal precautions will be observed at all facilities to prevent contact with blood or OPIM. All blood or OPIM 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. Where occupational exposure remains after implementation of these controls, PPE shall also be utilized.

The following engineering and administrative controls will be utilized:

- Portable sharps containers *(puncture resistant, biohazard labeled, leak proof)*
- Hand washing facilities
- Policy enforcement
- Blood spill kits
- Nurse's office

- The Lead Nurse will examine the above controls on a monthly schedule to ensure that they are properly maintained.
- Hand-washing facilities are available and readily accessible after exposure. These facilities are located in staff restrooms, 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 exposure occurs to skin or mucous membranes, those areas shall be washed or flushed with water as appropriate, as soon as feasible, following contact.

4. NEEDLES / SHARPS PROTOCOL

- 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 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/syringes/sharps shall not be bent, recapped, sheared, or broken.
- All employees shall receive training on this procedure. Training shall be documented and records kept in the centralized training files.
- Containers should be transported to the needle or other devices for disposal.
- Never carry the needle or device to the container.

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT
BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

In Accordance with OSHA Standard 29 CFR 1910.1030

SCHOOL BOARD POLICY

Description Code:
EBBA
School Safety Plan

Rescinds Policy:

Originally Adopted:
August 1, 2003

Updated Approval/Review:
October 22, 2025

5. PERSONAL PROTECTIVE EQUIPMENT (PPE)

- All employees with occupational exposure will be provided, at no cost, with appropriate PPE such as gloves, gowns, masks, eye protection, or face shields.
- PPE will be selected based on the type of exposure anticipated.
- PPE will be readily available at all times in the work area.
- Employees will be trained on how to properly put on, use, remove, and dispose of PPE.
- Used PPE will be disposed of in appropriate containers as regulated waste.

6. EXPOSURE INCIDENT PROCEDURES

- In the event of an exposure incident (e.g., needlestick, cut, mucous membrane splash, or non-intact skin contact), the following steps will be taken immediately:
  - Encourage the exposed employee to report the incident immediately.
  - Provide first aid as needed.
  - Expose area must be washed with soap and water. Flush eyes, nose, or mouth with water.
  - Seek medical evaluation and follow-up as soon as possible.
  - Complete an Exposure Incident Report.
- All exposure incidents will be documented and maintained in accordance with regulatory requirements.
- The employee will be provided with a copy of the report.

7. HEPATITIS B VACCINATION

- The District will make the Hepatitis B vaccine available at no cost to all employees with occupational exposure.
- The vaccine series will be offered within 10 working days of initial assignment to a position with occupational exposure.
- Employees will be given the opportunity to receive the vaccine at a reasonable time and place.
- Employees will be informed in writing of the benefits and risks of the vaccine.
- If an employee declines the vaccine, they must sign a declination form.

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

In Accordance with OSHA Standard 29 CFR 1910.1030

SCHOOL BOARD POLICY

Description Code:
EBBA
School Safety Plan

Rescinds Policy:

Originally Adopted:
August 1, 2003

Updated Approval/Review:
October 22, 2025

8. COMMUNICATION OF PLAN

- A copy of this Exposure Control Plan will be made available to all employees with occupational exposure at the time of initial assignment.
- The plan will be reviewed with employees as part of their initial training.
- The plan will be accessible to employees at all times in the workplace.
- Updates to the plan will be communicated to all affected employees.

9. TRAINING

- All employees with occupational exposure will receive training at no cost to them.
- Training will be provided at the time of initial assignment and annually thereafter.
- Training will cover at least the following topics:
  - Overview of the Bloodborne Pathogens Standard
  - Epidemiology and symptoms of bloodborne diseases
  - Modes of transmission
  - Exposure control methods
  - PPE use
  - Housekeeping
  - Hepatitis B vaccine information
  - Post-exposure evaluation and follow-up
  - Review of the Exposure Control Plan
- Training will be conducted by a person knowledgeable in bloodborne pathogens.
- Employee understanding will be evaluated and documented.

10. RECORDKEEPING

- The District will maintain records of training for at least three (3) years.
- Records will include the dates of training, contents or a summary of the training, and the names and qualifications of persons conducting the training.
- Exposure incident reports will be maintained in accordance with regulatory requirements.
- Confidential medical records will be maintained in accordance with OSHA and HIPAA requirements.

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

In Accordance with OSHA Standard 29 CFR 1910.1030

SCHOOL BOARD POLICY

Description Code: **EBBA**
School Safety Plan

Rescinds Policy:

Originally Adopted: August 1, 2003

Updated Approval/Review: October 22, 2025

11. EVALUATION OF EXPOSURE INCIDENT

- All exposure incidents will be evaluated to determine the circumstances under which the exposure occurred and whether any changes can be made to prevent similar incidents.
- The evaluation will be conducted by the Lead Nurse or designee.
- Findings will be documented and retained.
- The results of the evaluation will be used to update this Exposure Control Plan and employee training as needed.

12. POST-EXPOSURE EVALUATION AND FOLLOW-UP

- Exposed employees will be provided with a confidential medical evaluation and follow-up.
- The evaluation will include:
  - Documentation of the route of exposure
  - Identification of the source individual (if known)
  - Collection of blood (if applicable)
  - Baseline testing and follow-up testing as needed
  - Counseling and referral if necessary
- Follow-up medical evaluations and testing will be provided at no cost to the employee.
- The District will provide employees with the results of the evaluation and maintain the results in a confidential medical record.
- All information related to an exposure incident and the medical evaluation will be kept confidential in accordance with OSHA and HIPAA regulations.

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

In Accordance with OSHA Standard 29 CFR 1910.1030

SCHOOL BOARD POLICY

Description Code:
EBBA
School Safety Plan

Rescinds Policy:

Originally Adopted:
August 1, 2003

Updated Approval/Review:
October 22, 2025

13. WASTE DISPOSAL

- All regulated waste (e.g., contaminated sharps, blood-soaked materials, PPE) will be placed in appropriate labeled containers.
- Sharps will be disposed of in puncture-resistant, leak-proof, labeled containers.
- Waste containers will be closed before removal to prevent spillage or protrusion of contents.
- Regulated waste will be disposed of in accordance with federal, state, and local regulations.
- Contractors used for waste disposal will be licensed and compliant with applicable regulations.

14. PLAN REVIEW AND UPDATE

- This Exposure Control Plan will be reviewed annually and updated as necessary.
- The plan will also be updated whenever necessary to reflect changes in technology, work practices, or regulations.
- Employees will be involved in the review and update process.
- The most current plan will be maintained and made available to all employees.

15. EMPLOYEE RIGHTS

- Employees have the right to a safe and healthy work environment.
- Employees have the right to information and training about hazards and protective measures.
- Employees have the right to report hazards or exposures without fear of retaliation.
- Employees have the right to access their medical records and training records.
- Employees have the right to receive a copy of this Exposure Control Plan.

This Exposure Control Plan has been reviewed and approved by:

Superintendent	Date	Lead Nurse / Plan Administrator	Date

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

Every Student. Every Need.

FORM I-E

HEPATITIS B VACCINE DECLINATION FORM

YOUR CHOICE. YOUR RIGHTS. YOUR HEALTH.

- MAKE AN INFORMED CHOICE
- UNDERSTAND THE RISKS
- ACKNOWLEDGE DECLINATION
- PROTECT YOUR HEALTH

This form is to be completed by employees who decline the Hepatitis B vaccine after being informed of the vaccine's benefits and risks.

Every Student. Every Need.

SAFETY FIRST | RESPECT ALL | ACHIEVE EXCELLENCE | BUILD COMMUNITY | INSPIRE FUTURES

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

FORM I-E

Clarksdale Municipal School District

BLOOD BORNE PATHOGENS
EXPOSURE CONTROL PLAN

HEPATITIS B VACCINE DECLINATION STATEMENT FORM
(MANDATORY)

I (print name) _____ understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been allowed to be vaccinated with the hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time.

I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

_____ _____

SIGNATURE DATE

CLARKSDALE

MUNICIPAL SCHOOL DISTRICT

HAZARD COMMUNICATION STANDARD (HCS) AND GLOBALLY HARMONIZED SYSTEM (GHS)

Formally Known as

HAZARD COMMUNICATION & HAZARDOUS MATERIALS CONTROL

SCHOOL BOARD POLICY

Description Code: **EBBA**

Originally Adopted: **August 1, 2003**

Updated Approval/Review: **October 22, 2025**

This Hazard Communication Program has been developed in concert with Clarksdale Municipal School District's adoption of OSHA standards as a minimum safety standard, and under those OSHA standards to ensure that employees are informed concerning chemical hazards in the workplace. This program also complies with OSHA requirements to effectively inform our employees of known potential or existing chemical hazards and contains updates from the final rule published on March 26, 2012, that became effective on May 25, 2012.

APPROACH

- The methods used to effectively inform employees include:
  - ✓ Employee orientation, education, and training.
  - ✓ Container labeling and other forms of warning.
  - ✓ Safety Data Sheets (SDS) formally known as MSDS.

APPLICATION

- This program applies to chemical and/or material hazards known to be present in the workplace in such a manner that employees may be exposed under normal conditions of use or in a foreseeable emergency.

DETERMINING CHEMICAL HAZARDS

The safety manager (superintendent's designee) is responsible for ensuring that this program is properly implemented.

- Identify chemical hazards and maintain an alpha-indexed inventory.
- Ensure SDS for each hazardous chemical/product are readily available.
- Ensure materials are labeled with pictograms, hazard & precautionary statements, etc.
- Periodically review and maintain the program.

SCHOOL PRINCIPALS AND DEPARTMENT HEADS SHALL:

- Obtain SDS (formerly MSDS) from vendors/suppliers for each product that contains a hazardous ingredient or is a hazardous material (physical or health hazard).
- Review each SDS for completeness and obvious errors.
- Ensure outdated SDS are replaced as necessary.
- Provide the Safety Manager with an updated listing of hazardous materials and current SDSs when changes occur.

SDS (formerly MSDS) must be in English and contain:

1. Identification
2. Hazard(s) Identification
3. Composition/Ingredients
4. First-Aid Measures
5. Fire-Fighting Measures
6. Accidental Release Measures
7. Handling and Storage
8. Exposure Controls/Personal Protection
9. Physical/Chemical Properties
10. Stability and Reactivity
11. Toxicological Information
12. Ecological Information
13. Disposal Considerations
14. Transport Information
15. Regulatory Information
16. Other Information (revision date)

SDS AVAILABILITY

- SDS for hazardous materials/products are readily accessible to all employees on duty.
- Employees may review SDS by contacting their supervisor or at the "Employee Right To Know Station" in each school/work area.
- Employees may request copies of SDS.
- Designated employee representatives, NIOSH, and OSHA also have access to the SDS.

MATERIALS INVENTORY

- A list of hazardous materials/chemicals used or stored at each site is available at the "Employee Right To Know Station".
- The list of materials/chemicals is referenced to their appropriate SDS.
- Form I-F in this manual provides a sample form for this inventory.

LABELS AND OTHER FORMS OF WARNINGS

- Proper identification includes:
  - ✓ Identity of hazardous chemical
  - ✓ Appropriate hazard warnings
  - ✓ Name and address of manufacturer, distributor, or other responsible party

Our Commitment: Protecting Every Employee.

SAFETY FIRST · RESPECT ALL · ACHIEVE EXCELLENCE · BUILD COMMUNITY

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

HAZARD COMMUNICATION STANDARD (HCS) AND GLOBALLY HARMONIZED SYSTEM (GHS)

Formally Known as

HAZARD COMMUNICATION & HAZARDOUS MATERIALS CONTROL

SCHOOL BOARD POLICY

Description Code: **EBBA**

Originally Adopted: **August 1, 2003**

Updated Approval/Review: **October 22, 2025**

DETERMINING CHEMICAL HAZARDS (CONTINUED)

SAFETY MANAGER (SUPERINTENDENT'S DESIGNEE) IS RESPONSIBLE FOR:

- Ensuring this program is properly implemented.
- Identifying chemical hazards known to be present in the workplace and maintaining an alpha-indexed inventory.
- Ensuring SDS for each hazardous chemical/product are readily available and accessible to all employees.
- Ensuring materials are periodically inventoried and appropriate SDS are present.
- Ensuring materials are properly labeled with pictograms, hazard statements, precautionary statements, name, address, telephone number, and signal word.
- Reviewing and maintaining the program periodically.

SCHOOL PRINCIPALS AND DEPARTMENT HEADS SHALL:

- Obtain SDS from vendors or suppliers for each product that contains a hazardous ingredient or is a hazardous material. (A hazardous material is either 1) a physical hazard (e.g., flammable, oxidizer, etc.); or 2) a health hazard (causes acute or chronic health effects).
- Review each SDS for completeness and obvious errors.
- Ensure that outdated SDS are replaced as necessary.
- Provide the Safety Manager with an updated listing of hazardous materials utilized by employees and current SDSs when changes occur.

SAFETY DATA SHEETS (SDS) FORMALLY KNOWN AS MATERIAL SAFETY DATA SHEETS (MSDS)

SDS (formerly MSDS) must be in English and contain the following 16 sections:

1. Identification
2. Hazard(s) Identification
3. Composition/Information on Ingredients
4. First-Aid Measures
5. Fire-Fighting Measures
6. Accidental Release Measures
7. Handling and Storage
8. Exposure Controls/Personal Protection
9. Physical/Chemical Properties
10. Stability and Reactivity
11. Toxicological Information
12. Ecological Information
13. Disposal Considerations
14. Transport Information
15. Regulatory Information
16. Other Information, including date of preparation or last revision



GHS PICTOGRAMS (Nine Under GHS – Eight Required Under HCS)

SDS AVAILABILITY

- Copies of SDS for hazardous materials/products known to be present in the workplace are readily accessible to all employees.
- Employees may review SDS by contacting their supervisor or reviewing them at the "Employee Right To Know Station" located in each school or work area.
- Employees may request copies of SDS for the materials they work with, if desired.
- Designated employee representatives, NIOSH, and OSHA also have access to the SDS.

MATERIALS INVENTORY

- A list of the hazardous materials/chemicals products used or stored at each site is available at the "Employee Right To Know Station" for each site or facility.
- The list of materials/chemicals is referenced to their appropriate SDS.
- Form I-F in this manual provides a sample form for this inventory.

LABELS AND OTHER FORMS OF WARNINGS

- Chemical manufacturers, importers, and distributors provide labels, tags, or other markings for containers of hazardous chemicals.
- Proper identification includes:
  - ✓ Identity of the hazardous chemical
  - ✓ Appropriate hazard warnings
  - ✓ Name and address of the chemical manufacturer, distributor, or other responsible party

LABEL ELEMENTS (UNDER HCS)

Labels will require the following elements:

- Pictogram
- Signal Word
- Hazard Statement
- Precautionary Statement
- Product Identifier
- Supplier Identification

Our Commitment: Protecting Every Employee.

SAFETY FIRST · RESPECT ALL · ACHIEVE EXCELLENCE · BUILD COMMUNITY

CLARKSDALE
— MUNICIPAL SCHOOL DISTRICT —

HAZARD COMMUNICATION STANDARD (HCS) AND GLOBALLY HARMONIZED SYSTEM (GHS)

— Program Implementation —

SCHOOL BOARD POLICY

Description Code:
EBBA
School Safety Plan

Originally Adopted:
August 1, 2003

Updated Approval/Review:
October 22, 2025

EMPLOYEE INFORMATION, EDUCATION AND TRAINING



The Clarksdale Municipal School District will provide employees with effective information and training on hazardous chemicals in their work area at the time of their initial assignment and when new hazards are introduced.

TRAINING WILL INCLUDE:

- The requirements of the Hazard Communication Standard (HCS) and GHS
- Where to find the written Hazard Communication Program
- How to read and understand labels and pictograms
- The meaning of signal words (DANGER and WARNING)
- The health and physical hazards of the chemicals in their work area
- How to read and understand Safety Data Sheets (SDS) and the 16 required sections
- Measures employees can take to protect themselves from exposure
- How to safely handle, store, and use chemicals
- What to do in the event of a spill, leak, or exposure
- The location of SDS and the "Employee Right To Know Station"

TRADE SECRETS

The District will not disclose the specific chemical identity of a hazardous chemical if the identity is claimed as a trade secret as long as the employer provides employees with the following information in writing:

- The chemical name
- The hazards of the chemical
- The safe handling procedures
- The measures employees can take to protect themselves
- The emergency procedures

Employees have the right to report any material health or safety concern to OSHA without fear of retaliation."

NON-ROUTINE TASKS

When employees are required to perform non-routine tasks involving hazardous chemicals, they will be informed of the hazards and provided with training before beginning the task.

Examples include:

- ✔ Maintenance or equipment repair
- ✔ Cleaning of chemical spills
- ✔ Handling chemicals not normally used in the work area
- ✔ Emergency response situations

Employees must be trained on the specific hazards and safe work procedures for the non-routine task.

CONTRACTORS AND VENDORS

- ✔ Contractors and vendors working on District property must comply with the Hazard Communication Standard (HCS).
- ✔ They must provide Safety Data Sheets (SDS) for all hazardous chemicals they bring on site.
- ✔ The District will inform contractors of hazardous chemicals present in the work area that may pose a risk.
- ✔ Contractors must ensure their employees are trained on hazardous chemicals they may be exposed to while on site.

This Hazard Communication Program will be reviewed periodically and updated as necessary to reflect changes in chemicals, processes, or regulations. The most current program will be available to all employees at each work location.

CLARKSDALE
— MUNICIPAL SCHOOL DISTRICT —

HAZARD COMMUNICATION STANDARD (HCS) AND GLOBALLY HARMONIZED SYSTEM (GHS)

Additional Program Information

SCHOOL BOARD POLICY

Description Code:
EBBA
School Safety Plan

Originally Adopted:
August 1, 2003

Updated Approval/Review:
October 22, 2025

EMPLOYEE INFORMATION, EDUCATION & TRAINING

The Clarksdale Municipal School District will inform and train employees about the hazardous chemicals in their work area.

Training will include:

- ✓ The requirements of the Hazard Communication Standard (HCS).
- ✓ The location and availability of the written Hazard Communication Program, including the list of hazardous chemicals.
- ✓ The location and availability of Safety Data Sheets (SDS).
- ✓ Information on labeling systems and other forms of warning, including pictograms, signal words, hazard statements, and precautionary statements.
- ✓ Specific operations where hazardous chemicals are present.
- ✓ Methods and observations that may be used to detect the presence or release of hazardous chemicals.
- ✓ The physical and health hazards of the chemicals in the work area.
- ✓ Measures employees can take to protect themselves.
- ✓ Details of the Hazard Communication Program, including how to obtain and use SDS.

TRAINING METHODS

Training may be provided through:

- ✓ Presentations
- ✓ Handouts and written materials
- ✓ Videos and computer-based training
- ✓ Hands-on demonstrations
- ✓ Group discussions and Q&A

Training will be in a language and vocabulary employees can understand.

RETRAINING

Retraining will be provided as necessary, including when:

- ✓ New hazards are introduced.
- ✓ Changes occur in the workplace.
- ✓ Employee responsibilities change.
- ✓ When the program is modified.

Retraining ensures continued understanding and protection.

PROGRAM AVAILABILITY

A copy of the Hazard Communication Program is available to all employees, at no cost, during each work shift. Employees may review the program by contacting their immediate supervisor or at the "Employee Right To Know Station" in each school or work area.

TRADE SECRETS

- ✓ If a hazardous chemical is considered a trade secret, the manufacturer will provide all required information to the Safety Manager.
- ✓ The Safety Manager will inform employees of the hazardous ingredients by their identity while protecting the trade secret.
- ✓ Trade secret claims will be respected in accordance with OSHA regulations.

NON-ROUTINE TASKS

- ✓ Employees will be informed of the hazards associated with non-routine tasks.
- ✓ Special training will be provided if additional hazards are present.
- ✓ Work permits, if used, will reflect hazards and control measures.

CONTRACTORS & VENDORS

- ✓ Contractors and vendors must provide employees with information on the hazardous chemicals they bring on site.
- ✓ They must comply with all requirements of our Hazard Communication Program.
- ✓ SDS for their materials must be available upon request.

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

HAZARD COMMUNICATION STANDARD (HCS) AND GLOBALLY HARMONIZED SYSTEM (GHS)

Program Administration & Compliance

SCHOOL BOARD POLICY

Description Code: **EBBA**
School Safety Plan

Originally Adopted: **August 1, 2003**

Updated Approval/Review: **October 22, 2025**

PROGRAM ADMINISTRATION

- The Clarksdale Municipal School District Safety Manager (Superintendent's Designee) has overall responsibility for administering the Hazard Communication Program.
- The program will be reviewed periodically to ensure continued effectiveness and compliance with OSHA standards and the HCS.
- Updates to the program will be made as necessary to reflect changes in regulations, workplace conditions, or new hazards.
- The Safety Manager will maintain records and ensure all requirements of this program are implemented district-wide.

EMPLOYEE RESPONSIBILITIES

- Employees must read labels and follow all warnings and instructions on containers.
- Employees must handle, use, store, and dispose of hazardous chemicals in accordance with training and established procedures.
- Employees must immediately report spills, leaks, or releases of hazardous chemicals to their supervisor.
- Employees must attend all required training and ask questions if they do not understand the information provided.

GHS PICTOGRAMS REFERENCE

The Globally Harmonized System (GHS) uses the following pictograms to identify the hazards of chemicals. Understanding these symbols helps keep our workplace safe.



EXPLODING BOMB (Explosives, Self-Reactives, Organic Peroxides)

FLAME (Flammables, Pyrophorics, Self-Heating, Emits Flammable Gas, Self-Reactives, Organic Peroxides)

FLAME OVER CIRCLE (Oxidizers)

GAS CYLINDER (Gases Under Pressure)

CORROSION (Skin Corrosion/ Burns, Eye Damage, Corrosive to Metals)

SKULL AND CROSSBONES (Acute Toxicity)

EXCLAMATION MARK (Irritant, Skin Sensitizer, Acute Toxicity – Harmful, STOT SE 3)

HEALTH HAZARD (Carcinogen, Mutagenicity, Reproductive Toxicity, Respiratory Sensitizer, STOT RE, Aspiration Hazard)

ENVIRONMENT (Aquatic Toxicity)

INCIDENTS & EMERGENCIES

- All releases or spills of hazardous chemicals must be reported immediately.
- Employees must follow emergency procedures and use appropriate personal protective equipment (PPE) as trained.
- Safety Data Sheets (SDS) provide important information for emergency responders.
- Do not attempt to clean up a spill or release unless you are trained and it is safe to do so.

COMPLIANCE

- The Clarksdale Municipal School District is committed to full compliance with the OSHA Hazard Communication Standard (29 CFR 1910.1200).
- Failure to follow the requirements of this program may result in disciplinary action.
- Compliance helps protect employees, students, and visitors from chemical hazards in the workplace.

QUESTIONS, FEEDBACK & ADDITIONAL INFORMATION

Employees with questions about this program, hazardous chemicals, labels, or Safety Data Sheets (SDS) should contact their immediate supervisor or the Safety Manager.

Your safety is our priority. If you see something unsafe, say something!

SAFETY FIRST | RESPECT ALL | ACHIEVE EXCELLENCE | BUILD COMMUNITY

Every Student. Every Need.

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

SCHOOL BOARD POLICY

Description Code: **EBBA**
School Safety Plan

Originally Adopted: **August 1, 2003**

Updated Approval/Review: **October 22, 2025**

HAZARD COMMUNICATION STANDARD (HCS) AND GLOBALLY HARMONIZED SYSTEM (GHS)

Program Administration & Compliance

LABELING REQUIREMENTS UNDER HCS

Employers must ensure that all containers of hazardous chemicals are properly labeled, tagged, or marked with the following required elements:

PICTOGRAM
A symbol on a white background within a red diamond.

SIGNAL WORD
A single word used to indicate the relative level of severity.

DANGER or WARNING

HAZARD STATEMENT
A statement assigned to a hazard class and category that describes the nature and degree of the hazard(s).

PRECAUTIONARY STATEMENT
Recommended measures to minimize or prevent adverse effects from exposure to a hazardous chemical or improper use.

PRODUCT IDENTIFIER & SUPPLIER INFORMATION
- Chemical name/identifier
- Name of manufacturer, distributor, or responsible party
- Address
- Telephone number

NON-ROUTINE TASKS

Employees will be informed of the hazards associated with non-routine tasks.

- ✓ Special training will be provided if additional hazards are present.
- ✓ Work permits, if used, will reflect hazards and control measures.

CONTRACTORS & VENDORS

- ✓ Contractors and vendors must provide employees with information on the hazardous chemicals they bring on site.
- ✓ They must comply with all requirements of our Hazard Communication Program.
- ✓ SDS for their materials must be available upon request.

QUESTIONS, FEEDBACK & ADDITIONAL INFORMATION

Employees with questions about this program, hazardous chemicals, labels, or Safety Data Sheets (SDS) should contact their immediate supervisor or the Safety Manager.

Your safety is our priority. If you see something unsafe, say something!

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

Every Student. *Every* Need.

FORM I-F

SAFETY DATA SHEET

FORMALLY KNOWN AS

MATERIAL SAFETY DATA SHEET (MSDS) INVENTORY FORM

- IDENTIFY HAZARDOUS MATERIALS
- PROVIDE ESSENTIAL INFORMATION
- PROMOTE SAFE HANDLING & STORAGE
- SUPPORT RISK ASSESSMENT & EMERGENCY RESPONSE
- PROTECT EMPLOYEES, STUDENTS & COMMUNITY

Every Student. Every Need.

SAFETY FIRST | RESPECT ALL | ACHIEVE EXCELLENCE | BUILD COMMUNITY | INSPIRE FUTURES

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

FORM I-F
HAZARD COMMUNICATION PROGRAM
SAFETY DATA SHEET (SDS)
formally Material Safety Data Sheet (MSDS) Inventory

Clarksdale Municipal School District

This SDS formally known as MSDS inventory reflects the chemicals/products utilized by employees of Clarksdale Municipal School District that are known to be present in the workplace. This inventory is a component of the Clarksdale Municipal School District Hazard Communication and Hazardous Materials Control Program. The SDS formally known as MSDS Sheets for the products reflected in this inventory are retained in the Employee Right to Know Stations, indexed by the common use name, and are available for employee review at any time while on duty.

PRODUCT (COMMON USE NAME)	USE	DEPARTMENT
A-125	Floor Cleaner	Custodial
AC-114	Uric Acid Cleaner	Custodial
Ajax Cleaner with Bleach	Scouring Powder Cleaner	Custodial
Babo with Bleach	Powder Cleanser	Custodial
Betco Oxyfeet Disinfectant	Carpet Cleaner	Custodial
Big Jinx Spray	Ant and Roach Killer	Custodial
Blast	Drain Opener	Custodial
Bloc Aid	Drain Opener	Custodial
Bugaboo insecticide	Insect Killer	Custodial
Cherry Almond Soap (Gal.)	Hand Wash	General Use
Clean Assist	Vomit Clean Up	Custodial
Clorox Bleach	Disinfectant	Custodial
Crossfire	Insect Killer	Custodial
Easy Task	Floor Buff	Custodial
Engine Oil 2 Cycle	Petroleum Based Lubricant	Maintenance/Custodial
Expo White Board Cleaner	White Board/Chalk Board Cleaner	General Use
EZ Seal Solutions	Sealer	General Use
Fiber Pro Defoamer	Foam Controller	Custodial
Green Earth Velocity	Degreaser	Custodial
Handisept Soap	Antibacterial Hand Soap	General Use
Hewlet Packard Toner	Toner Cartridge	General Use
High Yield Kill Zoll	Weed Killer	Custodial/Grass Crew
Husky 421	Glass/Plastic Cleaner	Custodial
Husky 702	Neutral Damn Mop Cleaner	Custodial
Husky 891	Disinfectant	Custodial
Husky 1041	Multi-Purpose Rejuvenator	Custodial
Husky 1100	Carpet Cleaner	Custodial

PRODUCT (COMMON USE NAME)	USE	DEPARTMENT
Isopropyl Alcohol	Desk Cleaner	Custodial/General Use
Kills All 2	Weed Killer	Custodial
Liquid Alive	Bacterial Enzyme	Custodial
Liquid Paper	Correction Fluid	General Use
Nilosorb	Moisture Absorbent Granules	Custodial
Odor Bane 2 Lemon Twist	Deodorizer	General Use
Odor Bane 2 Mountain Rain	Deodorizer	General Use
P&G Proline	Stripper	Custodial
Palmolive Dish Liquid	Dish Washing Soap	General Use
Presence	Floor Finish Wax	Custodial
Push	Bacterial Enzyme	Custodial
Ranger Pro	Weed Killer Compound	Custodial
Resolve	Carpet Cleaner	Custodial
Rest Stop	Disinfectant	Custodial
Roll On Inker	Stamp Pad Inker	General Use
SantiGel Instant (Bag)	Dispenser Hand Sanitizer	General Use
SantiGel Instant	Hand Sanitizer	General Use
SantiGel Antiseptic	Hand wash	General Use
Soft Scrub	Liquid Cleaner	Custodial
Spartan	Dust Mop Treatment	Custodial
SprayPak Foaming	Bathroom Cleaner	Custodial
SprayPak Flying and Crawling	Insect Killer	Custodial
SprayPak Spray Disinfectant	Disinfectant	General Use
Time Mist	Air Freshener	General Use
Top Flite	Floor Mop	Custodial
Unleaded Gas	Gas for Lawnmower/Equipment	Custodial/Maintenance
WD 40	Petroleum Based Oil Aerosol	General Use
Xerox Toner	Toner Cartridge	General Use

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

FIRE RESPONSE, FIRE SAFETY, AND FIRE PREVENTION

These are primary responsibilities of all employees at all times.

SCHOOL BOARD POLICY

Description Code:
EBBA
School Safety Plan

Originally Adopted:
August 1, 2003

Updated Approval/Review:
October 22, 2025

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.
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 firefighting 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 property.

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

Every Student. *Every* Need.

FORM I-G

FIRE EXTINGUISHER INVENTORY FORM

TRACK EQUIPMENT | VERIFY READINESS | MAINTAIN RECORDS | SUPPORT SAFETY | PROTECT OUR COMMUNITY

ACCURATE RECORDS. RELIABLE PROTECTION.

Use this form to document all fire extinguishers on campus, including location, type, inspection, and maintenance.

Every Student. Every Need.

SAFETY FIRST | RESPECT ALL | ACHIEVE EXCELLENCE | BUILD COMMUNITY | INSPIRE FUTURES

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

FIRE EXTINGUISHER LIST

#	MAKE	EQUIPMENT TYPE	SIZE/ CAPACITY	MODEL NUMBER	SERIAL NUMBER	ROOM/ LOCATION	BUILDING/ CAMPUS	LAST INSPECTION DATE	CONDITION/ STATUS	COMMENTS / REPAIRS NEEDED
1									☐ Good ☐ Fair ☐ Poor	
2									☐ Good ☐ Fair ☐ Poor	
3									☐ Good ☐ Fair ☐ Poor	
4									☐ Good ☐ Fair ☐ Poor	
5									☐ Good ☐ Fair ☐ Poor	
6									☐ Good ☐ Fair ☐ Poor	
7									☐ Good ☐ Fair ☐ Poor	
8									☐ Good ☐ Fair ☐ Poor	
9									☐ Good ☐ Fair ☐ Poor	
10									☐ Good ☐ Fair ☐ Poor	
11									☐ Good ☐ Fair ☐ Poor	
12									☐ Good ☐ Fair ☐ Poor	



INSPECTION REMINDER

- Inspect all fire extinguishers monthly.
- Ensure accessibility and proper placement.
- Report any deficiencies immediately.

CONDITION GUIDE

GOOD – Fully functional, no issues
FAIR – Minor issues, monitor closely
POOR – Needs repair or replacement

SAFETY STARTS WITH US!

Prepared By: _____ Title: _____ Date: _____

Reviewed By: _____ Title: _____ Date: _____

Every Student. Every Need.

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

SEVERE WEATHER PLAN
• GENERAL SAFETY RULES •

Safety is Everyone's Responsibility!

SCHOOL BOARD POLICY

Description Code:
EBBA
School Safety Plan

Originally Adopted:
August 1, 2003

Updated Approval/Review:
October 22, 2025

SEVERE WEATHER PLAN

Severe Thunderstorms/Tornados/Waterspouts 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.

STAY ALERT. STAY INFORMED.
SAFETY IS OUR PRIORITY.

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 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.

CLARKSDALE
— MUNICIPAL SCHOOL DISTRICT —

CAFETERIA SAFETY RULES • & KITCHEN SAFETY •

Safety is Everyone's Responsibility!

SCHOOL BOARD POLICY

Description Code:
EBBA
School Safety Plan

Originally Adopted:
August 1, 2003

Updated Approval/Review:
October 22, 2025

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 in the dinning 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.

PEST CONTROL

- All doors and windows are screened tight.
- Areas around building free of trash and debris.
- Areas around building free of rodent harborage.
- Building free of rodents and insects.
- A routine inspection and treatment plan in use.
- Chemical pesticides are labeled, stored (away from food) and used properly.

KITCHEN SAFETY

PERSONNEL

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

FOOD PROTECTION

- Original containers are 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 are 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 proper temperature (170°F).
- Wiping cloths clean and stored properly.
- Food contact surfaces 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 working with cutting equipment.

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

GENERAL BUILDING SAFETY RULES • & PERSONAL PROTECTION •

Safety is Everyone's Responsibility!

SCHOOL BOARD POLICY

Description Code:
EBBA
School Safety Plan

Originally Adopted:
August 1, 2003

Updated Approval/Review:
October 22, 2025

GENERAL SCHOOL BUILDING SAFETY RULES

- Keep all corridors, aisles, and exits clear of any obstruction.
- Do not block electrical panels, fire extinguishers, or emergency equipment.
- Do not prop open exterior doors.
- Report all unsafe conditions, equipment, and damages immediately.
- Keep storage areas neat, clean, and organized.
- Do not store items on top of file cabinets, shelves, or high places.
- Use handrails when using stairs.
- Keep floors clean and free of slip, trip, and fall hazards.
- Report spills immediately and clean up when safe to do so.
- Do not sit or climb on desks, tables, or counters.
- Keep backpacks and personal items out of walkways.
- Turn off lights, computers, and equipment when not in use.
- Follow all posted safety signs and instructions.
- Know the location of exits, fire extinguishers, and first aid kits.

FACE AND EYE PROTECTION

Employees shall wear appropriate face and eye protection when there is a risk of injury from flying particles, chemicals, or other hazards.

- Safety glasses with side shields must be worn in areas where there is a risk of flying debris.
- Use face shields when working with chemicals, hot liquids, or splashing materials.
- Keep eye protection clean and in good condition.
- Report damaged or defective eye protection immediately.
- Make sure eye wash stations are accessible and unobstructed.

REMEMBER:



PROTECT YOUR EYES, PROTECT YOUR FUTURE.

LIFTING SAFETY

- Plan the lift and know your limits.
- Get a good grip and keep the load close to your body.
- Bend at the knees, not at the waist.
- Lift smoothly using your leg muscles.
- Do not twist while lifting.
- Use team lifting or mechanical assistance for heavy or awkward loads.



ELECTRICAL SAFETY

- Do not use damaged cords or electrical equipment.
- Keep cords away from heat, water, and walking areas.
- Do not overload outlets or extension cords.
- Turn off and unplug equipment before cleaning or servicing.
- Report electrical hazards immediately.



CONSTRUCTION & RENOVATION SAFETY

- Follow all safety rules and jobsite requirements.
- Wear required PPE: hard hat, safety glasses, gloves, and safety shoes.
- Keep work areas clean and free of debris.
- Use ladders and scaffolding safely and correctly.
- Report hazards or unsafe practices immediately.



SAFETY FIRST | RESPECT ALL | ACHIEVE EXCELLENCE | BUILD COMMUNITY

Every Student. Every Need.

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

SCHOOL BUS SAFETY • DRIVER REQUIREMENTS •

Safety is Everyone's Responsibility!

SCHOOL BOARD POLICY

Description Code:
EBBA
School Safety Plan

Originally Adopted:
August 1, 2003

Updated Approval/Review:
October 22, 2025

SCHOOL BUS DRIVER REQUIREMENTS

- Must have a valid Commercial Driver's License (CDL) with Passenger (P) and School Bus (S) endorsements.
- Must successfully pass a physical examination as required by law.
- Must pass a comprehensive background check and drug screening.
- Must complete all required training before transporting students.
- Must demonstrate safe driving skills and good judgment at all times.
- Must follow all district policies, procedures, and transportation rules.
- Must be courteous, respectful, and student-focused.
- Must report all accidents, injuries, and incidents immediately.
- Must maintain confidentiality and professional conduct at all times.
- Must meet all ongoing training and recertification requirements.

BUS OPERATOR RESPONSIBILITIES

- Arrive on time and conduct pre-trip inspections daily.
- Ensure the safety and well-being of all students.
- Follow assigned routes and schedules.
- Maintain order and discipline on the bus.
- Do not leave the bus unattended while students are aboard.
- Ensure all students use seat belts (if equipped).
- Keep aisles and exits clear at all times.
- Report unsafe conditions or concerns immediately.
- Keep the bus clean and in good working condition.
- Use two-way communication equipment as directed.

STUDENT RIDER EXPECTATIONS

- Arrive at the bus stop on time and stay off the roadway.
- Wait for the bus to stop fully and the door to open.
- Use handrails and watch your step when boarding and exiting.
- Remain seated while the bus is in motion.
- Keep hands, feet, and objects to yourself.
- Use appropriate language and behavior.
- Follow driver instructions at all times.
- Do not damage the bus or its equipment.
- Failure to follow rules may result in disciplinary action and loss of riding privileges.

BUS SAFETY REMINDERS

- Red lights mean STOP – traffic must stop from any direction.
- Yellow lights mean SLOW DOWN.
- Never pass a stopped school bus with red lights flashing.
- Stay at least 20 feet away from the bus.
- Watch for children in the danger zone (10 feet around the bus).

STOP
RED LIGHTS FLASHING
IT'S THE LAW!
STAY BACK.

- Be patient and alert in school zones and bus loading areas.
- Obey all traffic laws and school zone speed limits.
- Together, we can keep our students safe every day!

EMERGENCY PROCEDURES

In the event of an emergency, the driver will:

- Ensure student safety first.
- Contact dispatch immediately.
- Follow district emergency procedures.
- Provide first aid if trained and necessary.
- Wait for emergency personnel to arrive.

SAFETY FIRST | RESPECT ALL | ACHIEVE EXCELLENCE | BUILD COMMUNITY

Every Student. Every Need.

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

VEHICLE SAFETY CHECKS & • TRANSPORTATION PROCEDURES •

Safety is Everyone's Responsibility!

SCHOOL BOARD POLICY

Description Code:
EBBA
School Safety Plan

Originally Adopted:
August 1, 2003

Updated Approval/Review:
October 22, 2025

VEHICLE SAFETY CHECKS

Daily pre-trip and post-trip inspections help ensure our vehicles are safe and road-ready.

PRE-TRIP INSPECTION (BEFORE EACH ROUTE)

- Check tires (air pressure, tread, and visible damage).
- Inspect lights, turn signals, and brake lights.
- Check windshield wipers, mirrors, and horn.
- Inspect brakes and steering operation.
- Check emergency equipment (fire extinguisher, first aid kit, triangles, etc.).
- Ensure doors, steps, and seats are clean and secure.
- Check fluid levels (oil, coolant, brake fluid, washer fluid).
- Report any defects before driving.

POST-TRIP INSPECTION (AFTER EACH ROUTE)

- Check for student items left on the bus.
- Inspect for damage or new safety issues.
- Ensure bus is clean and ready for the next route.
- Document any issues and report immediately.



BUS OPERATOR RESPONSIBILITIES

- Follow assigned routes and schedules.
- Provide a safe, orderly environment for all students.
- Treat students with respect and fairness.
- Keep students seated while the bus is in motion.
- Do not allow students to extend arms, hands, or objects out of windows.
- Ensure all students are accounted for at each stop.
- Communicate any concerns with students, parents, or school officials.
- Maintain professionalism and confidentiality.
- Follow all district transportation policies and procedures.
- Report mechanical issues, safety concerns, or incidentes.



PASSENGER & STUDENT TRANSPORTATION RULES

- Students must obey the driver at all times.
- Use appropriate language and behavior.
- Keep aisles, exits, and walkways clear.
- Do not eat, drink, or use tobacco/vape products on the bus.
- Keep noise to a level that does not distract the driver.
- Be kind, respectful, and considerate of others.
- Do not damage or vandalize the bus.
- Keep all body parts and objects inside the bus.
- Bring only necessary items (bookbags on lap or under seat).
- Follow cell phone policy as directed by the district.
- Violations may result in disciplinary action and/or loss of riding privileges.



EQUIPMENT & EMERGENCY EQUIPMENT USAGE

- All safety equipment must remain in its designated location.
- Fire extinguishers are for emergencies only.
- First aid kits are for authorized use.
- Never tamper with emergency exits or safety devices.
- Immediately report missing, damaged, or used safety equipment.



TRAINING REQUIREMENTS

All bus drivers and transportation staff must complete and maintain:

- Required state and federal training.
- Defensive driving training.
- Emergency procedures training.
- Student management training.
- Annual recertification as required by law and district policy.



SAFE TRANSPORTATION IS EVERYONE'S RESPONSIBILITY

Bus safety depends on the teamwork of drivers, students, parents, and staff.

Together, we can ensure that every student arrives safely to and from school every day.



FINAL REMINDER

Your actions can prevent accidents, save lives, and protect our students.
Always follow safety rules, stay alert, and speak up if something isn't right.
SAFE DRIVING. SAFE STUDENTS. STRONGER TOGETHER.



SAFETY FIRST | RESPECT ALL | ACHIEVE EXCELLENCE | BUILD COMMUNITY

Every Student. Every Need.

CLARKSDALE

MUNICIPAL SCHOOL DISTRICT

TRAINING, EQUIPMENT USAGE & FINAL SAFETY GUIDANCE

Safety is Everyone's Responsibility!

SCHOOL BOARD POLICY

Description Code:
EBBA
School Safety Plan

Originally Adopted:
August 1, 2003

Updated Approval/Review:
October 22, 2025

TRAINING REQUIREMENTS

All employees who are required to use equipment or operate machinery must receive training before use. Training ensures:

- Knowledge of safe work practices.
- Understanding of equipment operation.
- Awareness of potential hazards.
- Ability to respond to emergencies.
- Compliance with district policies and state/federal regulations.

Refresher training and retraining will be provided as required.

EQUIPMENT USAGE RULES

- Use equipment only for its intended purpose.
- Follow manufacturer instructions and safety guidelines.
- Do not operate equipment unless authorized and trained.
- Inspect equipment before each use.
- Report damaged, malfunctioning, or missing safety devices immediately.
- Do not modify or disable safety devices.
- Keep equipment clean and well maintained.
- Store equipment in designated areas.

GENERAL SAFETY GUIDANCE

- Follow all safety rules, policies, and procedures at all times.
- Stay alert and be aware of your surroundings.
- Identify and control hazards before accidents occur.
- Report hazards, unsafe conditions, and near misses immediately.
- Use caution and common sense in every task.
- Look out for your coworkers, students, and visitors.
- Keep your work area and school environment clean and organized.
- Practice good housekeeping to prevent slips, trips, and falls.
- Take breaks when needed and avoid rushing.
- Stay hydrated and manage stress.
- Follow emergency procedures and evacuation routes.
- Know the location of safety equipment and first aid kits.
- Safety is everyone's responsibility.
- Together, we can prevent injuries, save lives, and create safe learning and working environments for all.

REMEMBER...

SAFE SCHOOLS.
STRONG TEAMS.
BRIGHT FUTURES.

Your commitment to safety protects our students, staff, visitors, and community. When we work together and follow safety practices, we build a culture of care and excellence.

Every Student. Every Need. Every Day.

SAFETY FIRST | RESPECT ALL | ACHIEVE EXCELLENCE | BUILD COMMUNITY

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

EMERGENCY PROCEDURES & SAFETY INFORMATION

Safety is Everyone's Responsibility!

SCHOOL BOARD POLICY

Description Code:
EBBA
School Safety Plan

Originally Adopted:
August 1, 2003

Updated Approval/Review:
October 22, 2025

IN AN EMERGENCY

The safety of our students and staff is our top priority.
In the event of an emergency:

- Follow the instructions of school staff and emergency personnel.
- Remain calm and move to a safe location.
- Do not use cell phones unless instructed to do so.
- Reunification with parents/guardians will be conducted in a designated area.
- Stay informed through official district communication channels.



EMERGENCY TYPES MAY INCLUDE

- Fire / Smoke
- Severe Weather
- Lockdown / Intruder
- Medical Emergency
- Hazardous Materials
- Power Outage / Utility Failure



LOCKDOWN PROCEDURES

In the event of a lockdown:

- Stay inside and lock all doors.
- Turn off lights and move away from doors and windows.
- Remain quiet and out of sight.
- Wait for official instructions from law enforcement or school administration.



FIRE PROCEDURES

- Follow the evacuation plan posted in each room.
- Exit the building using the nearest safe exit.
- Do not use elevators.
- Move to the designated assembly area.
- Report any missing persons to staff immediately.



SEVERE WEATHER PROCEDURES

- Listen for weather alerts and announcements.
- Move to the designated shelter area.
- Stay away from windows.
- Follow staff instructions until the all-clear is given.



MEDICAL EMERGENCIES

- Notify school staff immediately.
- Do not move an injured person unless necessary.
- Allow trained personnel to provide care.
- Emergency services will be contacted as needed.



IMPORTANT REMINDERS



Keep emergency contact information up to date.



Encourage students to know and follow safety rules.



Partner with us to make our schools safe and secure.



Report suspicious activity or safety concerns.

FINAL REMINDER



Safety is a shared responsibility. Together, we can ensure that every student, every staff member, and every visitor has a safe and positive experience in our schools every day.

SAFE SCHOOLS. STRONG TEAMS. BRIGHT FUTURES.



SAFETY FIRST | RESPECT ALL | ACHIEVE EXCELLENCE | BUILD COMMUNITY

Every Student. Every Need.

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

MOTOR VEHICLE, SCHOOL BUS & EQUIPMENT SAFETY

Safety is Everyone's Responsibility!

SAFETY REMINDER

Your actions protect you, our students, and our community.

SAFETY FIRST, ALWAYS.

1 SCHOOL BUS DRIVER REQUIREMENTS

- 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.

2 VEHICLE SAFETY INSPECTION REQUIREMENTS

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 Form I–I)

3 SCHOOL BUS OPERATOR SAFETY CHECKS

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 Form I–H)

4 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.

5 VEHICLE & MOBILE EQUIPMENT SAFETY RULES

- 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 viewing, sending, or reading a text message and from accessing, reading or posting to a social networking site using a hand held mobile telephone.

6 EQUIPMENT USAGE

- Check to be sure the 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.



7 REPORT & MAINTENANCE

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.

SAFETY FIRST | RESPECT ALL | ACHIEVE EXCELLENCE | BUILD COMMUNITY

Every Student. Every Need.

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

MOTOR VEHICLE, SCHOOL BUS & EQUIPMENT SAFETY

Safety is Everyone's Respomsbility!

SAFETY REMINDER

Your actions protect you, our students, and our community.

SAFETY FIRST, ALWAYS.

1 SCHOOL BUS DRIVER REQUIREMENTS

- 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.

2 VEHICLE SAFETY INSPECTION REQUIPEMENTS

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 Form I-I)

3 SCHOOL BUS OPERATOR SAFETY CHECKS

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 Form I-H)

4 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.

5 VEHICLE & MOBILE EQUIPMENT SAFETY RULES

- 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 viewing, sending, or reading a text message and from accessing, reading or posting to a social networking site using a hand held mobile telephone.

6 EQUIPMENT USAGE

- Check to be sure the 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.



7 REPORT & MAINTENANCE

- 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.

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

Every Student. Every Need.

FORM I-H



BUS INSPECTION FORM

Form I-H

BUS NUMBER: _____ **DATE:** _____

DRIVER: _____ **MILEAGE:** _____

INSTRUCTIONS: Check each item. If an item is not satisfactory, provide details in the comments section and take appropriate action before operating the bus.

EXTERIOR CHECKS	OK	NOT OK	N/A
1. Lights (Head, Tail, Brake, Turn)	☐	☐	☐
2. Reflectors / Warning Lights	☐	☐	☐
3. Windshield / Wipers	☐	☐	☐
4. Mirrors (Inside / Outside)	☐	☐	☐
5. Tires / Wheels / Lug Nuts	☐	☐	☐
6. Stop Arm / Crossing Arm	☐	☐	☐
7. Body / Emergency Exits	☐	☐	☐
8. Fluid Leaks (Under Bus)	☐	☐	☐
9. Horn / Backup Alarm	☐	☐	☐
10. License Plate / Numbers Visible	☐	☐	☐

INTERIOR CHECKS	OK	NOT OK	N/A
1. Driver's Seat / Seat Belt	☐	☐	☐
2. Gauges / Warning Lights	☐	☐	☐
3. Steering / Brakes	☐	☐	☐
4. Heater / Defroster / A/C	☐	☐	☐
5. Interior Lights	☐	☐	☐
6. First Aid Kit	☐	☐	☐
7. Fire Extinguisher	☐	☐	☐
8. Seat Conditions / Fasteners	☐	☐	☐
9. Aisle / Floor Clean	☐	☐	☐
10. Emergency Equipment	☐	☐	☐

COMMENTS / ITEMS NEEDING REPAIR	ACTION TAKEN / DATE CORRECTED

INSPECTED BY: _____ **SIGNATURE:** _____

INSPECT EVERY TIME | REPORT PROBLEMS | MAINTAIN SAFETY | PROTECT OUR STUDENTS

Every Student. Every Need.

SAFETY FIRST | RESPECT ALL | ACHIEVE EXCELLENCE | BUILD COMMUNITY | INSPIRE FUTURES

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: _____

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

Every Student. *Every* Need.

FORM I-1

VEHICLE INSPECTION

DATE: _____ VEHICLE NUMBER / ID: _____

DRIVER: _____ LICENSE PLATE: _____

VEHICLE YEAR / MAKE / MODEL: _____ ODOMETER READING: _____

INSTRUCTIONS: Inspect each item before operating the vehicle.
Check OK if item is satisfactory. Check X if item needs attention and explain in comments.

ITEM	OK	X	N/A
1. Headlights (High / Low Beam)	☐	☐	☐
2. Turn Signals / Hazard Lights	☐	☐	☐
3. Brake Lights	☐	☐	☐
4. Tail Lights / Parking Lights	☐	☐	☐
5. Backup Lights	☐	☐	☐
6. Windshield / Wipers / Washer	☐	☐	☐
7. Mirrors (Inside / Outside)	☐	☐	☐
8. Horn	☐	☐	☐
9. Brakes (Service / Parking Brake)	☐	☐	☐
10. Tires (Condition / Pressure / Tread)	☐	☐	☐
11. Wheels / Lug Nuts	☐	☐	☐
12. Steering	☐	☐	☐

ITEM	OK	X	N/A
13. Suspension	☐	☐	☐
14. Exhaust System	☐	☐	☐
15. Seat Belts	☐	☐	☐
16. Doors / Locks	☐	☐	☐
17. Gauges / Warning Lights	☐	☐	☐
18. Heater / Defroster / A/C	☐	☐	☐
19. Fluid Levels (Oil / Coolant / Brake / Power Steering / Washer Fluid)	☐	☐	☐
20. Battery / Electrical System	☐	☐	☐
21. First Aid Kit	☐	☐	☐
22. Fire Extinguisher	☐	☐	☐
23. Emergency Equipment	☐	☐	☐

COMMENTS / DEFECTS / ACTION TAKEN:

_____

_____

INSPECTED BY (PRINT): _____ SIGNATURE: _____ DATE: _____

INSPECT BEFORE YOU DRIVE | REPORT ANY PROBLEMS | MAINTAIN SAFETY | PROTECT OUR STUDENTS

Every Student. Every Need.

SAFETY FIRST | RESPECT ALL | ACHIEVE EXCELLENCE | BUILD COMMUNITY | INSPIRE FUTURES

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

Every Student. Every Need.

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

VEHICLE INSPECTION FORM



TRANSPORTATION DEPARTMENT

FLEET SAFETY & COMPLIANCE

VEHICLE INFORMATION

DATE	VEHICLE NUMBER	BEGINNING MILEAGE	ENDING MILEAGE	OPERATOR
_____	_____	_____	_____	_____

VEHICLE INSPECTION CHECKLIST

CATEGORY	INSPECTION ITEM	STATUS	NOTES / DEFICIENCIES
BRAKES	Won't Hold	☐ Pass ☐ Fail ☐ N/A	
	Hand	☐ Pass ☐ Fail ☐ N/A	
GLASS	Windshield	☐ Pass ☐ Fail ☐ N/A	
	Door Glass	☐ Pass ☐ Fail ☐ N/A	
ELECTRICAL	Wipers	☐ Pass ☐ Fail ☐ N/A	
	Horn	☐ Pass ☐ Fail ☐ N/A	
INSTRUMENTS	Fuel Gauge	☐ Pass ☐ Fail ☐ N/A	
	Oil Gauge	☐ Pass ☐ Fail ☐ N/A	
	Amp Meter	☐ Pass ☐ Fail ☐ N/A	
	Temperature Gauge	☐ Pass ☐ Fail ☐ N/A	
	Speedometer	☐ Pass ☐ Fail ☐ N/A	
LIGHTS	Brake/Tail	☐ Pass ☐ Fail ☐ N/A	
	Headlights	☐ Pass ☐ Fail ☐ N/A	
	Directional	☐ Pass ☐ Fail ☐ N/A	
	Flasher	☐ Pass ☐ Fail ☐ N/A	
	Tag Number Light	☐ Pass ☐ Fail ☐ N/A	
MISCELLANEOUS	Tires	☐ Pass ☐ Fail ☐ N/A	
	Mirror	☐ Pass ☐ Fail ☐ N/A	
	Fire Extinguisher	☐ Pass ☐ Fail ☐ N/A	
	Safety Inspection	☐ Pass ☐ Fail ☐ N/A	
	Back-Up Alarm	☐ Pass ☐ Fail ☐ N/A	
	Condition of Body	☐ Pass ☐ Fail ☐ N/A	
	Cleanliness	☐ Pass ☐ Fail ☐ N/A	

COMMENTS / CORRECTIVE ACTION NEEDED

_____

_____

_____

OPERATOR CERTIFICATION

I certify that the above inspection has been completed and any deficiencies noted have been reported.

Operator Signature: _____

Date: _____

SUPERVISOR REVIEW

I have reviewed this inspection and acknowledge any reported deficiencies.

Supervisor Signature: _____

Date Reviewed: _____

MAINTENANCE FOLLOW-UP

Maintenance Follow-Up Required: ☐ Yes ☐ No

Work Order Submitted: ☐ Yes ☐ No

Date Submitted: _____

INSPECT EVERY TIME | REPORT PROBLEMS | MAINTAIN SAFETY | PROTECT OUR STUDENTS

Every Student. Every Need.

SAFETY FIRST | RESPECT ALL | ACHIEVE EXCELLENCE | BUILD COMMUNITY | INSPIRE FUTURES

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

SAFETY REPORTING, INVESTIGATION & ACCOUNTABILITY

Safety is Everyone's Responsibility!

1 REPORT ANY UNSAFE CONDITION IMMEDIATELY



- Notify an administrator as soon as possible.
- Remain on-site at the unsafe location if needed to prevent accidents, or barricade the area if necessary to leave the unsafe location.
- Medical care after hours requires authorization by an administrator.
- In an emergency, notify the assistant superintendent, risk manager or superintendent as soon as possible by phone.

2 THE RULE



If you think or suspect an unsafe condition or equipment may reasonably cause bodily injury, call your immediate supervisor, administrator or safety committee member.

Do not perform any task that may cause personal harm without supervisory direction.

Be prudent. Think about the safe way to do a task before starting. Get help when needed. Do not improvise just to get the job done.

3 MANAGERS/SUPERVISORS/DIRECTORS



Managers and supervisors are personnel assigned responsibilities to assess and make decisions about safety. Failure to comply or perform in accordance with a manager's directive regarding safe practice constitutes cause for termination of employment. If a manager's judgment is questioned, an employee must (1) explain concerns to the manager, and (2) if a solution is not identified, request an immediate review by the manager's administrator or supervisor. Manager and administrators are:

- Superintendent
- Assistant Superintendent
- Directors
- Principals
- Cafeteria Managers
- Supervisors

4 REPORTS AND INVESTIGATION



If an employee is injures in any way, it is the responsibility of the employee to immediately notify their administrator who will complete an Incident/Accident Report. (Refer to Form I–C). The administrator will file the report with the Workers Compensation Coordinator. Violation of this requirement constitutes cause for termination of employment. The site administrator responsible for the area of work where the incident occurred or suspected to have occurred, even if suspected and not reported, shall conduct an investigation of each incident. Procedures are listed below:

- An administrator shall, within two working days after an incident or receipt of report, interview the person who was injured and others who may provide information.
- An administrator shall complete a Supervisor's Accident Investigation Report, citing summary statement(s) of testimony by name(s), findings and recommendations. (Refer to Form I–B).
- An administrator shall submit the Supervisor's Accident Investigation Report to the Workers Compensation Coordinator within one working day after completion of the investigation.
- The administrator will notify the Workers Compensation Coordinator by phone or radio as soon as possible.
- Workers Compensation Coordinator will at his/her discretion direct another investigation to obtain additional information or verify the report.
- Workers Compensation Coordinator will review the manager's recommendations and information regarding an incident and prescribe appropriate corrective action and/or penalties.

5 PENALTIES OF UNSAFE WORK PRACTICES



For unsafe work practices, an employee will be issued a warning for the first offense. For the second offense, a three-day suspension without pay will be issued, and for the third offense, termination of employment or extended suspension will be issued at the discretion of the Superintendent.

A flagrant violation of a written regulation constitutes cause for immediate suspension or termination without a warning.

(See Form I–J)

SAFETY FIRST | RESPECT ALL | ACHIEVE EXCELLENCE | BUILD COMMUNITY

Every Student. Every Need.

APPENDIX I-J

UNSAFE WORK PRACTICE FORM

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

DATE OF OBSERVATION: _____ TIME: _____ AM ☐ PM ☐

LOCATION/DEPARTMENT: _____

OBSERVED BY (NAME & TITLE): _____ EMPLOYEE OBSERVED: _____

EMPLOYEE JOB TITLE: _____ SUPERVISOR: _____

Appendix I-J

Unsafe Work Practice Form

UNSAFE WORK PRACTICE OBSERVED

Describe in detail the unsafe work practice that was observed. Include specific actions, equipment, tools, or conditions involved.

_____

_____

_____

_____

POTENTIAL HAZARDS / RISKS

Identify the potential hazards or risks associated with this unsafe work practice.

_____

_____

_____

_____

IMMEDIATE ACTION TAKEN

- ☐ Verbal Warning
- ☐ Work Stopped
- ☐ Employee Retrained
- ☐ Other (Describe) _____

DETAILS OF IMMEDIATE ACTION TAKEN:

_____

_____

_____

CORRECTIVE ACTION PLAN

CORRECTIVE ACTION REQUIRED	RESPONSIBLE PERSON	TARGET COMPLETION DATE

FOLLOW-UP

Date follow-up completed: _____ Was the corrective action effective? ☐ Yes ☐ No

Comments: _____

_____

EMPLOYEE OBSERVED

Signature: _____

Date: _____

SUPERVISOR

Signature: _____

Date: _____

SAFETY COORDINATOR

Signature: _____

Date: _____

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

Report of Employee–Employer Interview

Employee Name: _____

Date: _____

Time: _____

Interview Type

- ☐ Verbal Counseling
- ☐ Written Reprimand
- ☐ Suspension (letter attached)
- ☐ Dismissal (letter attached)

Section	Details / Notes
Reason for Interview	
Corrective Action Agreement	
Employee Comments	

Signature of Employee _____

Signature of Supervisor _____

XC: Assistant Superintendent/Personnel Director
Maintenance and Transportation Director/Safety Manager

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

EMERGENCY DRILLS

The following emergency drills will be conducted:

EMERGENCY DRILL	FREQUENCY
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	Annually.

See Form - I-K – Document all Drills

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

Every Student. *Every* Need.

FORM I-K

EMERGENCY DRILL AND TRAINING

THIS FORM IS USED TO:

- PLAN & DOCUMENT ALL EMERGENCY DRILLS & TRAINING
- ENSURE STUDENT & STAFF SAFETY PREPAREDNESS
- SUPPORT RESPONSE PROTOCOLS
- EVALUATE & IMPROVE DRILL EFFECTIVENESS
- MAINTAIN RECORDS FOR COMPLIANCE

Every Student. Every Need.

SAFETY FIRST | RESPECT ALL | ACHIEVE EXCELLENCE | BUILD COMMUNITY | INSPIRE FUTURES

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

DRILL FORM

2025-2026

LOCATION: _____

TYPE OF DRILL	DATE	TIME	EVACUATION TIME	NUMBER OF STUDENTS/PERSONNEL PARTICIPATING	NOTES / REMARKS	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.

FORM I-K

EMERGENCY DRILL AND TRAINING DOCUMENTATION FORM

Maintain this form on file as documentation of required drills and training as outlined in the CMSD Crisis Management Plan and Mississippi State Board of Education requirements.

PREPARED BY: _____ **TITLE:** _____ **DATE:** _____

Every Student. Every Need.

SAFETY FIRST | RESPECT ALL | ACHIEVE EXCELLENCE | BUILD COMMUNITY | INSPIRE FUTURES

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

FIELD TRIPS AND EXCURSIONS

Safety is Everyone's Responsibility!

SAFETY REMINDER

Your actions protect you, our students, and our community.

SAFETY FIRST, ALWAYS.

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.
- Field trip request form must be filled out completely and signed by the principal.
- Request for a field trip must be written, 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 fundraising 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 receipted 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 trip; (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) names(s), addreses, 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 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.

OUR PRIORITIES

- EDUCATIONAL FOCUS
- STUDENT SAFETY
- PLANNING & APPROVAL
- ACCOUNTABILITY & COMPLIANCE
- SAFE TRANSPORTATION
- PARTNERSHIP & RESPONSIBILITY

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

Every Student. Every Need.

SECTION II

SCHOOL RESPONSE PLAN

BE PREPARED | **ACT QUICKLY** | **COMMUNICATE CLEARLY** | **CARE FOR OTHERS** | **RECOVER TOGETHER**

Every Student. Every Need.

SAFETY FIRST | RESPECT ALL | ACHIEVE EXCELLENCE | BUILD COMMUNITY | INSPIRE FUTURES

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

CRISIS MANAGEMENT PLAN

Preparing for Crises: Essential Activities

SAFETY REMINDER

Your actions protect you, our students, and our community.

SAFETY FIRST, ALWAYS.

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.

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 if 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.

Recruit members for your Crisis Response Team. Typically, the 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. Adjunct members include police juvenile/school liaison officers, health or mental health crisis services.

3 DEVELOP CLEAR AND CONSISTENT POLICIES AND PROCEDURES.

Develop policies and supporting procedures that provide all staff with clear guidelines for tasks and responsibilities during crises and emergencies. This addresses: that all staff will respond conistently; the kids can count on the 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.

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.

6 ESTABLISH A MEDIA LIAISON AND IDENTIFY SUITABLE FACILITIES WHERE REPORTERS CAN WORK AND NEWS CONFERENCES CAN BE HELD.

Communicate with the district's public relations spokesperson 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.

7 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.

9 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 lockdown", "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.

PARTNERSHIPS WITH LOCAL EMERGENCY RESPONSE

For safety's sake, we work together.

POLICE | FIRE DEPARTMENT | EMS | HOSPITALS & HEALTH SERVICES

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

SAFETY FIRST | RESPECT ALL | ACHIEVE EXCELLENCE | BUILD COMMUNITY

Every Student. Every Need.

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

FORM II-A

STAFF TELEPHONE NUMBERS

DISTRICT LEADERSHIP & EMERGENCY CONTACT DIRECTORY

DEPARTMENT / POSITION	ADMINISTRATOR	CELL PHONE	OFFICE PHONE
Superintendent of Education	Dr. Toya Harrell-Matthews	(662) 645-7704	(662) 627-8500
Assistant Superintendent / Curriculum Coordinator / Crisis Coordinator	Herbert Smith	(662) 645-3653	(662) 627-8500
Director of Maintenance & Transportation / Safety Manager	Dr. Clarence L. Hayes	(662) 902-9304	(662) 627-8500
Principal – Clarksdale High School	Dr. Vernita Burnett	(662) 645-4774	(662) 627-8530
Principal – W. A. Higgins Middle School	Denise Calhoun	(662) 645-9279	(662) 627-8550
Principal – Oakhurst Intermediate School	Dr. Cornishee Sims	(662) 645-4059	(662) 627-8560
Director – Carl Keen Career & Technical Education Center	Triccia Hudson	(662) 645-9880	(662) 627-8580
Principal – Booker T. Washington Elementary School	Bridney Johnson	(662) 645-7480	(662) 627-8567
Principal – George H. Oliver Elementary School	Regina Chess	(662) 902-7216	(662) 627-8605
Principal – J. W. Stampley 9th Grade Academy	Deshun Readus	(662) 645-9819	(662) 627-8570
Principal – Kirkpatrick Elementary School	Dr. Adrienne Hudson	(662) 902-3724	(662) 627-8588
Chief of Police – CMSD Police Department	Chief Earnest Moore	(662) 902-4725	—

EMERGENCY USE ONLY

This directory is intended for emergency use only.
Keep this information accessible and up to date.

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

COMMUNITY EMERGENCY CONTACT DIRECTORY

2026–2027 CRISIS MANAGEMENT PLAN

EMERGENCY RESPONSE – CALL 911 IMMEDIATELY

AMBULANCE • FIRE • POLICE

STATE EMERGENCY SUPPORT

AGENCY / DEPARTMENT	CONTACT INFORMATION
Mississippi Department of Education – Crisis Response Team	Office: (601) 359-1028

EMERGENCY SERVICES

AGENCY	CONTACT NUMBER
Fire Chief	(662) 627-8444
Police Department	(662) 621-8151
Sheriff's Department	(662) 624-2411

HEALTH SERVICES

AGENCY / ORGANIZATION	CONTACT NUMBER
Merit Health Hospital	(662) 627-3211
Department of Human Services	(662) 624-3008
Coahoma County Health Department	(662) 624-3050
American Red Cross	(601) 378-3245
Poison Control Center	(800) 256-9822

UTILITIES

AGENCY / PROVIDER	CONTACT NUMBER
Clarksdale Public Utilities	(662) 627-8499
Atmos Energy	(662) 624-5451

MEDIA

MEDIA OUTLET	CONTACT NUMBER
Delta News	(662) 334-1500

This directory is a vital resource for crisis situations.
Keep this information accessible and up to date.

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

RESPONSIBILITIES OF PERSONNEL DURING AND AFTER EMERGENCY

SAFETY REMINDER

Your actions protect you, our students, and our community.

SAFETY FIRST, ALWAYS.

PRINCIPALS (MS code 37-9-15)

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

- Develop an emergency procedures plan designed 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 people to succeed the principal in the event of his or her absence or incapacitation.
  - Principal
  - Asst. Principal
  - Instructional Literacy Coach
  - Secretary
- Maintain a list of first aid providers for his or her site.
  - Coach
  - School Resource/Safety Officers
  - Nurse
- Direct evacuation of building in accordance with procedure.
- Arrange for transfer of students and other individuals when their safety is threatened by a disaster.
- Ascertain names of injured and send staff member with students if transported from school.
- Keep the names of students who are picked up by parents or persons acting for the parents.
- Notify the superintendent's office.
- Prepare fact sheet to help those answering phones.
- Communicate event to district media spokesperson.
- Notify first aid providers to report to 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.

ASSISTANT PRINCIPALS (MS code 37-9-15)

The assistant principal will:

- Help secure buildings.
- Assure that multi-handicapped students are accounted for and safe.
- Report injuries and damage to the principal.
- Coordinate communication between principal, faculty, and staff.
- Communicate with parents.
  1. Phone calls should be brief and professional.
  2. Use lists to contact parents of the students involved.
  3. Give them factual information.
  4. Provide them with the locations on campus that they have access to.
  5. Give them the names of the spokesperson that will be keeping them informed once they have arrived on campus.
  6. Advise them to only give information to school and EMS officials.
- Assist as directed by the principal.

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 school crisis response plan.
- Render first aid if necessary.
- Take grade book and call roll after evacuation.
- Report missing students and staff to principal.
- Assist as directed by the principal.

COUNSELORS / PSYCHOLOGIST

Counselors will:

- Maintain list of high-risk students throughout the year.
- Identify at-risk students in current emergency.
- Provide assistance to students and staff.
- Communicate with parents.
- Designate a location for 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 fire organizations 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 exists 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 lists 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 principal.

BUS DRIVERS

The bus drivers will:

- Supervise students if emergency occurs while students are on the bus.
- Transport students and staff to new location 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 statement for the media.
- Aid the principal in preparing 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 communication post at the central office during emergency incident.

SCHOOL NURSE

The school nurse will:

- Report to the emergency scene.
- Provide first aid services to injured/causalties 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/SSO) School Resource/ Safety Officer will:

- Report to the emergency scene.
- Assist in securing the scene and maintaining order.
- Request additional law enforcement support as needed.
- Assist with reunification of students and parents.
- Assist as directed by the principal or incident commander.

CLARKSDALE
— MUNICIPAL SCHOOL DISTRICT —

GENERAL CRISIS PROCEDURES

Safety is Everyone's Responsibility!

Every Student. Every Need.

SAFETY REMINDER

Your actions protect you, our students, and our community.

SAFETY FIRST, ALWAYS.

GENERAL CRISIS PROCEDURES

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

COMMAND CENTER

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

COMMUNICATION

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

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

COMMUNICATION CHAIN OF COMMAND

Superintendent, Dr. Toya Harrell-Matthews	662-645-7704
Assistant Superintendent/Curriculum Coordinator, Herbert Smith	662-645-3653
Director of Maintenance and Transportation, Dr. Clarence Hayes	662-902-9304

Communication is crucial during an emergency. The mechanism for contacting members of the faculty and members of the crisis management team needs to be determined immediately. Principals should develop a "telephone tree." This plan should have a backup system in the event individuals cannot be reached or are personally involved in the crisis event. All members of the faculty should have a copy of the "telephone tree" so that they can assist in contacting personnel and serve as backup personnel in contacting individuals. Copies of the "telephone tree" should be maintained at home and work.

DEVELOPING A "TELEPHONE TREE"

1. **List All Faculty and Crisis Management Team Members:** Compile a comprehensive list of all faculty members and crisis management team members, including their home and mobile phone numbers, and email addresses.
2. **Determine Primary Contacts:** Designate primary contact persons for initiating communication. These individuals will be responsible for contacting a specific group of people.
3. **Create Backup Contacts:** Assign backup contacts for each primary contact to ensure the communication chain remains intact if a primary contact cannot be reached or is involved in the crisis.
4. **Organize into Tiers:** Structure the telephone tree into tiers, where each person is responsible for contacting a few others. This tiered approach ensures that the information is disseminated quickly and efficiently.
5. **Distribute Copies:** Provide each faculty member and crisis management team member with a copy of the telephone tree. Ensure they have both digital and physical copies to use in different circumstances.
6. **Regular Updates:** Update the telephone tree regularly to reflect any changes in contact information or personnel.
7. **Conduct Drills:** Periodically test the telephone tree system through drills to ensure all members understand their roles and can execute them effectively during an actual emergency.
8. By implementing and maintaining an effective communication plan, including the development of a comprehensive telephone tree, the Clarksdale Municipal School District can ensure a swift and organized response during emergencies.

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

CRIME SCENE MANAGEMENT

Safety is Everyone's Responsibility!

SAFETY REMINDER

Your actions protect you, our students, and our community.

SAFETY FIRST, ALWAYS.

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.

Some steps 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 before police arrival. This should be the School Resource Officer, Assistant Principal, or Instructional Literacy Coach.

The acronym **"RESPOND"** should help Clarksdale Municipal School District Personnel remember how best to manage a school crime scene to minimize contamination. The letters in the acronym represent the words Respond, Evaluate, Secure, Protect, Observe, Notify and Document.

R — 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.

E — 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.

S — 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.

P — 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.

O — 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.

N — NOTIFY

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

D — 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 police.

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

★ EMERGENCY PROCEDURES ★

Safety is Everyone's Responsibility!

SAFETY REMINDER

Your actions protect you, our students, and our community.

SAFETY FIRST, ALWAYS.

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 with the liberty of the person restricted. This does not have to be the 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 the 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 the School Resource officer or School Safety Officer secure the area or confine 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 the 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 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 some call 911 immediately.
- The principal will assess the 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 and treat for shock if necessary.
  - Check for poisoning or ingestion of chemicals.
  - Provide CPR/first aid as necessary until backup medical services arrives 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 the 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 the 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. ⚠

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

AFTER HOURS EMERGENCY PLAN

SAFETY REMINDER

Your actions protect you, our students, and our community.

SAFETY FIRST, ALWAYS.

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 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 incident.
- Communicate clearly and calmly. Ensure that all individuals are accounted for and directed to a safe location.
- Cooperate fully with law enforcement, emergency personnel, and district officials.

IN AN EMERGENCY:

CALL 911	PROVIDE	KEEP CALM	NOTIFY	SAFETY FIRST
for immediate assistance.	your location and nature of emergency.	and follow established procedures.	district contacts immediately.	Protect yourself and others at all times.

NOTIFY: Herbert Smith, Assistant Superintendent
662.645.3653

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

ALTERCATION:
Violence Between Two or More Individuals

SAFETY REMINDER
Your actions protect you, our students, and our community.

SAFETY FIRST, ALWAYS.

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:

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

IN AN EMERGENCY:

CALL 911 for immediate assistance.

PROVIDE your location and nature of emergency.

KEEP CALM and follow established procedures.

NOTIFY district contacts immediately.

SAFETY FIRST Protect yourself and others at all times.

NOTIFY: Herbert Smith, Assistant Superintendent 662.645.3653

SAFETY FIRST | RESPECT ALL | ACHIEVE EXCELLENCE | BUILD COMMUNITY

Every Student. Every Need.

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

ASSAULT OF A STUDENT

SAFETY REMINDER

Your actions protect you, our students, and our community.

SAFETY FIRST, ALWAYS.

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:

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



ZERO TOLERANCE

Violence has **NO PLACE** in our schools.

Safety is Everyone's Responsibility.

Every Student. Every Need.

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

BOMB THREAT
(MS CODE 97-37-21)

UTILIZE BOMB THREAT REPORT FORM

SAFETY REMINDER

Your actions protect you, our students, and our community.

SAFETY FIRST, ALWAYS.

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 always taken seriously.**

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.

FIVE QUESTIONS TO ASK CALLER:

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

BOMB THREATS

The school or compound may ask students and staff to evacuate the building if there is a potential bomb threat. Please refer to the DPS Emergency Actions Guide.

While on campus, perform the following school bus inspection and area observation procedures.

Do not leave the campus until you receive an "All Clear" from the school principal.

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 Chief School Resource Officer.
- 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 at least once each semester.
- The clerical staff will close all vaults and secure all records.
- The secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
- Teackers will take class roll and notify the principal if someone is missing.
- The principal will decide for the students and other personnel to re-enter the building; if possible, the principal should seek the advice of Police/ Fire Department.
- The police or incident command or designee may give the school building to the principal will notify the transportation department of the need for buses to transport students/staff to a predetermined location. The predetermined location is the Coahoma County Expo Center. The superintendent/designee must be informed prior to moving students/staff to 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 the suspected bomb in water.
- Do not cut or pull any wires attached to suspected explosives.
- Do not attempt to cut strings, pull fuses, or release hooks attached to a suspected device.
- Do not use or pass metallic tools near suspected bombs.
- Do not smoke or allow open flames near suspected bombs.
- Do not use two-way radio or cellular phones near the scene of a suspected bomb.
- Do not investigate a suspected bomb too closely. Leave that to the experts!

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.

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?	☐ Yes ☐ No
If No, who did?	
Why was the bomb placed?	
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	

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

EMERGENCY PROCEDURES

★ SAFETY FIRST, ALWAYS. ★

SAFETY REMINDER

Your actions protect you, our students, and our community.

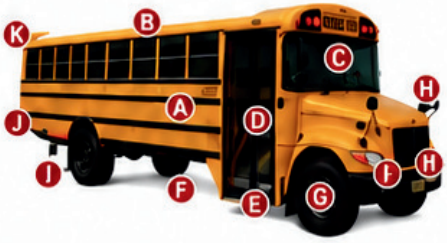
SAFETY FIRST, ALWAYS.

BUS INSPECTION AND AREA OBSERVATION PROCEDURES

(Inspection eecommended by Transportation Security Administration, US Department of Homeland Security)

Check the following areas for suspicious packages, bags, devices, substances, smells, sounds, and unattended book bags, etc.

- A Floors
- B Below Seats
- C Driver's Area
- D Steps
- E Wheelchair lifts, if equipped
- F Lights
- G Wheel wells
- H Engine Compartments
- I Exhaust System
- J Fuel and air tanks
- K Back/side emergency exit doors (s)



Be prepared to describe suspicious device(s) with size, shape, components (wires, batteries, and clocks), color, location, sound, etc. Describe suspicious odor, mist, vapor, powder, color, quantity, residue, and/or location.

BUS ACCIDENT

EMERGENCY PROCEDURE:

- The bus driver will stay with the 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 following 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 the central office and building principals. The Central Office will notify public relations, the security coordinator, the director of operations, and the crisis management team coordinator.
- The principal will go to the scene of the accident if students are injured.
- The principal or designee will notify parents.
- The principal will send a staff member with the injured students if transported from the accident site.
- Principal and supervisor of transportation will make 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 accident.

FIVE QUESTIONS TO ASK CALLER:

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

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 are labeled with appropriate EXIT signs. Know the route to the nearest exit from your location. In the event of a fire or other condition that 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.

WHAT NOT TO DO IF A BOMB IS FOUND:

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

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.

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

EMERGENCY PROCEDURES

★ SAFETY FIRST, ALWAYS. ★

SAFETY REMINDER

Your actions protect you, our students, and our community.

SAFETY FIRST, ALWAYS.

BUILDING COLLAPSE

Definition:

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

EMERGENCY PROCEDURE:

- Principal will initiate 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 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 the Coahoma County Expo Center. The superintendent/designee must be informed prior to moving students/staff to 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 decide 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 incident.

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 are labeled with appropriate EXIT signs. Know the route to the nearest exit from your location. In the event of a fire or other condition that 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.

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

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 LOCATION:
Coahoma County Expo Center Parking Lot

Facility: Coahoma County Expo Center
Telephone: (662) 902-9304
Contact: Herbert Smith, Assistant Superintendent

Staging Areas: (i.e., fields, parking lot, etc.)

_____
_____
_____
_____

OFF-SITE EVACUATION LOCATION

(i.e., fields, parking lot, etc.)

ALTERNATE LOCATION:
Clarksdale High School

Facility: Clarksdale High School
Telephone: (662) 902-9304
Contact: Herbert Smith, Assistant Superintendent

Staging Areas: (i.e., fields, parking lot, etc.)

_____
_____
_____
_____

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

Every Student. Every Need.

SHOW MAPS WITH DIRECTIONS
★ FROM CENTRAL OFFICE ★

SAFETY REMINDER

Your actions protect you, our students, and our community.

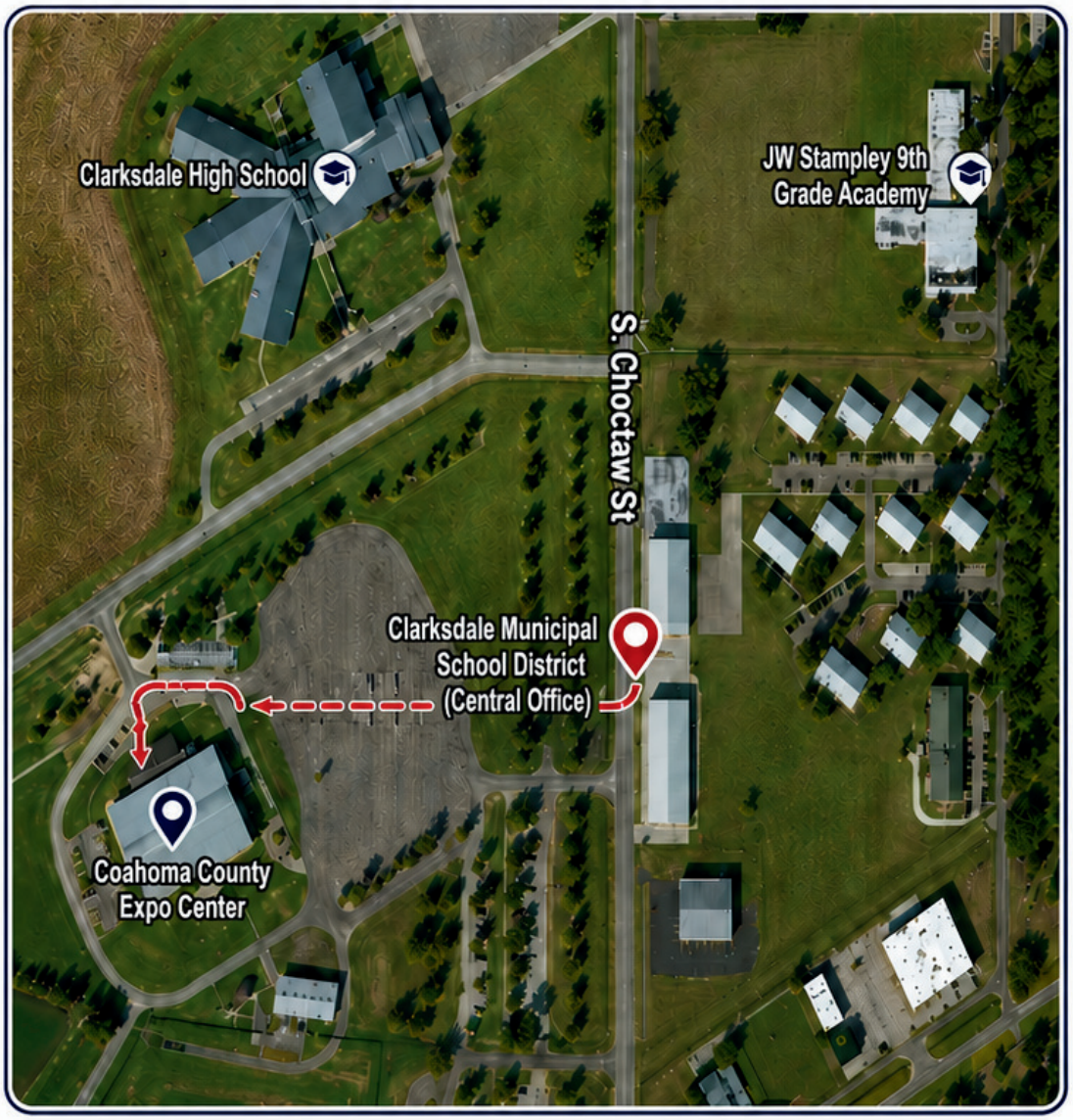
SAFETY FIRST, ALWAYS.

BUS ACCIDENT

EMERGENCY PROCEDURE:

1. The bus driver will stay with the students.
2. The bus driver will ensure that law enforcement is notified.
3. The bus driver will ensure that the transportation supervisor is notified.
4. 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.
5. The students should be evacuated from the school bus following standard procedures only if the condition or position of the school bus creates a further hazard to the student passengers.
6. The transportation supervisor will go to the scene of the accident.
7. The transportation supervisor will notify the central office and building principals. The Central Office will notify public relations, the security coordinator, the director of operations, and the crisis management team coordinator.
8. The principal will go to the scene of the accident if students are injured.
9. The principal or designee will notify parents.
10. The principal will send a staff member with the injured students if transported from the accident site.
11. Principal and supervisor of transportation will make best of all decisions on the bus at the time of accident.
12. The principal and supervisor of transportation will document actions and decisions concerning bus accident.





DIRECTIONS FROM CENTRAL OFFICE TO COAHOMA COUNTY EXPO CENTER

1. Exit the building.
2. Cross over S. Choctaw St into the parking lot of the Coahoma County Expo Center.

DESTINATION

Coahoma County Expo Center
1150 Wildcat Dr.
Clarksdale, MS 38614

SAFETY FIRST | RESPECT ALL | ACHIEVE EXCELLENCE | BUILD COMMUNITY

★ ★ *Every Student. Every Need.* ★ ★

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

CARING FOR SPECIAL NEEDS STUDENTS

The schools in the Clarksdale Municipal 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 the 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:



1. 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 conduct at least one fire drill a month.



2. 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.



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



4. 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 inability to communicate.

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

INDIVIDUALS REQUIRING SPECIAL ASSISTANCE DURING EMERGENCY

EMERGENCY SUPPORT & EVACUATION PLANNING FORM

Purpose: This form is to identify individuals requiring additional assistance during an emergency evacuation, lockdown, shelter-in-place, medical event, or other crisis situation.

INDIVIDUAL #1

FIELD	INFORMATION
Name	
Homeroom / Room Location	
Assistance Required	
Person Assigned to Assist	
Special Issues / Notes	

INDIVIDUAL #2

FIELD	INFORMATION
Name	
Homeroom / Room Location	
Assistance Required	
Person Assigned to Assist	
Special Issues / Notes	

INDIVIDUAL #3

FIELD	INFORMATION
Name	
Homeroom / Room Location	
Assistance Required	
Person Assigned to Assist	
Special Issues / Notes	

REVIEWED BY _____ **DATE UPDATED** _____

CONFIDENTIALITY NOTICE: This document contains confidential emergency planning information and should only be accessed by authorized personnel.

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

II-A
CHILD ABUSE/NEGLECT
(MS CODE 97-5-39)

SAFETY REMINDER

Your actions protect our students and our community.

SEE SOMETHING. SAY SOMETHING. REPORT IT.

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 expliotation, e.g., pornographic photographiis, 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 be caused 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 conduct its investigation.

REPORT IMMEDIATELY!

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 have talked with someone at the agency; do not wait until the next day.

DO NOT NOTIFY SUSPECTED ABUSERS.

PROCEDURE – STEPS TO FOLLOW

1. **Report immediately.**
   Call the Coahoma County Department of Child Protective Services at 662-624-3008 or 1-800-222-8000.
2. **Provide the following information:**
   - Name of child.
   - Name of child's parents, address, and telephone.
   - Child's age.
   - Name and address of person whom you suspect is responsible for the abuse or neglect.
   - Any other pertinent information.
3. **Do not notify the suspected abusers.**
4. Faculty and staff members should inform the principal of the report in writing, including date and time of the report.
5. Principal shall permit interview with the child by authorized, properly identified officials.
6. School counselor will provide follow-up counseling, when appropriate.
7. The principal will document actions and decisions concerning child abuse/neglect incident.

CHILD ABUSE/NEGLECT REPORTING GUIDE

Date of Report: _____ Time of Report: _____

Name of Child: _____

Child's Age: _____ Gender: _____ Grade: _____ School: _____

Address of Child: _____

City: _____ State: _____ Zip: _____

Name of Parent/Guardian: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: (_____) _____

Name of Person You Suspect is Responsible: _____

Address: _____

Relationship to Child: _____

Description of Suspected Abuse/Neglect and Pertinent Information
(Include statements made by child, visible injuries, observations, dates, times, etc.)

_____

_____

_____

Name of Staff Member Making Report: _____

Position: _____

Signature: _____ Date: _____

EVERY REPORT MATTERS. YOUR ACTION CAN PROTECT A CHILD. | REPORT. PROTECT. PREVENT.

SAFETY FIRST | RESPECT ALL | ACHIEVE EXCELLENCE | BUILD COMMUNITY

Every Student. Every Need.

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

CONFRONTATION WITH A PERSON IN POSSESSION OF A WEAPON
(MS Code 37-11-18)

SAFETY REMINDER

Your actions protect our students and our community.

SEE SOMETHING. SAY SOMETHING. REPORT IT.

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

1. Immediately **report** situation **to principal.**
2. The principal will determine if the situation is an emergency.
3. **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.
4. 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.
5. Students and staff should **move away** from doors and glass.
6. Notify the **central office** immediately; they will notify the proper departments.
7. 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.
8. Teachers should call roll and list the names of **missing students** on index card to be reported to principals later. Also, list the names of students in room and not on roll, to be given to the principal later.
9. 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.
10. Students and staff will **not reenter** the building until the building has been evaluated and determined safe by the police department.
11. If safety permits, a staff member should be directed outside the building to **warn** all approaching visitors of the danger.
12. **Do not attempt to disarm any individual with a weapon.**
13. **Do not panic.** Establish a psychological advantage by **remaining calm.**
14. Do not make threats, challenges, or in any way **antagonize** the person in possession of the weapon.
15. Constantly **assess the situation.** Does the individual vacillate concerning the intended use of the weapon, or does he/she seem to want attention?
16. **Do not condone** the individual's actions.
17. 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.
18. **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.
19. Attempt to **isolate the individual** if possible.
20. Move **slowly and with confidence.**
21. **Comply** with the individual's demands as long as they are reasonable.
22. The principal will **document actions and decisions** concerning weapon incident.

REMEMBER: Your safety and the safety of students is the priority.
STAY ALERT. STAY CALM. FOLLOW PROCEDURES. SAVE LIVES.

SAFETY FIRST | RESPECT ALL | ACHIEVE EXCELLENCE | BUILD COMMUNITY

Every Student. Every Need.

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

DEATH OF A STUDENT/STAFF MEMBER AT SCHOOL
(MS Code 37-11-18)

SAFETY REMINDER

Your actions protect our students and our community.

SEE SOMETHING. SAY SOMETHING. REPORT IT.

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.



DEATH AT SCHOOL – EMERGENCY PROCEDURE

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

DAYS FOLLOWING A DEATH/SUICIDE PROCEDURE

1. 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 extreme grief responses.
2. Continue to support grieved students. Provide ongoing counseling services and access to the crisis team as needed.
3. Monitor students for prolonged emotional distress and refer them to appropriate resources.
4. Maintain regular communication with staff, students, and families.
5. Review and evaluate the procedures used and make adjustments as needed for future incidents.

DEATH OUTSIDE OF SCHOOL – EMERGENCY PROCEDURE

1. 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 honors stories that may crop up during the day, and
   - To announce any special schedule and/or events of the day.
2. Assemble the school district's crisis counseling team and other resource persons so they can plan to assist at the school.
3. Substitute teachers, as necessary, need to be scheduled. They, too, need training before meeting with students.
4. 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

1. 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 these announcements as dictated by reaction by students in their respective classes.
2. Although distraught, faculty and staff members should remain as calm as possible and give every teacher as much "strength" for students, choosing which words to grief, may not know of the person's condition. They try to lead to teach. Students rarely expect teachers' awareness to [illegible] or to find teachers most helpful as empathic listeners. Do not attempt to explain why a person dies (or has committed suicide).
3. In the case of a suicide situation, simply say, "Sometimes, a person becomes distraught and depressed. When this occurs, he/she oftentimes 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."
4. Refer all rumors to the principal so that they can be addressed in the debriefing session.
5. 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.
6. 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.)
7. 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 should consider holding a memorial assembly program based on the student's response to the death. (Some authorities do not support having a memorial program when death results from suicide). If a memorial program is considered, the emphasis should focus on how to develop appropriate coping strategies. The act of suicide should not be glorified.
8. The school should return to its regular schedule, even abbreviated as it relates to activities and assignments, as soon as possible. Teachers need not return to sessions too quickly, as every reflection times but may scale down expectations in response to change in energy levels.
9. The personal belongiing of the deceased should be removed and protected so that they can be given to the family at a later date.

REMEMBER: Your safety and the safety of students is the priority.

STAY ALERT. STAY CALM. FOLLOW PROCEDURES. SAVE LIVES.

SAFETY FIRST | RESPECT ALL | ACHIEVE EXCELLENCE | BUILD COMMUNITY

Every Student. Every Need.

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

EARTHQUAKE

SAFETY REMINDER

Your actions protect our students and our community.

SEE SOMETHING. SAY SOMETHING. REPORT IT.

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

1. Students and staff should **stay put** until tremors stop.
2. Students and staff should **duck and cover** until tremors stop.
3. Students and staff should **take cover** under desks and tables, against inside walls, or under doorways.
4. Students and staff should be alert for possible **aftershocks**.
5. **Shut off** any electrical or gas operated appliances.
6. 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**.
7. Students should **avoid** overhead wires and utility poles.
8. Teachers should **call roll** and report missing students to the principal.
9. The secretarial staff will take **enrollment cards** and **sign-out sheets** for off-site student release.
10. Unattached students should **report** to the nearest teacher. Teachers should report student additions to the principal.
11. 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.
12. Students and staff should be alert for possible **hazards** when returning.
13. Remain **calm** and follow instructions from school officials at all times.

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:

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

PREPARE. PLAN. PRACTICE. YOUR SAFETY IS OUR PRIORITY. | EVERY SECOND COUNTS.

SAFETY FIRST | RESPECT ALL | ACHIEVE EXCELLENCE | BUILD COMMUNITY

Every Student. Every Need.

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

EMERGENCY TEAM STUDENT REUNIFICATION SITE

TEAM LEADER

★ _____

★ _____

Alternate

TEAM MEMBERS:

★ _____

★ _____

★ _____

★ _____

LOCATION

*Inside: _____

*Outside: _____

FUNCTIONS

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

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

CRISIS SITE STUDENT RELEASE FORM

Student's name: _____

Teacher: _____ Grade: _____

Student release requested by: _____

Proof of identification: _____

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

STUDENT'S STATUS:

- ☐ Present
- ☐ Absent
- ☐ Missing
- ☐ Receiving First Aid
- ☐ Evacuated to emergency department

Requester's signature: _____

Destination: _____

Date: _____ Time: _____

Staff member approving release (please initial): _____

II-C

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

SITE STATUS REPORT/MISSING/INJURY REPORT

TO: _____ FROM: (Name) _____ LOCATION: _____

DATE: _____ TIME: _____ PERSON IN CHARGE AT SITE: _____

Message via: ☐ 2-way Radio ☐ Telephone ☐ Messenger

EMPLOYEE/STUDENT STATUS

	Absent	Injured	# Sent to Hosp./Med	Dead	Missing	Unaccounted for (away from site)	# Released to parents	# Being supervised
Students								
Site Staff								
Others								

STRUCTURAL DAMAGE

Check damage/problem and indicate location(s).

Check ✓	Damage/Problem	Location(s)
☐	Gas leak	
☐	Water leak	
☐	Fire	
☐	Electrical	
☐	Communications	
☐	Heating/cooling	
☐	Other (list):	

II-D

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

PARENTAL PERMISSION EMERGENCY RELEASE LIST FOR PARENTS

Student name: _____ Teacher name: _____

Parent name: _____ Phone number: _____

Parent signature: _____

NAMES OF PEOPLE I WILL ALLOW MY CHILD TO GO WITH IN CASE OF EMERGENCY:

1	Name: _____	Phone number: _____
2	Name: _____	Phone number: _____
3	Name: _____	Phone number: _____
4	Name: _____	Phone number: _____
5	Name: _____	Phone number: _____
6	Name: _____	Phone number: _____
7	Name: _____	Phone number: _____
9	Name: _____	Phone number: _____
10	Name: _____	Phone number: _____
11	Name: _____	Phone number: _____
12	Name: _____	Phone number: _____

It is important for you to send the completed form back as soon as possible. Your child's teacher will keep this with his or her emergency kit, and it will only be used in emergencies.

Thank you so much for taking the time to complete this form and returning it to your child's teacher.

II-E

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

EMERGENCY PROCEDURES

★ SAFETY FIRST, ALWAYS. ★

SAFETY REMINDER

Your actions protect you, our students, and our community.

SEE SOMETHING. SAY SOMETHING. REPORT IT.

BUILDING COLLAPSE

DEFINITION:

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

EMERGENCY PROCEDURE:

1. Principal will initiate evacuation plan.
2. Teachers will call roll to account for all students and report missing students to the principal.
3. The principal will call 911 and describe what has happened.
4. The principal will contact the first-aid responder to provide first aid if necessary.
5. The principal will notify the superintendent's office who will notify the proper departments.
6. In the case of inclement weather or delayed 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 the Coahoma County Expo Center. The superintendent/designee must be informed prior to moving students/staff to predetermined location.
7. Secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
8. The public relations coordinator will prepare a statement for the media.
9. The principal will prepare a fact sheet to help those answering phones.
10. The principal will decide 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.
11. The principal will document actions and decisions concerning building collapse incident.
12. The principal will prepare a fact sheet to help those answering phones.
13. The principal will document actions and decisions concerning building collapse incident.

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 are labeled with appropriate EXIT signs. Know the route to the nearest exit from your location. In the event of a fire or other condition that necessitates evacuation of the building, do the following as outlined in site/school-specific evacuation plans:

EMERGENCY PROCEDURE:

1. 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.
2. 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.
3. Notify the central office immediately; they will notify the proper departments.
4. Take actions as necessary to prevent injury or death to survivors.
5. Determine if the aircraft is military or civilian.
6. The principal will document actions and decisions concerning fallen aircraft.

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.

PREPARE. PLAN. PRACTICE. YOUR SAFETY IS OUR PRIORITY. | EVERY SECOND COUNTS.

SAFETY FIRST | RESPECT ALL | ACHIEVE EXCELLENCE | BUILD COMMUNITY

Every Student. Every Need.

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

HAZARDOUS MATERIALS INCIDENT

SAFETY REMINDER

Your actions protect our students and our community.

SEE SOMETHING. SAY SOMETHING. REPORT IT.

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

1. 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.
2. The principal will initiate shelter-in-place plan. The alert signal is GO TO LOCKDOWN.
3. Tune into the emergency radio system regarding any type of emergency situation.
4. The principal will notify the superintendent's office who will immediately 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. 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).
8. The off campus alternative site for student transfer is as follows: Coahoma County Expo Center (N S E W)
9. 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.
10. First aid providers will render first aid if necessary.
11. Do not approach a hazardous material area until a positive identification of material has been made.
12. The site of a hazardous materials incident is to be isolated to the extent necessary as soon as possible.
13. If positive identification of the material cannot be made, assume the material to be 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 Clarksdale Municipal School District emergency management director.
16. The principal will determine if evacuation is necessary. If so, initiate evacuation procedure immediately.
17. Keep all people upwind to avoid smoke, fumes, and dust.
18. The principal will document actions and decisions concerning hazardous materials incident.

FALLEN AIRCRAFT (CALL 911)

EMERGENCY PROCEDURE

1. 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.
2. 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.
3. Notify the central office immediately; they will notify the proper departments.
4. Take actions as necessary to prevent injury or death to survivors.
5. Determine if the aircraft is military or civilian.
6. The principal will document actions and decisions concerning fallen aircraft.
7. The principal will initiate evacuation plan, if necessary. The Alert Signal is: FIRE DRILL SIGNAL.

WITHIN THE FACILITY HAZARDOUS MATERIALS RELEASE EMERGENCY PROCEDURE

1. Evacuate the contaminated area and seal it off.
2. Attempt to identify the chemical.
3. Determine the hazard level presented as reflected in the MSDS sheet.
4. The principal will notify the superintendent's office who will immediately notify the proper departments.
5. If decontamination can be conducted with school assets, do so.
6. If not, Call 9-1-1. 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.
7. The principal will initiate evacuation plan, if necessary. The Alert Signal is: FIRE DRILL SIGNAL.
8. If necessary, evacuate the school site.
9. The principal will notify the superintendent's office who will immediately notify the proper departments.
10. 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).
11. Off campus alternative site: Coahoma County Expo Center (N S E W)
12. 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.
13. Secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
14. The building shall not be re-entered until authorization is given by the fire department.
15. First aid providers will render first aid if necessary.
16. The principal will document actions and decisions concerning hazardous materials incident.

PREPARE. PLAN. PRACTICE. YOUR SAFETY IS OUR PRIORITY. | EVERY SECOND COUNTS.

SAFETY FIRST | RESPECT ALL | ACHIEVE EXCELLENCE | BUILD COMMUNITY

Every Student. Every Need.

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

Every Student. Every Need.

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

HOSTAGE
(MISSISSIPPI CODE §97-3-53)

SAFETY REMINDER

Your actions protect our students and our community.

SEE SOMETHING. SAY SOMETHING. REPORT IT.

DEFINITION

A hostage situation is a violent criminal offense involving the holding of one or more individuals against their will through force, threats, intimidation, or other violent actions.

The purpose of the hostage taker is often to force the school or law enforcement to comply with specific demands by threatening harm to others.

Hostage situations are among the most dangerous and unpredictable emergencies a school may face.

Immediately notify law enforcement and school administration.



GENERAL PROCEDURE

1. Recognize signs of a hostage situation.
2. Remain calm and immediately contact the office.
3. Provide location, description of suspect, and any known weapons.
4. Follow all lockdown procedures and await instructions.

EMERGENCY SIGNAL

GO TO LOCKDOWN

LOCKS. LIGHTS. OUT OF SIGHT.

EMERGENCY PROCEDURE

1. Call 911. Make sure the 911 operator understands that there is a hostage situation. If possible, stay on the line until you are instructed to disconnect by the emergency operator.
2. 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.
3. Students and staff should move away from doors and glass.
4. Notify the central office immediately; they will notify the proper departments.
5. 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.
6. Teachers should call roll and list the names of missing students on index card to be given to the principal later.
7. 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 area.
8. Students and staff will not re-enter the building until the building has been evaluated and determined safe by the police department.
9. If safety permits, a staff member should be directed outside the building to warn all approaching visitors of the danger.
10. The principal will document actions and decisions concerning hostage incident.
11. Don't attempt to negotiate with the hostage taker, leave this to the professionals.
12. Don't allow any school or district leader on the phone with the hostage taker.

IF TAKEN HOSTAGE

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

PREPARE. PLAN. PRACTICE. YOUR SAFETY IS OUR PRIORITY. | EVERY SECOND COUNTS.

SAFETY FIRST | RESPECT ALL | ACHIEVE EXCELLENCE | BUILD COMMUNITY

Every Student. Every Need.

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

INTRUDER

SAFETY REMINDER

Your actions protect our students and our community.

SEE SOMETHING. SAY SOMETHING. REPORT IT.

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

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

EMERGENCY SIGNAL

GO TO LOCKDOWN

LOCKS. LIGHTS. OUT OF SIGHT.

EMERGENCY PROCEDURE

1. 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.
2. 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.
3. Teachers will account for students and put a red card under the door if a student is injured or required medical assistance.
4. Teachers will put a green card under the door if all students are accounted for and OK.
5. List the names of missing students on an index card. Security personnel will collect cards.
6. Principal will notify the central office at 662-627-8500.
7. The central office will notify public relations, security coordinator, director of operations, and crisis management team coordinator.
8. All classroom doors should be locked at the sound of the emergency signal.
9. Teachers and students should move away from door and remain quiet and seated.
10. Notify all students outside their classrooms to report to the nearest safe classroom.
11. All doors should remain locked.
12. Students and staff should remain seated and quiet until the all-clear signal is given or other instructions are forthcoming.

IF TAKEN HOSTAGE

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

PREPARE. PLAN. PRACTICE. YOUR SAFETY IS OUR PRIORITY. | EVERY SECOND COUNTS.

SAFETY FIRST | RESPECT ALL | ACHIEVE EXCELLENCE | BUILD COMMUNITY

Every Student. Every Need.

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

Every Student. Every Need.

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

WORKING WITH *the Media*

SAFETY REMINDER

Your actions protect our students and our community.

SEE SOMETHING. SAY SOMETHING. REPORT IT.

1. Make sure all employees know the location of the emergency communication post so they can direct inquiries.
2. Have at least two secretaries available to the coordinator of public relations.
3. Have at least one cell phone available to the coordinator of public relations.
4. Coordinator of public relations should maintain close contact with reporters.
5. Build a positive relationship with the news media by providing information in an organized manner.
6. Develop a list of newspapers and television and radio stations in advance, including the key contact people, phone numbers, and deadlines.
7. Eliminate obstacles wherever possible.
8. Plan to be quoted by name. Be very careful about going "off-the-record".
9. Never argue with a reporter about the value of a story.
10. Keep a log of all facts given out with times they were released.
11. Do not release the names of victims until you know for a fact the families have been notified.
12. Never speak before you know what you want to say.
13. Don't play favorites among the media. Distribute information evenly.
14. Never flatly refuse information. Always give a good reason why it isn't available.
15. Be sure facts are, indeed, factual.
16. 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.
17. Never falsify, color, or slant your answers.
18. Be especially alert about photographs. Have policy well established before the crisis.
19. Have safety, labor, and employee records available for your reference if possible.
20. Point up long safety records and any acts of heroism by employees.
21. If damage must be estimated for the press immediately, confine statements to general description of what was destroyed.
22. Accentuate the positive.
23. Be professional, calm, and concise at all times.









PREPARE. PLAN. PRACTICE. YOUR SAFETY IS OUR PRIORITY. | EVERY SECOND COUNTS.

SAFETY FIRST | RESPECT ALL | ACHIEVE EXCELLENCE | BUILD COMMUNITY

Every Student. Every Need.

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

MEDIA STAGING AREA

LOCATION:

CLARKSDALE MUNICIPAL SCHOOL DISTRICT
CENTRAL OFFICE

OFF SITE LOCATION:

Coahoma County Expo Center

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

Every Student. Every Need.

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

MEDICAL EMERGENCY
(CALL 911)

SAFETY REMINDER

Your actions protect our students and our community.

SEE SOMETHING. SAY SOMETHING. REPORT IT.

DEFINITION

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



EMERGENCY PROCEDURE

1. **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.
2. 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.
3. Principal will contact the parents and inform them of any first aid or illness that occurs while the child is at school.
4. Administer first aid.
5. 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.
6. First aid provider will stay with the student until dismissed to the parent or until returned to the classroom.
7. 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.
8. No seriously ill or injured student should be allowed to go home without being accompanied by a responsible adult.
9. A student should not be left at home unattended.
10. All medical incidents should be documented.

PREPARE. PLAN. PRACTICE. YOUR SAFETY IS OUR PRIORITY. | EVERY SECOND COUNTS.

SAFETY FIRST | RESPECT ALL | ACHIEVE EXCELLENCE | BUILD COMMUNITY

Every Student. Every Need.

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

NATURAL GAS EMERGENCY

SAFETY REMINDER

Your actions protect our students and our community.

SEE SOMETHING. SAY SOMETHING. REPORT IT.

DEFINITION

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



NATURAL GAS EMERGENCY

EMERGENCY PROCEDURE

1. 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.
2. Call the gas company at 662-624-5451.
3. Custodians will shut off gas and electricity.
4. No smoking.
5. The principal will initiate evacuation plan, if necessary. The alert signal is: FIRE ALARM SIGNAL.
6. The principal will notify the superintendent's office who will immediately notify the proper departments.
7. 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.
8. Secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
9. First aid providers will render first aid if necessary.
10. The principal will document actions and decisions concerning natural gas incident.

NUCLEAR WARNING PROCEDURES

EMERGENCY PROCEDURES

1. The primary means of warning of a nuclear emergency will be by the alert warning radio located throughout the County of Harrison.
2. Move to the center of the building away from outside walls, the roof, or any openings to the outside.
3. Remember shielding is required. The heavier, thicker, and denser the shielding material is between you and the outside, the better the protection.
4. Keep a portable radio and monitor the Emergency Broadcast Station.
5. Be alert to attempts of school officials to get information to you through special teams, public address systems, or on a door-to-door basis.



PREPARE. PLAN. PRACTICE. YOUR SAFETY IS OUR PRIORITY. | EVERY SECOND COUNTS.

SAFETY FIRST | RESPECT ALL | ACHIEVE EXCELLENCE | BUILD COMMUNITY

Every Student. Every Need.

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

Every Student. Every Need.

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

PUBLIC ASSEMBLY EMERGENCY PLAN

SAFETY REMINDER

Your actions protect our students and our community.

SEE SOMETHING. SAY SOMETHING. REPORT IT.

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

1. 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.
2. Principal or designee shall check all exits before public arrives to ensure that all exits are clear and unlocked from the inside.
3. Smoking or the use of matches and lighters shall not be permitted in the assembly area.
4. Flashlights shall be made available to employees to assist occupants in the evacuation in case the normal lighting and/or the emergency lighting fails.
5. 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.
6. The principal or designee will assist with crowd control.
7. The principal or designee will determine when the occupant load is reached.
8. The principal or designee will be available for emergency situations.
9. 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:

1. Initiate evacuation plan.
2. Alert occupants. Our signal is FIRE ALARM SIGNAL. If situation warrants, initiate LOCKDOWN.
3. 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.
4. Render first aid, if necessary.
5. Notify the central office during the day at 662-627-8500 and security coordinator after 5:00 PM. the contact person is Chief Earnest Moore at 662-902-4725.
6. If there is a power failure or an equipment failure, contact:
7. Dr. Clarence Hayes
   Supervisor of Maintenance –
   Cell 662-902-9304.

PREPARE. PLAN. PRACTICE. | YOUR SAFETY IS OUR PRIORITY. | EVERY SECOND COUNTS.

SAFETY FIRST | RESPECT ALL | ACHIEVE EXCELLENCE | BUILD COMMUNITY

Every Student. Every Need.

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

Every Student. Every Need.

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

SEVERE WEATHER
Tornado, Thunderstorm, Hurricanes, Severe Winds, Flooding

SAFETY REMINDER

Your actions protect our students and our community.

SEE SOMETHING. SAY SOMETHING. REPORT IT.

DEFINITION

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

1. During severe weather, the principal should review emergency procedures for his or her site.
2. During severe weather, the principal should monitor appropriate weather radio systems.
3. During severe weather watch, the principal should implement evacuation from outside portable buildings to a sheltered position inside the school building.
4. Lightning is a threat during any severe thunderstorm. School personnel should move students inside to safety if lightning is occurring.
5. During a tornado warning, students and teachers should move to areas offering the greatest tornado resistance (see school plan). Direct students to sit on floor and wait for additional instructions. Students and teachers should be seated on floor, facing interior walls, and away from the direction from which flying debris would be expected to come.
6. Once seated an appropriate command would be, "Everybody down! Crouch on elbows and knees. Place hands over the backs of your heads." It is essential that this command be instantly understood and obeyed.
7. During a tornado warning students and staff should avoid cafeterias, gyms, or any room with a wide free span roof.
8. Teachers should check roll and notify the principal if someone is missing.
9. The principal of each building will be responsible for preparing and posting a tornado evacuation plan for each classroom.
10. The secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
11. 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.

SEEK SHELTER IMMEDIATELY



MOVE TO AN INTERIOR ROOM OR AREA ON THE LOWEST LEVEL AWAY FROM WINDOWS AND OUTSIDE WALLS.

REMEMBER

- Stay informed. Listen to weather updates.
- Follow all instructions from school officials.
- Your safety and the safety of others is our priority.

PREPARE. PLAN. PRACTICE. | YOUR SAFETY IS OUR PRIORITY. | EVERY SECOND COUNTS.

SAFETY FIRST | RESPECT ALL | ACHIEVE EXCELLENCE | BUILD COMMUNITY

Every Student. *Every* Need.

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

VISITORS IN THE SCHOOLS

SAFETY REMINDER

Your actions protect our students and our community.

SEE SOMETHING. SAY SOMETHING. REPORT IT.

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 say 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

1. Greet visitors.
2. Offer help.
3. Ask visitor to report to main office.
4. Visitors sign in at main office.
5. Principal will provide a visitor's badge for all visitors.
6. Principal will ensure that a visitor's log book will be in the main office for the recording of visitors.
7. A visitor entering a building shall be requested to provide one item of valid identification.
8. 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.
9. 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 meeting. Teachers will send a list to the main office indicating expected visitors and desired place for meeting. These so 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 classroom whenever possible.
10. Each visitor is to be informed that he/she must surrender the visitor's badge when leaving the building.
11. The school secretary or the security officer shall record the time of departure in the visitor's log.
12. 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.
13. 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 scheduled.
14. 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.
15. 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.
16. Signs should also be posted informing them that persons failing to register may be considered trespassers and subject to prosecution.
17. 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.
18. 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.

PREPARE. PLAN. PRACTICE. | YOUR SAFETY IS OUR PRIORITY. | EVERY SECOND COUNTS.

SAFETY FIRST | RESPECT ALL | ACHIEVE EXCELLENCE | BUILD COMMUNITY

Every Student. *Every* Need.

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

Every Student. *Every* Need.

SECTION III

SCHOOL/COMMUNITY RESPONSE PLAN

COLLABORATE | COORDINATE | COMMUNICATE | RESPOND | SUPPORT OUR COMMUNITY

Every Student. Every Need.

SAFETY FIRST | RESPECT ALL | ACHIEVE EXCELLENCE | BUILD COMMUNITY | INSPIRE FUTURES

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

Every Student. Every Need.

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

INTRODUCTION

SAFETY REMINDER

Your actions protect our students and our community.

SEE SOMETHING. SAY SOMETHING. REPORT IT.

I. STATEMENT OF PURPOSE

"The purpose of this **EMERGENCY RESPONSE PLAN** is to identify responding agencies and assign tasks in response to emergency conditions (major crisis) involving any Mississippi School Campus and its population."

II. SITUATION

An act of violence on a school campus involving firearms, bombs or other devices which can inflict harm to students, staff or directors. This situation would be of such scope that would be beyond the capability of school staff, school security and would require multi-agency response.

III. ASSUMPTION

During the normal school day staff and facility can handle routine emergencies. However, events with potential threat or actual harm through firearms or other devices being discharged, or threatened to discharge, and or hostage situations, would require response from all area Law Enforcement, Emergency Medical and Emergency Response Agencies.

IV. COMMAND AND CONTROL

The Agency in charge of the evident will be the Law Enforcement agency with responsibility for that area i.e., Sheriff's Office. - County area, Police Department – within city limits.

V. INCIDENT COMMAND

A. The first officer arriving on site will assess the situation at the school's Emergency Operations Center (EOC) and assume command of the situation until relieved by someone of higher authority. The first Incident Commander (IC) will report to their dispatch the nature of the situation and request the necessary support from other agencies.

B. Upon arrival of first units, control of the situation information should be first priority:

1. Is the person or persons causing the harm still on site?
2. Injuries? How many? How severe? Can they be reached safely by EMS?
3. Protection of students, staff and guest
   a. Where should they go?
   b. How do they get there?
   c. Who is responsible for their safety and accountability?
4. **BE AWARE THAT THE CAMPUS HAS BECOME A CRIME SCENE AND TAKE PROTECTIVE MEASURES TO PRESERVE THE EVIDENCE.**
5. If School's EOC is inadequate or in danger zone, where should the temporary EOC be located? The following considerations should be addressed:
   a. It should be easily recognizable and accessible to more than one road if possible.
   b. Location should be close but not in danger of the event.
   c. Crowd control measures taken to limit access to the EOC.
   d. Length of Operation from EOC.
6. Traffic Control - considerations.
   a. Parents trying to get to the school, on-lookers and normal day-to-day traffic problems.
   b. Decision to BLOCK TRAFFIC on roads adjacent to school campus should take into consideration the following:
      1. Intensive manpower and lots of time.
      2. Could hinder access of emergency traffic to and from the school.
      3. Is it safe for traffic to continue adjacent to school campus?
      4. Should roadblocks begin on campus and expand outward as necessary and as manpower becomes available?
   c. Develop a traffic pattern on campus to accommodate emergency traffic and allow the entrance and exit of school buses if school has to be evacuated.
7. Isolate the campus and designate safe areas that are away from harm if possible.
8. IC assigns **SECURITY** to EOC and **MEDIA -FAMILY** assemblies.

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

Every Student. Every Need.

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

AGENCY RESPONSIBILITY

SAFETY REMINDER

Your actions protect our students and our community.

SEE SOMETHING. SAY SOMETHING. REPORT IT.

SCHOOL OFFICIALS

A. PLACE 911 CALL AND REPORT THE SITUATION. STAY ONLINE WITH 911 TELECOMMUNICATOR TO GIVE ADDITIONAL INFORMATION.

B. ENSURE THE STUDENTS, STAFF AND OTHER CAMPUS VISITORS ARE MOVED TO A SAFE PLACE. THIS MAY BE IN THE BUILDING IF THE INCIDENT IS OUTSIDE, OR IT MAY REQUIRE THE EVACUATION OF THE BUILDING IF INSIDE INCIDENT.

C. MAINTAIN CONTROL AND ACCOUNTABILITY OF THE STUDENTS AND STAFF.

D. KEEP OPEN PHONE LINES FOR EMERGENCY CALLS.

E. ESTABLISH CONTACT WITH FIRST ARRIVING LAW OFFICER AND REPORT THE SITUATION.

PROVIDE EMERGENCY ACTION KIT TO THE EOC:

- Floor Plans of all buildings with the following info:
  - Location of lockers
  - Electrical power systems
  - Gas main shutoffs



- PHONE NUMBERS OF ALL PHONES AND THEIR LOCATION.
- Campus layout showing each building and all roads
- Aerial photos
- Emergency contact numbers for staff

SCHOOL OFFICIALS TO BE LOCATED AT EOC:

- Principal
- School Resource Officer (SRO) School Safety Officer (SSO)
- School Attendance Officer
- Nurse
- Pupil Transportation Director
- Maintenance personnel
- Counselor
- Message runner
- Other personnel as required



EVACUATION AND TRANSPORTATION OF STUDENTS AND FACULTY TO A PRE-DETERMINED LOCATION. SCHOOL STAFF WILL ACCOUNT FOR ALL STUDENTS AND MEET PARENTS TO PICK UP STUDENTS.
Law Enforcement and a media statement telling parents where to assemble must support this.

BOMB SEARCH TEAM FROM SCHOOL SHOULD BE AVAILABLE TO SEARCH THE BUILDINGS WITH LAW ENFORCEMENT OR EXPLOSIVE ORDANCE DISPOSAL (EOD) TEAM MEMBERS.

BE PREPARED TO HANDLE OUTSIDE MEDIA WITH LIVE TELECAST VEHICLES FROM MANY STATIONS. THIS WILL REQUIRE A GREAT DEAL OF COORDINATION AND BE A MAJOR CONTROL FACTOR IF NOT HANDLED PROPERLY.

PREPARE. PLAN. PRACTICE. | YOUR SAFETY IS OUR PRIORITY. | EVERY SECOND COUNTS.

SAFETY FIRST | RESPECT ALL | ACHIEVE EXCELLENCE | BUILD COMMUNITY

Every Student. *Every* Need.

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

PRIMARY LAW ENFORCEMENT AGENCY

SAFETY REMINDER

Your actions protect our students and our community.

SEE SOMETHING. SAY SOMETHING. REPORT IT.

PRIMARY LAW ENFORCEMENT AGENCY

- CONTAIN THE SITUATION
- ESTABLISH INCIDENT COMMAND
- REQUEST ASSISTANCE THROUGH YOUR DISPATCH. I.E. EMS – ADDITIONAL LAW ENFORCEMENT – OTHER DEPARTMENTS.
- CONTINUE ASSESSMENT OF THE SITUATION AND UPDATE DISPATCH TO DETERMINE INFORMATION TO RESPONDING AGENCIES.
- ESTABLISH COMMUNICATION WITH SCHOOL OFFICIALS ON CAMPUS, PREFERABLY AT THE SCHOOL"S EOC.
- ISOLATE SCHOOL CAMPUS TO PREVENT ENTRY AND EXIT BY VEHICLES.
- RESPOND ON PRIMARY TALK GROUP – GO TO LAW COMMAND UPON ARRIVAL.

MUTUAL AID LAW ENFORCEMENT AGENCY

- ASSIST PRIMARY LAW ENFORCEMENT AND CONTROL OF THE SITUATION.
- ASSUME POSITIONS OF ASSIGNMENT AS PER THE PLAN OR AS ASSIGNED BY ICI ON SITE.
- KEEP TRAFFIC MOVING ON ROADS ADJACENT TO THE SCHOOL TO ALLOW EMERGENCY ACCESS.
- REQUEST TWO (2) WRECKERS TO STAGE AT THE OUTER LIMITS OF THE ROADBLOCKS TO ASSIST IN CLEARING ROAD OF ABANDONED/DISABLED AUTOS.
- RESPOND (AS ON PAGE 5)

LOCAL FIRE DEPARTMENT

- BE AWARE THAT THE SITUATION MAYBE LIFE THREATENING OTHER THAN FIRE; DO NOT APPROACH WITHOUT LAW ENFORCEMENT CLEARANCE.
- ASSIST LAW ENFORCEMENT IN TRAFFIC CONTROL.
- PROVIDE FIRST RESPONDERS AND EMERGENCY RESCUE EQUIPMENT TO EMERGENCY MEDICAL PERSONNEL.
- ASSIST IN SEARCH AND RESCUE (SAR) MISSIONS AS ASSIGNED BY INCIDENT COMMANDER.
- RESPOND TO ANY FIRE OR FIRE RELATED SITUATION ON CAMPUS ONLY IF GIVEN CLEARANCE.
- RESPOND ON PRIMARY TALK-GROUP – GO TO LAW COMMAND UPON ARRIVAL.

MISSISSIPPI HIGHWAY PATROL

- ASSIST IN TRAFFIC CONTROL AROUND THE SCHOOL CAMPUS.
- PROVIDE TACTICAL SUPPORT IF NEEDED TO GAIN AND MAINTAIN CONTROL OF THE SITUATION.
- MAN ROADBLOCKS AS DIRECTED BY THE IC.
- RESPOND ON PRIMARY TALK-GROUP – GO TO LAW COMMAND UPON ARRIVAL.

MUTUAL AID POLICE DEPARTMENT

- PROVIDE MUTUAL AID TO POLICE DEPARTMENT IN LAW ENFORCEMENT DUTIES AT THE SCHOOL.
- ASSIST RESPONDING AGENCIES IN TRAFFIC CONTROL.
- PROVIDE STAR TEAM RESPONSE TO HOSTAGE SITUATION OR ARMED SUSPECT ON CAMPUS.
- REPORT TO EOC UPON ARRIVAL IN PERSON OR VIA 800 MHZ RADIO AS DIRECTED BY LOCAL DISPATCH.
- RESPOND ON PRIMARY TALK-GROUP – GO TO LAW COMMAND UPON ARRIVAL.

AMBULANCE SERVICE

- PROVIDE MEDICAL SUPPORT AT STAGING AREA AS REQUIRED. CONTACT HOSPITALS OF SITUATION AS REQUIRED.
- SET UP MEDICAL AREA (IF ON SITE).
- SEND FOR MORE PERSONNEL AND SUPPLIES – DETERMINE NUMBER OF AMBULANCES & MEDICAL RESPONSE NEEDED.
- DETERMINE EVACUATION SITE AND AREA THAT IS SAFE. COORDINATE WITH INCIDENT COMMANDER ON NUMBER OF PERSONS TREATED AND TRANSPORTED TO HOSPITALS. NUMBER OF TRANSPORTED PERSONS SHOULD BE TRANSMITTED TO SCHOOL OFFICIALS AND SENIOR LAW ENFORCEMENT PEOPLE SITE.
- MAINTAIN CONTACT WITH THE IC.
- MAINTAIN CONTACT WITH THE IC AND KEEP UPDATED INFORMATION AVAILABLE TO THE INCIDENT COMMANDER.
- PROVIDE SUPPORT TO FAMILY IF ASSIGNED TO DISPATCHER.
- WILL OPERATE ON PRIMARY OR AS ASSIGNED BY DISPATCHER.

EMERGENCY MANAGEMENT

- PROVIDE COMMUNICATION SUPPORT TO RESPONDING AGENCIES.
- PROVIDE MOBILE COMMAND POST VEHICLE AND SUPPORT PERSONNEL AS REQUIRED.
- ASSIST INCIDENT COMMANDER IN COORDINATION OF OPERATIONS.
- PROVIDE LOGISTICAL SUPPORT, I.E. SALVATION ARMY AND/OR RED CROSS ASSISTANCE.
- ESTABLISH A JOINT INFORMATION CENTER.
- CONTACT OTHER CONTACT LAW ENFORCEMENT AGENCIES AND COMMUNICATE OF THE SITUATION. REQUEST LATEST STATUS OF ALL RESPONDING AGENCIES AND COMMUNICATE REQUEST FOR RESOURCES WHEN DIRECTED BY IC.
- RESPOND ON PRIMARY – GO TO LAW COMMAND UPON ARRIVAL.

AMERICAN RED CROSS

- PROVIDE SUPPORT AT STUDENT AND FAMILY ASSEMBLIES.
- ASSIST SCHOOL OFFICIALS AT ASSEMBLY AREAS IN ANY WAY POSSIBLE.
- RESPONING IF FOR COORDINATION ANY ASSEMBLY AREA REPRESENTATIVE IS DETERMINE.
- RESPONSIBLE TO NOTIFY AND WORK WITH AND ALONG SIDE MENTAL HEALTH PERSONNEL IN THE ASSEMBLY AREAS.
- ASSIST IN KEEPING RECORDS OF ALL STUDENTS AND THEIR RELEASE TO PARENTS (IF SCHOOL OFFICIALS DEEM THIS HELPFUL).
- PROVIDE NURSES IN THE ASSEMBLY AREA TO HELP WITH MINOR CUTS AND ABRASIONS IF NECESSARY.

SALVATION ARMY

- RESPONSIBLE FOR REFRESHMENT NEEDS OF EMERGENCY AND RESPONDERS WORKERS ON SITE.
- ESTABLISH A "RELAXATION" AREA FOR EMERGENCY WORKERS.
- PROVIDE REFRESHMENTS – CHAIRS – ETC. IN A SHADED OR TENTED AREA IF POSSIBLE.
- RESPONSIBLE TO SUPPORT IN "RELAXATION" AREA FOR EMERGENCY WORKERS.
- PROVIDE SUPPORT AT STUDENT TO BOTH RESPONDERS WORKERS AND VICTIMS AND FAMILIES.
- COORDINATE WITH OTHER SPIRITUAL SUPPORT GROUPS (LOCAL MINISTERS AND MINISTERIAL GROUPS) IN PROVIDING SPIRITUAL SUPPORT TO VICTIMS AND FAMILIES.

MENTAL HEALTH

- PROVIDE SUPPORT AT STUDENT AND FAMILY ASSEMBLIES.
- ACTIVATE "CISM" FOR BOTH STUDENTS AND EMERGENCY WORKERS.
- PROVIDE MENTAL HEALTH "CISM" PERSON AT "RELAXATION AREA" ESTABLISHED BY SALVATION ARMY.

PREPARE. PLAN. PRACTICE. YOUR SAFETY IS OUR PRIORITY. | EVERY SECOND COUNTS.

SAFETY FIRST ★ ★

Every Student. Every Need.

BUILD COMMUNITY ★ ★

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

CONCEPT OF OPERATIONS

SAFETY REMINDER

Your actions protect our students and our community.

SEE SOMETHING. SAY SOMETHING. REPORT IT.

INITIAL NOTIFICATION

a. School official upon observing an incident that has occurred or has the potential of escalating to a dangerous situation, place the initial 911 call and request assistance. Activate and man school Emergency Operations Center (EOC).

b. The telecommunication that received the call should notify the following agencies and advise them to respond and what communication channel to use.

- Sheriff's Office
- Police Department
- Mississippi Highway Patrol
- Local Emergency Management
- Local Fire Department

c. As the responders arrive, contact the Incident Commander at the EOC and assume assigned duties. Contact with the EOC should be maintained through 800 MHz disaster channel EOC2 or high band- statewide law.

d. An Administrative Officer should be appointed at the EOC to maintain a record of units arriving, their assigned responsibility and means of communication.

e. All operations should be coordinated through the EOC.

f. The Incident Commander or his representative should approve all operations and be kept abreast of any changes as they occur.

MEDIA

- A media representative from the school and the Law Enforcement Agency in charge should be appointed and available to brief the media.
- A Joint Information Center (JIC) shall be established adjacent to but away from the EOC.
- As media personnel arrive they should be directed to this designated area and advised to wait for a briefing and updated.
- The JIC should be located in a safe area that allows a reasonable unobstructed view of the general area of the incident.
- All media questions should be directed to the JIC.

FAMILY ASSEMBLY

- An area should be established on campus that allows parents to assemble to obtain information about the safety of their children.
- A school official should be present to keep the parents informed.
- The Incident Commander should designate a law enforcement agency to handle security for this area.

WITNESS HANDLING

- All witnesses should be brought to a suitable area to be interviewed. (BUT NOT to the EOC).
- An area away from the school should be established to hold any witnesses until their parents can be contacted.
- A school official should accompany the students that witnessed the incident to this location and maintain accountability until the Law Enforcement Agency in charge releases them to their parents.

EMERGENCY ROAD CLEARANCE PLAN

- The Incident Commander will request at least (2) TWO WRECKERS be staged at the roadblocks on the outside limits of the area to assist in clearing autos that are blocking the road.
- Where possible, vehicles will be towed to a safe area off the road and left so traffic can move. If this is not possible a designated area will be established to store these vehicles during the emergency.
- The objective is simply to clear the road and where possible leave the vehicle close to the area where its owner abandoned it for later retrieval.
- This will need to be accomplished rapidly to avoid delay of access to the school campus by emergency vehicles.

PREPARE. PLAN. PRACTICE. | YOUR SAFETY IS OUR PRIORITY. | EVERY SECOND COUNTS.

SAFETY FIRST | RESPECT ALL | ACHIEVE EXCELLENCE | BUILD COMMUNITY

Every Student. *Every* Need.

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

COMMAND POST

SAFETY REMINDER

Your actions protect our students and our community.

SEE SOMETHING. SAY SOMETHING. REPORT IT.

COMMAND POST (CP). *If School's Emergency Operations Center (EOC) is unsafe, inadequate or unusable.*



- Located close to the school building involved but in a safe area from hazards such as gunfire or bomb threat. Location should have access to public roads so responders can reach the CP.
- Security of the CP should be considered. Only authorized persons should be allowed in the CP area location.
- Police officers should provide CP security.
- Police tape should be stretched around the CP area with one designated area for entrance and exits.
- The CP will be established at the location per the plan or as assigned by Incident Commander.
- A representative from each law enforcement agency will provide a CP representative to be in the CP area that will maintain operational status of his/her agency on site.
- Resource inventory and location will be maintained in the CP through communications with all response agencies. As agencies report to CP area a report of available resources will be made to the representative in the CP area.
- All units will communicate with their agency representative in the CP for assignment of tasks.
- **NO OPERATION WILL BE INITIATED OR SUSPENDED WITHOUT CONFIRMATION FROM THE INCIDENT COMMANDER.**

COMMAND POST PERSONNEL

- INCIDENT COMMANDER (IC) OR OFFICER IN CHARGE (OIC)
- ASST. OIC
- COMMUNICATIONS SPECIALIST
- RECORDER (ADMINISTRATIVE OFFICER)
- TACTICAL OFFICER
- EMERGENCY MANAGER

ADJACENT COMMAND #1

- Tactical Unit
- Negotiators

ADJACENT COMMAND #2

- Fire
- EMS
- Volunteer Agencies

PREPARE. PLAN. PRACTICE. | YOUR SAFETY IS OUR PRIORITY. | EVERY SECOND COUNTS.

SAFETY FIRST | RESPECT ALL | ACHIEVE EXCELLENCE | BUILD COMMUNITY

Every Student. *Every* Need.

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT
COMMAND POST

SAFETY REMINDER

Your actions protect our students and our community.

SEE SOMETHING. SAY SOMETHING. REPORT IT.

NEWS
MEDIA

MEDIA ASSEMBLY AREA
(JOINT INFORMATION CENTER "JIC")

- This area should be located a safe distance from the incident area but close enough for reporters to view area safely.
- Scheduled news conferences should be announced and held at the media assembly area.
- Media should be discouraged from interviewing students at the scene.
- A representative from the school system and law enforcement should be located with the media to provide current information and keep the media abreast of the conditions.

FAMILY

FAMILY RELOCATION AREA (FRA)

- This area should be clearly designated.
- Possible assembly area could be school auditorium - or some type of area that could accommodate large numbers of persons. Assembly area could possibly be a parking lot area. All assembly areas must be in a non-danger area.
- Parents should be allowed to assemble and obtain information about the welfare of their child.
- Law enforcement and school officials should be present at this area to provide correct information to parents.
- Many parents will want to talk to their child or check them out. If the child leaves the campus school officials should record the time and person who checked the child out.

STUDENT VEHICLES

STUDENT VEHICLES ON CAMPUS

- Because of safety concerns, students should be discouraged from leaving the campus in their cars until situation is under control.
- Traffic conditions will be extremely hazardous during an incident and allowing students to enter the traffic flow will only add to the confusion.

ROADBLOCKS & TRAFFIC

ROADBLOCKS AND TRAFFIC CONTROL

NOTE: Traffic will be a major problem during an incident. Parents will be trying to get to the schools in large numbers. Emergency vehicles will need unrestricted access. Some vehicles will likely be abandoned in the road and require towing.

- First concern should be safety of the traffic from any harm from the incident, i.e., gun fire, bomb blast, etc.
- Initially traffic will be blocked and detour routes established around the school.
- Officers will be placed at intersections along the detour area to prevent access and allow emergency vehicles access to school.
- Where possible the left lane will be used by emergency traffic to proceed with caution to reach the campus.
- As the campus situation becomes contained and under control - traffic will be allowed to resume adjacent to the school but access to the campus limited by law enforcement.
- Traffic must continue to move adjacent to the campus and closely monitored by law enforcement.
- Fire department personnel can be used to direct traffic around detour routes and prevent access to primary danger areas through minor roads that intersect with blocked highways.

"EXAMPLE OF WHEN AN" INCIDENT OCCURS

An incident has occurred on the school campus that has resulted in injury or hostage situation and response is required for all area Emergency Responders.

PREPARE. PLAN. PRACTICE. | YOUR SAFETY IS OUR PRIORITY. | EVERY SECOND COUNTS.

SAFETY FIRST | RESPECT ALL | ACHIEVE EXCELLENCE | BUILD COMMUNITY

Every Student. Every Need.

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT
NOTIFICATION:

SAFETY REMINDER

Your actions protect our students and our community.

SEE SOMETHING. SAY SOMETHING. REPORT IT.

911

SCHOOL ADMINISTRATION SHOULD:

- PLACE EMERGENCY 911 CALL:
  (call should go to Law Enforcement Agency that has jurisdiction.)

DISPATCH CENTER

LAW ENFORCEMENT DISPATCH CENTER SHOULD:

1. DISPATCH AVAILABLE UNITS TO THE INCIDENT.
2. CONTACT ALL RESPONSE AGENCIES AND REQUEST ASSISTANCE. PROVIDE AGENCIES INFORMATION CONCERNING COMMUNICATIONS AND ROUTES OF ENTRY.
3. DISPATCH SHOULD MONITOR ALL TRAFFIC UNTIL COMMAND POST IS ESTABLISHED AND THEN RELINQUISH TO CP.
4. EMERGENCY MANAGEMENT WILL NOTIFY STATE AND VOLUNTEER AGENCIES FOR STAND-BY AND THEN FOR ACTUAL RESPONSE WHEN NEEDED:
   - MEMA 800-222-6362
   - RED CROSS *(Red Cross will contact CISM when they respond)* 228-896-4511
   - SALVATION ARMY 228-868-1188

FIRST ARRIVING UNIT

FIRST ARRIVING UNIT

1. Locate school officials who should meet them outside the building involved and provide all vital information concerning the situation.
2. Establish a Command Post (CP) and notify DISPATCH where it is located.
3. Determine what action is required to contain and control the situation.
4. Assign tasks to officers arriving for response to the campus.
5. Determine if roads should be closed and traffic detoured.
6. Update Senior Officer upon arrival and relinquish Command to OIC.

*ONCE INITIAL RESPONSE IS COMPLETE, UNIFIED COMMAND STRUCTURE WILL BE FORMED BETWEEN SCHOOL OFFICIAL, SENIOR LAW ENFORCEMENT OFFICER, EMERGENCY MANAGEMENT DIRECTOR OR SUPERINENDENT OR DESIGNEE) AND EMS. *

UNIFIED COMMAND

UNIFIED COMMAND

1. Will operate out of the school's EOC or CP and establish and maintain communications with all units on site and the Dispatch Operations.
2. All operations will be performed with the notification and approval of the OIC and unified command.
3. Records of all operations will be maintained at the EOC/CP.
4. Personnel from Emergency Management or another response agency will serve as recorders and maintain maps and radio communication with field operations.

UNIFIED COMMAND AND MEDIA RELEASE

UNIFIED COMMAND AND MEDIA RELEASE

1. Unified Command will prepare a statement for media and determine the media spokesperson for the incident.
2. An initial MEDIA RELEASE will be prepared and communicated to all media sources as soon as possible after arrival.
3. Regular media conferences will be established and information communicated to the public through these conferences.
4. Only desigrated persons will be authorized to release information to the media.
5. RUMOR CONTROL will be handled by the PIO or designated spokesperson. All official information concerning the case occurs will prevent misinformation from becoming a problem.

COMMUNICATION ANNEX

COMMUNICATION ANNEX

- COMMAND POST will operate on a special operating channel via the 700/800 radio system.
- All communication between agencies will be EOC/CP with Ch via this channel.
- LAW ENFORCEMENT AGENCIES: will operate on 700/800 Special Event Channel.
- MEDICAL RESPONSE: Ambulance and EMS mutual aid will operate on local ambulance Radio system to EMS operations.
- SPECIAL OPERATIONS: will communicate on their assigned talk-groups to talk to other team members.

COMMAND AND CONTROL ANNEX

COMMAND AND CONTROL ANNEX

- All responding agencies will remain under the Direct Command of the Senior Officer from their agency.
- Operational control for the incident will be assigned to the Senior Law Enforcement Officer (OIC) of the jurisdiction in which the operation is conducted.
- The Senior Officer from each responding agency will coordinate with the OIC. Coordination of the overall operation will be maintained through the EOC/CP.
- No operations will be initiated or suspended without coordination with the OIC at the EOC/CP.
- School officials/employees will assist as required.

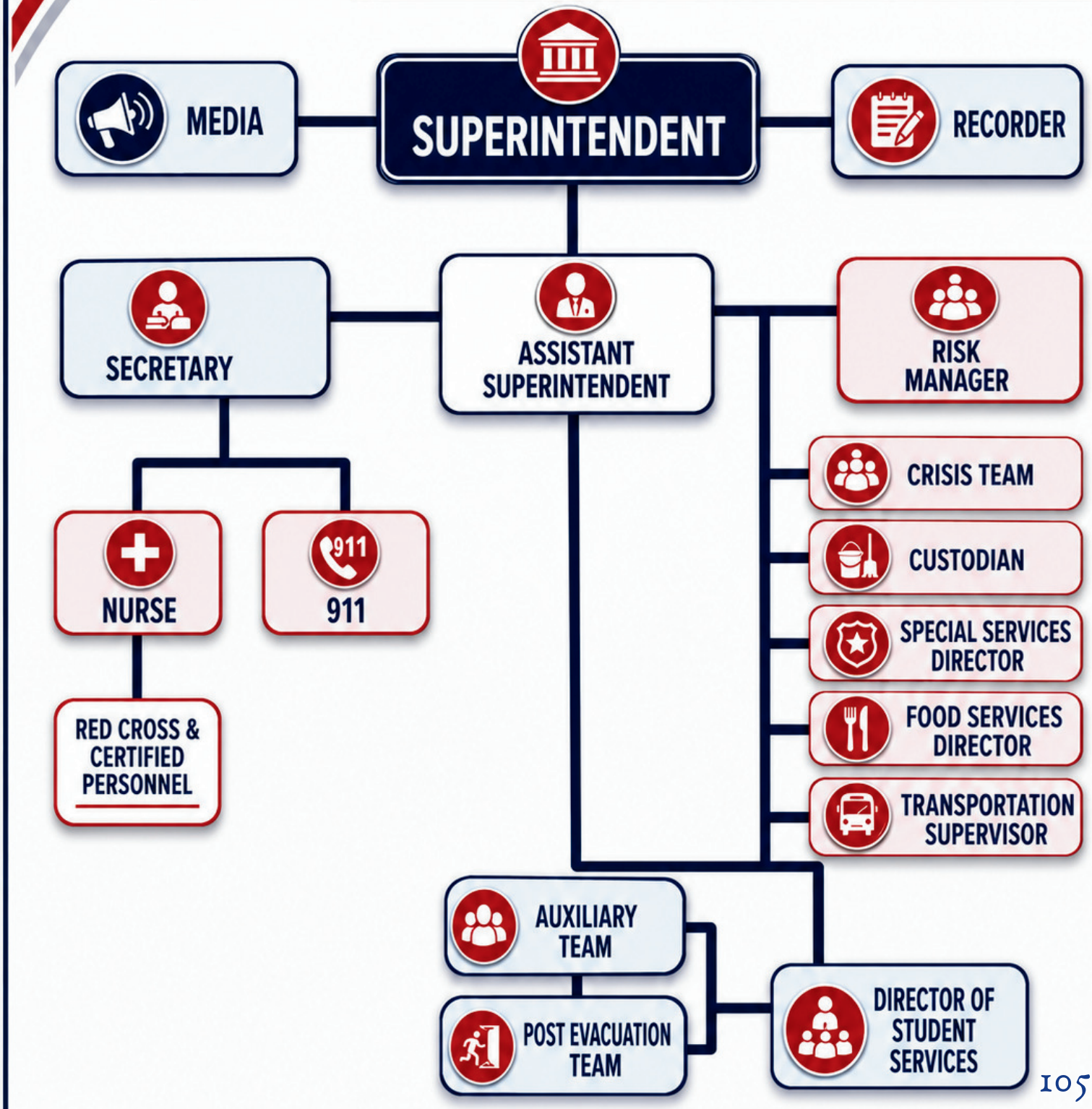
PREPARE. PLAN. PRACTICE. | YOUR SAFETY IS OUR PRIORITY. | EVERY SECOND COUNTS.

SAFETY FIRST | RESPECT ALL | ACHIEVE EXCELLENCE | BUILD COMMUNITY

Every Student. *Every* Need.

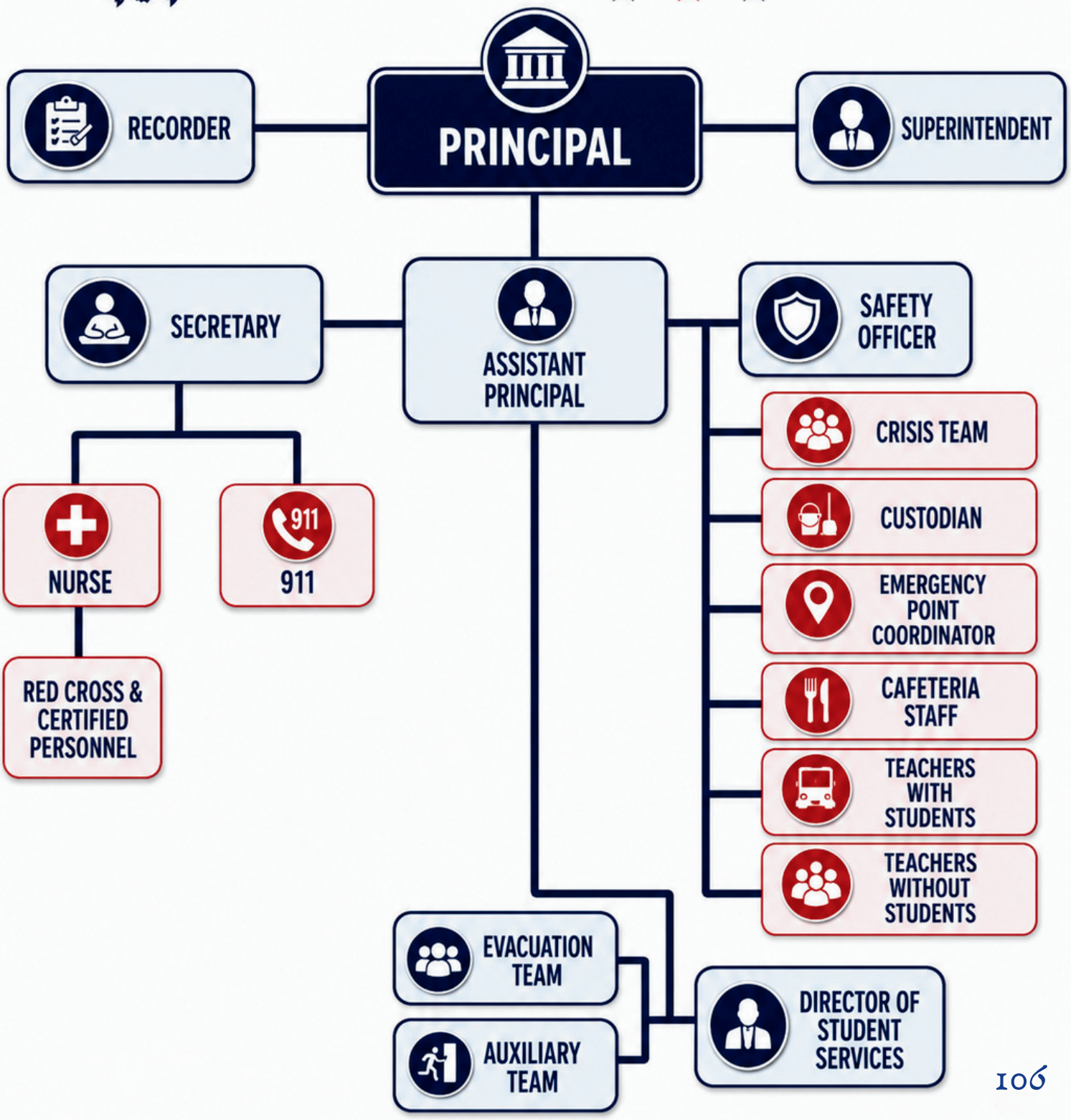
CLARKSDALE MUNICIPAL SCHOOL DISTRICT

Incident Command System District



CLARKSDALE MUNICIPAL SCHOOL DISTRICT

Incident Command System School



CLARKSDALE MUNICIPAL SCHOOL DISTRICT

Every Student. Every Need.

SECTION IV

MAPS AND FACILITY INFORMATION

KNOW OUR LOCATION | UNDERSTAND OUR FACILITIES | PLAN AHEAD | FIND THE WAY | STAY INFORMED

Every Student. Every Need.

SAFETY FIRST | RESPECT ALL | ACHIEVE EXCELLENCE | BUILD COMMUNITY | INSPIRE FUTURES

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

Every Student. Every. Need.

★ SECTION IV ★

MAPS & FACILITIES INFORMATION

Emergency Preparedness, Evacuation Planning & Facility Coordination

- DISTRICT & CAMPUS MAPS
- FACILITY FLOOR PLANS
- OFF-CAMPUS RELOCATION AREAS
- EVACUATION PLANS
- AERIAL CAMPUS PHOTOS
- UTILITY SHUT-OFF LOCATIONS
- STAGING AREAS
- MEDIA SITES

INCLUDED IN THIS SECTION

- Maps
- Off-Campus Relocation Area Evacuation Plans
- Aerial Photos
- Floor Plans
- Utility Shut Offs
- Staging Sites
- Media Sites



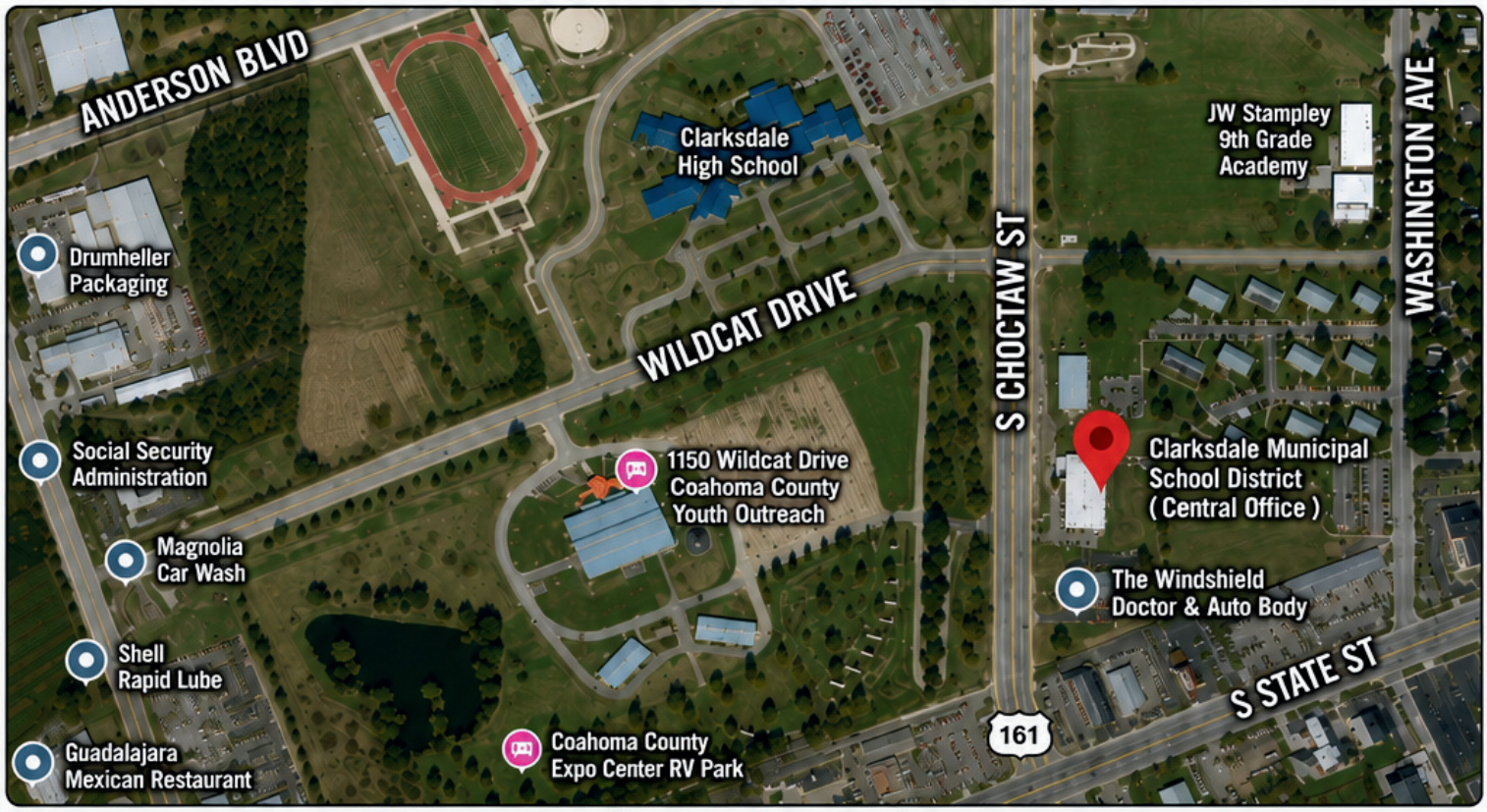
Every Student. Every Need.

SAFETY FIRST | EMERGENCY PREPAREDNESS | CAMPUS SECURITY | CRISIS READINESS | STUDENT PROTECTION


LEGEND
Clarksdale Municipal School District Boundary
Roads
N
SUNFLOWER AVE
DESOTO AVE
WALNUT ST
MISSISSPPI AVE
LITTLE SUNFLOWER RD
US-322
E 2ND ST
E 5TH ST
E LEFLORE AVE
S 4TH ST
S COMMERCE ST
E HINDS AVE
S WEARLIMAS
MS-561
DELTA AVE
MS-6
CLARKSDALE MUNICIPAL SCHOOL DISTRICT
Every Student. Every Need.
CLARKSDALE MUNICIPAL SCHOOL DISTRICT
DISTRICT BOUNDARY MAP
UPDATED: MAY 2025
0
0.25
0.5
0.75
1
Miles

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT
CENTRAL OFFICE

MAP OF LOCATION AND SURROUNDING STREETS



ZOOMED IN VIEW



N
W E
S

NOTE:
This map is intended for emergency planning and informational purposes only. Routes and access points should be verified in the field.

CENTRAL OFFICE ADDRESS:
526 South Choctaw Street
Clarksdale, MS 38614

SURROUNDING STREETS

- S CHOCTAW ST – North / South road providing direct access to the Central Office.
- ANDERSON BLVD – East / West road located west of the Central Office.
- WILDCAT DRIVE – Road providing access to Clarksdale High School.
- STATE STREET – East / West road located south of the Central Office.
- WASHINGTON AVE – North / South road located east of the Central Office.

PREPARE. PLAN. PRACTICE. | YOUR SAFETY IS OUR PRIORITY. | EVERY SECOND COUNTS.

★ ★ ★ *Every Student. Every Need. Every Day.* ★ ★ ★

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT
PRIMARY OFF-SITE EVACUATION SITE

COAHOMA COUNTY EXPO CENTER



EVACUATION ROUTE

In the event an evacuation is required from the Central Office area, all personnel and students will follow designated routes to the Coahoma County Expo Center.

Primary Route:

- Central Office Parking Lot
- Cross South Choctaw Street
- Enter into the parking lot of the Coahoma County Expo Center

COAHOMA COUNTY EXPO CENTER

1150 Wildcat Drive
Clarksdale, Mississippi 38614

DESIGNATED AS PRIMARY OFF-SITE EVACUATION SITE

SITE INFORMATION

- Large parking and open areas available for assembly.
- Indoor facilities available for shelter if necessary.
- Accessible by multiple routes for emergency vehicles and buses.
- Located outside the immediate hazard area.
- Coordination with Coahoma County emergency management.

PREPARE. PLAN. PRACTICE. | YOUR SAFETY IS OUR PRIORITY. | EVERY SECOND COUNTS.

Every Student. Every Need.

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT
OFF-SITE SECONDARY EVACUATION LOCATION

CLARKSDALE HIGH SCHOOL



ROUTE TO CLARKSDALE HIGH SCHOOL

1. Exit CMSD Central Office
2. Turn Right onto S. Choctaw St.
3. Turn left onto Wildcat Dr.
4. Turn right into the parking lot of Clarksdale High School

EVACUATION INFORMATION

- In the event the Primary Off-Site Evacuation Site (COAHOMA COUNTY EXPO CENTER) becomes unavailable or inaccessible, Clarksdale High School will serve as the designated Secondary Evacuation Location.
- All personnel and students will follow designated routes under the direction of school and emergency personnel.
- Coordination with Coahoma County Emergency Management and Law Enforcement will be maintained throughout the evacuation.

CLARKSDALE HIGH SCHOOL

1101 Wildcat Drive
Clarksdale, Mississippi 38614

DESIGNATED AS SECONDARY OFF-SITE EVACUATION LOCATION

CLARKSDALE HIGH SCHOOL INFORMATION

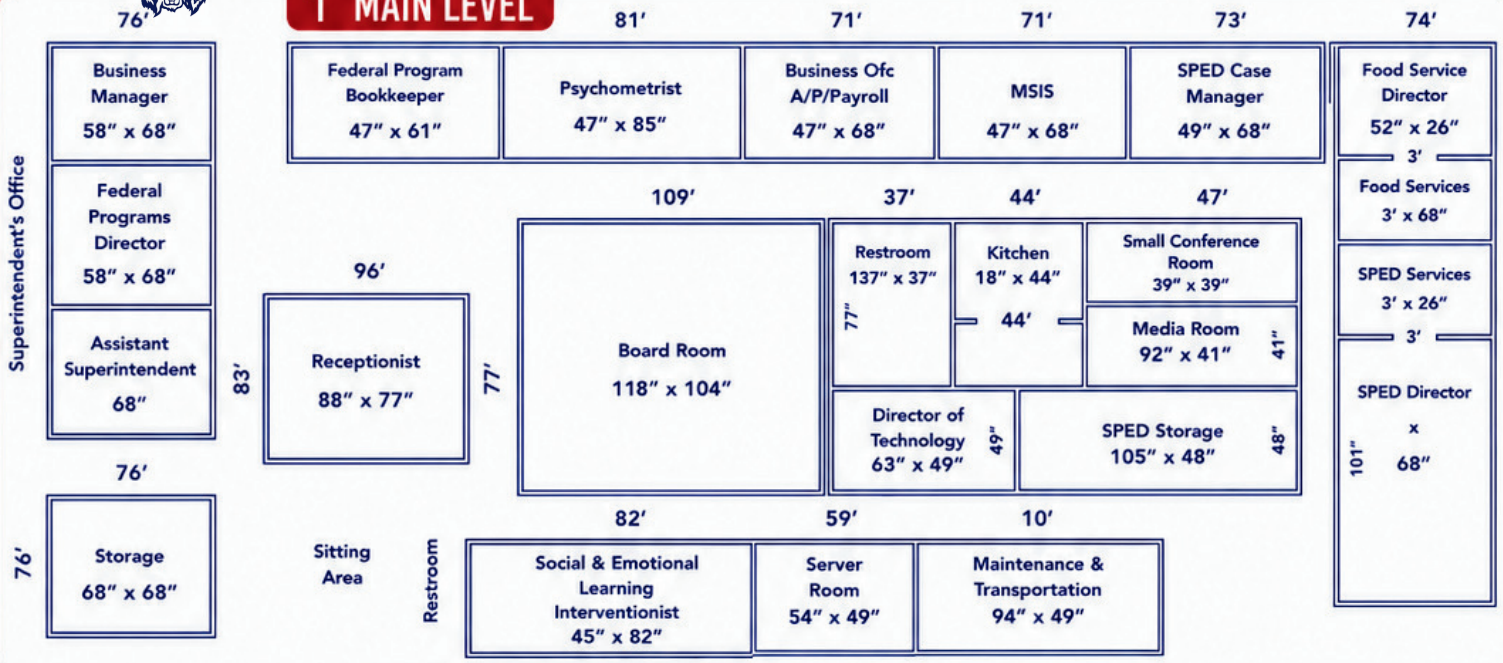
- Large parking and assembly areas available.
- Indoor facilities available for shelter if necessary.
- Accessible by multiple routes for emergency vehicles and buses.
- Staff will coordinate attendance, safety, and communication.

PREPARE. PLAN. PRACTICE. | YOUR SAFETY IS OUR PRIORITY. | EVERY SECOND COUNTS.

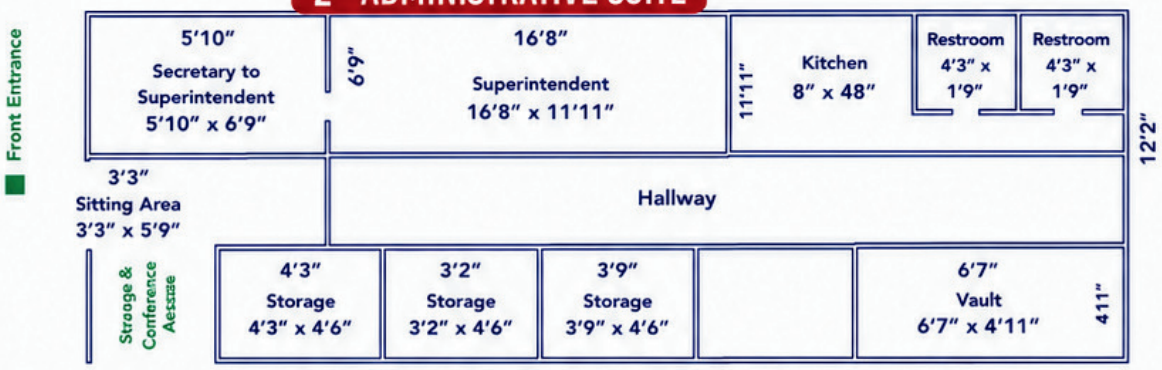
Every Student. Every Need.

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT
CENTRAL OFFICE FLOOR PLAN

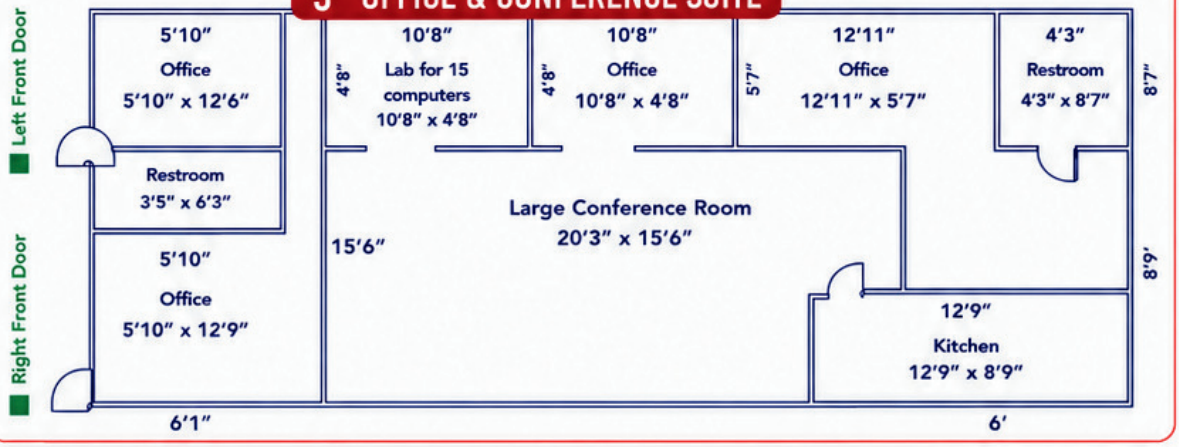
1 MAIN LEVEL



2 ADMINISTRATIVE SUITE



3 OFFICE & CONFERENCE SUITE



LEGEND

- ENTRANCES / EXITS
- WALLS
- DOORS (ENTRY POINTS)

NOTES

- All dimensions are approximate.
- This floor plan is intended for emergency planning and reference purposes only.

PREPARE. | PLAN. | PRACTICE. | PROTECT. | EVERY SECOND COUNTS.

Every Student. Every Need.

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT
MEDIA STAGING SITE

DESIGNATED MEDIA / STAGING AREA



MEDIA / STAGING SITE PURPOSE

The Coahoma County Expo Center is the designated Media Staging Site for CMSD emergency events. All media personnel should report here for check-in, briefings, and further instructions.

SITE FEATURES

- Large parking area for media vehicles
- Space for satellite trucks and equipment
- Easy access to CMSD Central Office area
- Coordination with CMSD Public Information Officer
- Restroom facilities available on site

IMPORTANT NOTES

- Media is not permitted inside CMSD buildings without authorization.
- All inquiries must be directed through the CMSD Public Information Officer.

PREPARE. PLAN. PRACTICE. | YOUR SAFETY IS OUR PRIORITY. | EVERY SECOND COUNTS.

Every Student. Every Need.

BOARD POLICY MANUAL

Clarksdale Municipal School District

POLICY	STATUS	ORIGINAL ADOPTED	LAST REVISED
Revised Date: 10/22/2025 EBBA – School Safety Plan	ADOPTED	08/01/2003	10/22/2025

POLICY EBBA – SCHOOL SAFETY PLAN

★ ★ ★

Please Note: For information related to student conduct, disciplinary action, and the School Safety Act of 2001, please refer to MS CODE 37-11-55.

The superintendent shall be responsible for ensuring that each school in the district maintains a School Safety Plan, which shall be subject to approval by the superintendent and the school board. The Safety Plan is to be reviewed on a regular basis and revised as needed.

REQUIRED COMPONENTS OF THE SCHOOL SAFETY PLAN

A comprehensive, systematic, broad-based continuous process designed to create and maintain a secure and orderly school environment by developing, implementing, and fear. A safe and orderly school climate promotes the success and development of all children and students who serve them. At a minimum, the School Safety Plan should address the following required components:

- CRISIS INTERVENTION TEAM
- SCHOOL SAFETY SELF-ASSESSMENT
- SCHOOL SAFETY DRILL ASSESSMENT
- MENTAL HEALTH & SUICIDE PREVENTION TRAINING

CRISIS INTERVENTION TEAM

An interdisciplinsiry team of professionals whose goals are to respond to emergencies or crisis situations and to provide an array of services, which may include counseling, medical, legal, security or police, etc. The Crisis Intervention Team may also be utilized in a planning capacity in order to establish coordination and linkages prior to the actual occurrence of an event.

SCHOOL SAFETY SELF-ASSESSMENT

A strategic planning and assessment instrument used to evaluate the extent of the school safety plan. In the broadest of terms, the assessment should include a comprehensive review of the entire educational program of a school and/or school district. It may, however, focus on specific areas such as assessment of the gang problem, weapons in schools, drug or alcohol abuse, schoolyard bullying, facilities evaluation, policies and procedures, compliance with statutes, attitudes and a host of emerging trends in the field of school safety.

SCHOOL SAFETY DRILL ASSESSMENT

A process designed to evaluate the effectiveness of a crisis management plan and the readiness of an individual school and/or school district. This assessment may include a review of policies and procedures, safety drills, linkages with the appropriate agencies, the role of Crisis Intervention Team members in the event of a crisis, professional development activities, and training students how to respond during a crisis.

MENTAL HEALTH AND SUICIDE PREVENTION TRAINING

Beginning in the 2019-2020 school year, the school district shall conduct, every two (2) years, refresher training on mental health and suicide prevention for all school employees and personnel, including all cafeteria workers, custodians, teachers, and administrators. This training shall be in connection with the Mississippi Department of Mental Health. The district shall report completion of the training to the State Department of Education.

IMPORTANT DISTRICT COMPLIANCE NOTICE

Each school within the Clarksdale Municipal School District must maintain an individualized School Safety Plan that includes, at a minimum, all required safety components listed in this policy.

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

Every Student. Every Need.

SAFETY FIRST
Protecting People.
Securing Futures.

RELIABLE TRANSPORTATION
Safe Routes.
Every Day.

WELL-MAINTAINED FACILITIES
Built for Learning.
Maintained with Pride.

TEAMWORK
Strong Teams.
Stronger Schools.



FROM THE OFFICE OF

THE DIRECTOR OF MAINTENANCE AND TRANSPORTATION

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

526 West Choctaw Street
Clarksdale, Mississippi 38614
662-627-8500
www.cmsdschools.org

Dear Clarksdale Municipal School District Staff and Community,

As Director of Maintenance and Transportation, I am honored to serve alongside Superintendent Dr. Toya Harrell-Matthews in our continued mission to maintain a safe, efficient, and welcoming learning environment for every student and employee within our district.

The foundation of a safe district begins long before the first bell rings each day. From ensuring that our buses are properly maintained to guarantening that every facility meets rigorous safety and environmental standards, our goal is to protect every member of our school community. Our teams work diligently to inspect, repair, and improve CMSD's facilities and fleet operations to ensure compliance with all state and federal regulations.

The CMSD Crisis Management and Safety Manual reflects our district's proactive commitment to prevention, preparedness, and collaboration. Through coordination with local emergency management agencies, law enforcement, fire departments, and health officials, we maintain a comprehensive system designed to protect lives and property during any event or emergency.

Safety is everyone's responsibility. Each teacher, staff member, bus driver, custodian, and administrator plays a vital role in upholding a culture of awareness and accountability. By following established procedures, completing required safety trainings, and promptly reporting unsafe conditions, we strengthen our district's ability to prevent incidents and respond effectively when needed.

Thank you for your continued support, diligence, and professionalism. Together, we will continue to make the Clarksdale Municipal School District a model of safety, readiness, and excellence for our students and community.

Sincerely,

Clarence Hayes

Clarence L. Hayes, Ph.D.
Director of Maintenance & Transportation
Clarksdale Municipal School District

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

EVERY STUDENT. EVERY NEED.

FINAL NOTE

The Clarksdale Municipal School District remains unwavering in its commitment to ensuring the safety, security, and well-being of every student, staff member, and visitor within our schools. This manual is not just a guide—it is a living document that reflects our dedication to preparedness, responsiveness, and continuous improvement.

We encourage all personnel to review this manual regularly, participate in required trainings and drills, and remain vigilant in identifying and reporting potential threats.

REVIEW. Stay informed. Review this manual regularly so you know your role and responsibilities.

PARTICIPATE. Engage in all required trainings and drills to build confidence and readiness.

REMAIN VIGILANT. Be aware of your surroundings and report anything suspicious or concerning immediately.

WORK TOGETHER. Collaboration, communication, and care for one another strengthen our district's safety culture.

TOGETHER, WE PROTECT. TOGETHER, WE PREPARE.
TOGETHER, WE PREVAIL.

Thank you for your continued partnership in keeping CMSD safe.

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

Every Student. Every Need.

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

Every Student. Every Need.

PREPARED. PROTECTED. TOGETHER.

The CMSD Crisis Management and Safety Manual outlines our district's commitment to a safe, secure, and supportive learning environment. Through preparation, coordination, and collaboration, we are prepared to respond—and stronger together.

OUR COMMITMENT

SAFETY FIRST
Protecting the health, safety, and well-being of every student and staff member.

TEAMWORK
Working together across departments, schools, and community partners to respond effectively.

PREPAREDNESS
Planning, training, and practicing to ensure we are ready for any situation.

TIMELY RESPONSE
Activating the right resources quickly to protect our schools and community.

RECOVERY & SUPPORT
Providing support and resources to help our students, staff, and community heal.

EVERY STUDENT. EVERY NEED.



"TOGETHER, WE CAN PREPARE TODAY FOR A SAFER TOMORROW."

REPORT. RESPOND. SUPPORT.
If you see something, say something. Report safety concerns to school staff immediately.

STAY INFORMED
Visit our website for updates, resources, and emergency information.

FOLLOW US
Stay connected with CMSD through social media for the latest news and alerts.

Every Student. Every Need.

526 South Choctaw Street
Clarksdale, MS 38614

(662) 627-8500

www.cmsdschools.org