Clarksdale Municipal School District

2026-2027 School Occupational Safety & Crisis Management Plan

Board Approved: June 22, 2026

526 South Choctaw Street, Clarksdale, Mississippi 38614

Accessibility edition. This edition presents the manual in a tagged, reflowable text format with semantic headings, source-page navigation, and text alternatives for key forms, maps, and facility visuals. Because the source PDF is predominantly image-based, its text was transcribed using optical character recognition (OCR). For safety-critical or legal interpretation, compare any wording that appears unclear with the approved source manual.

Table of Contents

1. School Board Policy (source page 6)
2. District Mission Statement (source page 7)
3. Section I - Occupational Safety Plan (source page 8)
4. Occupational Safety & Crisis Response Plan Committee (source page 9)
5. Responsibilities of School Personnel (source page 10)
6. School Facility Safety Assessment Instruments (source page 11)
7. Form I-A - Accountability Standard 30 (source page 12)
8. Form I-A-2 - Accreditation Standard 31 (source page 13)
9. Accident Investigation (source page 14)
10. Form I-B - Supervisors' Accident Investigation Report (source page 15)
11. Form I-C - Employee Accident Report (source page 18)
12. Form I-D - Student Accident Report (source page 18)
13. Bloodborne Pathogens Policy (source page 20)
14. Form I-E - Hepatitis B Declination Form (source page 27)
15. Hazard Communication / Right to Know Policy (source page 28)
16. Form I-F - Safety Data Sheet Inventory Form (source page 35)
17. Fire Response, Fire Safety, and Fire Protection (source page 36)
18. Form I-G - Fire Extinguisher Inventory Form (source page 38)
19. Severe Weather Plan (source page 39)
20. General Safety Rules (source page 41)
21. Motor Vehicles and Mobile Equipment (source page 42)
22. Form I-H - Bus Inspection Form (source page 49)
23. Form I-I - Vehicle Inspection Form (source page 51)
24. Reporting Unsafe Conditions and Unsafe Work Practices (source page 52)
25. Form I-J - Unsafe Work Practice Form (source page 53)
26. Emergency Drills (source page 55)
27. Form I-K - Emergency Drill and Training Documentation Form (source page 57)
28. Field Trips (source page 58)
29. Section II - School Crisis Response Plan (source page 59)
30. Crisis Management Plan (source page 60)

31. Staff Phone Numbers (source page 61)
32. Community Emergency Numbers (source page 62)
33. Responsibilities of School Personnel (source page 63)
34. General Crisis Procedures (source page 64)
35. Communication Chain of Command (source page 64)
36. Crime Scene Management (source page 65)
37. Abduction / Student Runaway (source page 66)
38. Bomb Threat (source page 70)
39. Section III - School / Community Response Plan (source page 97)
40. Statement of Purpose (source page 98)
41. Incident Command (source page 98)
42. Section IV - Maps and Facility Information (source page 107)
43. Map of District and Surrounding Area (source page 109)
44. Central Office Floor Plan (source page 113)
45. Board Policy EBBA (source page 115)
46. Final Note (source page 117)

Source Page 1

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT
526 SOUTH CHOCTAW STREET
CLARKSDALE, MS 38614
279 4 56-2027

SCHOOL OCCUPATIONAL SAFETY

CRISIS MANAGEMENT PLAN
Board Approved: June 22, 2026 & (662) 627-8500 (50
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Visit Our Website www.cmsdschools.org
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Source Page 2

CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

Every Student. Every oe sh Dr. Toya Harrell-Matthews, Superintendent 526 South Choctaw Street P.O. Box 1088 Clarksdale, MS 38614 we Phone: (662) 627-8500 ‘ax: (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 ip 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.

censure 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 Principal 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, 4 ‘Toya Harrell-Matthews, Ph.D.

I] Superintendent (662) 624-9405 _ (662) 627-8500 | www.cmsdschools.ong

Source Page 3

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CLARKSDALE

MUNICIPAL SCHOOL DISTRICT

oe 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

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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:

ox | © 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 vironment 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.

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Source Page 4

The source page is the printed table of contents. Its entries are represented in the accessible Table of Contents near the beginning of this edition.

Source Page 5

The source page is the printed table of contents. Its entries are represented in the accessible Table of Contents near the beginning of this edition.

School Board Policy

SCHOOL BOARD POLICY

CIPAL gs, — ooo— ‘Bo (2)

3 CLARKSDALE MUNICIPAL SCHOOL DISTRICT 3 526 West Choctaw Street Clarksdale, Mississippi 38614 io)

Description Code:

Updated Approved/Review

EBBA

October 22, 2025 Evory Student Fey Need, Yard School Safety Plan

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 fa ies such as classrooms, assembly areas, cafeterias, and gymnasiums; on the school grounds; and while participating in or attending activities sponsored by the school, including acader 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.

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.

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).

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District Mission Statement

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CLARKSDALE

MUNICIPAL SCHOOL DISTRICT

oe Dr. Toya Harrell-Matthews, Superintendent Eve Student. fey Need,

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526 South Choctaw Street * P.O. Box 1088 ¢ Clarksdale, MS 38614 Ny)

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

MISSION

The Clarksdale Municipal School District

VISION

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

DISTRICT GOALS :

ite, Every CMSD student will graduate ready for college and careers.

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

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

CMSD will provide students with a comprehensive educational experience.

- 62) 627-8500

emsdschools.org

- 62) 624-9405

Section I - Occupational Safety Plan

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CLARKSDALE

MUNICIPAL SCHOOL DISTRICT

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OCCUPATIONAL

SAFETY PLAN

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Occupational Safety & Crisis Response Plan Committee

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MUNICIPML SCLIOCOLS 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 ili BOARD OF TRUSTEES 7 #2 ie 2

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ey ww Dr. Manika Kemp Bobbie Butler Sarah Trimm Clara Sims tin Christopher Turner Es Dr. Toya Harrell- aay, Superintendent sp

Responsibilities of School Personnel

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Description Code:

CLARKSDALE

EBBA

Ef School Safety Plan 3

MUNICIPAL SCHOOL DISTRICT

Rescinds Policy:

Originally Adopted:

oo “Every Stunt. Erory ‘August 1, 2003 Pre 526 South Choctaw Street + Clarksdale, Mississippi 38614

Updated Approved/Review:

October 22, 2025

RESPONSIBILITIES OF SCHOOL PERSONNEL UNDER THE SCHOOL SAFETY PLAN

SUPERINTENDENT (Ms Code 37-9-14)

‘The superintendent will:

nt a distrct-wide safety and preparedness tee.

ala ‘Appoint, evaluate, and supervise employees who have been responsibly and authority to develop, oversee, and implement a districtwide safety program.

INSPECTIONS

Demonstrate a commitment to safety by endorsing the district safety and emergency Inspections are the key to the success management plan and enlisting school board approval Provide resources for purchasing personal protective equipment and training of any safety program. To be ‘employees to use safe behaviors ‘effective, they must be a continuing Review accident reports process and show a genuine Review inspection reports concern for the welfare of employees Delegate the responsibilty and authority for the program to each schoo!

and students.

Principal and the appointed safety manager.

DISTRICT SAFETY MANAGER

‘The district safety manager (ouperintendent’s designee) advises the superintendent, staf

TECHNIQUES

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 Inspection techniques will vary, General responsibilities of the district safety manager (superintendent's designee) are as follows:

depending on the item to be Establish a structured process for administering a dstret-wide safety plan.
inspected and the objective ‘Advise the superintendent. supervisors. principals, and school principals.
you are trying to achieve.
Assist principals in establishing a school safety committee.
+. Review incident investigation reports for content. Assis the investigation process.
ae it

If necessary, in complicated cases:

* Assit in developing an appropriate corrective action plan indicated by the incident investigation
‘Attend incident investigations as requized.

INSPECTION PROCEDURES

Monitor district safety’ and records. Provide timely reports to the superintendent mt and the Incident reports committee.
Depending on the nature and the

FS

Establish routine, periodic inspections to monitor the district's and each school's safety ‘complexity of the inspection, program effectiveness. Ensure that school employees receive the necessary training to conduct their job safely inspection procedures should Conduct site safety assessment.
be developed.

OCCUPATIONAL SAFETY & CRISIS RESPONSE PLAN COMMITTEE

‘The occupational safety and criss response commie include epesetatives fom healthcare providecs (bath and physical), law enfe agencies,

SAFETY INSPECTIONS

hom prof service agencies such asthe American Red Gross and the Salvation Army, parents, Alll inspections should be conducted students, teachers, and ather school personnel.

‘The general functions of the district committee are to:

ofa on a periodic basis. Inspections Formulate policy guidelines and recommend approval by the school board.
should be documented and follow- Review unsafe conditions and practices as reported by school or department safety teams.
up actions should be completed Make site visits to schools.
ina timely manner.
Review corrective action plans and make recommendations as appropriate.
Review schooV/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,

REMEMBER ALWAYS

fess)
SITE ADMINISTRATOR (PRINCIPAL, DIRECTOR, SUPERVISOR, AND/OR MANAGER)

DOCUMENT,

‘While the district is accountable for the success ofthe 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

DOCUMENT,

afls knowledgeable about the employees’ attitudes, work hablts, and equipment use. The site administrator, as the primary member at the school level, will serve the school in an advisory capacity and monitor

DOCUMENT!

the application and use safely plan.

‘The site administrator wil:

If it isn’t written down, ' Actas the focltator or the school safety committe, ‘Complete aceldent reports, workers compensaton

- Track elon,

reports, und aeekdat nwegtioneoport it didn’t happen.

+ Make recommendations to the distit safety committe.

Conduct ste safety eaeaumont

Make:

awards Basure fl participation of tho school la Develop sfery abjecives, dls and wailing,

RECORD KEEPING

Schedule taining Maininin effective liaison with local emergency Schedule oxy and la ‘Accurate record keeping is essential for effective Enso that al fllsime and ps «ime omployees, safety management, compliance, and accountability Including substitute tachers,rocelve a safety orientation

‘The following records must be maintained:

rior to assuming the duties of the Job.

SCHOOL SAFETY COMMITTEE

Incident / Accident Reports ‘The school safety committee, facilitate by the site administrator, assists in developing the school safety Inspection Reports program and monitors employees. Representatives on the school safety committee include personnel Safety Training Records from Instruction, food servic, custodial. and suppor services.

Drill / Emergency Exercise Logs

‘The general fuictions of the echool safety committee include:

Corrective Action Logs:

Ena at the echo ication t nl the ome ned inthe detailed plan nur at sand proce pce Develo hal any pe.

(Greer henge reve ey inleratan tcnc pays.

Equipment Maintenance Records inspect rect scl dings aod eg promis icing il oct nga, acest ground, sd shod uldags odeeelae sty ones (Coded sly retaton papa for PPE Issue Records eral sod urd una endian ew eplyoe.

Safety Committee Meeting Minutes vl tea nd ese ond he sf ouy th acide nenintin epo.

‘Theale alate aed provide meclal Other Safety Related Documents ‘he psc or lcs sua an the sede eutbereaton fr have been propery ‘he wees cop ca for wove rey ed pire, as Required by Law ‘Cnt 8 provide common ‘compat ad flo wih he pauanal omplyees.

lyin ad foment the date Develop procs for uacng eatery werk ore ttfaty comin, sata prone sad All records should be retained in accordance {larup on magenlos to koprone mergenry procedure.

with state law and district policy.

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School Facility Safety Assessment Instruments

FORMS

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-A STANDARD 30

-A- 2 STANDARD 31

SCHOOL FACILITY

SAFETY ASSESSMENT INSTRUMENTS

®™©8g e006 Every

Form I-A - Accountability Standard 30



CLARKSDALE MUNICIPAL SCHOOL DISTRICT

Every Student. Every Need.

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: _____

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

Every Student. Every Need.

I2

School Facility Safety Assessment Instrument. The form contains exterior and interior facility review questions with Yes/No response boxes and sections for parking, utilities, maps, sidewalks, fire prevention, playgrounds, gymnasium/auditorium, laboratories, chemicals/storage, shops/vocational areas, and the electrical system.

Readable text transcript from this source page:

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20, 0,

SCHOOL FACILITY SAFETY

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ASSESSMENT INSTRUMENT

Ba / io)

% & & ATTACHMENT I-A | ACCOUNTABILITY STANDARD 30 * * sei

‘SCHOOL DISTRICT:

Clarke:

‘Municipal School Distr

‘SCHOOL SUPERINTENDENT:

Or. Tos atthews

‘SCHOOL NAME AND ADDRESS:

co] wy

PRINCIPAL(S):

DATE OF ASSESSMENT:

FACILITY ASSESSMENT

EXTERIOR REVIEW

INTERIOR REVIEW

NO

Yes

NO

1. PARKING

| ves

1. CORRIDORS

nA Has the school designated and oppeoprlstely labeled parking Ie cloorogrver provided?

for handicap individuals?

8.

Docs the aaa have emergency ing?

‘Are valtorperking spaces morbad and in ove proximity tothe office?

Do lighted areas ra oily each ogress point?

le there eppropriate moana of access tothe building?

‘Are fe extingishars provided no farther than 75 fet from any ares?

‘Ace the grounds and parking areas propery maintained?

CLASSROOMS

umiuities ‘Can elesroom doors be eacurad from the inside?

‘Ace main tiles shutoff properly identified by be rooms have evacunton maps ported?
fignago outside?
Does each classroom have tive moans of ages?
Ho cc0ss to machanica/storage areas boon secured?
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DIETARY / DINING AREA

SIDEWALKS / STEPS

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‘Aro evacuation maps ported in dining roam?
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0 portable fre rvithars weil dining room?
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PLAYGROUND AREA

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AUDITORIUM

(PUBLIC ASSEMBLY AREA)

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REMARKS / OBSERVATIONS:

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Form I-A-2 - Accreditation Standard 31

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FORM I-A-2

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CLARKSDALE

ACCREDITATION

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MUNICIPAL SCHOOL DISTRICT

STANDARD 31

School Safety Di ion oe Monitoring Instrument y Need, Eo. ae nt 1420 Clarksdale Municipal School District Sg

District Code:

| District Name:

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 hia 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.

ACCIDENT INVESTIGATION

‘The first step in preventing a recurrence of an accident is to investigate and analyze one that has happened and take positive action to remove its causes. The injured employee's immediate supervisor should investigate each accident.

‘These findings should constitute a portion of the complete accident report. The investigator should:

* Determine the act or condition that triggered the accident.

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

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

Accident reports are required for any accident occurring on schoo! 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

aE Be Name, age, sex of the injured person.

File in the 'Occupation at the time of the accident — What he or she was actually doing.

Workers' Compensation Nature and exact description of the injury.

Office Date and time of the accident.

ee 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

STUDENT

Unsafe acts or conditions that contributed to the accident.

eaten.

ACCIDENT REPORTS

Corrective action proposed in order to prevent the re-occurrence of a similar accident.

File in the Remarks, comments, or sketches.

Assistant Superintendent's Date the report was completed.

Office Signature of supervisor.

Signature of safety coordinator.

eee 26 South ctaw St ksdale, Mississippi g (662) 627-8500 & Fax: (662) 624-9405 13

Accident Investigation

FORM

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I-B

SUPERVISORS’

ACCIDENT

INVESTIGATION REPORT

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INVESTIGATE

ANALYZE

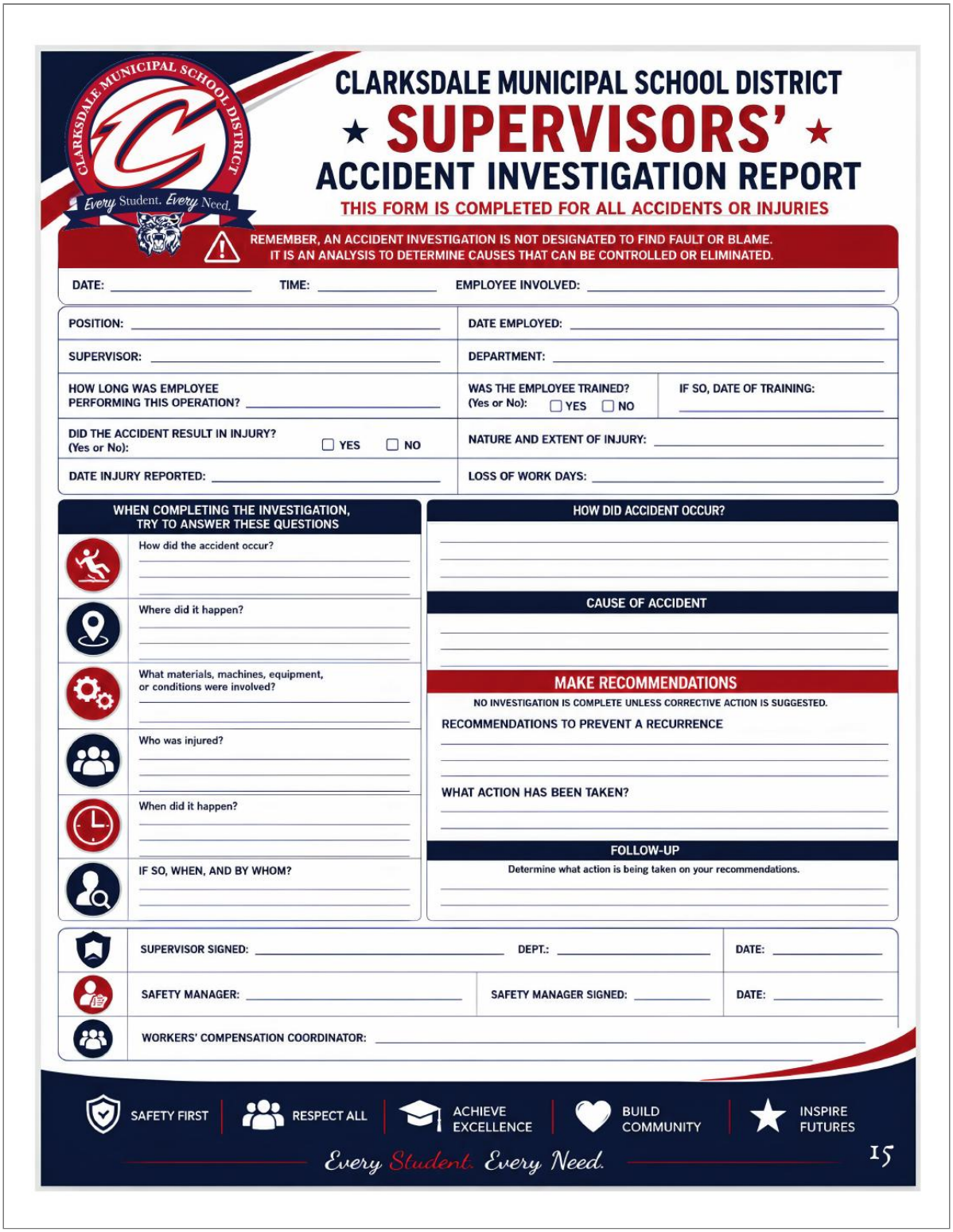
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Form I-B - Supervisors' Accident Investigation Report



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: _____

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

Every Student. Every Need.

15

Supervisors' Accident Investigation Report form. The visual form includes fields for accident date/time, employee information, training status, injury information, circumstances, cause, recommendations, follow-up, signatures, and dates.

Readable text transcript from this source page:

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ACCIDENT INVESTIGATION REPORT

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THIS FORM IS COMPLETED FOR ALL ACCIDENTS OR INJURIES

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REMEMBER, AN ACCIDENT INVESTIGATION IS NOT DESIGNATED TO FIND FAULT OR BLAME.

fi ITIS AN ANALYSIS TO DETERMINE CAUSES THAT CAN BE CONTROLLED OR ELIMINATED.

DATE:

TIME:

EMPLOYEE INVOLVED:

POSITION:

DATE EMPLOYED:

‘SUPERVISOR:

DEPARTMENT:

HOW LONG WAS EMPLOYEE

WAS THE EMPLOYEE TRAINED?

IF SO, DATE OF TRAINING:

PERFORMING THIS OPERATION?

(Wes or No):

Qyes (no

DID THE ACCIDENT RESULT IN INJURY?

NATURE AND EXTENT OF INJURY:

(Wes or No):

Oves Ono

DATE INJURY REPORTED:

LOSS OF WORK DAYS:

How did the accident occur?

Where did it happen?

What materials, machines, equipment, or conditions were involved?

NO INVESTIGATION IS COMPLETE UNLESS CORRECTIVE ACTION IS SUGGESTED.

RECOMMENDATIONS TO PREVENT A RECURRENCE Who was injured?

WHAT ACTION HAS BEEN TAKEN?

When did it happen?

IF SO, WHEN, AND BY WHOM?

Determine what action is being taken on your recommendations.

‘SUPERVISOR SIGNED:

DEPT:

DATE:

‘SAFETY MANAGER:

SAFETY MANAGER SIGNED:

DATE:

WORKERS’ COMPENSATION COORDINATOR:

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Source Page 16

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**** FORM I-B ****

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ACCIDENT INVESTIGATION REPORT

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(continued)

CAUSES

DEFINITION OF CAUSE

‘SUGGESTED CORRECTIVE MEASURES

ENVIRONMENTAL

Hazardous process; management failed to Job analysis Unsafe procedure make adequate plans for safety.

Formulation of safe procedure Machines or equipment that have become Equipment Inspection

Defective rough, slippery, sharp-edged, worn, cracked, broken, or otherwise defective through Proper maintenance.

Through Use use or abuse.

Inspection.

Improperly Machines or equipment that are unguarded Checking plans blueprints, purchase orders, Guarded contracts, and materials for safety.

or inadequately guarded.

Equipment Include guards in original design, order, and contract.

Provide guards for existing hazards.

Equipment Failure to provide for safety in the design, Source of supply must be reliable.

construction, and installation of building, Checking plans, blueprints, purchase orders, Defective machinery, and equipment, too large, contracts, and materials for safety.

Through Design too small, not strong enough.

Correction of defects.

Provide safe dress or apparel or personal protective Management's failure to provide or specify equipment if management could reasonably be Unsafe Dress the use of goggles, respirators, safety shoes, or Apparel hard hats, and other articles of safe dress expected to provide it.

Specify the use or non-use of certain dress or apparel ‘or apparel.

or protective equipment on certain jobs.

Unsafe No suitable layout or equipment that are Provide suitable layout and equipment necessary
Housekeeping necessary for good housekeeping-shelves, Facilities boxes, bins, aisle markers, etc.
for good housekeeping.
Improper Ventilation Poorly ventilated or not ventilated at all.
Improve the ventilation.
Improper Poorly illuminated or no illumination at all, Improve the illumination, Illumination

BEHAVIORISTIC

Unaware of safe practice, unpracticed, Lack of Knowledge Job training.
or Skill unskilled, not properly instructed or trained.
‘Worker was properly trained and instructed, Supervision.
Improper but s/he failed to follow instruction because Attitude s/he was willful, reckless, absentminded, Discipline.
10. 6 Personnel work, excitable, or angry.
nN Health Pre-placement physical examinations Worker has poor eyesight, defective hearing, Periodic physical examinations.
Impairments.
heart trouble, hernia, etc.
Appropriate job assignment of employees.
Identification of workers with temporary (Physical)
health impairments.
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Source Page 17

FORM

Every Student.

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EMPLOYEE

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STUDENT

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REPORT

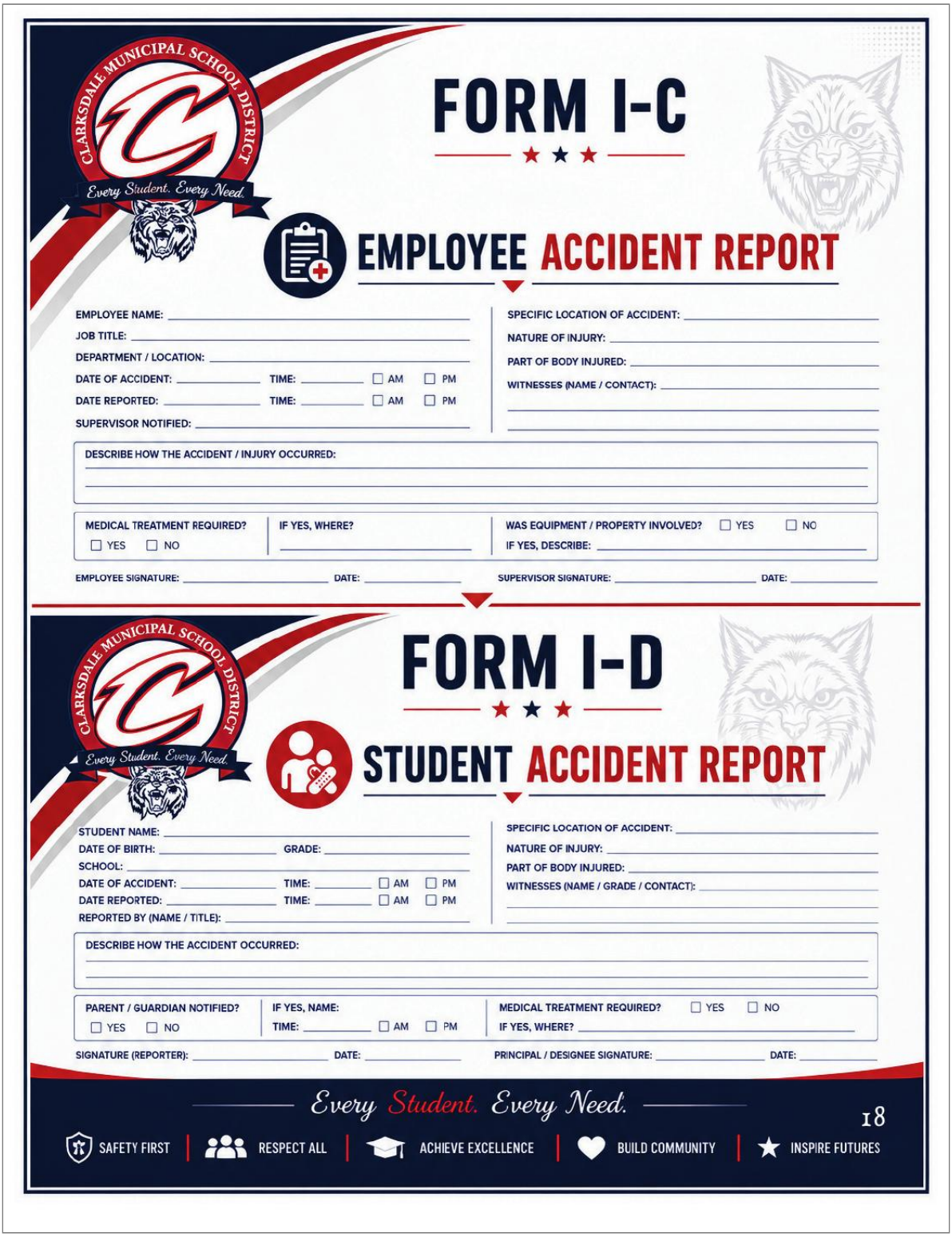
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Source page 18

Form I-C - Employee Accident Report / Form I-D - Student Accident Report



Employee Accident Report and Student Accident Report forms. The page includes labeled fields for identifying information, date/time, location, injury details, witnesses, accident description, treatment, notification, and signatures.

Readable text transcript from this source page:

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- EMPLOYEE ACCIDENT REPORT

EMPLOYEE NAME:

‘SPECIFIC LOCATION OF ACCIDENT:

JOB TITLE:

NATURE OF INJURY:

DEPARTMENT / LOCATION:

PART OF BODY INJURED:

DATE OF ACCIDENT:

TIME:

Oam Om

WITNESSES (NAME / CONTACT):

DATE REPORTED:

TIME:

Gam 0 pm

SUPERVISOR NOTIFIED:

DESCRIBE HOW THE ACCIDENT / INJURY OCCURRED:

MEDICAL TREATMENT REQUIRED?

WAS EQUIPMENT / PROPERTY INVOLVED?

IF YES, WHERE?

O ves Ono O ves O No

IF YES, DESCRIBE:

EMPLOYEE SIGNATURE:

DATE:

‘SUPERVISOR SIGNATURE:

DATE:

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FORM I-D

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STUDENT ACCIDENT REPORT

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‘STUDENT NAME:

‘SPECIFIC LOCATION OF ACCIDENT:

DATE OF BIRT!

GRADE:

NATURE OF INJURY:

SCHOOL:

PART OF BODY INJURED:

TIME:

DATE OF ACCIDENT:

Oam Om

WITNESSES (NAME / GRADE / CONTACT:

DATE REPORTED:

TIME: OamM Or

REPORTED BY (NAME / TITLE):

Bes ws

DESCRIBE HOW THE ACCIDENT OCCURRED:

PARENT / GUARDIAN NOTIFIED?

| IF YES, NAME:

MEDICAL TREATMENT REQUIRED?

O ves Ono D yes O No

TIME:

OamM

IF YES, WHERE?

SIGNATURE (REPORTER):

DATE:

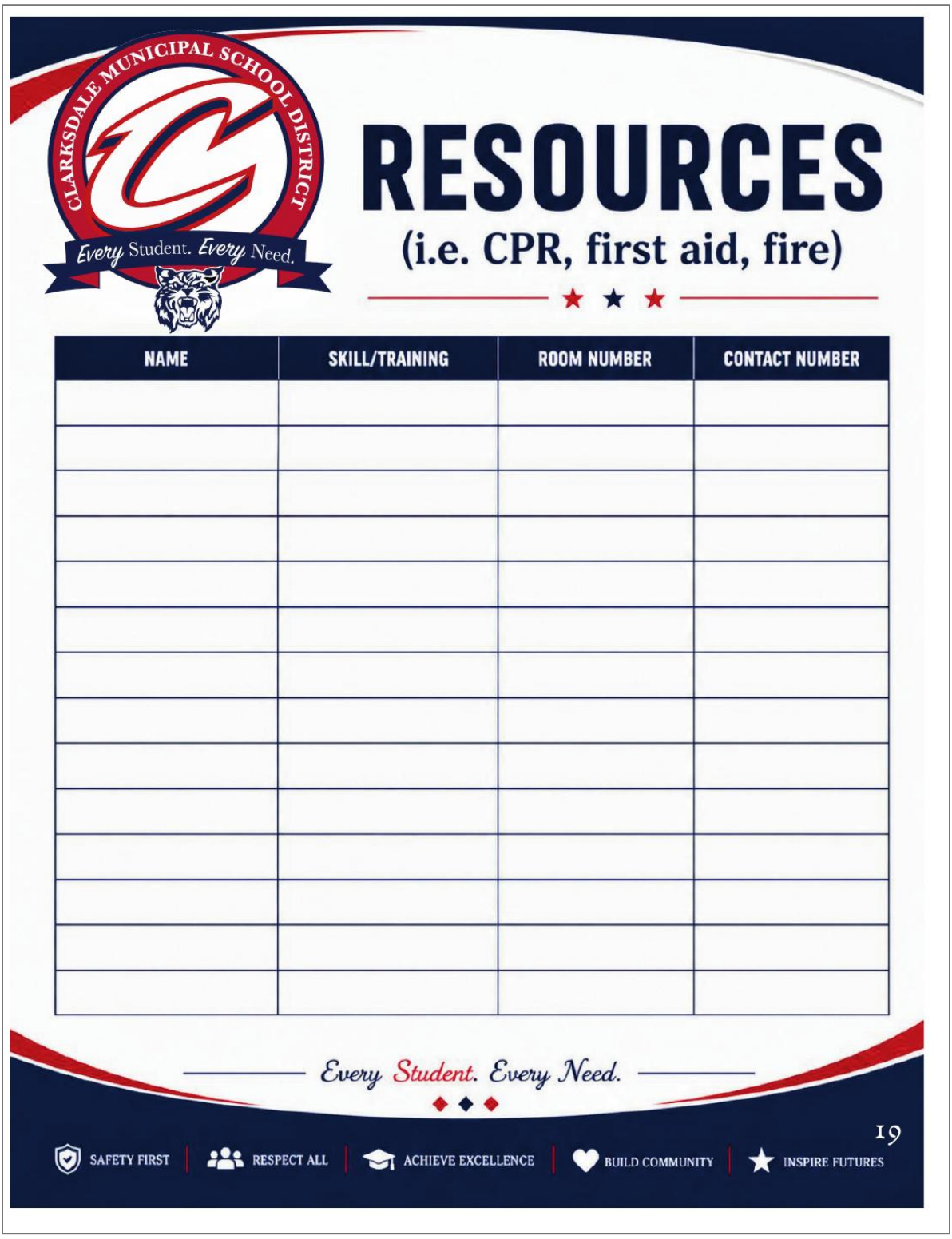
PRINCIPAL / DESIGNEE SIGNATURE:

DATE:

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Source Page 19



Resources roster form for staff with CPR, first aid, fire, or related training. Columns are Name, Skill/Training, Room Number, and Contact Number.

Readable text transcript from this source page:

SICIPAL 56,

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RESOURCES

Loy Student. bey Need, (i.e. CPR, first aid, fire)

EXSY

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NAME

SKILL/TRAINING

| ROOM NUMBER

| CONTACT NUMBER

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Bloodborne Pathogens Policy

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CLARKSDALE

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MUNICIPAL SCHOOL DISTRICT

Description Code:

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EBBA

BLOODBORNE PATHOGENS

School Safety Plan Evory Stu

EXPOSURE CONTROL PLAN

Rescinds Policy:

nt. ey Need, In Accordance with OSHA Standard 29 CFR 1910.1030 Wye

Originally Adopted:

August 1, 2003

PURPOSE

Updated Approval/Review:

To ‘eliminate or minimize occupational exposure to blood and other October 22, 2025 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:

+ School Nurse Student illness & accidents + €irst 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:

LASSIFICATIONS WITH POTENTIAL EXPOSURE

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+ Teachers & Staff irst aid First aid + Secretaries + Maintenance Personnel Sewerage compounds/ system repairs + Bus Drivers First aid « Custodial Personnel Needles, spills, injury cleanup
IMPLEMENTATION SCHEDULE AND METHODOLOGY

- SHA 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.

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Source Page 21

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Description Code:

—— MUNICIPAL SCHOOL DISTRICT ——

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BLOODBORNE PATHOGENS

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EXPOSURE CONTROL PLAN

In Accordance with OSHA Standard 29 CFR 1910.1030

Originally Adopted:

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August 1, 2003

Updated Approval/Review:

October 22, 2025

3. COMPLIANCE METHODS

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- 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

- Blood spill kits

(puncture resistant, biohazard labeled, leak proof)

- Nurse's office
- Hand washing facilities

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

Hand-washing facilities are 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.

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Source Page 22

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CLARKSDALE

Description Code:

— MUNICIPAL SCHOOL DISTRICT ——

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EXPOSURE CONTROL PLAN

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Originally Adopted:

In Accordance with OSHA Standard 29 CFR 1910.1030 August 1, 2003

Updated Approval/Review:

October 22, 2025 Se lee

5. PERSONAL PROTE

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(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.

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Source Page 23

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Description Code:

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MUNICIPAL SCHOOL DISTRICT ——

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School Safety Plan

BLOODBORNE PATHOGENS

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EXPOSURE CONTROL PLAN

Originally Adopted:

August 1, 2003

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In Accordance with OSHA Standard 29 CFR 1910.1030

Updated Approval/Review:

October 22, 2025

• 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.

elem

• 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.
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Source Page 24

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Description Code:
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— MUNICIPAL SCHOOL DISTRICT —
School Safety Plan
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BLOODBORNE PATHOGENS

EXPOSURE CONTROL PLAN
Originally Adopted:
Every St lent. fey Need, August 1, 2003 In Accordance with OSHA Standard 29 CFR 1910.1030
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-E
SURE 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.
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Source Page 25

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— MUNICIPAL SCHOOL DISTRICT —

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School Safety Plan is}

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EXPOSURE CONTROL PLAN

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Originally Adopted:

In Accordance with OSHA Standard 29 CFR 1910.1030 August 1, 2003

Updated Approval/Review:

October 22, 2025 le cil

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.

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

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Source Page 26

FORM

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HEPATITIS B

VACCINE

DECLINATION FORM

YOUR CHOICE. YOUR RIGHTS. YOUR HEALTH.

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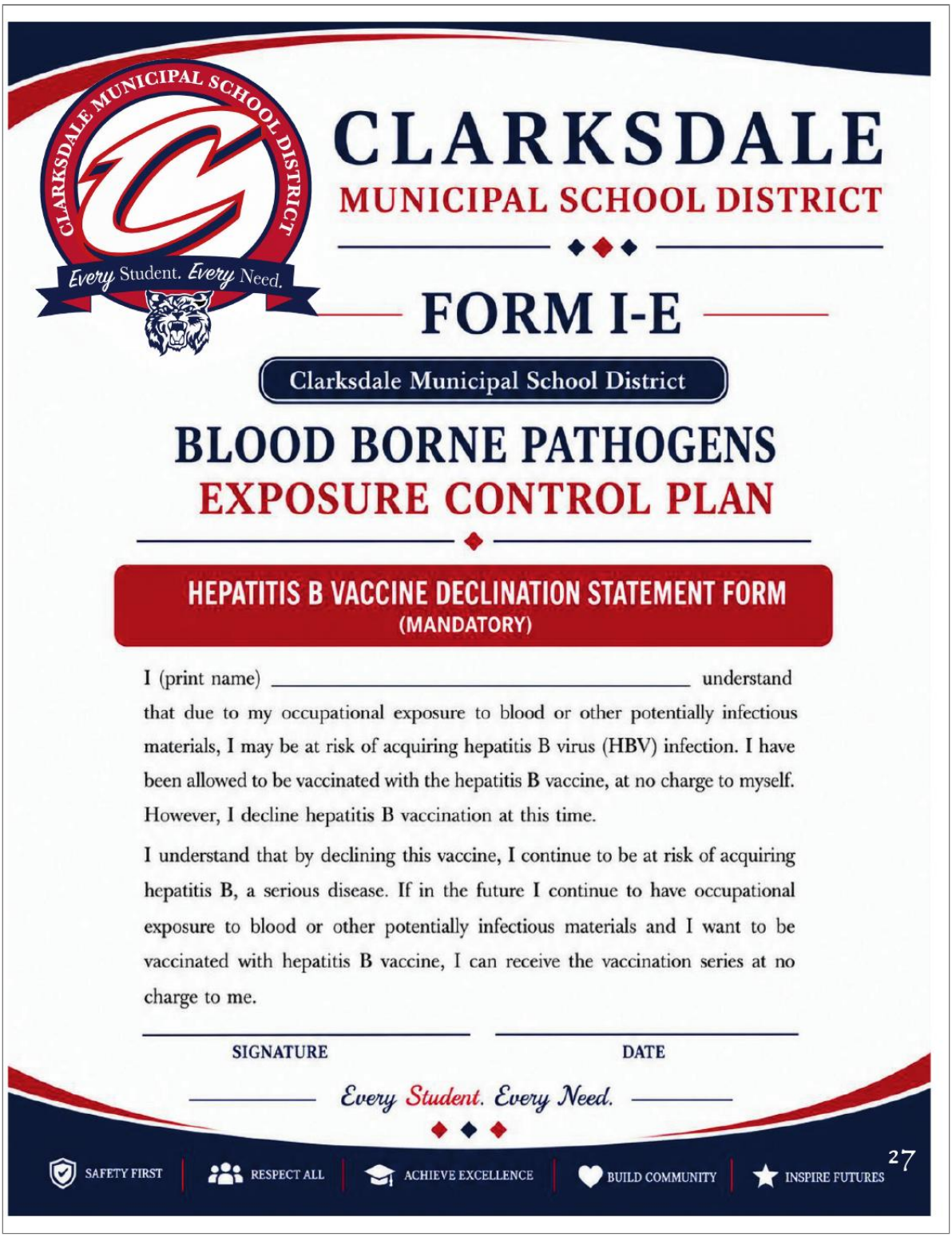
ACKNOWLEDGE

INFORMED CHOICE

DECLINATION

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

Form I-E - Hepatitis B Declination Form



CLARKSDALE MUNICIPAL SCHOOL DISTRICT

Every Student. Every Need.

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 _____

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Hepatitis B Vaccine Declination Statement form with a required employee name, acknowledgment statement, signature, and date.

Readable text transcript from this source page:

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CLARKSDALE
MUNICIPAL SCHOOL DISTRICT

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FORM I-E ——

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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

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Hazard Communication / Right to Know Policy

SCHOOL BOARD POLICY

Description Code:

CLARKSDALE

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HAZARD COMMUNICATION STANDARD (HCS)

Originally Adopted:

AND GLOBALLY HARMONIZED SYSTEM (GHS)

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—— Formally Known as

ee Approval/Review:

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TENIALS

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.

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APPROACH

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AX) DETERMINING CHEMICAL HAZARDS

‘The safety manager (superintendent's designee) is The methods used to effectively ‘This program applies to chemical

inform employees include:

and/or material hazards known responsible for ensuring that this program is properly implemented.

v Employee orientation, education, to be present in the workplace

- Identify chemical hazards and maintain an alpha-

and training.

indexed inventory.

ov Container labeling and other in such a manner that employees

• Ensure SDS for each hazardous chemical/product

forms of warning may be exposed under normal are readily available.

v Safety Data Sheets (SDS)

conditions of use or in a

• Ensure materials are labeled with pictograms,

hazard & precautionary statements, formally known as MSDS.

foreseeable emergency.

• Periodically review and maintain the program.

IND DE

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

Obtain SDS (formerly MSDS) from vendors/suppliers for each product that contains a hazardous ingredient or is a hazardous Identification Physical/Chemical Properties material (physical or health hazard).

• Hiazard(s) Identification

Stability and Reactivity

• Composition/Ingredients

® Toxicological Information Review each SDS for completeness and obvious errors.

) First-Aid Measures Ecological Information Ensure outdated SDS are replaced as necessary.

Fire-Fighting Measures Accidental Release Measures Provide the Safety Manager with an updated listing of ‘Transport Information hazardous materials and current SDSs when changes occur.

Handling and Storage Regulatory Information

• Exposure Controls/Personal Protection

(Other Information (revision date)

) MA

EN

LABELS AND OTHER

) SDS AVAILABILITY

ATER

FORMS OF WARNINGS

SDS for hazardous materials/products are A list of hazardous materials/chemicals readily accessible to all employees on duty.

usedor toreen-each site is available at

Proper identification includes:

Employees may review SDS by contacting the “Employee Right To Know Station’ To Know Station” in each school/work their supervisor or at the “Employee Right W Identity of hazardous chemical area.

The list of materials/chemicals is V Appropriate hazard warnings referenced to their appropriate SDS.

Employees may request copies of SDS.

wv Name and address of manufacturer, NIOSH, and OSHA also have access Designated employee representatives, Form -F in this manual provides a distributor, or other responsible party to the SDS. sample form for this inventory.

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Our Commitment: Protecting at Employee.

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Source Page 29

SCHOOL BOARD POLICY
CLARKSDALE
Description Code:
DA
Originally Adopted:

HAZARD COMMUNICATION STANDARD (HCS)
mn AND GLOBALLY HARMONIZED SYSTEM (GHS)
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Updated Approval/Review:
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rs Ensuring this program is properly implemented

- Obtain SDS from vendors or suppliers for each product that

contains a hazardous ingredient or is a hazardous material.
Identifying chemical hazards known to be present in the workplace and maintaining an alpha-indexed inventory.
(A hazardous material is either 1) a physical hazard (e-g., flammable, oxidizer, etc.); or 2) a health hazard Ensuring SDS for each hazardous chemical/product are readily (causes acute or chronic health effects).
available and accessible to all employees.
Ensuring materials are periodically inventoried and appropriate SDS

- Review each SDS for completeness and obvious errors.

are present.

• Ensure that outdated SDS are replaced as necessary.

Ensuring materials are properly labeled with pictograms, hazard statements, precautionary statements, name, address, telephone

• Provide the Safety Manager with an updated listing of

number, and signal word.

hazardous materials utilized by employees and current SDSs when changes occur.

Reviewing and maintaining the program periodically,

AT,

7

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FORN

GHS PICTOGRAMS

SDS (formerly MSDS) must be in English and contain

the following 16 sections:

(Nine Under GHS - D Identification Physical/Chemical Properties Eight Required Hazard(s) Identification Stability and Reactivity Under HCS)

Composition/Information on Ingredients ‘Toxicological Information First-Aid Measures Ecological Information Fire-Fighting Measures Disposal Considerations

SO ESOS

Accidental Release Measures Transport Information Handling and Storage Regulatory Information Exposure Controls/Personal Protection Other Information, including date of preparation or last revision as ia

SDS AVAILABILITY

rr

LABELS AND OTHER

TS

FORMS OF WARNINGS

‘Copies of SDS for hazardous A list of the hazardous Chemical manufacturers, importers, Labels will require the following materiala/products known to be materials/chemicals products

elements:

present in the workplace are readily accessible to all employees.

used or stored at each site is and distributors provide labels, tags, available at the “Employee or other markings for containers of Pictogram Employees may review SDS by Right To Know Station” for hazardous chemicals.

‘contacting their supervisor or each site oF facility.

Proper identification includes:

Signal Word reviewing them at the “Employee Hazard Statement Right To Know Station” located The list of materials/chemicals ¥ Identity of the hazardous chemical in each school or work area.

is referenced to their Precautionary Statement Employees may request copies of appropriate SDS.

v Appropriate hazard wamings Product Identifier SDS for the materials they work ‘¥ Name and address of the chemical with, if desired.

Form I-F in this manual ‘manufacturer, distributor, or other ‘Supplier Identification Designated employee representatives, provides a sample form responsible party ‘access to the SDS, JOSH, and OSHA also have for thie inventory.

Our Commitment: Protecting Every Employee ‘ee

Source Page 30

SCHOOL BOARD POLICY

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CLARKSDALE

Description Code:

EBBA

— MUNICIPAL SCHOOL DISTRICT —

School Safety Plan at

HAZARD COMMUNICATION STANDARD (HCS)

Originally Adopted:

Every Student. 2 CY Need.

Pe AND GLOBALLY HARMONIZED SYSTEM (GHS)

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 How to read and understand Safety Data Sheets (SDS) Standard (HCS) and GHS and the 16 required sections ‘Where to find the written Hazard Communication ane Measures employees can take to protect themselves Program from exposure How to read and understand labels and How to safely handle, store, and use chemicals pictograms What to do in the event of a spill, leak, or exposure ‘The meaning of signal words (DANGER and The location of SDS and the “Employee Right

WARNING)

To Know Station” ‘The health and physical hazards of the chemicals in their work area Oe The District will not disclose the specific chemical identity of a When employees are required to perform non-routine tasks hazardous chemical if the identity is claimed as a trade secret involving hazardous chemicals, they will be informed of the as long as the employer provides employees with the following hazards and provided with training before beginning the task.

information in writing:

‘The chemical name

Examples include:

‘The hazards of the chemical Y Maintenance or equipment repair ‘The safe handling procedures Y Gleaning of chemical spills The measures employees can take to protect themselves Handling chemicals not normally used in the work area The emergency procedures v Emergency response situations Employees have the right to report any material health or safety concern to OSHA without fear Employees must be trained on the specific oa hazards and safe work procedures for the non-routine task.

)_CONTRACTORS AND VENDORS er |

CONTRACTORS AND VENDORS

Y- Contractors and vendors working on District property must comply with the Hazard Communication Standard (HCS).

v They must provide Safety Data Sheets (SDS) for all hazardous chemicals they bring on site.

Y The District will inform contractors of hazardous chemicals present in the work area thet may pose a risk.

VY 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.

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Source Page 31

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CLARKSDALE

Description Code:

— MUNICIPAL SCHOOL DISTRICT —

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ca / School Safety Plan 9

HAZARD COMMUNICATION STANDARD (HCS)

Originally Adopted:

AND GLOBALLY HARMONIZED SYSTEM (GHS)

August 1, 2003 Loy Student. fey Need.

Updated Approval/Review:

_ October 22, 2025) 22, 2025 The Clarksdale Municipal School District will inform and train employees

Training may be provided through:

about the hazardous chemicals in their work area.

Presentations

Training will include:

Handouts and written materials The requirements of the Hazard Communication Standard (HCS).

Videos and computer-based training The location and availability of the written Hazard Communication Program, including the list of hazardous chemicals.

Hands-on demonstrations The location and availability of Safety Data Sheets (SDS).

Group discussions and Q&A Information on labeling systems and other forms of warning, Training will be in a language and vocabulary employees including pictograms, signal words, hazard statements, can understand.

and precautionary statements.

aS 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.

Retraining will be provided as necessary, including when:

New hazards are introduced.

Measures employees can take to protect themselves.

Changes occur in the workplace.

Details of the Hazard Communication Program, Employee responsibilities change.

including how to obtain and use SDS.

When the program is modified oN Retraining ensures continued understanding and protection.

PROGRAM AVAILABILITY

A copy of the Hazard Communication s available to all employees, at no cost, during each work shi 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

NON-ROUTINE TASKS

(333)

CONTRACTORS & VENDORS

J Ifa hazardous chemical is considered a trade secret, the manufacturer will ¥ Employees will be informed of the hazards v Contractors and vendors must provide associated with non-routine tasks.

‘employees with information on the provide all required information to hazardous chemicals they bring on site.

the Safety Manager.

The Safety Manager will inform ¥ Special training will be provided if They must comply with all requirements employees of the hazardous additional hazards are present.

of our Hazard Communication Program.

ingredients by their identity while protecting the trade secret VY Work permits, if used, will reflect ‘SDS for their materials must be available Trade secret claims will be respected hazards and control measures.

upon request.

in accordance with OSHA regulations.

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Source Page 32

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CLARKSDALE

Description Code:

— MUNICIPAL SCHOOL DISTRICT —

EBBA

3 School Safety Plan

HAZARD COMMUNICATION STANDARD (HCS

Originally Adopted:

Every S FY Need AND GLOBALLY HARMONIZED SYSTEM (GHS)

August 1, 2003

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Updated Approval/Review:

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PROGRAM ADMINISTRATION

EMPLOYEE RESPONSIBILITIES

- The Clarksdale Municipal School District Safety Manager
- Employees must read labels and follow all warnings and

(Superintendent's Designee) has overall responsibility for instructions on containers.

administering the Hazard Communication Program.

- Employees must handle, use, store, and dispose of
- The program will be reviewed periodically to ensure

hazardous chemicals in accordance with training and continued effectiveness and compliance with OSHA established procedures.

standards and the HCS.

- Updates to the program will be made as necessary to
- Employees must immediately report spills, leaks, or

releases of hazardous chemicals to their supervisor.

reflect changes in regulations, workplace conditions, or new hazards.

- Employees must attend all required training and ask
- The Safety Manager will maintain records and ensure

questions if they do not understand the information all requirements of this program are implemented district-wide.

provided Va

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.

OH OOOOOSH

CORROSION SKULL AND EXCLAMATION HEALTH HAZARD ENVIRONMENT

(Skin Corrosion) CROSSBONES MARK — (Carnage Matgeicy, (Aquatic Taicy)

Self-Reactives, ae ees Self Heating, cme oe Burs, Eye Damage, Pressure)

Corrosive to Metals)

(Acute Toxicity)

Sensitizer, Acute (Ustant, Skin PepratciveToiy Serato, ‘Organic Peroxide)

Emits Flammable ‘Toxicity ~ Harméul, STOT RE, Aspicton Hazard)

Gas, Self-Reactives,

STOT SE 3)

(Organic Peroxides)

INCIDENTS & EMERGENCIES

COMPLIANCE

‘All releases or spills of hazardous chemicals must be reported immediately.

- The Clarksdale Municipal School District is committed to

Standard (29 CFR 1910.1200).

full compliance with the OSHA Hazard Communication Employees must follow emergency procedures and use appropriate personal protective equipment (PPE) as trained.

iv)

Failure to follow the requirements of this program may Safety Data Sheets (SDS) provide important information result in disciplinary action.

for emergency responders.

Compliance helps protect employees, students, and Do not attempt to clean up a spill or release unless you are visitors from chemical hazards in the workplace.

trained and it is safe to do so.

QUESTIONS, FEEDBACK & ADDITIONAL INFORMATION

b=9)

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!

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Source Page 33

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SCHOOL BOARD POLICY

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— MUNICIPAL SCHOOL DISTRICT —

EBBA

School Safety Plan Every Student, Fey Need, August 1, 2003

Updated Approval/Review:

October 22, 2025 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:

(2)

PRECAUTIONARY
PRODUCT IDENTIFIER &
PICTOGRAM
SIGNAL WORD

HAZARD STATEMENT

‘SUPPLIER INFORMATION

A symbol on a white A single word used to AA statement assigned

STATEMENT

indicate the relative toa hazard class and Recommended measures

- Chemical name/identifier

background within a red diamond.

category that describes to minimize or prevent

- Name of manufacturer,

level of severity.

the nature and degree adverse effects from distributor, or DANGER or WARNING of the hazard(s)..

exposure to a hazardous responsible party chemical or improper use.

- Address

- Telephone number

of

NON-ROUTINE TASKS

CONTRACTORS & VENDORS

Employees will be informed of the hazards associated wv Contractors and vendors must provide employees with non-routine tasks.

with information on the hazardous chemicals they bring on site.

¥ Special training will be provided if additional hazards are present.

Vv They must comply with all requirements of our Hazard Communication Program.

WV Work permits, if used, will reflect hazards and ¥ SDS for their materials must be available control measures.

upon request.

Ne

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!

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Source Page 34

FORM

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SAFET

DATA SHEET

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IDENTIFY

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HAZARDOUS

SAFE HANDLING

EMPLOYEES,

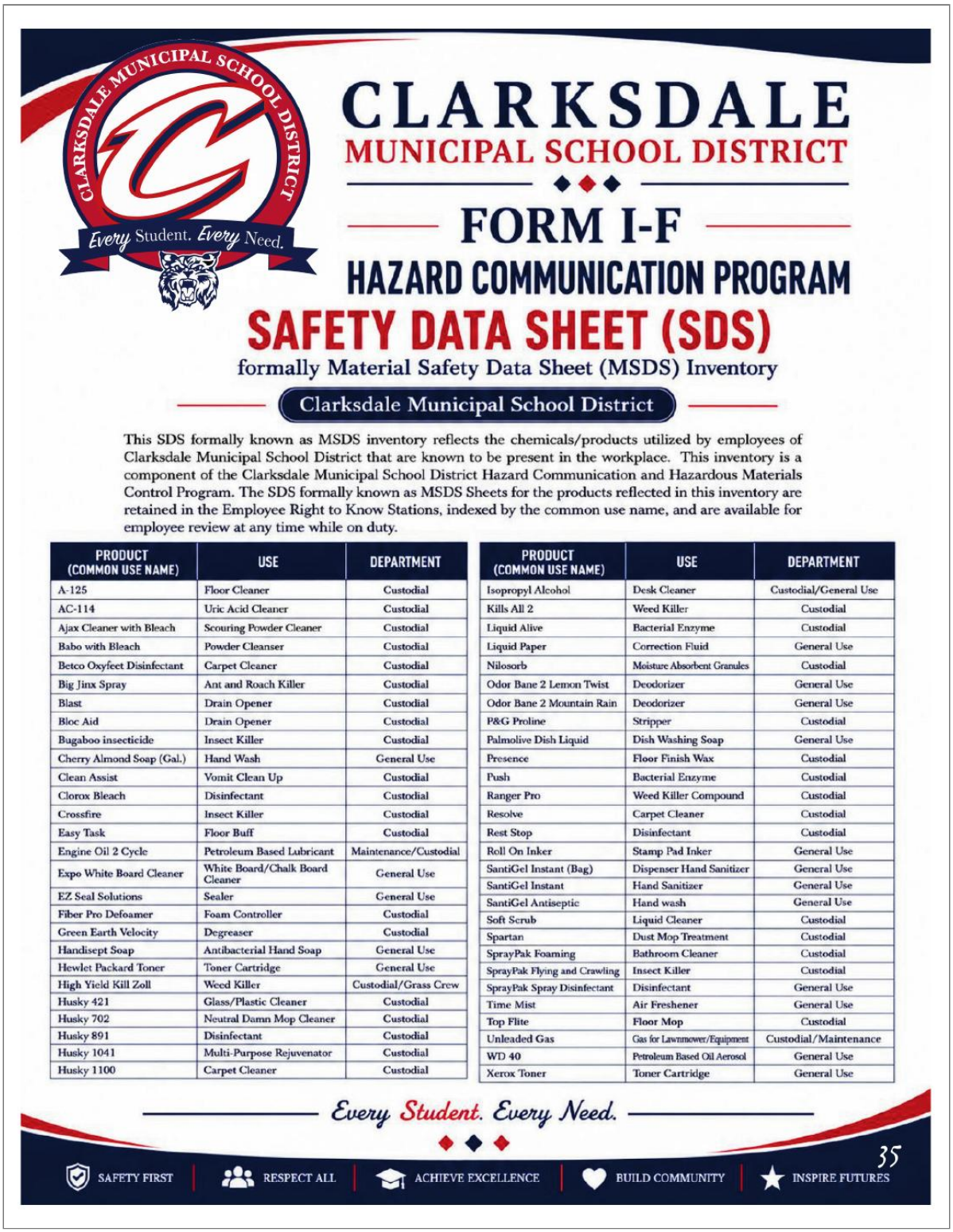
MATERIALS

& STORAGE

STUDENTS &

Hr

Form I-F - Safety Data Sheet Inventory Form



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

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

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Safety Data Sheet inventory table listing product/common-use name, use, and department.

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HAZARD COMMUNICATION PROGRAM

SAFETY DATA SHEET (SDS)

formally Material Safety Data Sheet (MSDS) Inventory Clar' dal Muni

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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 |

PRODUCT

USE

USE

(COMMON USE NAME) |

| DEPARTMENT

(COMMON USE NAME)

| DEPARTMENT

A125

Floor Cleaner Custodial Isopropyl Alcohol Desk Cleaner Custodial/General Use Custodial ‘Weed Killer

ACAI4

Uric Acid Cleaner Kills All al Ba Custodial ‘Ajax Cleaner with Bleach "Scouring Powder sane Custodial Squid live vial Enryme Custodial Babo with Bleach Powder Cleanser Custodial Correction Fluid General Use Liquid Paper Betco Oxyfeet Disinfectant Carpet Cleaner Custodial Nilosorb Moisture Absorbent Granules Custodial Custodial Deodorizer | Big Jinx Spray “Ant and Roach Killer (Odor Bane 2 Lemon Twist pec a General Use os spells Rpener Drain Opener | eS Custodial (Odor Bane 2 Mountain

Rain Deodorizer, General Use ee Bloc Aid Drain Opener Custodial P&G Proline ripper Custodial Bugaboo insecticide

Insect Killer Custodial Palmolive Dish Liquid Dish Washing Soap Seen General Use Cherry Almond Soap (Gal.)

Hand Wash General Use Presence Floor Finish Wax Custodial Clean Assist Vomit Clean Up | es Gusta Bacterial Custodial on ox Bleach Disinfectant dial Ranger Pro Weed Ki ‘Compound Custodial fire Insect Killer ial Resolve es Custodial Carpet Cleaner | Easy Task Floor Bult Custodial Rest Stop Disinfectant Custodial Petroleum Based Lubricant Maintenance/Custodial Roll On Inker General Use Engine Oil 2 Cycle Stamp Pad Inker Expo White Board Cleaner White Board/Chalk Board General Use SantiGel Instant (Bag)

Dispenser Hand Sanitizer General Use ence Santi General Use EZ Seal Solutions Sealer General Use Tstant Hand wi Hand Sanitizer General Use Foam Controller Custodial “Antiseptic Hanes | Fiber Pro Defoamer a ee Bhim Soft Scrub Liquid Cleaner todial Green Earth Veloci Degreaser Custodi [Spartan Dust Mop Treatment Custodial Handisept Soap ‘Ant Hand Soap General Use istodial | SprayPak Foaming Bathroom Cleaner Hewlet Packard Toner “Toner Cartridge General Use [Spray Fyng and Cowling Insect Killer ‘odial igh Vi Zoll wees Weed Ki Custodial /Grass Crew SprayPak Spray Disinfectant Di wnt “General Use y 421

Plasti General Use y 702 Damn Cu [Time Mist Ai Freshener ila ‘Top Flite Foor Mop Custodial Husky 891 wi ic fant Custodial

Unleaded:

(Gas for Lasrmower Equipment meee Gitte jusky 1041 Multi Par sjuvenat Gusto Petroleum Based Ox! Aerosol General Use | Haas —| Me ‘Custodial [wo 40 jusky 1100 ‘arpet [Kerox Toner Toner Cartridge General Use eee vy Dy acteve excetence

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Fire Response, Fire Safety, and Fire Protection

CIPAL

SCHOOL BOARD POLICY

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CLARKSDALE

Description Code:

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— MUNICIPAL SCHOOL DISTRICT —

EBBA

School Safety Plan

FIRE RESPONSE, FIRE SAFETY, AND

FIRE PREVENTION

Originally Adopted:

August 1, 2003 se are primai respons ilities of at all tim

Updated Approval/Review:

in¢ all empl October 22, 2025

FIRE RESPONSE

IN THE EVENT OF FIRE - R.A.C.E.

FIRE EXTINGUISHERS ARE LOCATED

oO in all schools and facilities. Know the location of fire extinguishers in your area. (See Form-G).

R - Rescue — escort all personnel away To operate a fire extinguisher, remember - PASS from danger into a safe area.

— Pull the pin. Pull firmly;

the pin should be strapped on.

A - Alert - announce the fire to alert others, — Aim at the base of the fire.

PULL THE NEAREST FIRE ALARM PULL

Point the nozzle at the base of the fire.

STATION, and/or DIAL 911 AND REPORT Extinguishing medium placed on top of the fire

THE FIRE.

‘can evaporate eaior and may not help extinguish the fre ogg — Squeeze the handle.

C - CONTAIN - close doors, windows, Use a firm and steady pull.

cover the fire, etc., if safe to do so.

— Sweep the flame.

Use a side-to-side motion.

E - Extinguish — if safe to do so and Fire Extinguisher Training.

if properly trained.

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

oS Ht

FIRE SAFETY AND FIRE PREVENTION

Specific measures and practices to help prevent fires inclu 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 Distriet property.

Ps Be

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4a Page 1 of 1

Source Page 37

FORM

Every Student bey

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FIRE

EXTINGUISHER

INVENTORY FORM

TRACK

MAINTAIN

PROTECT

EQUIPMENT

RECORDS

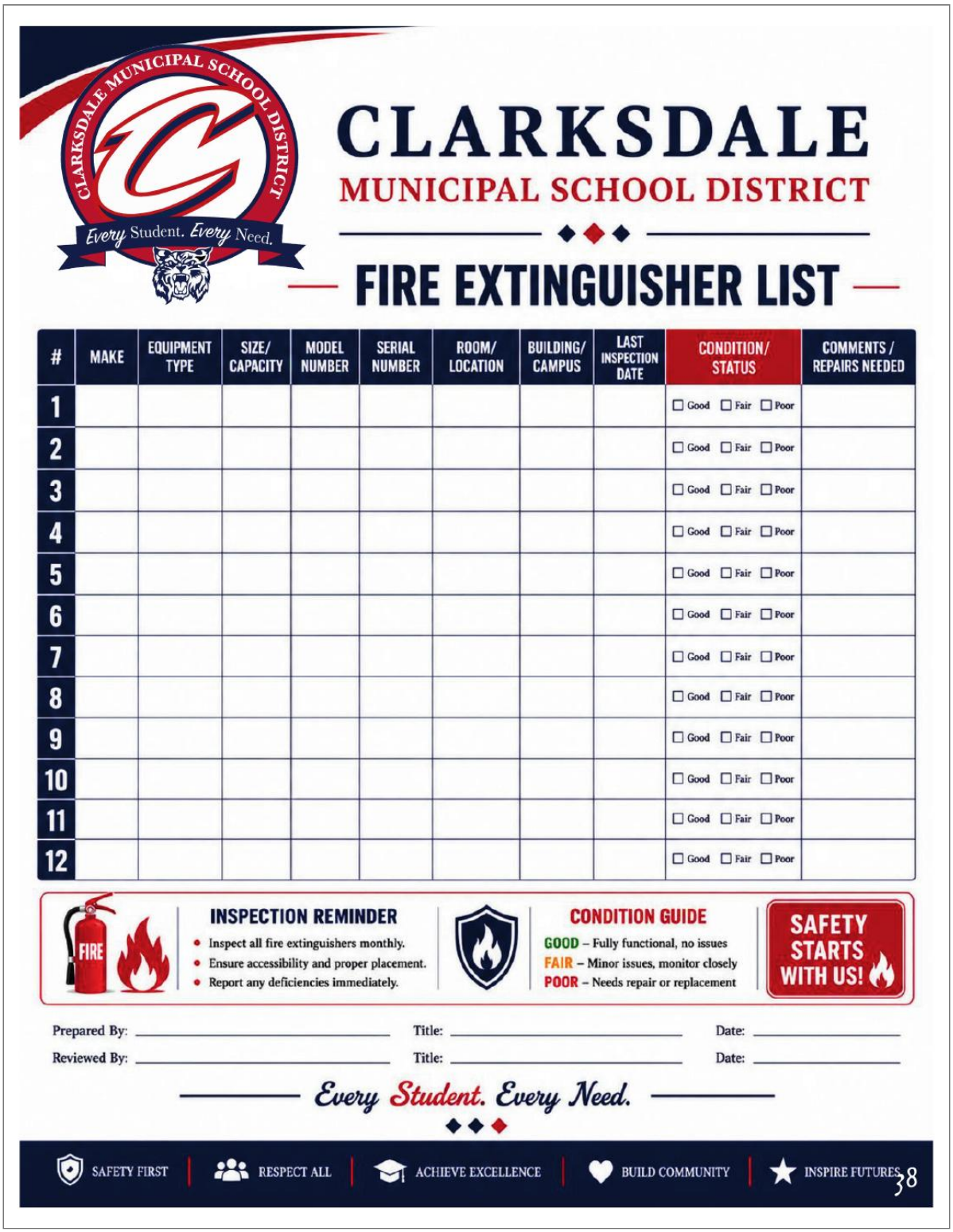
OUR COMMUNITY

ACCURATE RECORDS. RELIABLE PROTECTION.

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

——— Cvery Student. Cvery Need.

Form I-G - Fire Extinguisher Inventory Form



CLARKSDALE MUNICIPAL SCHOOL DISTRICT

Every Student. Every Need.

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	

FIRE

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.

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

38

Fire Extinguisher List form with columns for make, equipment type, size/capacity, model and serial number, room/location, building/campus, last inspection date, condition/status, and comments/repairs.

Readable text transcript from this source page:

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CLARKSDALE

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MUNICIPAL SCHOOL DISTRICT

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— FIRE EXTINGUISHER LIST —

| EQUIPMENT |

SIZE/

MODEL

SERIAL

ROOM/

BUILDING/

INSPECTION

CONDITIO

COMMENTS /

TYPE

| CAPACITY | NUMBER

NUMBER

LOCATION

CAMPUS

DATE

STATUS

REPAIRS NEEDED

Good O Fair OC Poor H wae CO Gooa Orir CO Poor CO Gooa Opsir O Poor Oi coo Ohir D Poor D Good Onir CO Poor D Good O Fair DPoor D Good Onir Poor D Gooa Onir CO Poor oes O Good D Fair CO Poor O Good O Fair O Poor O Good O Fair DPoor OGooa O Fair CO Poor

INSPECTION REMINDER

CONDITION GUIDE

- Inspect all fire extinguishers monthly.

GOOD - Fully functional, no issues

STARTS

- Ensure accessibility and proper placement.

FAIR — Minor issues, monitor closely Gs | © Report any deficiencies immediately.

POOR - Needs repair or replacement

WITH US!

Prepared By:
Title:
Date:
Reviewed By:
Title:
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Date:
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FETY FIRST
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*** INSPIRE FUTURE:**

Severe Weather Plan

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SCHOOL BOARD POLICY

PAL SCH

CLARKSDALE

Description Code:

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— MUNICIPAL SCHOOL DISTRICT —

EBBA

School Safety Plan

SEVERE WEATHER PLAN

Originally Adopted:

¢ GENERAL SAFETY RULES «

August 1, 2003 Evo Student. ey eed,

Updated Approval/Review:

apely is Everyone's Respon October 22, 2025 ing)

SEVERE WEATHER PLAN

GENERAL SAFETY RULES

Severe Thunderstorms/Tornados/Waterspouts are common in the

The following are considered basic safety rules for all employees:

Mississippi Delta and will normally have accompanying high winds,

- Follow instructions. If you do not understand, ask for

rain, lightning, and occasionally hail. In most cases the National Weather Service will issue a Severe Storm Watch or a Tornado additional explanation.

Watch or Warning.

- Correct unsafe conditions and report them promptly.

When such watches or warnings are issued, or if conditions indicate the presence or potential for high winds and/or damaging conditions,

- Keep your work area clean,

the following actions should be taken -

- Use the proper tools or equipment for each job.

AS LONG AS IT IS SAFE TO DO SO!

- Operate only the equipment you are authorized and

qualified to use.

- Secure items/furnishings that can become missile hazards in high winds.
- Immediately report all accidents to immediate supervisor.

Chose all open doors and windows.

- Advise all employees, students, and visitors to remain indoors
- If injured even slightly, get prompt first aid.

until the storm passes.

- If personal protective equipment is required by your job, wear it.
- Secure outdoor facilities if open.
- Remain indoors until conditions are safe to exit.
- Avoid fighting, horseplay, or other situations that could cause

unnecessary injuries and distractions.

- Be attentive to deteriorating weather conditi

s, waterspouts, funnel clouds, ete. in the immediate vicinity.

- @ Obey all safety rules and practices.
- Should a tornado warning be issued for the immediate vicinity
- Aiways walk when on school property.

of Clarksdale Municipal School District, each school/facility will notify all personnel in accordance with its supplementary plan.

- Never run even during emergencies.
- The Superintendent of Education and/or School Principal should
- Always be safety conscious when on school grounds.

utilize normal reporting procedures should the facilities or any employees, students, or visitors, be damaged or injured by the storm.

- Do not use defective tools.

STAY ALERT. STAY INFORMED.

Safety awareness and a proper attitude will save

SAFETY IS OUR PRIORITY.

lives, prevent disabling injuries, increase job effectiveness, and reduce costs.

DISCIPLINARY ACTION

ote 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.

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Source Page 40

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SCHOOL BOARD PO!

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(9)

CLARKSDALE

Description Code:

— MUNICIPAL SCHOOL DISTRICT —

EBBA

School Safety Plan

CAFETERIA SAFETY RULES

Originally Adopted:

¢ & KITCHEN SAFETY «

August 1, 2003 Eve uudent. fey Need,

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Updated Approval/Review:

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4 1M)

October 22, 2025

CAFETERIA SAFETY RULES

tt “The following cafeteria rules provided by the Mississippi School

PERSONNEL

Board Association and Worker's Compensation Trust,

should be adhered to at all times:

- Clean clothes and good
- Short clean nails.
- Wear cut-resistant gloves when using or cleaning

hygienic practices.

Acrylics and Nail machines and knives.

- Hair covered

polish prohibited.

Keep floors clean and free of grease residue. Food or liquid spills should be cleaned up promptly in kitchen and

- No infections.

• No dangling earrings,

bracelets or necklaces dining areas.

allowed.

Report any item of equipment that appears defective

• Smoking, eating and

or unsafe, or any unsafe act observed.

drinking restricted.

Wet floors must be posted with “WET FLOOR?” signs.

High traffic areas must be cleaned in such a fashion that

FOOD PROTECTION

provides a dry walk surface at all times.

(9)

Report any accident, no matter how slight

• Original containers are properly labeled.

Safety guards should never be removed or modified.

• Thermometer provided and conspicuous, accurate.

Use proper lifting techniques.

Potentially hazardous food properly thawed.

Horseplay, running, and practical jokes are not permitted.

Food protection, during serving, storage, transportation, Machinery and tools must be used only for their display, and preparation intended purposes.

Handling of food minimized; proper utensils provided and used.

Fire extinguishers are not to be removed from their location Food dispensing utensils are properly stored when not in use.

‘or used for any purpose other than control of a threatening fire.

Food handling gloves required during food preparation.

Gloves are to be changed often Wear only approved non-slip safety shoes.

Cafeteria Employees only are allowed in Kitchen except for Chemicals of any kind shall be kept in a separate area from the food storage area.

repair men or other person essential to the operation of the cafeteria.

‘Temperatures shall be recorded daily for the cooler, freezers Emergency and backdoor lighting shall be kept operational and serving lines. Temperatures shall be managed by the at all times.

‘Temperature Management System.

Employee Family, Members shall not be allowed in the

• All management to be ServeSafe certified.

Kitchen. If they must come to visit, the individual must obtain a pass from the office and visit in the dinning area only.

FOOD EQUIPMENT AND UTENSILS

SDS formally known as MSDS sheets are kept updated and located in a highly visual location. All personnel are Gs Accurate, thermometer, chemical test kits available for to be trained to access this information.

Chlorine and Quaternary Ammonia.

Wash: rinse water clean and proper temperature (170°F).

First Aid Supplies are to be available and well maintained in each facility.

Wiping cloths clean and stored properly.

rd 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.

- Areas around building free of trash and debris.

Knives shall be sharp and in good condition, properly

- Areas around building free of rodent harborage.

stored in a knife holder.

When moving hot food, use carts as much as possible

- Building free of rodents and insects.
- A routine inspection and treatment plan in use.

to prevent burns.

- Chemical pesticides are labeled, stored (away

Cut resistant gloves shall be used when working with sutting equipment.

from food) and used properly.

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General Safety Rules

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Description Code:

CLARKSDALE

School Safety Plan

GENERAL BUILDING S

TY RULES

Originally Adopted:

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Dpto Approval/Review:

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GENERAL SCHOOL BUILDING SAFETY RULES

fy

- Keep all corridors, aisles, and exits clear of any obstruction.

Keep floors clean and free of slip, trip, and fall hazards.

- @ Do not block electrical panels, fire extinguishers,

Report spills immediately and clean up when safe to do so.
or emergency equipment.
Do not sit or climb on desks, tables, or counters.

- Do not prop open exterior doors.

Keep backpacks and personal items out of walkways

- Report all unsafe conditions, equipment, and damages

Turn off lights, computers, and equipment immediately.

- Keep storage areas neat, clean, and organized.

when not in use.

- Do not store items on top of file cabinets,

Follow all posted safety signs and instructions shelves, or high places.
Know the location of exits, fire extinguishers,

- Use handrails when using stairs.

and first aid kits.

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

REMEMBER:

Safety glasses with side shields must be worn in areas where there is a 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.

CONSTRUCTION &

Re

RENOVATION SAFETY

2)

- Pian the lift and know your limits.

Do not use damaged cords

- Follow all safety rules and

or electrical equipment.

jobsite requirements.

- Get a good grip and keep the load

close to your body, Keep cords away from heat,

Wear required PPE:

water, and walking areas.

hard hat, safety glasses,

- Bend at the knees, not at the waist.

Do not overload outlets gloves, and fety shoes.

- Lift smoothly using your leg muscles.

or extension cords.

free of debris.

Keep work areas clean and

- Do not twist while lifting,

‘Turn off and unplug equipment

- Use team lifting or mechanical

Use ladders and scaffolding before cleaning or servicing.

safely and correctly.

assistance for heavy or Report electrical hazards awkward loads.

immediately.

Report hazards or unsafe practices immediately.

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RESPECT AL
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Motor Vehicles and Mobile Equipment

SCHOOL BOARD POLICY

Description Code:

CLARKSDALE

SCHOOL BUS SAFETY

Originally Adopted:

Every Student Fey Neca,

¢ DRIVER REQUIREMENT

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IR

Must have a valid Commercial Driver's License (CDL)

with Passenger (P) and School Bus (S) endorsements.

and transportation rules, Must successfully pass a physical examination Must be courteous, respectful, and student-focused.

as required by law.

Must report all accidents, injuries, and incidents Must pass a comprehensive background check immediately.

and drug screening.

Must maintain confidentiality and professional conduct Must complete all required training before transporting students.

at all times.

judgment at all times.

requirements.

BUS OPERATOR RESPONSIBILITIES

herd ed ape et ee Acrive at the bus stop on time and stay off the roadway.

Ensure the safety and well-being of all students.

‘Wait for the bus to stop fully and the door to open.

Follow assigned routes and schedules.

Use handrails and watch your step when boarding Remain seated while the bus is in motion.

Do not leave the bus unattended while students are aboard.

Ensure all students use seat belts (if equipped).

Keep hands, feet, and objects to yourself.

Keep aisles and exits clear at all times.

Use appropriate language and behavior.

Follow driver instructions at all times.

Report unsafe conditions or concerns immediately.
Keep the bus dean and in good working condition.
Do not damage the bus or its equipment.
si Use two-way communication equipment as directed.
Failure to follow rules may result in disciplinary action and loss of riding privileges.

UES REELS REMINDERS

Red lights mean STOP ~ traffic must stop Be patient and alert in school zones from any direction.
and bus loading areas.
Yellow lights mean SLOW DOWN.
Obey all traffic laws and school zone Never pass a stopped school bus with

RED LIGHTS FLASHING

red lights flashing.

IT':

Stay at least 20 feet away from the bus.
2] 'Together, we can keep our students safe every day!
hi Watch for children in the danger zone

JMEANN

(10 feet around the bus)
wy

the event of ant eaieegency, the driver wil:

Ensure student Follow district emergency Provide firs aid if tained 'Wait for emergency v} Cana taee | immediately.
and necessary.
personnel to arrive.

RESPECT A

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BUILD COM!

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Source Page 43

SCHOOL BOARD POLICY

CLARKSDALE

Description Code:

TRIL

School Safety Plan

VEHICLE SAFETY CHECKS &

Originally Adopted:

ANSPORTATION PROCEDURES

Updated Approval/Review:

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UE

said at Saha ss se Daily pre-trip and post-trip inspections help ensure Follow assigned routes and schedules.

our vehicles are safe and road-ready.

SPE

Provide a safe, orderly environment for all students.

‘Treat students with respect and fairness.

Check tires (air pressure, tread, and visible damage).

Inspect lights, turn signals, and brake lights.

Keep students seated while the bus is in motion Check windshield wipers. mirrors, and horn.

Do not allow students to extend arms, hands, or objects cout of windows.

Inspect brakes and steering operation, Check emergency equipment (fire extinguisher, first aid kit Ensure all students are accounted for at each stop.

tiangles, etc.)

Communicate any concerns with students, parents, 2 Ensure doors, steps, and seats are clean and secure or school officials.

Check fluid levels (oil, coolant, brake fluid, washer fluid).

Maintain professionalism and confidentiality.

Report any defects before driving,

POST

aie 0 7 2 cl Follow all district transportation policies and procedures.

Check for student items left on the bus.

Report mechanical issues, safety concerns, Inspect for damage or new safety issues.

or incidentes.

Ensure bus is clean and ready for the next route.

Document any issues and report immediately.

wal

oN:

6 ri ‘Students must obey the driver at all times.

Do not damage or vandalize the bus.

Use appropriate language and behavior.

Keep all body parts and objects inside the bus.

Keep aisles, exits, and walkways clear.

Bring only necessary items (bookbags on lap or under seat Do not eat, drink, or use tobacco/vape products on the bus.

oe Follow cell phone policy as directed by the district.

Keep noise to a level that does not distract the driver.

Violations may result in disciplinary action Be kind, respectful, and considerate of others.

and/or loss of riding privileges.

MERGENCY EQUIPMENT

SAFE TRANSPORTATION

-) EQUIPMENT & E

USAGE

IS EVERYONE'S RESPONSIBILITY

on safety equipment must remain in All bus drivers and transportation staff must } its designated location.

complete and maintain:

Bus safety depends on the teamwork Fire extinguishers are for emergencies only.

Required state and federal training of drivers, students, parents, and staff.

Defensive driving training, Together, we can ensure that every First aid kits are for authorized use.

student arrives safely to and from Never tamper with emergency exits Emergency procedures training, or safety devices.

Student management training, school every day.

Annual recertification as required by law | Immediately report missing, damaged, or used safety equipment.

Wy)

ss Va ‘Your actions can prevent accidents, save lives, and protect our students.

Always foll safety rules, stay ale and speak up if ing i ht

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Source Page 44

(OOL BOARD POLICY

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Description Code

RESDALE

School Safety Plan

TRAINING, EQUIPMENT USAGE

Originally Adopted:

e & FINAL SAFETY GUIDANCE ¢

Foy. Student, Frey N Tax lp

ee Approval/Review:

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EQUIPMENT USAGE RULES

All employees who are required to use equipment or

- Use equipment only for its intended purpose.

operate machinery must receive training before use.

- Follow manufacturer instructions and safety guidelines.

Training ensures:

- Do not operate equipment unless authorized

and trained.

Knowledge of safe work practices.

Understanding of equipment operation.

Inspect equipment before each use 2 Awareness of potential hazards Report damaged, malfunctioning, or missing safety devices immediately.

Ability to respond to emergencies.

Do not modify or disable safety devices.

Compliance with district policies and state/federal regulations.

Keep equipment clean and well maintained.

Refresher training and retraining will be Store equipment in designated areas.

provided as required.

iN Follow all safety rules, policies, and procedures at all times.

Take breaks when needed and avoid rushing.
Stay alert and be aware of your surroundings.
Stay hydrated and manage stress.
Identify and control hazards before accidents occur.
Follow emergency procedures and evacuation routes.
Report hazards, unsafe conditions, and near misses immediately.
Know the location of safety equipment and first aid kits.
Use caution and common sense in every task Safety is everyone's responsibility.
Look out for your coworkers, students, and visitors.
Together, we can prevent injuries, save lives, and create safe learning and working Keep your work area and school environment clean and organized.
environments for all.
Practice good housekeeping to prevent slips, trips, and falls.
7
REMEMBER...
Your commitment to safety protects our students, staff, visitors,
SAFE SCHOOLS.
and community. When we work together and follow safety
G TEAMS.
practices, we build a culture of care and excellence.
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Source Page 45

SCHOOL BOARD POLICY

Pees Code:

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CLARKSDALE

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School Safety Plan

EMERGENC

PROCEDURES

Originally Adopted:

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Updated ApprovelReview:

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EMERGENCY TYPES MAY INCLUDE

AN

The safety of our students and staff is our top priority.

Fire / Smoke

In the event of an emergency:

eo Severe Weather Follow the instructions of school staff and emergency personnel.

Remain calm and move to a safe location.

Lockdown / Intruder Do not use cell phones unless instructed to do so.

Reunification with parents/guardians will be < Ly Medical Emergency Hazardous Materials conducted in a designated area 9 Stay informed through official district communication Power Outage / Utility Failure , nian channels.

os

LOCKDOWN PROCEDURES

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JURES

In the event of a lockdown:

Follow the evacuation plan posted in each room.

• sta

inside and lock all doors.

Exit the building using the nearest safe exit.

• Tum off lights and move away from doors and windows.

oO Do not use elevators,

• Remain quiet and out of sight

oO Move to the designated assembly area.

• Wait for official instructions from law enforcement

‘or school administration eo Report any missing persons to staff immediately.

Xe aw ny

MEDICAL EMERGENCIES

RUC

Listen for weather alerts and announcements.

Notify school staff immediately.

Move to the designated shelter area.

Do not move an injured person unless necessary.

Stay away from windows.

Allow trained personnel to provide care.

Follow staff instructions until the all-clear is given.

Emergency services will be contacted as needed.

IMPORTANT REMINDERS

Keep emergency Encourage students Partner with us Report suspicious contact information to know and follow activity or safety safety rules.

concerns, up to date.

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

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Source Page 46

SAFETY REMINDER

CLARKSDALE

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protect you, our students,

MOTOR VEHICLE, SCHOOL BUS &

Ww ‘and our community.

EQUIPMENT SAFETY *

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- Prospective drivers. The driver or prospective driver who shall

Schoo! Bus Operators - School Bus Drivers shalll perform all of the pay for the examination shall choose the physician.

safety checks outlined above plus the following additional checks:

- Every schoo! bus driver shall be required to attend a two hour

Ensure that all warning lights and flashers work correctly.

training class each semester for a total of four hours per school year.

Ensure that the safety bar on the front of the bus works correctly.

iv)

Ensure that all door operating mechanisms and safety features work correctly for both the front door and all emergency doors.

VEHICLE SAFETY INSPECTION REQUIREMENTS Q)

Ensure that all equipment, seats, and other interior features of Operators shall conduct a safety check of the vehicle at the beginning the bus are in good repair and present no safety hazard to the children,

of their shift or before operating a vehicle, to include the following:

- Check wheels and tires.

Check the bus at the beginning and end of each route to make sure there are no children left on the bus.

- Check for any broken or loose parts.

LH) |

we.

- Check fuel level, crankcase oil level, radiator water level (if applicable),

ens air cleaner, fan belt, hydrat fluid level, battery water level and other points required by the par sular model.

MINIMUM BUS DRIVER TRAINING REQUIREMENTS

- Check headlights,

lights, warning lights, and other lights.

- Check the oil pressure gauge, water temperature gauge, amp meter.
- Ary individual without a minimum of thirty (30) days experience in

driving a school bus during the three (3) year period immediately These will also vary by model and fuel used.

preceding the effective date of the i ividual’s assignments as the driver of a schoo! bus shall satisfactorily complete a pre-service

- Check the clutch, hydraulic and other controls.

school bus driver safety education-training course.

- Ensure that any backup warning device is operational

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 shell be kept for each vehicle/bus operator.

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VEHICLE

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AFETY |

RULES

off Sem.

aa” 2 ry ‘An employee will immediately notify the == department All drivers should give an audible warming (horn or backup alarm) and and his or her supervisor any time a vehicle is involved in an accident.

check mirrors before backward movement is made.

Vv No motor vehicle should be operated if it is defective or in Al drivers should drive cautiously and always be on the alert for any malfunctioning condition to an unsafe degree.

unexpected event, All persons driving or using vehicles or mobile equipment shall wear seat belts where provided and follow all local, state, and federal laws.

ry 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 Al operators should visually inspect the perimeter of his or her vehicle prior to putting the vehicle in motion in any direction. The driver responsibilities and duties with the district while viewing, sending, or walking around the vehicle to insure that the area in the rear, sides, reading a text message and from accessing, reading or posting to a and front are clear of hazard(s) or people before starting the vehicle

social networking site using a hand held mobile telephone.

should accomplish this.

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EQUIPMENT USAGE

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ie

- Check to be sure the equipment you

are using is in safe condition.

- Ladders should be properly secured

Operators shall report any safety or repair issues (ie. use on level surface, tie off discovered during their inspections of the actual extension lacklers).

SP,

operation of the vehicle to the maintenance shop

- Dollies or hand-trucks should be

of } for correction.

used to move heavy loads do not use make-shift equipment.

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Source Page 47

SAFETY REMINDER

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Your actions

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ul ry protect you, our students,

MOTOR VEHICLE, SCHOOL BUS &

and our commurity.

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VEHICLE SAFETY INSPEC

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REQUIPEMENTS

Operators shall conduct a safety check of the vehicle at the beginning

- The driver or prospective driver who shall pay for the

of their shift or before operating a vehicle, to include the followil examination shall choose the physician.

- check wheels and tires.
- check the oil pressure gauge,

• Every school bus driver shall be required to attend a

two hour training class each semester for a total of

• Check for any broken or

water temperature gauge, four hours per school year.

loose parts.

amp meter. These will also

• Check fuel level, crankcase oil

vary by model and fuel used.

level, radiator water level (if

• Check the clutch, hydraulic

applicable), engine air cleaner, and other controls.

pei 10] 0] fan belt, hydraulic fluid level,

KS

TECH

• Encure that any backup

Se battery water level and other warning device is operational.

School Bus Operators - School Bus Drivers shall perform all of the points required by the safety checks outli

1ed above plus the following additional checks:

particular model.

• Check headlights, tailights,

• Ensure that all warning lights and flashers work correctly.

warning lights, and other lights.

Ensure that the safety bar on the front of the bus works correctly.

Ensure that all door operating mechanisms and safety features

MINIMUM BUS DRIVER TRAINING RI

IREMENTS

work correctly for both the front door and all emergency doors.

eo Ensure that all equipment, seats, and other interior features of 9! without imum of irty (0) days experience the bus are in good repair and present no safety hazard to the ing a school bus during the three (3) year period immediately children.

preceding the effective date of the individual's assignments as the driver of a school bus shall satisfactorily complete a pre-service Check the bus at the beginning and end of each route to make school bus driver safety edu jon-training course.

sure there are no children left on the bus.

oa rators shall receive i ial orientation and vehicle ity t 19 upon hire and shall receive annual refresher training thereafter.

Form

• Complete documentation of all training requirements, compliance,

licensing, and other pertinent information shall be kept for each vohicle/bus operator.

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Sab lies ay ym ‘An employee will immediately notify the police department

• All drivers should give an audible warning (horn or backup alarm) and

and his or her supervicor any time a vehicle is involved in an accident check mirrors before backward movement is made.

iv} No motor vehicle should be operated if it is defective or in malfunctioning condition to an unsafe degree

• All crivers should drive cautiously and always be on the alert for any

unexpected event.

All persons driving or using vehicles or mobile equipment shall wear ‘seat belts where provided and follow all local, state, and federal laws.

• No employee or volunteer driver of the HCSD shall operate any district

All operators should visuslly inspect the perimeter of his or her vehicle prior responsibilities and duties with the district while viewing, sending, or motor vehicle or operate a personal motor vehicle in the course of their to putting the vehicle in motion in any direction. The driver walking around reading a text message and from accessing, reading or posting to a the vehicle to insure that the area in the rear, sides, and front are clear of social networking site using a hand held mobile telephone.

ae Ot 8 ee aa hazards) or people before starting the vehicle should accomplish this.

ss Cra

EQUIPMENT USAGE

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• Check to be sure the equipment you

{are using is in safe condition.

al Operators shall report any safety or repair Ladders should be properly secured issues discovered during their inspections of (Le. use on level surface, tie off the actual operation of the vehicle to the

WS

extension ladders).

Dollies or hand-trucks should be vy maintenance shop for correction.

use make-shift equipment.

used to move heavy loads ~ do not 1 fm BUILD comMMUNITY vey

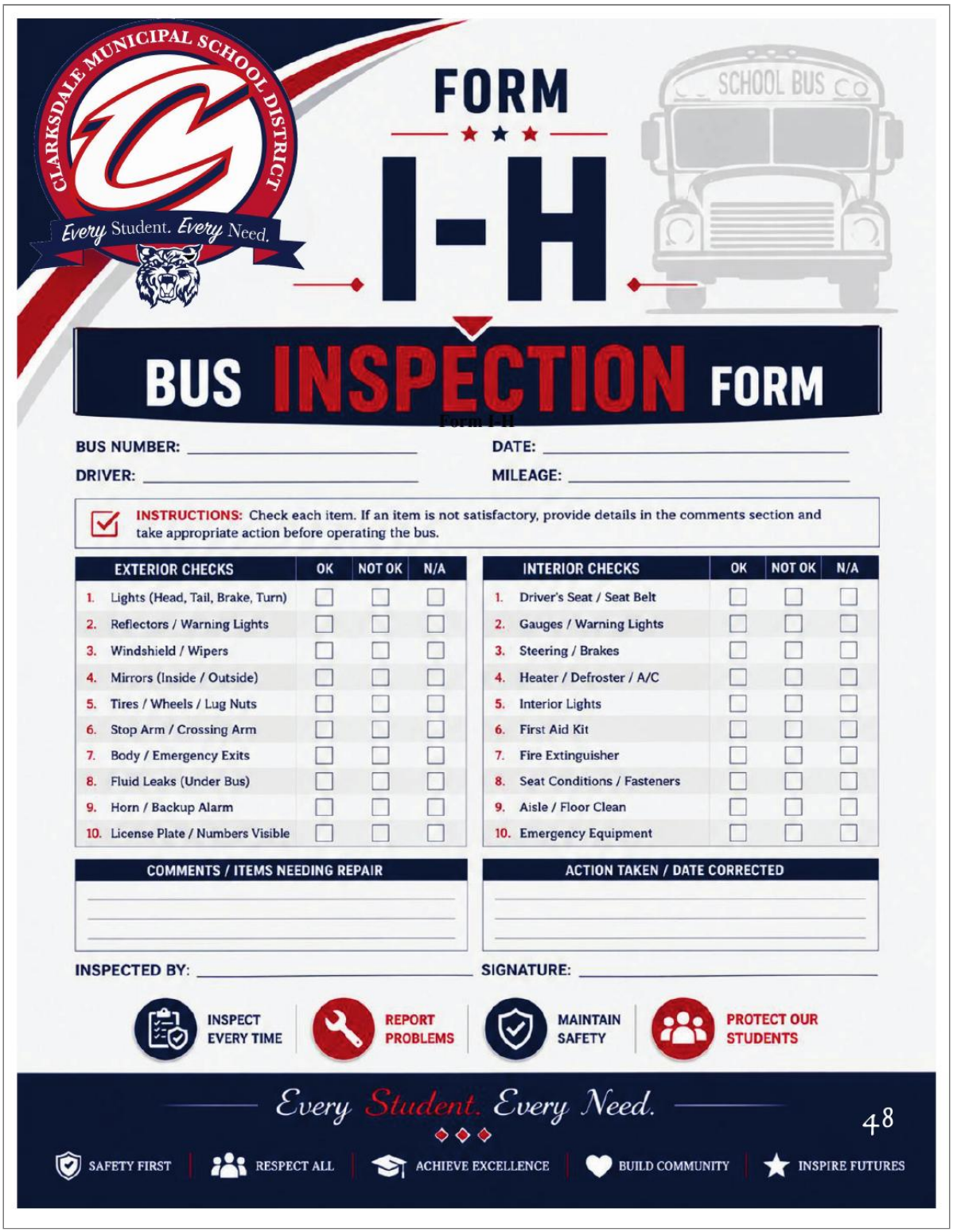
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Source Page 48



Bus Inspection Form with exterior and interior safety checks, OK/Not OK/Not Applicable choices, comments/items needing repair, corrective action, inspector, and signature fields.

Readable text transcript from this source page:

FORM

Every Student. Sty ox

BUS

0 FORM

BUS NUMBER:

DATE:

DRIVER:

MILEAGE:

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

cdi

NOT OK

N/A

INTERIOR CHECKS

NOT OK

N/A

EXTERIOR CHECKS

Lights (Head, Tail, Brake, Turn)

Driver's Seat / Seat Belt Reflectors / Warning Lights Gauges / Warning Lights Windshield / Wipers Steering / Brakes Mirrors (Inside / Outside)

UJ

Heater / Defroster / A/C Tires / Wheels / Lug Nuts Interior Lights Stop Arm / Crossing Arm 6 First Aid Kit Body / Emergency Exits Fire Extinguisher 2} Fluid Leaks (Under Bus)

Seat Conditions / Fasteners Horn / Backup Alarm 9 Aisle / Floor Clean License Plate / Numbers Visible Emergency Equipment

ACTION TAKEN / DATE CORRECTED

INSPECTED BY:

SIGNATURE:

INSPECT

MAINTAIN

EVERY TIME

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Form I-H - Bus Inspection Form

MICIPAL 5

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CLARKSDALE

5)

MUNICIPAL SCHOOL DISTRICT

ig is} Bus # ND- No Defects Every Student fey Need, Driver RN- Repairs Needed Date RD- Repair Done Ys ny

BUS SAFETY INSPECTION REPORT

Bu fe!

mn Report Morning Inspection Afternoon Inspecti 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

LJ

Reflectors Stop Arm Mirrors Springs Tires Suspension, other than springs Wheels Lugs / Bolts eS os Exhaust System "Strobe Lights Air Vacuumed or Hydraulics line Bus Clean and Free of Liter Free of Graffiti Rules Posted

Drivers Signature:

Date:

Date:

Supervisors Signature:

Mechanics Signature:

Date:

Date:

Monitors Signature:

I-H

eee

Source Page 50

FORM

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— VEHICLE INSPECTION —

DATE:

VEHICLE NUMBER / ID:

DRIVER:

LICENSE PLATE:

VEHICLE YEAR / MAKE / MODEL:

ODOMETER READING:

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

N/A

Headlights (High / Low Beam)

Suspension Turn Signals / Hazard Lights Exhaust System oO Brake Lights Seat Belts | 1s oO Doors / Locks Tail Lights / Parking Lights

EI

Backup Lights Gauges / Warning Lights oO Windshield / Wipers / Washer Heater / Defroster / A/C oO Mirrors (Inside / Outside)

Fluid Levels (Oil / Coolant / Brake / Power Steering / Washer Fluid)

Horn Brakes (Service / Parking Brake)

Battery / Electrical System First Aid Kit 10.

Tires (Condition / Pressure / Tread)

Fire Extinguisher Oo Wheels / Lug Nuts Emergency Equipment 3] Steering

COMMENTS / DEFECTS / ACTION TAKEN:

ee

SIGNATURE:

DATE:

INSPECTED BY (PRINT):

INSPECT

|AINTAIN

BEFORE YOU DRIVE

a is very oe so

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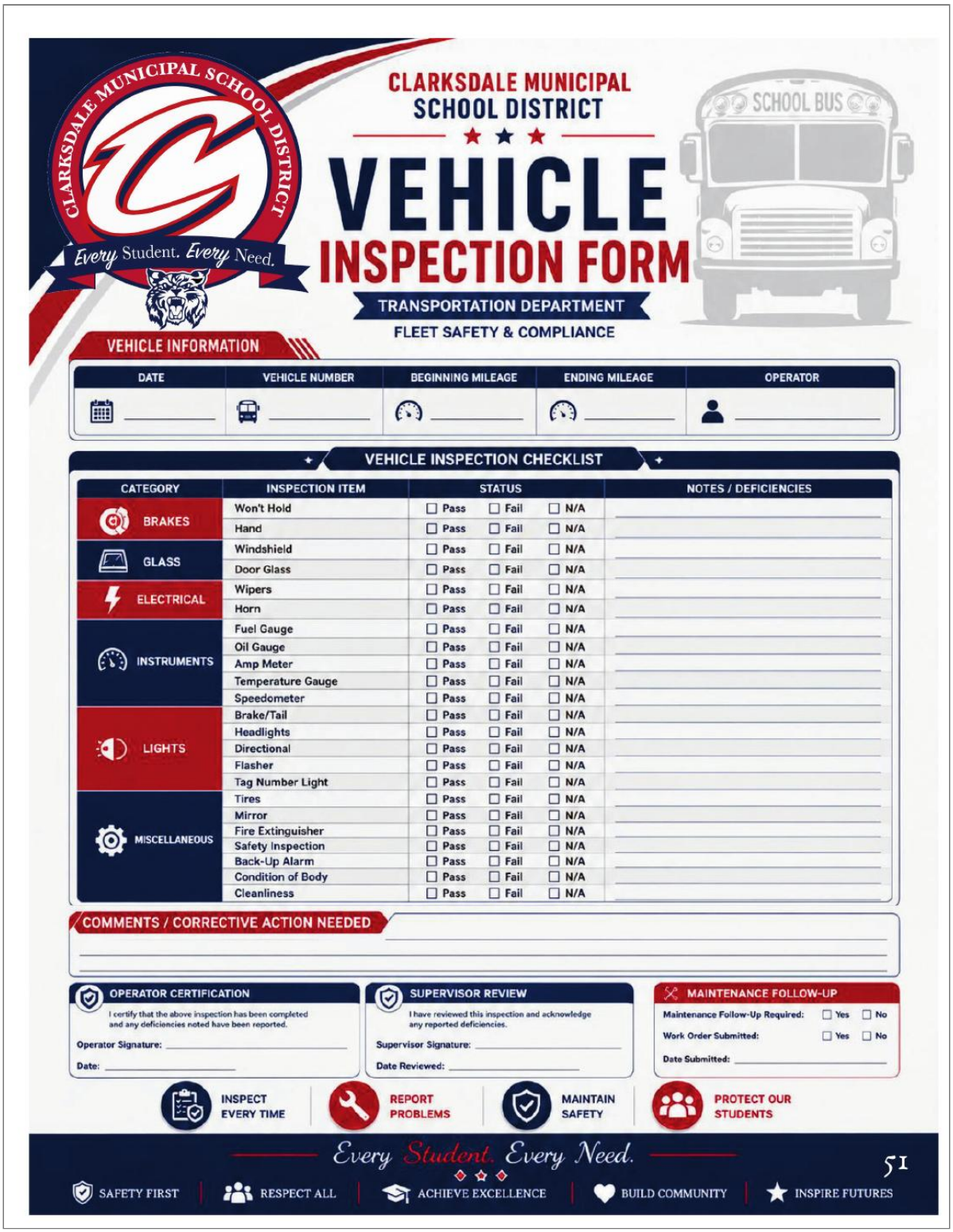
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ACHIEVE EXCEL!

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Form I-I - Vehicle Inspection Form



CLARKSDALE MUNICIPAL SCHOOL DISTRICT

Every Student. Every Need.

CLARKSDALE MUNICIPAL SCHOOL DISTRICT

VEHICLE INSPECTION FORM

TRANSPORTATION DEPARTMENT

FLEET SAFETY & COMPLIANCE

SCHOOL BUS

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.

51

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

Vehicle Inspection Form. The page provides inspection fields and checklist items for district vehicles.

Readable text transcript from this source page:

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FLEET SAFETY & COMPLIANCE

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DATE

VEHICLE NUMBER

BEGINNING MILEAGE

ENDING MILEAGE

OPERATOR

VEHICLE INSPECTION CHECKLIST

Ci

;ATEGORY

INSPECTION ITEM

STATUS

NOTES / DEFICIENCIES

Won't Hold O Pass O Fait

ONA

Hand O Pass O Fait

ONA

Windshield O Pass O Fail

O NA

Door Glass O Pass O Fail

ONA

Wipers O Pass O Fail

O NA

Horn O Pass O Fail

ONA

Fuel Gauge O Pass O Feit

ONA

Oil Gauge O Pass O Fait

ONA

INSTRUMENTS

‘Amp Meter O Pass O Fail

ONA

Temperature Gauge O Pass O Fail

ONA

‘Speedometer O Pass O Fait

ONA

Brake/Tail O Pass O Fait

ONA

Headlights O Pass D Fail

O NA

Directional CO Pass O Fail

ONA

Flasher O Pass O Fait

ONA

Tag Number Light O Pass Ora Owa Tires O Pass D Fait

ONA

Mirror CO Pass O Fait

ONA

Fire Extinguisher O Pass D Fait

ONA

{OF wscxuscons Safety inspection CO Pass D Fait

ONA

Back-Up Alarm O Pass D Fail

ONA

O Pass O Fait

ONA

Condition of Body Cleanliness O Pass pL Fel O Fail

ONA

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TI

‘SUPERVISOR REVIEW

iP go is ‘have reviewed ths napection and acknowledge

Maintenance Follow-Up Required:

Yes [No ‘and any defiloncia noted have been reported any reported deficiencies Work Order Submitted Yes [No

‘Operator Signature:

‘Supervisor Signature:

Date:

Date Reviewed

INSPECT

MAINTAIN

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Reporting Unsafe Conditions and Unsafe Work Practices

CLARKSDAL

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SAFETY REPORTING, INVESTIGATION

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- Notify an administrator as soon as possible.

Hf you think or suspect an unsafe condition or equipment may reasonably cause bodily injury, if

- Remain onsite at the unsafe location if needed to

prevent accidents, or barricade the area if necessary all you mediate supervisor, adi istrator to leave the unsafe location.

or safety committee member.

Vv

- Medical care after hours requires authorization by an

si si administrator.

va C7 @ Inan emergency, notify the assistant superintendent, fa ioc Thin aout te Safa Way SD do risk manager or superintendent as soon as possible a task before starting. Get help when needed.

by phone.

Do not improvise just to get the job done.

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RS/ DIRECTORS

Managers and supervisors are personnel assigned respons jes to assess and make decisions about safety.

Failure to comply or perform in accordance with a manager's directive regarding safe practice constitutes ow cause for termination of employment. if a manager's judgment is questioned, an employee must (1) explain 7 , > oo 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 admi

ators are:

1 A Y

rv)

Superintendent Assistant Directors Principals Cafeteria Supervisors ‘Superintendent aie eae Managers

REPORTS AND INVESTIGATION

Hf 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 |-C). The administrator will file the report with the Workers Compensation Coordinator. Violation of this requirement constitutes cause for termination of employment.

The site admi rator 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 jured and others who may provide information.

‘An administrator shall complete a Supervisor's Accident Investigation Report, citing summary statementts) 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

review the manager's recommendations an:

formation regarding an incident and prescribe appropriate corrective action and/or penalties.

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TICES.

ae 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.

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Form I-J - Unsafe Work Practice Form



Unsafe Work Practice Form used to report unsafe conditions or work practices.

Readable text transcript from this source page:

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~~ UNSAFE WORK ,

yey Stud Lvery Ne, ae

RKSD.

E MUNICIPAL SCHOOL DISTRICT

DATE OF OBSERVATION:

TIME

AMC] PMC]

LOCATION/DEPARTMENT:

OBSERVED BY (NAME & TITLE):

AppendixI5PLOYEE OBSERVED

EMPLOYEE JOB TITLE:

‘SUPERVISOR:

‘vireateyyarichractice- Peri Describe in detail the unsafe work practice that was observed. Include specific actions, equipment, tools, or conditions involved, Identify the potential hazards or risks associated with this unsafe work practice rt lassie ale

NT

0 vertat warning

DETAILS OF IMMEDIATE ACTION TAKEN:

Oo work stopped C1 Employee Retrained C other (Describe)

CORRECTIVE ACTION PLAN

CORRECTIVE ACTION REQUIRED

RESPONSIBLE PERSON

TARGET COMPLETION DATE

Date follow-up completed:

Was the corrective action effective?

O Yes 0 No

Comments:

EMPLOYEE OBSERVED

SUPERVISOR

SAFETY COORDINATOR

Signature:

Signature:

Signature:

Date as

Date:

Date:

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FUTURES 9

Every der very Need.

Source Page 54

GNNCIPAL 57s

CLARKSDALE MUNICIPAL

*** SCHOOL DISTRICT ***

fuery Student. Cvery Neary Me zw (Kies Interview Type

Employee Name:

(1 Verbal Counseling

Date:

(0 Written Reprimand

Time:

C1 Suspension (letter attached)

C Dismissal (letter attached)

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

XC:

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

BALL

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Emergency Drills

CLARKSDALE MUNICIPAL

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EMERGENCY DRILLS

The following emergency drills will be conducted 4 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.

— Document all Drills ey) See Form - sk: RESPECT

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st Cvery © 59

Source Page 56

FORM

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EMERGENCY

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THIS FORM IS USED TO:

PLAN &

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SUPPORT

MAINTAIN

DOCUMENT ALL

RESPONSE

RECORDS FOR

EMERGENCY DRILLS

& TRAINING

PROTOCOLS

;OMPLIANCE

Need.

Every Student. cvers ss

Form I-K - Emergency Drill and Training Documentation Form



CLARKSDALE MUNICIPAL SCHOOL DISTRICT

Every Student. Every Need.

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.

57

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

Emergency Drill and Training Documentation Form used to document emergency drill or training activity.

Readable text transcript from this source page:

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CLARKSDALE MUNICIPAL
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LOCATION:
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NUM
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L's ie
TIME
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4 Fire Dri (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 (May)
ald Me | Tornado Dri (Fall Semester)
Tornado Drill (Spring Semester] Bus Evacuation (Fall Semester)
‘Bus Evacuation (Spring Semester)
‘Active Shooter Drill (Annually)
| Lockdown Drill (Twice Per Year

FORM I-K
Active shooter drill must be conducted within the first s of the start of the academic year.

e (1) bus evacuation drill

QW

must be conducted each semester.

Fire drills must be conducted 0 Maintain this form on file as documentation of required drills beginning in August.

Lockdown drills must be and training as outlined in the J conducted at least MSD Crisis Management Plan and tornado drills must be conducted Missi i State Board of Education each semester.

per year.

requirements.

TITLE:

DATE:

(PREPARED BY:

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Field Trips

SNIGIPAL 5,

SAFETY REMINDER

KS

7

CLARKSDALE

Py i2} Your actions

— MUNICIPAL SCHOOL DISTRICT —

protect you, ‘our students,

FIELD TRIPS

and our community.

AND EXCURSIONS

(ety. Need Ley Student Pam

ALWAYS.

iy)

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 GUIDELINE:

[our PRorires PRI Al 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

EDUCATIONAL

testing program.

Om

FOCUS

No field trips will be approved during the last (20) days of the school ye:

‘When possible, trips should be scheduled so as not to interfere with the regular instructional day, i.e., scheduled during holidays.

The schoo! principal must approve field trips and written notification must be obtained within fifteen (15) days in advance.

Ovemight field trips are not permitted.

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

STUDENT

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

iv)

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.

PLANNING &

Qo 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.

- APPROVAL

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, La

ACCOUNTABILITY

‘The cuperintenclent 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.

-g & COMPLIANCE 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.

[7] | SAFE

‘The trip's sponsor/advisor/coach must provide the schoo!’ principel the following information: (1) date of trip: (2) destination

Ct TRANSPORTATION

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 carrer; (9) names(s), addreses, telephone number of chaperones; (10) lst 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.

\Y PARTNERSHIP

‘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.

QR

& RESPONSIBILITY

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Section II - School Crisis Response Plan

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Crisis Management Plan

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SAFETY REMINDER

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CLARKSDALE

Your actions protect you,

— MUNICIPAL SCHOOL DISTRICT —

Eu/ ‘our students, eo)

and our community.

CRISIS MANAGEMENT PLAN

Lrery Student. Every

ALWAYS.

Preparing for Crises. Easentiat Activities e@e 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 ash 1g for chaos. The Clarksdale Munici | 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:

DECIDE WHO WILL BE IN CHARGE DURING A CRISIS.

‘Assign one person to provide leadership during emergency

PLAN TO MAKE SPACE AVAILABLE FOR COMMUNITY

‘situations, to organize activities, and to disseminate information.

MEETINGS AND FOR OUTSIDE SERVICE PROVIDERS oft Usually, the person in charge is the principal or assistant principal

INVOLVED IN CRISIS MANAGEMENT.

Designate a substitute if the designated person is unavailable at

- bn

Designate echool sites and include poten altornative titer engage the time of the emergency. tis extremely important that all staff aon and students know who these people are. Identification badges in the community when space is not available at the school.

‘canbe helpful.

DEVELOP NECESSARY FORMS AND.

SELECT YOUR CRISIS RESPONSE TEAM.

INFORMATION SHEETS.

Recruit members for your Crisie Reeponee Team. Typi hy the

OS

‘team will consist of an administrator, nurse, psychologist, school Develop records-keeping forms to assist in the management social workers, teachers, counselors, support steff representative, of crisis situations. A variety of sample forms. letters, etc.

and others with skills appropriate to the tasks to be performed.

SJ

are included in this Resource Guide. Having accurate Adjunct members include police juveniie/school liaison officers, information from the police allows scheol personnel to ‘occurs.

heaith or mental health crisis services.

‘quell rumors that frequently arise when a ee ee aliclig ms DEVELOP CLEAR AND CONSISTENT POLICIES

AND PROCEDURES.

DEVELOP A PLAN FOR EMERGENCY

COVERAGE OF CLASSES.

Develop policies and supporting procedures that provide all staff with clear guidelines for tasks and responsiblities eee ‘Teachers who will play significant roles in a crisis response ‘during crises and emergencies. This addresses: that all need to be assured that their classrooms will be covered.

‘staff will respond conistently: the kids can count on the Consider the Central Office and your PTA as possible policies and procedures by which children will be released ‘sources of assistance in coverage.

to their caregivers.

PROVIDE TRAINING FOR THE

ESTABLISH A CODE TO ALERT STAFF.

"al

CRISIS RESPONSE TEAM.

Establish a code (cal the situation what iti, “Thie ie a lockdown’ ‘Suggested content and sample agendas for training the “This is an evacuation’) that can be used over the public address team are provided such as CPR, First Aid, Fire Safety eyttem oF in notes to alert staff ac to the nature of a criets and Crisis Management.

without unduly alarming the rest of the school.

ESTABLISH A LAW ENFORCEMENT LIAISON.

‘One person from the school system is designated with whom

DEVELOP A COLLECTION OF READINGS.

the police can communicate. This person can be telephoned ‘The district office or schoo! librarian should develop a night or day to report a crisie and to exchange relevant bibliography of books pertinent

to crisis situations contact key people in the schools. Having accurate information that can be relayed. This person, in turn, will aq for students and staf, information from the police allows school personnel to quell rumors that frequently arise when a crisis occurs.

HAVE THE SCHOOL ATTORNEY REVIEW CRISIS

ESTABLISH A MEDIA LIAISON AND IDENTIFY

RESPONSE PROCEDURES AND FORMS.

SUITABLE FACILITIES WHERE REPORTERS CAN WORK AND NEWS CONFERENCES CAN BE HELD.

xf Adjust procedures to comply with any liability concerns.

‘Communicate with the district's public relations spokesperson to establish procedures for responding to the media in times

HOLD A PRACTICE “CRISIS ALERT” SESSION.

of crisis. The Clarksdale Municipal School District has such a person who speaks for the District, the Superintendent On Prepare staff members for their responsibilities in a reat of Education.

crisis. Through role-playing, staff can become aware of potential problems and discuss how to respond to them, ESTABLISH A WORKING RELATIONSHIP WITH COMMUNITY HEALTH AGENCIES AND OTHER RESOURCE GROUPS.

HOLD AN ANNUAL IN-SERVICE MEETING ON To facilitate quick collaborative responses, strong relationships

GENERAL CRISIS INTERVENTION.

Ong with community agencies must be established prior to a crisis.

Or ‘Annual in-service meetings need to be conducted for all A list of suggested community support services is included below.

school staff. Such in-service meetings should include

SET UP “PHONE TREES.”

eea information on building procedures, suicide, rape, Critical formation needs to be commu ated as quickly and natural disasters.

‘as possible to those in need. The complexity of the phone tree depend on the size of the community and its

PARTNERSHIPS WITH LOCAL EMERGENCY RESPONSE

school system, For safety’s sake, we work together.

- G The worst time to prepare for a crisis is after it has already occurred.

Go 8 * © from Staying Safe at School: Survival Skills for Teachers 99

FIRE
HOSPITALS &
POLICE
DEPARTMENT
HEALTH SERVICES

RESP

ACHIEVE EXCELLENI

iil Loy Student. fre, Need, _——___——6o

Staff Phone Numbers

MU

~CLA

RKS

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.__ FORM I-A

"STA

FF TELEPHONE NUMBERS

ian

NI

(ai)

| ol (662) 645-7704 (662) 627-8500 Superintendent of Education Dr. Toya Harrell-Matthews Assistant Superintendent / Curriculum Coordinator / Herbert Smith (662) 645-3653 (662) 627-8500 Crisis Coordinator Director of Maintenance & Transportation / Safety Manager Dr. Clarence L. Hayes (662) 902-9304 (662) 627-8500 Dr. Vernita Burnett (662) 645-4774 (662) 627-8530 Principal — Clarksdale High School Principal - W. A. Higgins Denise Calhoun (662) 645-9279 (662) 627-8550 Middle School Principal - Oakhurst Dr. Cornishee Sims (662) 645-4059 (662) 627-8560 Intermediate School Director — Carl Keen Career &

Triccia Hudson (662) 645-9880 (662) 627-8580 Technical Education Center Principal — Booker T. Washington Bridney Johnson (662) 645-7480 (662) 627-8567 eee Elementary School aia Principal — George H. Oliver Regina Chess (662) 902-7216 (662) 627-8605 _ Elementary School Principal — J. W. Stampley Deshun Readus (662) 645-9819 (662) 627-8570 Sth Grade Academy _ Principal — Kirkpatrick Dr. Adrienne Hudson (662) 902-3724 (662) 627-8588 Elementary School Chief of Police — Chief Earnest Moore (662) 902-4725 CMSD Police Department This directory is intended for emergency use only.

Keep this information accessible and up to date.

Ever Stucent Hay Heed. -

O61

| we

Community Emergency Numbers

CLARKSDALE MUNICIPAL

Loy Student. Z es Need Poel Wy

CONTACT DIRECTORY

AMBULANCE

FIRE

POLICE

IN

Mississippi Department of Education - Office: (601) 359-1028 Crisis Response Team

CT NUMBEF

Fire Chief (662) 627-8444 Merit Health Hospital (662) 627-3211 Department of Human Services (662) 624-3008 Police Department (662) 621-8151 Coahoma County Health Department (662) 624-3050 Sheriff's Department (662) 624-2411 American Red Cross (601) 378-3245 Poison Control Center (800) 256-9822 (Orc |

NT/

Mi

MEDIA

LI

Clarksdale Public Utilities (662) 627-8499

TI

CONTI

IM

Atmos Energy (662) 624-5451 Delta News | (662) 334-1500 This directory is a vital resource for crisis situations.

Keep this information accessible and up to date Eve Sidon! Evew Need.

OMMUNITY

Responsibilities of School Personnel

sah CIPAL iC, 20,

SAFETY REMINDER

2,

CLARKSDALE

Your actions protect you,

—— MUNICIPAL SCHOOL DISTRICT ——

ca / cour students, and our community.

RESPONSIBILITIES OF PERSONNEL

Every Student. 0% Nowa,

DURING AND AFTER EMERGEN!

ALWAYS.

4)

ASSISTANT PRINCIPALS

COUNSELORS /

PRI

PALS (MS

15)

code 3 5)

PS

OG)

=m 6 ‘The principal/designee ' responsible forthe overall

‘The assistant principal will:

Teachers will Counselors wil direction of emergency procedures at the schoal site.

Help secure buildings

- Provide for the supervision of
- Maintain lst of high-risk
- Develop an emergency procedures plan designed to

“students and will remain with students throughout the year.

property for hi or her school st.

minimize injury and the lose of lfe and to protect ‘Assure that multichandicapped students are accounted for and safe.

students until directed otherwise.

‘Arrange for 2 faculty meeting during the first month fof schoe! for the purpose of reviewing the validly of Report injuries and damage to the Direct evacuation of students in Identify at-risk students in the plan and to update the staff regarding new principal.

their charge to designated areas current emergency, procedures in accordance with school crisis.

Post in the achool office» chain f command inchading the names and phone numbers ofthe people to succeed Coordinate communication between response plan.

Provide assistance to students the principal nthe event of his or her absence or principal, faculty, and staff.

‘and staff.

Incapacitation, Communicate with parents, Revclor firt Stl if weceesry.

Principal 1 Phone calls should be brief and + lstructonal Literacy Coach ‘ast. Princip Take grade book and call roll ‘Communicate with parents.

Secretary 2 professional.

after evacuation.

Maireain ali of fret aid providers fr his or her site Use lists to contact parents of Designate a location for Coach the students involved.

Report missing students and counseling center.

‘School Fesource/Safety Offcors 3 ‘Give them factual information.

staff to principal Norse 4 Provide them with the locations Direct evacuation of building in accordance with ‘on campus that they have ‘Assst as directed by the principal Assist as directed by procedure access to.

the principal, when thet safety i Ureatened by a csster ‘Arrange for transfer of students and other individuals Give them the names of the ‘Ascertain names of injured and zond staff member with ‘spokesperson that will be Students transported from school keeping them informed once Keep the names of students who are picked up by they have arrived on campus.

[parents or persons acting for the paren Advis them to only give Notily the superintendents office.

inform to school and Communicate event to district media spokesperson, Prepare fact sheet to help those aneweting phones.

EMS of Notily frst aid providers to report to ite of emergency.

‘Toke any other stops deemed nacessany to ensure the

- Assist as directed by the principal.

safer of students, taf, and other indhtcuats.

Moineain contol and accountably of students and staff Asst as directed by the superintendent.

CUSTODIANS / MAINTENANCE

SECRETARIAL STAFF

CLASS LIST GENERATI(

‘00D SERVI

Custodians/Maintenance will The secretarial staff will Office Manager/Office secretaries Food Service personnel manage this responsibility.

- . Be responsible for the use of emergency equipment,

forthe handling of school supplies, and for the safe e responsible for reporting Pll lists of those classes involved

- Prepare and serve food to students

use of wvetlable ution ‘emergencies. Call 91.

‘and make 5 copies.

and staff when necessary, during, Survey and report damage tothe principal ‘Take enrollment cards and sign-out an emergency.

‘Assist ire organization as directed.

sheets for off-site student release.

Check absence/specials/schedules ‘Assn fire-fighting effets nti regular fire-fighting Recorder to affirm who isin attendance in

- Assist as directed by principal

personnel take over Uslize telephones and monitor affected dasces.

CContol main shut-off valves for gas, water, and ‘emergency radio broadeasts.

Collect parent contact numbers.

‘broken or downed lines, ecetchy el Srere tent os beeen aes or ‘Check list with school nurse, ‘Assist as directed by the principal, List should remain with School Law ‘Conserve usable water and other supplies.

‘Assist in disbursement of supplies and equipment.

assistant principal and instructional Enforcement Officials at all times.

‘Assist. as directed by the principal Iteracy coach.

COORDINATOR OF

- BUS DRIVERS

ih CENTRAL OFFICE STAFF

PUBLIC RELATIONS

ei) scH001 worse

) SCHOOL. RESOURCE OFFICER

‘The bus drivers will:

‘The central office staff will:

The public relations coordinator wil:

The school nurse will:

‘The (SRO/SSO) School Resource

- Prope statement for the mec.

Report tothe emergency scene

Safety Officer will:

- Supenicastuertsif emergency
- Assist in al emervencies.

‘Ad the pencpalin preparing ac sheet to Provide fst ald services to ipred/ ‘occurs whe scents ae nthe bus {© Set up an emergency communication help tho arming phones ‘auras ina secure location, Report to the emergency scene, post atthe cental office Develop acirate and compte information Provide information to choo! ofa ‘Assist in securing the scene

- Transport starts and staf to

rw loaton when rected, regardng the ident and wil coordnte ‘and maintaining order.

- The central office will naty the

wth he spernandert he retase oll Provide infermation t emergency Request additional law enforcement

- Assist 5 irected by the principal

proper MOE departments

te:

support as needed ‘Assist with reunification of end conde pre eel ‘students and parents Meira communtcation pata the cnt ceordinate medical evscution.

abo triage at needed and fice ding emergency ident ‘er incident commander.

‘Assist as directed by the principal

General Crisis Procedures / Communication Chain of Command

SAFETY REMINDER

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Your actions

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tobi vb Pa protect you, our students, vw

ENERAL CRISIS

and our community.

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very wudent. very Need,

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egy SO Pa ‘diag he ge may

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sitet ae a ‘gat Wh Call 911.

The site administrator conducts operations from one location and does not leave that location.

2)

Give the police your name, school name, location, Crisis Response Team members should report immediately to the situation, and then stay online.

Command Center and initiate responsibilities.

Announce Code, repeat 3 times. Stay calm.

Secure CRT binder. (This contains specific member assignments, Designate the command center to a Crisis Response Team ‘a map of the school, an evacuation plan, emergency numbers, 4)

through 2-way radios/individual room calls.

and master keys).

Secure the CRT binder and set the plan in action according if EMS officials replace CRT members, they should await to the situation at hand.

further instructions from the site administrator.

627-8500 Follow through with the designated PARENT waiting area.

Call the Superintendent's Office at 6 If necessary, notify the Director of Maintenance of Follow through with the designated PRESS/MEDIA area.

(7)

additional staff needs.

Facilitate the distribution of maps, keys, assignments, information, (3)

Document the entire incident. Include names, times, steps and communication devices from a central location.

taken, and results. Refine this information in the Facilitate district participation and flow of information postintervention.

with EMS officials.

2 Conduct emergency staff meetings to facilitate the flow No unauthorized individuals should be allowed in information.

the command center

COMMUNICATION

COMMUNICATION CHAIN OF COMMAND

‘The superintendent will be the official spokesperson for the district. The superintendent's designee will be ‘Superintendent, Dr. Toya Harrell-Matthows responsible in the absence of the superintendent.

‘Comments in a crisis will be made under the supervision Assistant Supe itendent/Curriculum Coordinator, of the superintendent.

Herbert Smith ag)

‘The boardroom will be the location for the emergency Director of Maintenance and Transportatio communication post. Interviews will not be conducted at the school site. Media permission to interview Dr. Clarence Hayes .

students must be given by parents and be conducted off-site.

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.

DEVEL

NG A “ TEL

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EPHO!

ONE TR.

List All Faculty and Create Backup

Organize into Tiers:

Crisis Management Determine Primary Contacts: Assign Structure the

Team Members:

Contacts: Designate primary contact persons bacleup contacte for telephone tree ito Compile a comprehensive for initiating ‘each primary contact tiers, where each eSe list ofall faculty members communication. These to ensure the person is responsible and crisis management individuals will be remains ttact # a ‘communication chain ‘others. This tiered for contacting afew ‘their home and mobile ‘team members, including responsible for Primary contact cannot oe @ approach ensures phone numbers, and contacting a specific ag be reached or is that the information email addresses.

‘group of people.

involved in the crisis, is disseminated Quickly and efficiently.

Provide each fax

Distribute Copie:

Conduct Drills:

maintoh By implementing and ‘an effective 15)

member and crisis

Regular Updates:

(7)

twlephone tree system Periodically test the ‘commit jon plan, ‘management team Update the telephone through drills to ensure including the member with a copy of troe regularly to reflect all members understand development of a the telephone tree.

any changes in ‘their roles and can comprehensive Ensk they have both ‘contact information ‘execute thom tolephone tree, the Clarksdale Municipal digi nd hs ‘oF personnel ‘effectively during an School District can copies to use in different

‘ectual emergency:

contre a ew and circumstances.

‘organized response curing emergencies.

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Crime Scene Management

SAFETY REMINDER

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CLARKSDALE

Your actions protect you,

— MUNICIPAL SCHOOL DISTRICT —

our students, co)

and our Fiery Suadent. Ze% Need

CRIME SCENE

community.

FRO)

MANAGEMENT

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.

rs 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,

LA

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.

RESPOND

Personal safety — Your safaty comes first! You can’t help others if you are injured.

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

LIEW

Make mental notes of your observations.

VALUATE

7 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.

ri Be aware of weapons and hazards.

Be aware of potential evidence.

Don't touch anything unless necessary.

SECURE

Clear away uninvolved people.

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

BEY

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

PROTECT

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

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

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

IBSERVE

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

Record detailed information — don’t rely on your memory.

NOTIFY

ries Call 9111 (Police/Sheriff Department/EMS/Fire Personnel), if not already called or there.

DOCUMENT

‘Take good notes — Such as: time, date, people at scene, weather, doors open or closed, of furniture.

lights on or off and positi Be prepared to provide your notes and information to police.

Abduction / Student Runaway

SAFETY REMINDER

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Your actions ec 7 nre 1

CIP,

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LF

iL oi protect you, ‘our students, "and our community.

> EMERGENCY PROCEDURES ><

aii Lory Student. fey Need, pawl cS Ww 0 Ve (fon aI7d am Be 0]

TT

EMERGENCY PROCEDURE:

ition: Abduction occurs when a person

PLAN OF ACTION:

unlawfully and without consent restricts Call 911 for immediate assistance. Identify yourself, the school, and the nature of the emergency. Give all the The principal will meet with faculty, ‘another person's movements, and there is if possible. Advise teachers about knowledge by the person of the restriction and information available, ie., description of the child and the a substantial interference with the liberty of abductor, names if you know them, description of the sharing information with students.

vehicle when appropriate, 2s well as the place and time ‘A member of the crisis team will visit the person restricted. This does not have tobe the stuclent was last seen. If possible, stay on the telephone the removal of a person from the site but can line until you are instructed to disconnect by the the missing child's classroom.

be the detaining of a person on a school site by ‘emergency operator.

‘The crisis team or the school ‘an unauthorized person. Abduction also occurs ‘The principal will safeguard siblings at any/or all schools.

counselor will provide counseling when a stranger or family member abducts a The principal will have the School Resource officer or when necessary.

student.

‘Schoo! Safety Officer secure the area or confine to prevent contamination of site evidence.

The public relations coordinator will prepare a statement for the media.

The principal will assist law enforcement (have a copy of ti n: Runaway occurs when a student the student's file and pictures, if available).

The principal will prepare a fact sheet to help those answering phones.

runs away from the school uilding during The principal will notify the superintendent's office who school hours.

will immedistely notify the proper departments (security Teachers will prepare classmates to be coordinator, crisis coordinator, and public relations coordinator).

supportive when the child is returned, ‘The crisis coordinator will assess needs and convene the The school counselor will provide crisis management team if necessary.

follow-up counseling as needed.

The principal will notify the parentis) of the situation and The princi will document actions steps being taken.

and decisions concerning abduction incident.

The principal will keep witnesses separated to prevent sharing information.

CCIDENT / SE

7 1

BIOS INJURY / ILLNESS

LA

PR

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 Fi

with the following:

A4

Check the person for airway blockage, breathing, etc.

oe Control severe bleeding and treat for shock if necessary.

Check for poi:

ni or ingestion of chemicals.

: An accident occurs when an Provide CPR/first id as necessary until backup medical dividual services arrives at the scene.

unintentionally injured or

Call 911 for emergency assistance. Alternate emergency numbers:

an emergency where one or many are 7?

sick or injured.

Delta Health NW Regional School security will remove uninjured students from the accident site. If evacuation is necessary, verify that all students and staff are out of the bui ing at a distance for maximum safety.

fi.

Immediate concern is to aid If evacuation is necessary, each teacher must take the class list and grade book.

the injured or sick student, The pri al will notify the superintendent's office who will staff member, or visitor.

immed ely notify the proper departments (security director, crisis coordinator, and public relations coordinator).

The is coordinator will convene a local crisis team if needed.

The pri ipal 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 pri ipal will document actions and decisions concerning

accident:

otec Equi;

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Frey lve, /

Source Page 67

TT

SAFETY REMINDER

Your actions protect you,

—_ MUNICIPAL SCHOOL DISTRICT —

J our students, Sf NA and our community.

AFTER HOURS

FIRST,

boy Student fey Nec.

ALWAYS.

~ EMERGENCY PLAN

MIG

AK

FIN NITION:

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

for immediate your location and and follow district contacts Protect yourself and assistance.

nature of emergency.

established procedures.

immediately.

others at all times.

ee lerbert Sm it ssistant intend dd.
len Superi 2 3 45.

Source Page 68

SAFETY REMINDER

CLARK

Your actions 2

DALE

Cc protect you, 1

IPI

Le 4 our students, and our community.

> ALTERCATION: ~

Wd

7 SEG

LS

An altercation occurs when there is a fight between two or more individuals.

The fight might include fist fighting or the use of weapons.

IN

(Ms Code 97-3-7)

7 iN

[EMERGENCY PROCEDURE:

PEI

il Cc vw (A) Notify a principal immediately.

oS)

f 8 Walk briskly to ita fight location - eae aes Custodial staff will remove graffiti from school property.

(23) Ask for assistance from nearby staff members.

Administration/faculty will enforce Instruct students to disperse.

the dress code to reduce gang Yell out to combatants, names and order them to stop.

identification.

ww Use ladies or gentlemen if students' names are not known.

Approach students from the side. Restraii accordance The principal will notify probation with policy.

officers, as necessary.

wo Separate all combatants and refer to an administrator.

The principal will notify parents of involved students and have them 'The principal will assess danger and request assistance come to the school to discuss from law enforcement if necessary.

concerns leading to the violence.

All staff are obligated by law (MS Code 37-9-14) to pitch in and take an active role in ceasing any and all The school will enforce a hostile activities.

zero-tolerance policy concerning violence and threats of violence.

tC)

‘The principal will notify the central office of all fights.

The principal will notify the police and youth court of all fights.

Report all rumors of violence to a principal.

ZB)

‘The public relations coordinator will prepare a statement for the media if needed.

es

—EE

IN AN EMERGEN

CY:

CALL 911

PROVIDE

KEEP CALM

NOTIFY

for immediate your location and and follow rict contacts Protect yourself and assistance.

nature of emergency.

established procedures.

immediately.

others at all times, es el

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Source Page 69

SAFETY REMINDER

Your actions

CLARKSD

nak protect you, our students, and our community.

bey Student, fey Need,

OF A STUDENT

nm 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.

EMERGENCY PROCEDUR

The principal will notify law enforcement by calling ¢ or (sheriff's department: 662 2 , police department).

0@ —4 aan The principal will notify the victim's parents.

<4 The first aid responder will provide medical attention 4 if there are injuries.

The principal will protect the identity of the victim.

The school counselor and/or the crisis team will

ZERO

wy Gy provide counseling for the victim and the victim's family.

If the alleged assailant is a student, the principal will notify

YW

his or her parents and request a conference.

The principal will follow board policy and due process procedures regarding disciplinary action, questioning of a student, and Violence has 08 students taken into custody.

NO PLACE

2 ofa The principal will notify the superintendent's office.

The principal will document actions and decisions in our schools.

ee concerning assault incident.

Must notify law enforcement, Youth Court, and kk the parents of the assault (MS Code 37- 9-14).

——————— Ox, Ge lua

CCM

putes

Bomb Threat

SAFETY REMINDER

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PAL

So eS a

KS

cm vv)

Your actions se)

CLARKSDALE

in protect you, if our students,

—— MUNICIPAL SCHOOL DISTRICT —

ca / and our ei 9 community.

BOMB THREAT

hey Student, fey Nee 2

(MS CODE 97-37-21)

ALWAYS.

UTILIZE BOMB THREAT REPORT FORM

DEFINITION:

INS TO ASK CALLER

‘A bomb threat usually occurs when the schoo!

? FIVE QUEST!

receives an anonymous telephone message advising that a bomb has been placed somewhere fon the school site. A bomb threat may be a When is the bomb going to explode?

prelude to attempted robbery, hostage taking, Kidnapping, or just a student trying to get out What kind of bomb is it?

The school or compound of a test at school. Howev a threat must be may ask students and staff always taken seriously.

to evacuate the bui 1g if What does the bomb look like?

there is a potential bomb ‘Most bomb threat telephone calls are very brief;

threat. Please refer to the the message is stated in a few words and then Where did you place it?

DPS Emergency Actions the caller hangs up the telephone. Every effort (Attempt to get the caller to identify the Guide.

building or location.)

should be made to obtain detailed information from the cal such as the five questions listed While on campus,

below. If pos:

fe, use the BOMB THREAT form to Why did you place the bomb in the school?

perform the following record information and record identifying ‘school bus inspection qualities of the caller.

and area observation procedures.

PROCEDUR!

Do not leave the campus

AX, EMERGEN'

until you receive an

- Clerical staff will mmediately notify the princinal/designee of the bomb threat
- The principal will ntity the superintendent's office who willimmediatly

“All Clear” from rotity the proper departments.

- Clorical staff wil document the threat (use the bomb threat checklist).

the school principal.

- The principal willbe responsible for controling the use of twoway radios

_____

- The principal will notify law enforcement by calling 911 and the

and cll phones during a bomb threat.

Chief Schoo! Resource Officer.

- 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 decide whether to evacuate immediately and search
- The principal willbe responsible for conducting a search plan at least

the facility or to make a preliminary search prior to any other action.

‘once each semester.

- The principal willinstruct teachers and staff as they are evacuating their
- The clrical staff wil close all vaults and secure all records.

classrooms and building, they must be watchful for anything that they

- The secretarial staff wil take envollment cards and sign-out sheets

don't recognize as being “normal” briefcases, bags in unusual for offsite student release, places, pipes laying in unusual places. If they don’t observe anything

- Toockers wil take class roll and notify the principal if someone i missing

‘unusual in the clessrooms, close the door after the last student is out.

- The principal wll decide forthe students and other parson to re-enter

(The closed door will indicate to the police that nothing unusual was the building: f posible, the principal should sea the advice of Police ‘observed in the classroom.) DO NOT LOCK THE DOORS!

Fico Department

- Tho police or incident command or designee may give the school building
- The principal will evacuate the building if warranted (1000 feet or mor).

to the pep will notify the aneportation department ofthe need for ‘buses to transport studentustall toa predetermined location. The

- A search team composed of police

and staff wit location isthe Coshoma County Expo Center. The 2 visual search of the building and report to the principal any items or sSperntendentdesignee must be informed prior to moving studenta/staft containers that are unusual or foreign to the normal operation. Do not te predetermined location.
handle the itern under suspicion.

- The pubic relaons coordinator wll prepare a statement forthe media
- The principal will propare a fact sheet to help those answering phones.

IF A BOMB IS FOUND:

WHAT TO DO IF A BOMB IS FOUND: (ms cove 37-37-25)

(&) WHAT NOT TO DO

- Do not touch suspected explosives.

Evacuate the area IMMEDIATELY according to the school plan.

- De not move suspected bombs.

Secure a perimeter of 1000 feet or more around the location.

- Do not place the suspected bomb in water.

Call 911. Make sure the 911 operators understand that you have

- Do not eut or pul any wires attached to suspected explosives.

located a suspected explosive device. If possible, stay on the line until

- Do not attempt to cut strings, pul fuses, or ease hooks attached to a suspected device.

you are instructed to disconnect by the 911 operators.

- Do not use oF pass metalic tools near suspected bombs.

The principal will notify the superintendent's office who will

- Do not smoke or allow open flames neor suspected bombs.

immediately notify the proper departments.

- Do not use two-way radio or celular phones near the scene of a suspected bomb.

Members of the explosive ordinance disposal team will remove the bomb.

- Do not investigate a suspected bomb too closaly. Leave that to the experts!

The pi \cipal will document actions and decisions concerning the bomb incident

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ACHIEVE EXCELLENC!

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Source Page 71

SACIPAL
CLARKSDALE MUNICIPAL
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SCHOOL DISTRICT
RK APPENDIXA OY
Loy Student. fey Need,

BOMB THREAT CALL PROCEDURE
(FRONT SIDE OF YELLOW CARD)
IMPORTANT: DO NOT GIVE YOUR NAME TO THE CALLER 4& 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 | - BOMB THREAT CALL INFORMATION
PART Il —- CALLER VOICE CHARACTERISTICS

(CHECK ALL THAT APPLY)
QUESTION

CALLER RESPONSE / NOTES
CHARACTERISTI
OBSERVED
VOICE CHAR)
RISTICS
OBSERVED
1. When is the bomb going to explode?
oS ae Calm Laughing go 2, Where is the bomb right now?
Angry Crying 3.
What does the bomb look like?
Excited Normal 4 What kind of bomb is it?
Slow Distinct ia Rapid Slurred What will cause it to explode?
Soft Nasal 5, Did you place the bomb?
0 No Loud Stutter If No, who did?
Cracking Voice Lisp Raspy Accent Why was the bomb placed?
Deep Familiar Voice What is your name?
Ragged Clearing Throat
QO

What is your address?

Heavy Breathing Disguised Sex of Caller Approximate Age Race / Ethnicity Description Length of Call PART Ill - BACKGROUND SOUNDS

PART IV — THREAT LANGUAGE

REMARKS / ADDITIONAL INFORMATION

HECK ALL THAT APPLY)

(CHECK ALL THAT APPLY)

DETAILED REMARKS / NOTES

BAC

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OBSERVED

BACKGAROUN!

‘OBSERVED

REAT LANGUAGE CHARACTERIST?

OBSERVED

Streot Noises Oo House Neises Oo oO Crockery / Dishes, Well Spoken / Educated Factory Machinery Foul Language Motor / Vehicle Sounds Qo ‘Animal Noises Voices ao Music Incoherent Office Machinery PA System Clear Line Static Taped Message Local calt ‘Long Distance Irrational Statements Phone Booth Other Message Read by Caller

OTHER SOUND:

OBSERVATIONS

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:

4 Location Time Received Employee Name Phone Number Receiving Call Position/Title yas

Source Page 72

SAFETY REMINDER

Your actions

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PROCEDURES ©

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BUS INSPECTION AND

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) AREA OBSERVATION PROCEDURES

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Nose a aka “ye Tt ar

Ky) BUILDING EVACUATION PLAN

(Inspection eccommended by Transportation Security Administration, US Department Qa ‘The principal will update, and post evacuation of Homeland Security)

6

PRO

When is the bomb plane ‘each room of hie or hor building going to explode?

annually. This plan will be used for fire, bomb

- The bus rivor wil stay withthe students.

Check the following areas for suspicious packages,

- The baw iver wil ensure hat ly

threat, and explosion, loss of a buildings bags, devices, substances, smelis, sounds, and ‘enforcement is notified.

Qo structural integrity, hazardous materials, and unattended book bags, ete.

What kind of bomb is it?

other crises requiring evacuation,

- The bus diver wil ensure that the

1A)

Floors ‘transportation supervisor is notified Evacuation ie considered a last line of defence and Below Seate

- Bus drivers mustimmediataly check all

What does the should only be implemented when the life and/or Driver's Area ‘student passengers for injury and ak health of stuconts, employees, guests, or visitors whether anyone is hurt or injured. 0, bomb look like?

is threatened. Exits are highly visible and exit Steps ‘est aid shall be administered, if pathways are labeled with appropriate EXIT ‘Wheelchair Its, if equipped appropriate ‘signs. Know the route to the nearest exit from your location. In the event of a fire or other 8 Lights

- The students should be evoaunted fem the)

4 Vitis ae yoipaig uo ‘condition that necessitates evacuation of the Wheel wells school tus folowing standard procedures ‘only if the condition or postion of the building, do the following as outlined in Engine Compartments school bus creates a further hazard the building oF cation.

site/schoot- specific evacuation plans:

student passengers.

PROC!

Exhaust System Fuel and air tanks

- The transportation supervisor will goto the:

le

- Students and staff will calmly and quickly move

cen ofthe accident (5 Why did you place the bom to sczigned evacuation locations Bach/side emergency exit doors (5)

in the school?

- Teachers will fellow students out and stay
- The transportation supervise wil notty the |

with students.

na central office and bulking principals. The Central Office wit notity publi relations, Stay together and gather ata safe distance (minimum $00 feet for fires and 1000 feat for the secuity coordnator, the dector of

EEE |

persons and the criss managemert bomb threats) from the building at designated ————Spe tH] team coordinator gathering pols. See the plan for each location Teachers wil cll roll to determine if any wh

- The principal will goto the scone ofthe

students are missing.

sccidentif students are injure.

Teachers I report missing students to a0)

the principal

- The principal or designee wil notiy parents

Wit cannot be determined that all persons have

XE

ee, D The principal will snd a staff member with safely exited the building, the responding fice the injured stents if transported from team, of other designated emergency response the accident ste team must be notified, Unattached students wil report tothe nearest Principal and supervisor of transportation teacher. Teachers should note student wll make list ofallstudents onthe bus at ‘additions and send this information to Be prepared to describe suspicious device(s)

the time of accident.

the principal ‘with size, shape, components (wires, batteries,

- ‘Secretarial staff wil take enrollment cards and

‘and clocks), color, location, sound,

- The princpal and sppervsor of ransporation|

sign-out sheets for offaite student release Describe suspicious odor, mist, vapor, pow wil docimneen aciona and deiions color, quantity, residue, and/or location, concerning bus acident.

- Designate a specific location for medical

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personnel to conduct triage.

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(MS CODE 97-

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wt, | (@) WHAT TO DO IF A BOMB IS FOUN!

- Do not touch euspacted exploriver
- Evacuate the area

according to the school plan.

eo De net move suspected bombs.

- Secure a perimeter of 1000 feet or more around the location.

eo Do not place the suspected bomb in water.

- Call 911. Moke sure the 911 operators understand that you have

Do net cut or pull any wires attached to suspected explosives.

located a suspected explosive device. If possible, stay on the line until Do not attempt to eut strings, pull ses, or release hooks attached to a suspected device.

you are instructed to disconnect by the 911 operators.

Do net use or pass metallic tools near suspected bombs.

- The principal will notify the superintendent's office who

Do not smoke or allow open flames near suspected bombs.

immediately notify the proper departments.

Do not use two-way radio or cellular phones near the scene of a suspected bomb.

- Members of the explosive ordinance disposal team will remove the bomb.

Do not investigate a suspected bomb too closely. Leave that to the experts!

- The principal will document actions and decisions concerning the

bom!

ident.

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Source Page 73

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SAFETY REMINDER

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zm Your actions

CLARKSDALE

protect you, our students, Ea /

— MUNICIPAL SCHOOL DISTRICT —

and our community.

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EMERGENCY PROCEDURES

ALWAYS.

BUILDING COLLAPSE

TRAINING

Ey

gS BUILDING EVACUATION PLAN

Definition:

The principal will update, and post evacuation School Principals and Department Heads plans in each room of his or her building A building collapse occurs when the structural annually. This plan will be used for fire, bomb shall ensure that employees receive integrity of the building is lost due to information and training on the elements over stressed conditions.

threat, and explosion, loss of a building's of the emergency ci is and response plan structural integrity, hazardous materials, and during orientation and at least annually other crises requiring evacuation.

thereafter.

EMERGENCY PROCEDURE:

Evacuation is considered a last line of defense and

- Principal will initiate evacuation plan.

should only be implemented when the life and/or

- Teachers will call roll to account for all students

health of students, employees, guests, or visitors Training shalll include, but not be

limited to:

and report missing students to the principal.

is threatened. Exits are highly visible and exit

• The principal will call 911 and describe

pathways are labeled with appropriate EXIT what has happened.
signs. Know the route to the nearest exit from your location. In the event of a fire or other School/ facility layouts

• The principal will contact the first-aid responder

condition that necessitates evacuation of the and escape routes to provide first aid if necessary.
building, do the following as outlined in

• The principal will notify the superintendent's

site/school-specific evacuation plans:
office who will notify the proper departments.

EMERGENCY PROCEDURE:

• inthe case of inclement weather or delayed entry

‘Awareness of handicapped into the school building(s), the principals will notify

• Students and staff will calmly and quickly move

individ Is who may need the transportation department of the need for to assigned evacuation locations.
extra assistance buses to transport students/staff to a predetermined location. The predetermined location is the Teachers will follow students out and stay Coahoma County Expo Center. The with students.
superintendent/designee must be informed prior to moving students/staff to predetermined location.
Stay together and gather at a safe distance Hazardous areas to be (minimum 500 feet for fires and 1000 feet for

• Secretarial staf will tke enrollment cards and

bomb threats) from the 1g at designated avoided during sign-out sheets for off-site student release.
gathering points. See the plan for each location.
‘emergencies Teachers will call roll to determine if any

• The public relations coordinator will prepare a

statement for the media.
students are missing.
Teachers will report missing students to

• The principal will prepare a fact sheet to help

the principal.
Rooms and other spaces ‘those answering phones.
that need to be checked

• The principal will decide forthe students and other

If it cannot be determined that all persons have for visitors and employees Personnel to re-enter the building only after being safely exited the building, the responding fire team, or other designated

emergency response who may be trapped or advised to do so by the civil defense office and/or team must be notified.

otherwise unable to evacuate the school architect/engineer.

the area during an emergency.

- The principal will document actions and decisions

Unattached students will report to the nearest concerning building collapse incident.

teacher. Teachers should note student additions and send information to the principal.

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

Any duties/responsibilities Designate a specific location for medical the employee may have personnel to conduct triage.

in support of the plan.

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Source Page 74

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CLARKSDALE MUNICIPAL

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\ EVACUATION LOCATION /

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.

Oo Coahoma County Expo Center Parking Lot Coahoma County Expo Center (ie, fields, parking lot, etc.)

(662) 902-9304 Herbert Smith Assistant Superintendent ar oO Clarksdale High School (ie, fields, parking lot, etc.)

Clarksdale High School (662) 902-9304 Herbert Smith, Assistant Superintendent Every Shucent Every Heed.

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Source Page 75

SAFETY REMINDER

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CLARKSDALE

protect you, our students,

— MUNICIPAL SCHOOL DISTRICT —

and our pyery Stud t. Every Nee la community.

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Q, SHOW MAPS WITH DIRECTIONS .9.

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ALWAYS.

> FROM CENTRAL OFFICE *

go

- a BUS ACCIDENT

EMERGENCY PROCEDURE:

- the bus driver will stay with the students.

JW Stampley 9th]

- The bus driver will

fo that law Clarksdale High'School @

Grade Academy:

enforcement is not

- The bus driver wil

sure that the transportation supe isor is notified.

- bus drivers must immediately check all

student passengers for injury and ask Pfs first aid shall be admin whether anyone is hurt or injured. If so, red, if appropriate.

- The students should be evacuated from the

school bus following stand:

procedures VWs cnly ifthe condition or position of the school bus creates further hazard to the student passengers, le 4

- The transportation supervisor wil go to the

Sadi szone of the accicler

- The transportation supervi

I notify the central office and building pri The Clarksdale Municipal Central Office ify publi lations, AN fi School District the security coor tor, the cor of team coordinator.

‘operations, and the crisis mani Ma ies]

- The principal will go to the scene of the

accident if students are injured,

- The principal or designee will notify parents.

On cipal wi astaff F with Ac’ nty ie red stu ident site transp om Expo Center.

will make best of all decisions on the bus at Principal and supervisor of transportation the ti of accident.

al 1 mi @

- tre

will document actions and decisions 1d supervisor of transportation ‘concerning bus accident.

je DIRECTIONS FROM CENTRAL OFFICE TO COAHOMA COUNTY EXPO CENTER ne r0F)

- Bxit the building

DESTINATION

Cross over S. Choctaw St into the parking Coahoma County Expo Center lot of the Coahoma County Expo Center.

1150 Wildcat Dr.

9 Clarksdale, MS 38614 st

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Source Page 76

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CLARKSDALE

— MUNICIPAL SCHOOL DISTRICT —

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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

CEDURES SHOULD BE FOLLOWED

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

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

Select a classroom that is close to an exit for 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.

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

Qa:

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 medic ion 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.

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Source Page 77

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SAFETY REMINDER

Your actions

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CHILD ABUSE/NEGLECT

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(MS CODE 97-5-39)

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INITION

REPORT IMMEDIATELY!

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is an act of commission. Child neglect is an act of omission. An abused or Faculty and staff members should call Sead child (anyone under 18 years of age) is defined as a child whose health or welfar 7 harmed or threatened with harm when bis or her parent, guardian, or other person exercising » 6 yf custodial control or superv n of the ct icts or allows to be i icted upon the child dU 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

or to be committed an act of sexual abuse, sexual exploitation, or prostitution upon the child;

1 abandons or exploits such chil ‘or does not provide the child with adequate care, supervision,

JK

food, clothing, shelter, education, or medical care necessary for the child's well-being.

he so puse are physical (ie., assault or contact that causes physical Coahoma County Department of injury or emotional injury, abandonment stalking, hate crimes, harassment) and sexual abuse Child Protective Services ,, touching, handling, etc., of a child for lustful purposes; sexual expliotation, e.g., 923 Ohio Street pomographic photograph rape, molestation, incest, prostitution)

Achild nt, g or other person who has permanent or temporary care, custody, Clarksdale, MS 38614 or responsi lity for the supervision of a child, including school personnel, can cause abuse or neglect. Alzo, a stranger or someone outside the echool setting con be caused by another child If the telephone number is busy, keep 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.

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

accor th 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 Ni

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information to the director of social services in the county in which the child resides.

ce ic civil liability protects persons making reports if they act in good faith.

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iT iN ai ry that one have absolute proof before reporting. It is the responsibility of the Department of Human Services to conduct its investigation.

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Date of Report:

‘Time of Report:

Name of Child por mediate

Chile's Age:

Gender:

Grade:

School:

Call the Coahoma County Department of Child Protective Services at 662-624-3008 or 1-800-222-8000.

‘Addiess of Child aS ea vi lo

ity:

State:

Zips

[Name of Parent/Guardian:

Name of cl Name of Address 's parents, address, and telephone.

State:

Child's age.

City:

Zips Name and address of person whom you suspect is Telephone: (responsible for the abuse or neglect Any other pertinent informat

[Name of Person You Suspect is Responsible:

Address:

Relationship to Child:

Description of Suspected Abuse/Neglect and Pertinent Information Faculty and staff members should inform the prit lof (Include statements made by child, visible injuries, obsorvations, dates, times, etc) the report in writing, including date and time of the report.

Principal shall permit interview with the child by authorized, properly i tified officials.

School counselor will provide follow-up counseling, 6)

[Name of Staff Member Making Report:

when appropriate.

Position:

‘The principal will document actions and decisions

Date:

concerning child abuse/neglect incident.

Signature:

g EVERY REPORT MATTERS. YOUR ACTION CAN PROTECT A CHILD.

REPORT. PROTECT. PREVENT. ©)

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Source Page 79

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SAFETY REMINDER

Your actions protect our

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te students and Ge Bory ia ‘our community.

CONFRONTATION WITH A PERSON

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IN POSSESSION OF A WEAPON

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(MS Code 37-11-18)

ON

er 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.

Pw is any instrument, which may produce bedi harm or death. Weapons include, but are not 1d to, any knife, firearm, air gun, sword, spear, ax, tomahawk, club, explosive device, fireworks

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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.

5 4 Immediately situation c. Establish a psychological advantage by 0 The principal will determine if the situation is an emergency.

9 . Make sure the 911 operator understands Do not make threats, challenges, or in any that there is an 2 zs and way 2 the person in possession of the weapon.

give his or her last known location; give a description

‘and any other information you may have. If po:

le, stay on the line until you are instructed to disconnect Constantly Does the by the emergency operator.

individual vacillate concerning the intended Notify all teachers that you have an emergency use of the weapon, or does he/she seem to situation. Pass the emergency signal over the PA want attention?

system and then announce, ud ra ou {All classroom doors should be locked at the ot the individual's actions.

sound of the emergency inal.

mS)

Students and staff should r from Ina calm voice and mannerism, try to talk doors and glace.

Make reasonable suggestions.

Notify the central immediately; they For example, if other individuals are present, will notify the proper departments.

request that they be allowed to leave the area.

Notify all students outside their classroom (including those outside the schoo! building) to carefully and try to obtain report to the st Alll students enough information about it so that a description should be brought into a locked area.

can be given to school security/law enforcement Teachers should call roll and list the names of officers.

‘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 Attempt to if possible.

principal later.

If the hostage taker or armed person can be contained Move os co.

in one section of the building, students and staff should be ted from the building to a designated safe area.

‘Students and staff will the building 21 with the i idual’s demands until the building has been evaluated and as long as they are reasonable.

determined safe by the police department, If safety permits, a staff member should be directed outsi the building to n all approaching The principal will Visitors of the danger.

is s concerning weapon incident.

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

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Source Page 80

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SAFETY REMINDER

NICIPAL 55

Your actions

CLARKSDALE

protect our

— MUNICIPAL SCHOOL DISTRICT —

students and Fiery very, Stud ‘our community.

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DEATH OF A STUDENT/STAFF MEMBER

SEE SOMETHING.

AT SCHOOL

SAY SOMETHING.

Wd 0)

(MS Code 37-11-18)

REPORT IT.

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 OUTSIDE OF SCHOOL — EMERGENCY PROCEDURE

Principal will call 911. Make sure the 911 operators and staff ‘The principal should initiate a chain phone calling system to inform all faculty ‘of the understand that there has been a death at your school (faculty and staff). The phone call andl morning meeting reduce the risk of

ly and schedule an early:

ing 1 postible, stay on the line until you are instructed to faculty arriving at school uninformed. The purpose of the faculty/etaff mesting disconnect by the 911 operator.

is three-fold:

To be sure faculty members are informed of thei iddont.

‘The building principal should be notified as soon as a death occurs and should document all information as soon 2s itis available.

‘To ensure that faculty/staff members know the facts surrounding the lent so they can dispel rumors and honors stories that may crop up during the day, and wil ered ‘The principal will notify the superintendent's office that, '* To announce any special schedule andlor events of the day.

ly notify the proper departments.

Assemble the schoo! district's crisis counseling team and other resource ‘The crisis coordinator will convene the local crisis team, persons so they can plan to assist at the school.

it needed.

Substitute teachers, as necessary, need to be scheduled. They, too, need.

‘training before meeting with students, ‘The principal will notify the deceased person’s next of kin.

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.

of all ‘The principal will be responsible for controlling the release concerning death of stalf member or student.

‘The details of funeral should be shared with the entire staff.

og ‘The principal should announce the death of the teacher/student and the mown fects Of tee death to the first clans ofthe cay (or tthe entire stulort ‘The deceased family’s wishes should be followed and the body), Te cl igh on these a by

SS

schoo! liaison apy inted by the principal should be in direct, reaction by students in thelr respective classes, contact with the ily.

‘Although distraught faculty and staff members should remain as calm as possible Issues regarding confidentiality and student's right to fond give every teacher as enuch “strength for tudonts, choosing which words € ‘rick, may not know of the person's condition, They try &9 lead to teach, Students Privacy should be maintained.

Faroly expect toachor ‘owarenoss to Blt ifiemme ae to find teachers most (Gr has committed suicide).

helpful as empath listeners. Do not attempt to explain why a person dies classrooms/hallways of students.

Security personnel will sacure the area and clear effected In the case of a suicide situation, simply say, “Sometimes, a person becomes io} distraught and depressed. When this occurs, he/she oftentimes can't see ‘The personal belongings of the deceased should be removed fesolution to a problem (er situation) ather then taking his or her own life. There and protected co that they can be given to the family at» ian overwhelming feoling of hopolesaness. This is tragic. Ifyou are over in 2 imilor stuation, dlecuss your prablom(a) with zomeone you trust preferably an

later date.

‘adult (with counseling training). No problem is as great that you should consider Dispell rumors and refer all rumors to the principal so that Committing suicide.”

they can be addressed in the debriefing cession.

Refer all rumors to the principal so that they can be addressed in the debriefing session.

Evacuate the immediate area, segregate witnesses and Not all studonts wil griove or respond to deathisuicide in the same manner, Some will want to relieve the hurt by discussion, others by avoiding the issue. Each person Protect the scene of the event.

will expecionce a grieving process that fe “normal” for him/her. Thess nanctions are typical and should be afftrmed by teochers/eouraolors. Time should be allowed to bbe allowed to express their gre and dlacuse openly their feelings, tears, and texprezs their grief reactionsin the classrooms and dacumions. Students should concerns thet surround the events.

Individual and group responses to loss may remain intense for extended periods.

‘Teachors should refor to the crisis counseling team any student who appears to TTeschers should remain on the lookout for stuclents who might show signs of the location of the special crisis center which they can send extremely «pest have dffculty coping with the coath of the toacher/student. Teachers must know extreme grief responses.

students throughout the day for special counseling or help in dealing with ‘and access to the crisis team as needed.

Continue to support grloved students. Provide ongoing counseling services the tragedy)

thoy will be allowed to attend the funoral if they have a rote from home. The Funeral rangement: should be explained and students should be informed that Monitor students for prolonged emotional distress and refer them to ‘of s school should ‘3 memorial program ‘appropriate resources, tGated on the stadent's response to the death, (some authorises de hot Suppor having o momorial is contidered, the emphasis should focus on how to develop appropriate coping, ram when death results from Suicide). 1 a memorial program, Maintain regular communication with staff, students, and families

strotagies. The act of suicide should net be glorified.

Review and evaluate the procedures used and make adjustments as (3)

The schoo! should return to ts regular schedule, ever abbreviated as it relatos needed for future incidents, to activites and assignments, as son as postite, Teachers need not return te sessions too quickly, as every reflection times but may scale down expectations in resporse to change in energy lovels.

ofthe rt should be removed and 1” ° 8 that they can be given 2o the family ata later dete REMEMBER: Your safety and the safety of students is the priority.

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

Od Zi Student. E yup Need.

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Source Page 81

SAFETY REMINDER

Your actions

CLARKSDALE

protect our nT students and

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our community.

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EARTHQUAKE

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Lak 4 no un ‘An earthauiake is the oscil 9 movemnent of the earth's crust caused by the rupturing of ir great masses of rock miles beneath the surface of the earth. This generally takes the form of he 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.

Tector 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 isturbed air making a rushing sound. Probably the most disheartening feature the aftermath of a damaging earthquake is the reported occurrence of after shocks.

EMERGENCY PROCEDURE

Students and staff should until Teachers should ol and report wv

YW

tremors stop.

missing students to the principal.

Students and staff should ra The secretarial staff will take 2 until tremors stop.

ds and si for off-site student release.

Students and staff should Lo | under desks and tables, against inside Unattached students should to the walls, or under doorways.

nearest teach . Teachers should report student additions to the principal.

Students and staff should be alert for possible af Py The principal will make the decision for the students and other personnel to any electrical or gas, only after being advised to do operated appliances.

so by the ci defense office and/or school architect/eng eer.

Students and staff should e the Fy

GU

bui ing through the nearest safe exit if Students and staff should be alert for Ww instructed to do so. The earthquake

RE

RI

possible when returning evacuation signal is Students should cid overhead wires Remain and follow instructions from and utility poles.

school officials at all times.

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EMER

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TS.

The functions of the team are as follows:

Qo (5 1)

14)

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

students and staff, Check student Release student fin doubt, Complete Get 4 ask for Fat for name or only to an 4 Report from each persons authorized (See form)

teacher and report ‘to pick up ‘to Emergency student.

0;

ions (See form)

(Center (See Forms)

- PREPARE. PLAN. PRACTICE. YOUR SAFETY IS OUR PRIORITY.

EVERY SECOND COUNTS.

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Source Page 82

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EMERGENCY TEAM

AY

TUDENT REUNIFICATION SITE

XY

La if)

Account for all students and staff. Get Injury and Missing Persons Ee eee ee ee ee Se ee ee Report from each teacher and report to EOC.

Check student emergency card for name of person(s)

Pe ve mr RG SEP aA A pe OPEN OE ee OP et ee eT authorized to pick up the student.

r 4 ' Release student only to an authorized person eS ee ee ee ee ee ee If in doubt, ask for identification.

pe Complete Student Release Log.

= Every Student Every Weed. - e@e RESPECT a ALL 2

Source Page 83

RN)
NCIPAL 7 >
CLARKSDALE MUNICIPAL
SCHOOL DISTRICT
A gyory Student. Every, Neocy x kX «ye (chs ST STUDENT RELEASE FOR
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.
(I Present C1 Receiving First Aid CD Absent (1 Evacuated to emergency department CO Missing
Requester’s signature:
Destination
Date:
Time:
Staff member approving release (please initial)
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& MEY
Every Heed.
9

Source Page 84

_ CLARKSDALE MUNICIPAL

— Suory Student. Exery Noord

SO [

Ms (sess PRT MSSHGrNURY ORT

TO:

FROM: (Name)

LOCATION:

DATE:

TIME:

PERSON IN CHARGE AT SITE:

Message via:

O 2-way Radio (] Telephone (J Messenger 4 Absent # Sent to Dead Unaccounted for # Released to # Being Injured Hosp./Med Missing (away from site)

parents supervised Students Site Staff Others Check Damage/Problem Location(s)

a iat ee!

Gas leak Water leak Fire Electrical Communications Heating/< cooling

Other (list):

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Source Page 85

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~ CLARKSDALE MUNICIPAL
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PARENTAL PERMISSION
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EMERGENCY RELEASE LIST FOR PARENTS
Student name:
Teacher name:
Parent name:
Phone number:
Parent signature:
CASI
(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:
Phone number:
L (12) Name:
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, se and it will only be used in emergencies.

Ou

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Every Sa Le nt. a 4Yy Need.

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Source Page 86

SCIPAL

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SAFETY REMINDER

‘0, 3 ‘Your actions protect you, ig

CLARKSDALE

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— MUNICIPAL SCHOOL DISTRICT —

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SEE SOMETHING.

EMERGENCY PROCEDURES

SAY SOMETHING.

‘fi

REPORT IT.

BUILDING COLLAPSE

(G3) BUILDING EVACUATION PLAN 6)

DEFINITION:

‘The principal will update, and post evacuation School Principals and Department Heads plans in each room of his or her building Ab 1g collapse occurs when the structural shall ensure that employees receive integrity of the building is lost due to annually. This plan will be used for fire, information and training on the elements cover stressed conditions.

bomb threat, and explosion, loss of a building's of the emergency crisis and response plan structural tegrity, hazardous materials, and other cris during orientation and at least annually 's requiring evacuation.

theroafter.

EMERGENCY PROCEDURE:

Principal will initiate evacuation plan.

Evacuation is considered a last line of defense and on should only be implemented when the life and/or Teachers will cal rollto account forall students Training shall include, but not be °8 health of students, employees, guests, or visitors

limited to:

and report misting students to the principal.

is threatened. Exits are highly visible and exit pathways are labeled with appropriate EXIT ‘The principal will call 911 and describe signs. Know the route to the nearest exit from what has happened.

School/facility layouts your location. In the event of a fire or other re og ‘The principal will contact the first-aid responder

condition that necessitates evacu:

ion of the and escape routes ‘> provide first aid ifnecessary building, do the following as outlined in The principal will notify the superintendents

site/schooFspecific evacuation plans:

<ffice who will notify the proper departments.

on into the school In the cate of inclement weather or delayed entry

EMERGENCY PROCEDURE:

Awareness of handicapped ings), the principals will notify ‘the transportation department of the need for 0 Call 911. Make sure the 911 operator individuals who may need buses to transport studente/staffto a predetermined understands the nature of the emergency.

extra assistance location, The predetermined location is the If possible, stay on the line until you are 6 ‘Coahoma County Expo Center. The ‘superintendent/designee must be informed prior instructed to disconnect by the emergency to moving sudenta/staff to predetermined location, operator.

Secretarial staff will take nrollment cards and Hazardous areas to be ‘sign-out sheets for offsite student release.

Keep staff and students at a safe distance, avoided during on upwind from the fallen aircraft. Note in case ‘The public relations coordinator will prepare a of jet aircraft, the minimum safe distance emergencies og statement for the media is 1000 feet.

‘The principal will prepare a fact sheet to help os those answering phones.

Notify the central office immediately;

Rooms and other spaces ‘The principal will decide for the students and other they will notify the proper departments.

that need to be checked on personnel to re-enter the building only after being for visitors and employees ‘advised to do so by the civil defense office and/or ‘the school architect/engineer.

Take actions as necessary to prevent who may be trapped or ‘otherwise unable to evacuate ‘The principal will document actions and decisions injury or death to survivors.

the area during an emergency.

‘concerning building collapse incident.

Determine if the aircraft is

- (Bt ering! wi repre fact sheet obtp

on military or civilian.

those answering phones.

Any duties/responsibilities The principal will document actions and the employee may have

- [Brrr wt doormen acon and dco

‘concerning building collapse incident.

in support of the plan.

decisions concerning fallen aircraft.

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

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Source Page 87

SAFETY REMINDER

Your actions

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MATERIALS INCIDENT

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A hazardous material is any substance chemical, biological, r logical, or explosive in a quantity 4) 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.

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Se ae we

(CALL 911)

0 cal Mae sure the 911 operator understands tht there isa Evacuate the contaminated area and soa i off hazardous materials emergency. possible, stay onthe line unt {you ae instructed to disconnect by the 911 operators.

(2)

‘Attempt to identify the chemical ‘The principal wi inate shelter in-place plan [roar rnc 2] ‘The alert signal is G Determine the hazard level presented as reflected in the Make srw the 911 oparator 3 (MSOS sheet.

en ‘Tune into the emergency radio system regarding any understands the nate ofthe exnenency.

3.

type of emergency situation (4)

‘The principal wil notify the superintendent's office who will ponte, sy on thee unt you re immediately notify the proper departments ‘The principal wll notify the superintendent’ office who will istrcted todsconnect by the emergensy Qa immediately notify the proper departments.

operator decontamination can be conducted with school assets, do so.

Close all windows and doors. Stay in the building, Disable Hot heating, ventlating, and air conditioning, including the ‘Make sure the 911 operators understand that ‘exhaust system in the kitchen, the line untl you are inetructed te dieconnect by the 11 there isa hazardous materials emergency. f possible, stay on Koop sta ard stats a safe tan, ‘operators Do not proceed outside unless dvected.M required, take action pind fromthe flen sera. Note incase ‘0 avacuate the building and if necessary, the school te ees ‘The principal wil initiate evacuation plan, if necessary.

Stay upwind ofthe hazardous moterials.

‘The Alert Signal i:

‘Transfer of school-ste must be approved, in advance, by the 3} superintendont/designee oF local authority having jrsdtion (3)

necessary, evacuate the schoo site.

(be. fre department, cil defensa, lw enforcement).

‘The principal wil natiy the superintendent's office who wil The off campus atemative ste for student wansforisas flows Not the fice immeditey immediately natiy the proper departments ena C °8 they wl ntty the proper departments.

‘Transfer of school site must be approved, in advance. by the oO evacuation becomes necessary, each teacher should cal rl 110 supedntendent/esignce or local suthority having jurdction (9)

‘© account for students under his or her supervision and report o. fre department chil defense, aw enforcement missing students to the principal po

(Off campus atornative site:

i10)

First aid providers will render fist aid if necessary Toke action a nocesery to provent injory or dent to srvivors.

evacuation becomes necessary, each teachor should De not approach a hazardous material area until a positive to-account for students under his er her supervision and report Identication of material has beon made.

ising students to the principal.

The site of hazardous materials incclont is to be isolated to the extent necessary as soon as possible.

Determine f the icra is Secretarial staff wil take enrollment cards and for offsite student relate, If postive identification of the material cannot be made bat rmilary oe ean, ‘The buling shall not be re-entered until authorization is given sour the materiel tbe dengerovs by the fire department, “The fire chief wil be the on-scene commander during @ dias 4)

hazardous matecal incident Fest aid providers wil render fist aid f necessary principal wl The fie chit wal nosy ather emergency agencies andthe

os:

cencemingfllon sro.

‘The principal wil docu dec concerning Clarkdale Municipal School Dietuict emergency management rector.

hazardous materials incident.

“The principal wil dotormine if evacuation fs necessary.

‘The perp wilt evocation pan, 6)

Hf so, fitiate evacuation procedure immediately °8 i necessary. The Alert Sigal ael

A 17,

Koop all people upwind to avoid smoke, fumes, and dust ia} ‘The principal wil docum.

‘concerning harordous materials incident.

PREPARE. PLAN. PRACTICE

YOUR SAFETY IS OUR PRIORITY.

EVERY SECOND COUNTS.

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Source Page 88

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SAFETY REMINDER

Your actions protect our

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HOSTAGE

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(MISSISSIPPI CODE §97-3-53)

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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.

AT

So | Make sure the 911 operator understand that the is a hostage situation. If possible, stay on the line Get word to the office Recognize signs of a until you are instructed to disconnect by the emergency 0 | hostage situation.

operator.

(via word, note, or of hand signals to Notify all teachers that you have an emergency situation.

0 passerby).

6 The emergency signal is IN. Please keep Remain calm and All classroom doors should be locked at the sound of all students inside your classroom until further notice.

immediately contact the office.

the emergency signal.

of If possible, remove Students and staff should move away from doors students from and glass.

the area, Notify the contral office immediately; they will notify the proper departments.

of suspect, and any of known weapons.

Notify all students outside their classroom (including Do not try to those outside the school bui 19) to report to the nearest 0 disarm intruder.

lockad area, safe classroom. All students jould be brought into a Follow all lockdown Teachers should call roll and list the names of missing procedures and await students on index card to be given to the principal later.

instructions.

If the hostage taker or armed person can be contained in Keep calm.

‘one section of the building, students and staff should be ‘evacuated from the building to designated safe area.

Students and staff will not re-enter the building until the building has been evaluated and determined safe by the police department.

Direct students to be qui and to sit away If safety permits, a staff member should be directed ‘outside the building to warn all approaching visitors of from intruder, the danger.

windows, and exits.

concer The principal will document actions and decisions hostage incident.

Til Don’t attempt to negotiate with the hostage taker, leave Police may be able this to the professionals, to hear what is taking Lt Don't allow any school or district leader on the phone of place and may enter

LOCKS. LIGHTS.

OUT OF SIGHT.

with the hostage taker.

the room at any time.

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

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Source Page 89

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SAFETY REMINDER

‘Your actions

CLARKSDALE

protect our students and our community.

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NTRUDER

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co 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.

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GENER;

call 9 (Make sure the 911 operator understands that there is an intruder inside the school, whether the person is armed, il his or he last known location, a description, and any other pertinent Get wordto the office Lad Staff to stop strangers.

information. if possible, say on the line until you are instructed (via word, note, or to disconnect by the 911 operater.

of} hand signals to Notify all teachers that you have an emergency situation.

pesserby).

The emergency signal ie 4 please keop all students inside your classroom until further notice.

Inquire as to their business in building.

If possible, remove Teachers will account for stucients and put a red card under the students from door if a student is injured or required medical assistance.

the area, Teachers will put a green card under the doorif all Direct stranger to the office and students are accounted for and OK.

explain visitor's policy.

of Security personnel will collect cards.

List the names of missing students on an index card.

OOS

Do not try to Principal will notify the central office at 6 disarm intruder.

If stranger refuses to cooperate break contact and call the office.

ofS The central office wil notify public relations, security coordinator, director of operations, and crisis management team coordinater.

All classroom doors should be locked at the sound of the emergency signal

OFS

Keep calm.

romain quiet and seated.

Teachers and students should move away from door and on Notify all students outside thei classrooms to report Direct students to be to the nearest safe classroom, ‘quiet and to sit away All doors should remain locked.

off from intruder, of windows, and enits.

Students and staff should remain seated and quiet unti Police may be able the allclaar signal is given or other instructions are forthcoming to hear what is taking Loc

AS, LIGHTS. OUT OF SIGHT.

Oy place and may enter the roomat any time,

PRACTICE.

PREPARE. PLAN. |

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YOUR SAFETY IS OUR Bie ae | EVERY SECOND COUNTS. Cy

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Source Page 90

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SAFETY REMINDER

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CLARKSDALE

protect our students and

— MUNICIPAL SCHOOL DISTRICT —

our community.

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SEE SOMETHING.

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WORKING WITH

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REPORT IT.

the Media Make sure all employees know the location of the emergency communication post so they can direct inquiries.

Have at least two secretaries available to the coordinator of public relations.

Have at least one cell phone available to the coordinator of public relations.

Coordinator of public relations should maintain close contact with reporters.

Build a positive relationship with the news media by providing information in an organized manner.

Develop a list of newspapers and television and radio stations in advance, including the key contact people, phone numbers, and deadlines.

Eliminate obstacles wherever possible.

Plan to be quoted by name. Be very careful about going “off-the-record”.

Never argue with a reporter about the value of a story.

Keep a log of all facts given out with times they were released.

Do not release the names of victims until you know for a fact the families have been notified.

Never speak before you know what you want to say.

Don't play favorites among the media. Distribute information evenly.

Never flatly refuse information. Always give a good reason why it isn’t available.

Be sure facts are, indeed, factual.

NEWS

Always know to whom you are talking. Get the reporter's name and phone number va in case you need to contact him or her later.

Never falsify, color, or slant your answers.

Be especially alert about photographs. Have policy well established before the crisis.

Have safety, labor, and employee records available for your reference if possible.

Point up long safety records and any acts of heroism by employees.

If damage must be estimated for the press immediately, confine statements to general description of what was destroyed.

Accentuate the positive.

Be professional, calm, and concise at all times.

EVERY SECOND COUNTS.

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wy PREPARE. PLAN. PRACTICE. YOUR SAFETY IS OUR PRIORITY.

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Source Page 91

CLARKSDALE MUNICIPAL

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CLARKSDALE MUNICIPAL SCHOOL DISTRICT

CENTRAL OFFICE

Coahoma County Expo Center 9 q@b a

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Source Page 92

SAFETY REMINDER

Your actions protect our students and

CLARKSDALE

our community.

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MEDICAL EMERGENCY

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(CALL 911)

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

EMERGENCY PROCEDURE

. 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.

9 Be prepared to state the nature of the emergency and location. Provide ap emergency medical personnel with any known information about the health concerns of the individual, medications, allergies, health care provider, ete.

Principal will contact the parents and inform them of any first aid or illness that occurs while the child is at school.

Administer first aid.

Do not give medication by mouth unless specifically ordered to do so by the physician and appropriately signed authorizations from the parent and physician are on file.

First aid provider will stay with the student until dismissed to the parent or until returned to the classroom.

In the event that a student is transported to a health-care facility, the principal will designate a school staff person to stay with the child until the parent is present.

rs No seriously ill or injured student should be allowed to go home without being accompanied by a responsible adult.

A student should not be left at home unattended.

All medical incidents should be documented.

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

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Source Page 93

SAFETY REMINDER

Your actions protect our

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students and our community.

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NATURAL GAS

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

EMERGENCY

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EMERGENCY PROCEDURE

r 4% Make sure the 911 operator The principal will notify the superintendent's Oo understands that there is a natural gas office who will immediately notify the emergency. If possible, stay on the line proper departments.

until you are instructed to disconnect by the 911 operator.

If evacuation becomes necessary, each teacher should to account for students under Od Calll the gas company at his or her supervision and report missing students to the principal.

Secretarial staff will take Custodians will shut off gas and electricity.

and sic for off-site student release.

mre Ww No smoking.

4 First aid providers will render first aid if necessary.

wy The principal will initiate evacuation plan, 10)

The principal will

if necessary. The alert signal is:

s concerning natural gas incident.

NO

nt

EMERGENCY PROCEDURES

The primary means of warning of a nuclear emergency will be by the alert warning radio located throughout the County of Harrison.

Move to the center of the building away from outside walls, the roof, (iz (2)

or any openings to the outside.

Remember shielding is required. The heavier, thicker, and denser the shielding material is between you and the outside, the better the protection fr 4] Keep a portable radio and monitor the Emergency Broadcast Station.

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.

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PREPARE. PLAN. PRACTICE.

YOUR SAFETY IS OUR PRIORITY. | EVERY SECOND COUNTS. &3

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Source Page 94

SAFETY REMINDER

Your actions protect our students and

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PUBLIC ASSEMBLY

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EMERGENCY PLAN

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

PPL

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1 ied Principal will see that employees or other

Should an emergency occur during an assembly, do the following:

personnel serving at a public event are instructed and drilled in the duties they are to perform during an emergency evacuation.

iy Initiate evacuation plan.

Principal or designee shall check all exits before public arrives to ensure that all exits are clear and unlocked from the inside.

Alert occupants. Our signal is Go If situation warrants, 3)

Smoking or the use of matches and lighters initiate shall not be permitted in the assembly area.

Call . Make sure the 911 operator rh Flashlights shall be made available to understands the nature of the emergency.

employees to assist occupants in the as evacuation in case the normal lighting If possible, stay on the line until you are instructed to disconnect by the emergency and/or the emergency lighting fails.

operator.

Prior to the beginning of an event the public address announcer will point out emergency exits and the need for aisles Render first aid, if necessary.

and exits to be kept open.

The principal or designee will assist Notify the central office during the day at with crowd control.

and security coordinator aa after 5:00 PM. the contact person is The principal or designee will determine at when the occupant load is reached.

The principal or designee will be available If there is a power failure or an equipment for emergency situations.

failure, contact:

The principal or designee will see that the emergency evacuation procedure is

VW

Supervisor of Maintenance — announced to the audience.

Cell

PREPARE. PLAN. PRACTICE.

YOUR SAFETY IS OUR PRIORITY.

EVERY SECOND COUNTS.

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Source Page 95

SAFETY REMINDER

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Tornado, Thunderstorm, say Hurricanes, Severe Winds, Flooding Py as)

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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 ity 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.

Se wa means that weather conditions are such that a severe thunderstorm may develop.

warning means that a severe thunderstorm has developed.

Tor means that weather condi ns are such that a tornado may develop.

warnii means that a tornado has been formed and sighted.

SEEK SHELTER

IMMEDIATELY

eo)

During severe weather, the principal should review emergency procedures for his or her site.

During severe weather, the principal should monitor appropriate weather radio systems.

During severe weather watch, the principal should implement evacuation from outside .3] portable buildings to a sheltered position inside the school building.

NK

oA 4] Lightning is a threat during any severe thunderstorm. School personnel should move students inside to safety if lightning is occurring.

oh During a tornado warning, students and teachers should move to areas offering the greatest 5]

MOVE TO AN INTERIOR

tornado resistance (see school plan). Direct students to sit on floor and wait for additional

ROOM OR AREA

instructions. Students and teachers should be seated on floor, facing interior walls, and away

ON THE LOWEST LEVEL

from the direction from which flying debris would be expected to come.

AWAY FROM WINDOWS

Once seated an appropriate command would be, “Everybody down! Crouch on elbows and

AND OUTSIDE WALLS.

fo)

knees. Place hands over the backs of your heads.” It is essential that this command be instantly understood and obeyed

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ER

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

Stay informed.

Teachers should check roll and notify the principal if someone is missing Listen to weather 9 updates.

The principal of each building will be responsible for preparing and posting a tornado 3)

evacuation plan for each classroom.

Follow all instructions from school officials.

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

10)

Officials in charge of athletic events should be aware of approaching severe storms or other Your safety and the 11)

safety of others is weather-related emergencies. School officials should use the P.A. system to wam spectators a@a of approaching severe weather. Game officials may stop play when unsafe weather conditions exist.

cour priority.

PREPARE. PLAI

PRACTICE

YOUR SAFETY IS OUR PRIORITY

EVERY SECOND COUNT:

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Source Page 96

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SAFETY REMINDER

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Your actions

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— MUNICIPAL SCHOOL DISTRICT —

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SEE SOMETHING.

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VISITORS IN THE SCHOOLS

SAY SOMETHING,

sas)

REPORT IT.

The principal, or the head of a facility, has the overall responsi ity and authority to regulate the admi ion of visitors and oversee their conduct while in the school or on school property.

The pr \cipal 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, fa its safety, and the right of the pul to visit the school. If there any doubt as to the legitimacy of the purpose of the visit, the pri ipal 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

Each visitor is to be informed that he/she must Greet visitors.

oO surrender the visitor’s badge when leaving the building, The school secretary or the security officer shall record Offer help.

the time of departure in the visitor's log, Ask visitor to report to main office.

Ifa 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 Visitors sign in at main office.

wish for a meeting. The ial contact will take place in the main office.

Principal will provide a visitor's badge for all visitors.

If the teacher is not available to meet the visitor, the principal or his designee will designate appropriate Principal will ensure that a visitor’s log book will alternative personnel to meet with the visitor. If a follow-up visit with the teacher is needed, it will be

EE)

be in the main office for the recording of visitors.

scheduled.

Avisitor entering a bi 19 shall be requested The security officer or appropriate person should make to provide one item of valid identification.

a periodic check of the logbook to make sure that no one is staying in the building for an unauthorized period of The school secretary or appropriate person on duty will time. In such cases, someone should verify that the record the date, time, name and destination of the visitor visitor(s) is still in the building. If this is established or conversely, verific ion cannot be made, the principal in the log. The visitor will then be asked to sign his or or his/her security designee shall be notified for possible her name next to the entry made by the school secretary.

implementation of an intruder alert or search, Signs should be posted in the lobby of the main entrance ‘When possible, conferences with teachers should be and on all outside doors informing visitors that they must stop at the office to register.

pre-scheduled so as not to interfere with instructional time.

‘These meetings should be conducted in an area conducive Signs should also be posted forming them that persons to productive conferences. The teacher in consultation failing to register may be consi red trespassers and with the principal will designate the place for meeting, subject to prosecution.

Teachers will send a list to the main office indicating To encourage stronger ties between home and school expected visitors and desired place for meeting. These benefits to students, principals are encouraged to have and to utilize parent teacher conferences to enhance the ‘no schedtled meetings will ta place as arranged. If the teacher expects the visitor to meet in the classroom, the for conferences.

teachers send home copies of when they are available office will issue the visitor a visitor's badge. All visitors will be accompanied to and from classroom whenever possible.

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.

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Section III - School / Community Response Plan

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SCHOOL/COMMUNITY

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COLLABORATE

COMMUNICATE

SUPPORT

OUR COMMUNITY

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Statement of Purpose / Incident Command

ANNCIPAL 5

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SAFETY REMINDER

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CLARKSDALE

protect our students and

—— MUNICIPAL SCHOOL DISTRICT ——

Jur community.

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INTRODUCTION

REPORT IT.

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.”

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.

Wl.

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.

Vv.

COMMAND AND CONTROL

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

Vv.

DENT COMMAND

(Nel 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.

Upon arrival of first units, control of the situation information should be first priori 1 Is the person or persons causing the harm still on site?

Injuries? How many? How severe? Can they be reached safely by EMS?

Protection of students, staff and guest Where should they go?

How do they get there?

Who is responsible for their safety and accountability?

BE AWARE THAT THE CAMPUS HAS BECOME A CRIME SCENE AND TAKE PROTECTIVE MEASURES TO PRESERVE THE EVIDENCE.

If School's EOC is inadequate or in danger zone, where should the temporary EOC be located?

The following considerations should be addressed:

It should be easily recognizable and accessible to more than one road if possible.

Location should be close but not in danger of the event.

Crowd control measures taken to limit access to the EOC.

4.

Length of Operation from EOC.

Traffic Control - considerations.

Parents trying to get to the school, on-lookers and normal day-to-day traffic problems.

Decision to BLOCK TRAFFIC on roads adjacent to schoo! 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?

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.

Isolate the campus and designate safe areas that are away from harm if possible.

IC assigns SECURITY to EOC and MEDIA -FAMILY assemblies.

PREPARE. PLAN. PRACTICE.

| YOUR SAFETY IS OUR PRIORITY. | EVERY SECOND COUNTS. (@)

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SAFETY REMINDER

Your actions protect our

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PLACE

CALL AND REPORT THE SITUATION. STAY ONLINE WITH

TELECOMMUNICATOR TO GIVE ADDITIONAL INFORMATION.

Principal School Resource Officer (SRO)

ENSURE THE STUDENTS, STAFF AND OTHER CAMPUS VISITORS ARE MOVED TO A SAFE PLACE. THIS MAY BE IN THE BUILDING IF School Safety Officer (SSO)

School Attendance Officer

THE INCIDENT IS OUTSIDE, OR IT MAY REQUIRE THE EVACUATION

OF THE BUILDING IF INSIDE INCIDENT.

Nurse MAINTAIN CONTROL AND ACCOUNTABILITY OF THE Pupil Transportation Director

STUDENTS AND STAFF.

Maintenance personnel

KEEP OPEN PHONE LINES FOR EMERGENCY CALLS.

Counselor ESTABLISH CONTACT WITH FIRST ARRIVING LAW OFFICER Message runner

AND REPORT THE SITUATION.

Other personnel as required

Floor Plans of all buildings with the following info:

Location of lockers re] e © oe Gas main shutoffs Electrical power systems PHONE NUMBERS OF ALL PHONES AND THEIR LOCATION.

‘* Campus layout showing each building and all roads * Aerial photos 4 ‘* Emergency contact numbers for staff

EVACUATION AND TRANSPORTATION OF STUDENTS AND FACULTY TO A

tl PRE-DETERMINED LOCATION. SCHOOL STAFF WILL ACCOUNT FOR ALL STUDENTS hall e=ef AND MEET PARENTS TO PICK UP STUDENTS.

SH

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 (4 ey AND BE A MAJOR CONTROL FACTOR IF NOT HANDLED PROPERLY.

PREPARE. PLAN. PRACTICE:

YOUR SAFETY IS OUR PRIORITY.

EVERY SECOND COUNTS. ¢)

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SAFETY REMINDER

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CLARKSDALE

protect our 8 students and 4

— MUNICIPAL SCHOOL DISTRICT —

our community.

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PRIMARY LAW ENFORCEMENT

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REPORT IT.

PRIMARY LAW ENFORCEMENT AGENCY

NOTE AID LAW ENFORCEMENT AGENCY

(CONTAIN THE SITUATION

ASSIST PRIMARY LAW ENFORCEMENT AND CONTROL

ESTABLISH INCIDENT COMMAND

REQUEST ASSISTANCE THROUGH YOUR DISPATCH,

(OF THE SITUATION.

LE. EMS ~ ADDITIONAL LAW ENFORCEMENT —

ASSUME POSITIONS OF ASSIGNMENT AS PER THE PLAN

OTHER DEPARTMENTS,

OR AS ASSIGNED BY ICI ON SITE.

CONTINUE ASSESSMENT OF THE SITUATION AND UPDATE KEEP TRAFFIC MOVING ON ROADS ADJACENT TO THE

DISPATCH TO DETERMINE INFORMATION TO

RESPONDING AGENCES.

SCHOOL TO ALLOW ENERGENCY ACCESS.

REQUEST TWO (2) WRECKERS TO STAGE AT THE OUTER

ESTABLISH COMMUNICATION WITH SCHOOL OFFICIALS

LIMITS OF THE ROADBLOCKS TO ASSIST IN CLEARING ‘ON CAMPUS, PREFERABLY AT THE SCHOOL"S EOC.

ROAD OF ABANDONED/DISABLED AUTOS.

ISOLATE SCHOOL CAMPUS TO PREVENT ENTRY AND EXIT

BY VEHICLES.

RESPOND (AS ON PAGE 5)

RESPOND ON PRIMARY TALK GROUP ~ GO TO LAW

COMMAND UPON ARRIVAL.

LOCAL FIRE DEPARTMENT

MISSISSIPET HIGHWAY PATROL

BE AWARE THAT THE SITUATION MAVBE LIFE THREATENING

OTHER THAN FIRE: 00 NOT APPROACH WITHOUT LAW

ASSIST IN TRAFFIC CONTROL AROUND THE

ENFORCEMENT CLEARANCE.

SCHOOL CAMPUS.

ASSIST LAW ENFORCEMENT IN TRAFFIC CONTROL.

PROVIDE TACTICAL SUPPORT IF NEEDED TO GAIN

PROVIDE FIRST RESPONDERS AND EMERGENCY RESCUE

EQUIPMENT TO EMERGENCY MEDICAL PERSONNEL.

AND MAINTAIN CONTROL OF THE SITUATION, MAN ROADBLOCKS AS DIRECTED BY THE IC.

ASSIGNED BY INCIDENT COMMANDER.

ASSIST IN SEARCH AND RESCUE (SAR) MISSIONS AS

RESPOND TO ANY FIRE OR FIRE RELATED SITUATION ON

RESPOND ON PRIMARY TALK-GROUP —

GO TO LAW COMMAND UPON ARRIVAL.

(CAMPUS ONLY IF GIVEN CLEARANCE.

COMMAND UPON ARRIVAL,

RESPOND ON PRIMARY TALK-GROUP ~ GO TO LAW

MUTUAL AID POLICE DEPARTMENT

AMBU LANCE SERVICE

PROVIDE MEDICAL SUPPORT AT STAGING AREA AS REQUIRED.

PROVIDE MUTUAL AlD TO POLICE DEPARTMENT IN LAW CONTACT HOSPITALS OF SITUATION AS REQUIRED.

ENFORCEMENT DUTIES AT THE SCHOOL.
SET UP MEDICAL AREA (F ON SITE)
ASSIST RESPONDING AGENCIES IN TRAFFIC CONTROL.
'SENO FOR MORE PERSONNEL AND SUPPLIES — DETERMINE NUMBER

(OF AMBULANCES & MEDICAL RESPONSE NEEDED.

DETERMINE EVACUATION SITE ANO AREA THAT IS SAFE,

PROVIDE STAR TEAM RESPONSE TO HOSTAGE SITUATION

(COORDINATE WITH INCIDENT COMMANDER ON NUMBER OF
‘OR ARMED SUSPECT ON CAMPUS.
PERSONS TREATED AND TRANSPORTED TO HOSPITALS, NUMBER REPORT TO EOC UPON ARRIVAL IN PERSON OR VIA 600 OF TRANSPORTED PERSONS SHOULD O€ TRANSMTTED TO MHZ RADIO AS DIRECTED BY LOCAL DISPATCH.
‘SCHOOL OFFICIALS AND SENOR LAW ENFORCEMENT PEOPLE SITE.
RESPOND ON PRIMARY TALK-GROUP — GO To LAW MAINTANN CONTACT WITH THE Ic MAINTAN CONTACT WITH THE IC AND KEEP UPDATED

COMMAND UPON ARRIVAL.

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
AMERICAN RED CROSS

PROVIDE COMMUNICATION SUPPORT TO RESPONDING AGENCIES,
PROVIDE SUPPORT AT STUDENT AND FAMILY ASSEMBLIES, (eo)

PROVIOE MOBILE COMMAND POST VEHICLE AND SUPPORT
ASSIST SCHOOL OFFICALS AT ASSEMBLY AREAS IN ANY WAY POSSIBLE.
PERSONNEL AS REQUIRED.
[RESPONING IF FOR COORDINATION ANY ASSEMBLY AREA

[ASSIST INCIDENT COMMANOER IN COORDINATION OF OPERATIONS.
[REPRESENTATIVE 1S OEERMINE,
PROVIDE LOGISTICAL SUPPORT,
SALVATION ARMY ANO/OR
Am 5 RESPONSIBLE TO NONFY AND WORK WITH AND ALONG SDE
RED CROSS ASSISTANCE.
[MENTAL HEALTH PERSONNEL IN THE ASSENOLY AREAS.

ESTABLISH A JOINT INFORMATION CENTER,

[ASSIST IN KEEPING RECOROS OF ALL STUDENTS AND THER COMMUNICATE OF THE SITUATION, REQUEST LATEST STATUS OF CONTACT OTHER CONTACT LAW ENFORCEMENT AGENCIES AND RELEASE TO PARENTS (IF SCHOOL OFFICIALS DEM THIS HELPED).

[ALL RESPONDING AGENCIES ANO COMMUNICATE REQUEST FOR PROVIDE NURSES IN THE ASSEMBLY AREA TO HELP WITH MINOR

RESOURCES WHEN DIRECTED BY IC.
(CUTS ANO ABRASIONS IF NECESSARY.

RESPONO ON PRIMARY - GO TO LAW COMMAND UPON ARRIVAL.

SALVATION ARMY

Gee HEALTH

RESPONDERS WORKERS ON SITE,

RESPONSIBLE FOR REFRESHMENT NEEDS OF EMERGENCY AND

PROVIDE SUPPORT AT STUDENT AND FAMILY ASSEMBLIES.

qH on

ESTABLISH A “RELAXATION” AREA FOR EMERGENCY WORKERS.

fy PROVIDE REFRESHMENTS — CHAIRS - ETC. IN A SHADED OR

ACTIVATE “CISM™ FOR BOTH STUDENTS AND EMERGENCY WORKERS.

Sh Ferree AteA tr POSSIOLE, PROVIDE MENTAL HEALTH “CISM" PERSON AT MA aM RESPONSIBLE TO SUPPORT IN “RELAXATION” AREA FOR “RELAXATION AREA” ESTABLISHED BY SALVATION ARMY.

EMERGENCY WORKERS.

PROVIOE SUPPORT AT STUDENT TO BOTH RESPONDERS WORKERS.

AND VICTIMS AND FAMILIES.

MINISTERS AND MINISTERIAL GROUPS) IN PROVIDING SPIRITUAL COORDINATE WITH OTHER SPIRITUAL SUPPORT GROUPS (LOCAL

SUPPORT TO VICTIMS AND FAMILIES.
PREPARE
PLAN
PRACTICE.

YOUR SAFETY
IS OUR PRIORITY.
EVERY SECOND COUNTS.

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Source Page 101

SAFETY REMINDER

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CLARKSDALE

protect our

—— MUNICIPAL SCHOOL DISTRICT ——

students and our community.

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CONCEPT OF

SAY SOMETHING.

REPORT IT.

Wad 0-0 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).

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

INITIAL

As the responders arrive, contact the Incident Commander at the EOC and assume assigned duties.

NOTIFICATION

Contact with the EOC should be maintained through 800 MHz disaster channel EOC2 or high band-statewide law.

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

All operations should be coordinated through the EOC.

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

A media representative from the school and the Law Enforcement Agency in charge should be ed and available to brief the media.

ap 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

MEDIA

general area of the incident.

All media questions should be directed to the JIC.

An area should be established on campus that allows parents to assemble to obtain information ane about the safety of their children.

A school official should be present to keep the parents informed.

FAMILY

ASSEMBLY

The Incident Commander should designate a law enforcement agency to handle security for this area.

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.

WITNESS

A school official should accompany the students that witnessed the incident to this location and

HANDLING

maintain accountability until the Law Enforcement Agency in charge releases them to their parents.

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

EMERGENCY

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

ROAD CLEARANCE

owner abandoned it for later retrieval.

PLAN

This will need to be accomplished rapiclly to avoid delay of access to the school campus by emergency vehicles.

PREPARE.

PLAN. PRACTICE.

| YOUR SAFETY IS OUR PRIORITY. |

EVERY SECOND COUNTS.

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SAFETY REMINDER

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CLARKSDALE

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COMMAND POST

REPORT IT.

MAND POST <

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

ADJACENT COMMAND #1

INCIDENT COMMANDER (IC)
OR OFFICER IN CHARGE (OIC)

- Tactical Unit

ASST. OIC

* Negotiators

COMMUNICATIONS SPECIALIST

CENT COMMAND #2
RECORDER (ADMINISTRATIVE OFFICER)

- Fire

TACTICAL OFFICER
° EMS

EMERGENCY MANAGER

* Volunteer Agencies

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EVERY SECOND COUNTS.

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Source Page 103

SAFETY REMINDER

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CLARKSDALE

protect our er students and our community.

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COMMAND POST

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MEDIA ASSEMBLY AREA

(JOINT INFORMATION CENTER “JIC”)

- This area should be located a safe distance from the incident area but close enough for

Fin 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.

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* 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.

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This area should be clearly designated.

yy 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 ‘aK ia their child.

Lia)

Law enforcement and school officials should be present at this area to provide correct information to parents.

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Many parents will want to talk to their child or check them out. If the child leaves the Ee campus school officials should record the time and person who checked the child out.

STUDENT VEHICLES ON CAMPUS

Because of safety concerns, students should be discouraged from leaving the campus in their cars until situation is under control.

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ENT

Traffic conditions will be extremely hazardous during an incident and allowing students to enter the traffic flow will only add to the confusion.

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UL

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 cone:

should be safety of the traffic from any harm from the incident, e., gun fire, bomb blast, ete.

ri + Ini ly ts ic will be blocked and tour routes established around the school.

yA 4 * 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

JAD

arKs adjacent to the school but access to the campus limited by law enforcement.

AD

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* Traffic must continue to move adjacent to the campus and closely monitored by law enforcement.

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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” !NC\DENT 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.

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Source Page 104

SAFETY REMINDER

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— MUNICIPAL SCHOOL DISTRICT ——

‘our community.

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NOTIFICATION

REPORT IT.

SCHOOL ADMINISTRATION SHOULD:

PLACE EMERGENCY 911 CALL:

«911 (call should go to Law Enforcement Agency that has jurisdiction.)

LAW

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ENT DISPATCH C!

ENTER SHOULD:

DISPATCH AVAILABLE UNITS TO THE INCIDENT.

CONTACT ALL RESPONSE AGENCIES AND REQUEST ASSISTANCE. PROVIDE AGENCIES

INFORMATION CONCERNING COMMUNICATIONS AND ROUTES OF ENTRY.

DISPATCH SHOULD MONITOR ALL TRAFFIC UNTIL COMMAND POST IS ESTABLISHED AND

THEN RELINQUISH TO CP.

EMERGENCY MANAGEMENT WILL NOTIFY STATE AND VOLUNTEER AGENCIES FOR STAND-BY

AND THEN FOR ACTUAL RESPONSE WHEN NEEDED:

DISPATC!

° MEMA

800-222-6362

CENTER

RED CROSS (Red Cross will contact CISM when they respond)

228-896-4511

SALVATION ARMY

228-868-1188 yr ae fl RST ARRIVING UNIT Locate school officials who should meet them outside the building involved and provide all vital i formation concerning the situation Ectablich a Command Post (CP) and notify DISPATCH where ic located.

Determine what action is required to contain and control the situation.

Assign tasks to officers arriving for response to the campus.

Determine roads should be closed and traffic detoured.

Update Ser (Officer upon arrival and relinquish Command to OIC.

ARRIVING UNIT

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UNI

ED COMMAND

‘operate out of the school’s EOC r CP and establish and maintain communications with all units on site and the Dispatch Operations.

All operations ill be performed with the notificat and approval of the OIC and unified command.

‘UNIFIED

Records of all operations will be maintained at the EOC/CP.

COMMAND

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 Con will prepare a stat for media and the m ia spokesperson for the ident.

An initial MEDIA RELEASE will be prepared and communicated to all media sources as soon as possible after arrival.

Gun these conferences.

Regular media conferences will be established and information communicated to the public through

UNIFIED COMMAND

Only desigrated persons will be authorized to release information to the media.

AND MEDIA RELEASE

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

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.

COMMUNICATION

3 MEDICAL RESPONSE: Ambulance and EMS mutual aid will operate on local ambulance Radio system to EMS operations.

ANNEX

SPECIAL OPERATIONS: will communicate on their assigned talk-groups to talk to other team members.

COMMAND AND CONTROL ANNEX

Alll responding agencies will remain under the Direct Command of the Senior Officer from their agency.

ration.

control for the inc will be assi to the S Law E Officer (OIC) of the jur iction in which th ‘operation is conducted.

The Senior -er from each responding agency will coordinate with the OIC. Coordination of the

COMMAND AND

‘overall oper ion will be intained through the EOC/CP.

CONTROL ANNI

No operations will be init ‘or suspended without coordination with the OIC at the EOC/CP.

School officials/employee:

‘assist as required,

PREPARE.

PLAN.

PRACTICE.

YOUR SAFETY IS OUR PRIORITY.

EVERY SECOND COUNTS.

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Source Page 105

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CLARKSDALE MUNICIPAL
SCHOOL DISTRICT

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- MEDIA

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RECORDER

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SECRETARY
ASSISTANT
MANAGER
RISK
SUPERINTENDENT

- CRISIS TEAM

é) CUSTODIAN

NURSE

911

SPECIAL SERVICES
DIRECTOR
FOOD SERVICES
RED CROSS &
CERTIFIED
DIRECTOR
PERSONNEL

by) TRANSPORTATION
SUPERVISOR
AUXILIARY
TEAM
DIRECTOR OF
) STUDENT
SERVICES

Source Page 106

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CLARKSDALE MUNICIPAL
SCHOOL DISTRICT
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OFFICER
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ASSISTANT
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CUSTODIAN
NURSE
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Section IV - Maps and Facility Information

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SECTION

MAPS AND

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LOCATION

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SECTION IV x)

MAPS & FACILITIES

Every Student. Every. Yo, “af a he iT | ~yS \> D i Ss Ld oy “Emergency Preparedness, Evacuation Planning & Facility Coordination

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DISTRICT &

FACILITY

OFF-CAMPUS

EVACUATION

CAMPUS MAPS

FLOOR PLANS

RELOCATION AREAS

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PLANS

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AERIAL

UTILITY

STAGING

MEDIA

CAMPUS PHOTOS

SHUT-OFF

AREAS

SITES

CATIONS

es

INCLUDED IN THIS SECTION

Maps 4 Off-Campus Relocation Area Evacuation Plans Aerial Photos Floor Plans 6a iv] Utility Shut Offs 2 Staging Sites 1] Media Sites Al ee — i Every kk

- EMERGENCY

CAMPUS

CRISIS.

STUDENT

9

PREPAREDNESS

SECURITY

READINESS

PROTECTION

Map of District and Surrounding Area



Map of the Clarksdale Municipal School District and surrounding area. The image provides geographic context and location labels; the OCR transcript following the figure supplies readable text labels where detected.

Readable text transcript from this source page:

LEGEND

Clarksdale Municipal School District Boundary —— Roads ee

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CLARKSDALE MUNICIPAL
SCHOOL DISTRICT

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DISTRICT BOUNDARY MAP

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UPDATED: MAY 2025

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Source Page 110

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CLARKSDALE

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SEBO)

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CENTRAL OFFICE

MAP OF LOCATION AND SURROUNDING. STREETS ing

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pnw JW Stampley Clarksdale ‘9th Grade High School Academy Drut eller Packaging art cht ex Social Security 1150 Wildcat Drive Clarksdale Municipal Administration tS)

Coahoma County School District \ dl &, Youth’ Outreach (Central Office)

Magnolia Car Wash The Windshield Doctor & Auto Body Hi Shell Rapid Lube ane Guadalajara Coahoma County lexican Restaurant Expo Center RV Park

NS

ZOOMED IN VIEW

CENTRAL OFFICE ADDRESS:

526 South Choctaw Street pe Clarksdale, MS 38614 Clarksdale Municipal School District (Central Office)

SURROUNDING STREETS

- S CHOCTAW ST

— North / South road providing direct access to the Central Office.

The Windshield

ANDERSON BLVD

East / West road located Doctor & Auto Body west of the Central Office.

WILDCAT DRIVE

Road providing access to Clarksdale High School.

S STATE st

STATE STREET

East / West road located south of the Central Office.

NOTE:

This map is intended for emergency

WASHINGTON AVE

North / South road located planning and informational purposes east of the Central Office.

only. Routes and access points should be verified in the field.

PREPARE.

PLAN.

PRACTICE.

YOUR SAFETY IS OUR PRIORITY.

EVERY SECOND COUNTS.

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Source Page 111

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CLARKSODALE

—— MUNICIPAL SCHOOL DISTRICT ——

PRIMARY OFF-SITE EVACUATION SITE

eS Se Ee

2 COAHOMA COUNTY EXPO CENTER

Ww JW Stampley 9th Grade Academy ol yl Clarksdale High Scho wn

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Swe Ss > owe cececrr rc tae }it Clarksdale Municipal chool District 1\0 (Central Office)

ta A Coahoma County Expo Center 1150 Wildcat Drive) 0

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Clarksdale, Mississippi 38614

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EVACUATION ROUTE

SITE INFORMATION

In the event an evacuation is required from the Large parking and open areas available Central Office area, all personnel and students

COAHOMA COUNTY

for assembly.

will follow designated routes to the Indoor facilities available for shelter

EXPO CENTER

Coahoma County Expo Center.

1150 Wildcat Drive if necessary.

Accessible by multiple routes for

=> Primary Route:

Clarksdale, Mississippi 38614 emergency vehicles and buses.

- Central Office Parking Lot

Located outside the immediate hazard * Cross South Choctaw Street

DESIGNATED AS

area.

- Enter into the parking lot of the

PRIMARY OFF-SITE

Coordination with Coahoma County Coahoma County Expo Center

EVACUATION SITE

emergency management.

PREPARE.

PLAN.

PRACTICE.

YOUR SAFETY IS OUR PRIORITY.

EVERY SECOND COUNTS.

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Source Page 112

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CLARKSDALE

— MUNICIPAL SCHOOL DISTRICT ——

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OFF-SITE SECONDARY EVACUATION LOCATION

UH

4)

CLARKSDALE HIGH SCHOOL

am JW Stampley Sth Grade Academy Clarksdale = 2 High School 4a

ROUTE TO CLARKSDALE HIGH SCHOOL

- Exit cmsp Central Office

we WRr

- Turn Right onto

S. Choctaw St.

4 yy

- Turn left onto Wildcat Dr.

BP

- Turn right into the parking lot

mp of Clarksdale High School 9.

Clarksdale Municipal sO School District oN So | (Central Office)

Coahoma County Expo Center wot ww

EN

EVACUATION INFORMATION

CLARKSDALE HIGH SCHOOL INFORMATION

* In the event the Primary Off-Site Evacuation Site (COAHOMA COUNTY EXPO CENTER) becomes Large parking and assembly areas available.

unavailable or inaccessible, Clarksdale High School

CLARKSDALE HIGH SCHOOL

will serve as the designated Secon 1101 Wildcat Drive Indoor facilities available for shelter Evacuation Location.

if necessary.

Clarksdale, Mississippi 38614

- All personnel and students will follow designated

routes under the direction of school and Accessible by multiple routes for ‘emergency vehicles and buses.

emergency personnel

DESIGNATED AS

- Coordination with Coahoma County Emergency

SECONDARY OFF-SITE

Staff will coor attendance, safety, Management and Law Enforcement will be and communicati maintained throughout the evacuation.

EVACUATION LOCATION

PREPARE.

PLAN.

PRACTICE.

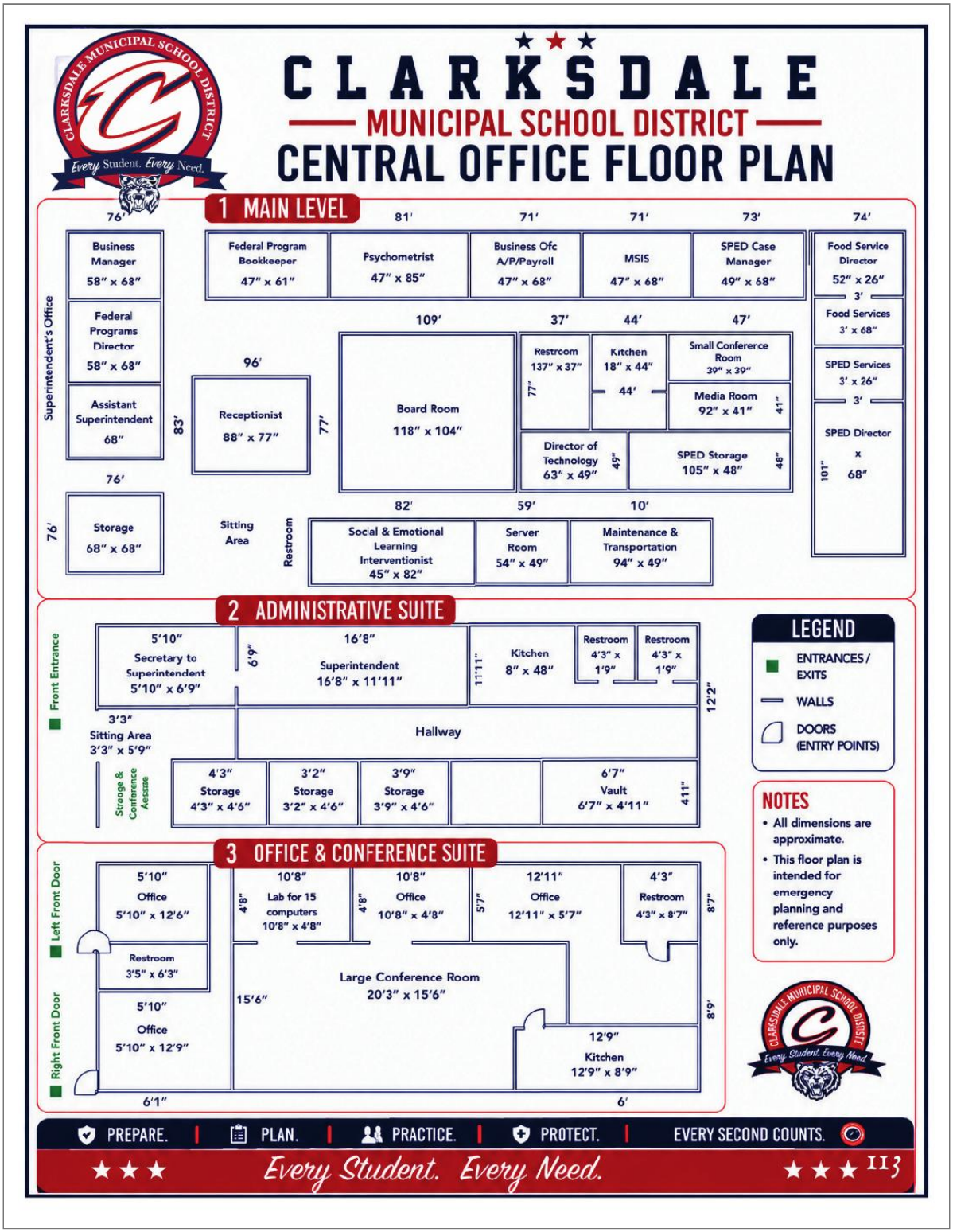
YOUR SAFETY IS OUR PRIORITY.

EVERY SECOND COUNTS. (W7

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Central Office Floor Plan



Central Office floor plan. The image shows the office layout, rooms, corridors, doors, and other labeled facility features; the OCR transcript following the figure supplies readable text labels where detected.

Readable text transcript from this source page:

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CLARKSDALE

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—— MUNICIPAL SCHOOL DISTRICT ——

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CENTRAL OFFICE FLOOR PLAN

76" 81 71 m0 73 74!

Business Federal Program Business Ofc SPED Case Food Service Psychometrist msis Director Manager Bookkeeper A/P/Payroll Manager 58" x 68" 47" x 61" 7" x 85" 47" x 68" 47" x 68" 49" x 68" 12" x 26" Food Services Federal 109" 37" 4a 47’ Programs 3x68" Director Restroom Kitchen ‘Small Cor 96 Room SPED Services 8” x 68" 137" x37" 8 x a6" 39" x39" iS 4 3x26" iS I 4a" Media Room 2 Assistant Board Room 92" x41" Superintendent Receptionist 68° 88" x77" 118" x 104” SPED Di Director of Technology SPED Storage 76" 63" x 49" 105” x 48” iS 68" 82' 59° 10° Storage Sitting Area Social & Emotional Server Maintenance & 68” x 68” Learning

Room Transportation Interventionist 54” x 49" 94" x a9" 45" x 82"

INISTRATIV

ITE

510" 168 Restroom |} Restroom Kitchen 43" x 4's" x

ENTRANCES /

Secretary to ‘Superintendent 8" x 48" 19" 19 Superintendent 16'8" x 1111"

EXITS

5°10” x69"

WALLS

33" Hallway

DOORS

Sitting Area

(ENTRY POINTS)

33" x 5'9" 43" 32" er" Storag Storage Storag Vault st 46 "x 46" 39" x 46" 67" x44"

NOTES

* All dimensions are approximate.

3 OFFICE & CONFERENCE SUITE

This floor plan is 5'10” 108" 710'8" 12711" 43" intended for Office Lab for 15 Office Office Restroom emergency 5110" x 126" computers 10°" x 4'8" 12111" x 5°" 43" x87" planning and 10'8" x 4's” reference purposes cS only.

Restroom 35" x6'3" Large Conference Room 1st" 20'3" x 15'6"

SNCIPL

5'10" Office 729" 5°10" x 129” Kitchen 12°9" x 8'9"" cS wy o1"

- PREPARE.

PLAN.

AA PRACTICE.

- PROTECT.

EVERY SECOND COUNTS.

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Source Page 114

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CLARKSDALE

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— MUNICIPAL SCHOOL DISTRICT —

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MEDIA STAGING SITE

DESIGNATED MEDIA / STAGING AREA

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JW Stampley, Clarksdale} ae 9th Grade Academy\ >)

High:School ai Mo 2 ad

WH

MEDIA / STAGING SITE

wt Coahoma County Expo Center ba Zi Si 1150 Wildcat Drive Clarksdale, MS 38614 how.

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SS

Coahoma County Ase Expo Center cn ‘ue wer

MEDIA / STAGING SITE PURPOSE

SITE FEATURES,

IMPORTANT NOTES

+ Media is not permitted ‘The Coahoma County Expo Center is the * Large parking area for media vehicles inside CMSD buildings designated Media Staging Site for CMSD Space for satellite trucks and equipment without authorization.

‘emergency events. All media personnel Easy access to CMSD Central Office area * Allinquiries must be and further instructions.

should report here for check-in, briefings, Coordination with CMSD Public Information Officer directed through the Restroom facilities available on site CMSD Public Information Officer.

PREPARE.

PLAN.

PRACTICE.

YOUR SAFETY IS OUR PRIORITY.

EVERY SECOND COUNTS.

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Board Policy EBBA

F” BOARD POLICY MANUAL

B POLI

7) STATUS

ORIGINAL ADOPTED

LAST REVISED

Revised Date 10/22/2025 ay 9

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bed

POLICY EBBA - SCHOOL SAFETY PLAN

Please Not For information related to student condu lary action, and the School Safety Act of please refer to MS CODE 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 octeny shool 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:

Ay

CRISIS

SCHOOL SAFETY

INTERVENTION TEAM

DRILL ASSESSMENT

aa

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 Intorvention Team may also be utilized in a planning capacity in order to establish coordination and linkagos prior to the actual occurrence of an arte vent.

pa sc 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, satety 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.

5 ic 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.

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7 prevention | ““@@ crisis READINESS | Si

7 STUDENT PROTECTION

Source Page 116

FROM THE OFFICE OF
THE DIRECTOR OF

MAINTENANCE AND TRANSPORTATION

Evo Student. Eoery Neog L Sa 526 West Choctaw Street Clarksdale, sissippi 38614

- 662-627-8500 | @ www.cmsdschools.org

Ki (ee)

yi Dear Clarksdale Municipal School District Staff and Community, 9 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.

Protecting People.

Securing Futures.

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 CMSDs facilities and fleet operations to ensure compliance with all state and federal regulations.

RELIABLE TRANSPORTATION

ife Routé Ev Dar 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.

WELL-MAINTAINED

Safety is everyone’s responsibility. Each teacher, staff member, bus driver,

FACILITIES

Built for Learning.

custodian, and administrator plays a vital role in upholding a culture of awareness Maintained v th Pride.

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,

TEAMWORK

we will continue to make the Clarksdale Municipal School District a model of Strong Tea safety, readiness, and excellence for our students and community.

Stronger Schools.

Sincerely, Clarence-Hayer Clarence L. Hayes, Ph.D.

Director of Maintenance & Transportation Clarksdale Municipal School District

‘1 PREPAREDNESS

PREVENTION

STUDENT PROTECTION

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Final Note

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CLARKSDALE

— MUNICIPAL SCHOOL DISTRICT —

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yi FINAL NOTE | 4 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.

SD, PRACTICE.

&® PARTNER.

g PROTECT.

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kkk

Source Page 118

San very Student. vew, Need, The CMSD Crisis Management and Safety Manual outlines our district's commitment to a safe,

EQ

secure, and supportive learning environment.

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Through preparation, coordination, and collaboration,

ACN)

yy we are prepared to respond—and stronger together.

EVERY STUDEN

VERY NEED

ON Ee Protecting the health, safety, and well-being of Poti

W120)

every student and staff tan.

member.

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e i Working together across departments, schools, 0 k and community partners to respond effectively.

PREPAREDNESS

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

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4 resources quickly to protect our schools ri and community.

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RECOVERY & SUPPORT

Providing support and resources to help our students, staff, and 6

TOGETHER, WE CAN PREPARE TODAY FOR
A SAFER TOMORROW.

community heal.

99

REPORT. RESPOND. SUPPORT.

STAY INFORMED

FOLLOW US

if you see somethin something Visit our website for updates, Stay connected with CMSD Report saf **concern:**

hol resources, and emergency through soci media for the staff immediately.

information.

latest ne and alerts.

526 South Choctaw Street 9 Clarksdale, MS 38614 | @ (662) 627-8500 | www.cmsdschools.org