

# **Sunflower County Consolidated School District Crisis Response Plan**

## **“Secure, Seek Help, and Stay in Control”**



## **PROCEDURES AND RESPONSIBILITIES**

**Sunflower County Consolidated School District  
Dr. Debra Dace, Superintendent  
196 Martin Luther King Blvd.**

**Indianola, Mississippi 38751  
(662) 887-4919**

July 31, 2015

To: Sunflower County Consolidated School District Employees

The Sunflower County Consolidated School District is dedicated to ensuring a safe environment is provided for our students and employees. Further, all employees are provided with a safe work place and appropriate safety training. We are hereby officially implementing the safety programs outlined in this safety manual. This written program is directed by the Mississippi Department of Education and has been adopted by the Sunflower County Consolidated School District. This plan is compliant with National Incident Management System and Joint Incident Command recommendations.

All employees are expected to comply with the minimum safety requirements outlined in this program. Administrators and Principals may develop and implement additional detailed programs for their campuses as needed upon approval by the Superintendent. All employees are required to annually review the programs outlined in this policy manual. All employees shall review the manual as part of their orientation. Once this review is completed, employees will fill out and sign a copy of the Employee Review and Compliance Certification Form.

Safety is an important and integral element in each of our duties and is considered the single most important aspect of anything we do. It is the goal of the Sunflower County Consolidated School District to provide a safe and healthy environment for all students, employees, parents and visitors. Thank you for your cooperation and support in these efforts.

Sincerely,

Dr. Debra Dace, Superintendent

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**S.C.C.S.D.**  
**CRISIS MANAGEMENT PLAN**  
**THE THREE S's of a CRISIS**

**SECURE**

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- Activate the Crisis Management Plan
- Secure the safety and well-being of your students and staff.
- Secure your building or faculty.

**SEEK HELP**

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- Call 911 for emergency assistance in life-threatening situations.
- Call your School Resource Officer and Superintendent to inform and receive assistance/direction.

**STAY IN CONTROL**

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- Communicate your campus crisis plan to all appropriate parties.
- Coordinate your plan for responding to media, interested parties.

## **BEST PRACTICES FOR SCHOOL CRISIS PREPAREDNESS PLANNING**

Schools can enhance crisis preparedness by taking practical steps:

1. Train staff on early warning signs of violence and school crisis management.
2. Form crisis teams and guidelines for manmade and natural crises.
3. Assess and enhance school communications capabilities.
4. Create and test evacuation, lockdown, and other school safety drills, annually and bi-annually.
5. Coordinate school emergency planning with police, fire, and other public safety agencies, annually.

## **CRISIS CONDITIONS**

Armed Subject or Hostage
Bomb Threat
Homicide
Drive-by-Shooting
Drug Possession or Sale
Explosion
Fire or Arson
Intruders
Larceny (theft)
Physical Assaults (fights)
Robbery or Extortion
Suicide Attempt
Suicide Threat
Tornado/Severe Weather
Unauthorized Removal of Student
Vandalism or Destruction of Property
Weapons on School Property

*“The worst time to prepare for a crisis is after it has already occurred.” - Staying Safe at School: Survival Skills for Teachers.*

## **Partnerships with Local Emergency Response**

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

An effective partnership between S.C.C.S.D. and emergency responders like the police and fire department have been developed in a collaborative effort to work together for the overall safety of children in Sunflower County. In building such a partnership, the district has taken the following four steps:

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

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

### **2) Ask police and fire officials to agree to “scene security,” so that our populations can travel safely to evacuation sites.**

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

### **3) Involve our county emergency management coordinator.**

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

### **4) Hold tabletop exercises.**

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



# Sunflower County Consolidated School District

## **EMERGENCY STAFF**

### **CRISIS MANAGEMENT TEAM & CHAIN OF COMMAND**

Dr. Debra Dace, Superintendent.....	Central Office
Miska Davis, Assistant Superintendent.....	Central Office
Cindy Taylor, Director Special Services.....	Admin Building
Valerie Smith, Curriculum and Instruction.....	Central Office
Dr. Valerie Simpson, Director-IPC Programs.....	Admin Building
Frankie Blackmon, Director Federal Program.....	Admin Building
Lillie Robey, Business Manager.....	Central Office
Gared Watkins, Director of Organizational Support.....	Central Office
Li'Thesia Kent, Director of Student Support.....	Admin Building
Randy Ball, Principal.....	Gentry High School
Dr. Cassandra Banks-Winters, Principal.....	Ruleville High School
Martha Jackson, Principal.....	Merritt Junior High School
Zinnia Wince, Principal.....	Ruleville Middle School
Tanya Rodges, Principal.....	Moorhead Middle School
Brenda Singleton, Principal.....	Drew Hunter Middle School
Khalilah Ransom, Principal.....	Inverness Elementary School
William Murphy, Principal.....	Carver Elementary School
Angela Winters, Principal.....	James C. Rosser Elementary School
Daphne Heflin, Principal.....	Lockard Elementary School
Sawanda Washington, Principal.....	East Sunflower Elementary School
Barbara Lucas, Principal.....	Ruleville Central Elementary School
Barbara Akon, Principal.....	A. W. James Elementary School
Rosalind Johnson, Director.....	Indianola Career & Technical Center
Earl Liddell, Coordinator IAAC*.....	Carver Elementary School
Sylvester Washington, Technology Director.....	Central Office
Edrick Hall, Chief of Police/Security .....	Central Office
Adoris Turner, Public Relations.....	Central Office
Gared Watkins.....	Athletics
Marvin Hawkins, Director of Maintenance.....	Maintenance Shop
Dennis Barfield, Transportation.....	Bus Barn
Kakawanda Hibbler, District Nurse.....	Admin Building
Dennis Johnson, Food Service.....	Admin Building
Cafeteria Managers.....	All School Cafeteria Locations
Lead Custodians.....	All School Sites with Leads

\*IAAC: Indianola Academic Achievement Center

School Board Members: District 1, Emma Golden, District 2, Edward Thomas,  
District 3, Debra Johnson, District 4, Daisy Morgan, District 5 Melody Townsend

## Community Emergency Numbers

**Ambulance...Fire...Police.....CALL...911**

## Mississippi Department of Education

*Crisis Response Team*

**Robert Laird**

**Office.....601-359-1335**  
**Cell.....601-942-2445**  
**Fax.....601-359-1309**

### **EMERGENCY CONTACTS**

#### **Emergency Contacts**

Indianola E-911 Coordinator (Ruleville).....756-2908  
Indianola E-911 Coordinator (Indianola).....887-9480  
Indianola Emergency Management.....887-6253  
Ambulance Service.....911

.....

## **Fire**

Fire Department (Indianola).....	911 or 887-4955
Fire Department (Ruleville) .....	911 or 756-2118
Fire Department (Sunflower) .....	911 or 569-3387
Fire Department (Moorhead) .....	911 or 246-5434
Fire Department (Inverness) .....	911 or 265-5741

## **Health**

South Indianola Hospital.....	887-3700
North Sunflower Medical Center.....	756-2711
Bolivar Medical Center.....	846-0061
Department of Human Services (Indianola).....	887-2051
Indianola Health Department (Indianola).....	887-4951
Indianola Health Department (Ruleville).....	756-4881
Indianola Social Services (Indianola).....	887-2795

## **Law Enforcement**

Ruleville Police Department.....	756-2793
Moorhead Police Department.....	246-5460
Inverness Police Department.....	265-5741
Sunflower Police Department.....	569-3387
Indianola Police Department.....	887-1811
Indianola Sheriff Dept.....	887-2121 or <b>911</b>

## **Utilities**

Entergy.....	(800) 368-3749
Delta Electric Power Association.....	843-5441 or 887-1652
Atmos Gas Company.....	887-3611 or (888) 286-6700
CenterPoint Energy, Inc. (gas).....	888-876-5786 or 800-371-5417

Water Dept. (Indianola).....	887-3101
Water Dept. (Ruleville).....	756-2792
Water Dept. (Moorhead).....	246-5461
Water Dept. (Inverness).....	265-5741
Water Dept. (Sunflower).....	569-3388

## Media

WABG – TV.....	332-0949
WXVT – TV.....	334-1500
Enterprise-Tocsin Newspaper.....	887-2222

## **Important Emergency Numbers**

### **Crime Stoppers Hotline**

**(662) 887-9181**

### **CONNECTIONS HOT LINE**

**(888) 827-4637**

### **Rape Crisis Hotline**

**(24 hours)**

**(601) 960-1234**

### **Shelter (for Abused and Neglected Children)**

**(228) 868-8686**

### **Domestic Violence Hotline**

**(800) 898-3254**

**(800) 799-7233 after hours**

## Sunflower County Consolidated School District Phone Numbers

### **Contacts:**

#### **Central Office**

Dr. Debra Dace, Superintendent  
196 MLK Drive/Highway 49  
Indianola, MS 38751  
(662) 887-4919 office

#### **Gentry High School**

Randy Ball, Principal  
801 B.B. King Road  
Indianola, MS 38751  
(662) 884-1240 office

#### **Robert Merritt Junior School**

Martha Jackson, Principal  
705 Kinlock Road  
Indianola, MS 38751  
(662) 884-1270

#### **Carver Elementary School**

William Murphy, Principal  
404 Jefferson Street  
Indianola, MS 38751  
(662) 884-1250

#### **Lockard Elementary School**

Daphne Heflin, Principal  
302 College Street  
Indianola, MS 38751  
(662) 884-1260

#### **Ruleville Central High School**

Cassandra Banks-Winters, Principal  
360 L. F. Packer Drive  
Ruleville, MS 38771  
(662) 756-4757

#### **Ruleville Middle School**

Zinnia Wince, Principal  
250 East Oscar Road  
Ruleville, MS 38771  
(662) 756-4698

#### **Ruleville Central Elementary**

Barbara Lucas, Principal  
Ruleville, MS 38771  
(662) 756-2548

**Drew Hunter Middle School**

Brenda Singleton, Principal  
10 Swoope Road  
Drew, MS 38737  
(662) 745-8940

**A. W. James Elementary School**

Barbara Akon, Principal  
400 South Blvd.  
Drew, MS 38737  
(662) 745-8892

**East Sunflower Elementary School**

Sawanda Washington, Principal  
212 Claiborne Street  
Sunflower, MS 38778  
(662) 569-3137

**Moorhead Middle School**

Tanya Rodges, Principal  
908 Washington Road  
Moorhead, MS 38761  
(662) 246- 5680

**James C. Rosser Elementary School**

Angela Winters, Principal  
601 Ingram Street  
Moorhead, MS 38761  
(662) 246-5680

**Inverness Elementary School**

Khaliah Ransom, Principal  
1101 Oak Street  
Inverness, MS 38753  
(662) 265-5752

**Indianola Career and Technical Center**

Rosalind Johnson  
801 BB King Road  
Indianola, MS 38751  
(662) 884-6000

**Indianola Academic Achievement Center**

Mr. Earl Liddell Director  
404 Jefferson Street  
Indianola, MS 38751  
(662) 884-1250

# **Responsibilities of Personnel During and After a Crisis Emergency**



## **Principal (MS code 37-9-15)**

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

- Develop an emergency procedures plan designated to minimize injury and the loss of life and to protect property for his or her school site.
- Arrange for a faculty meeting during the first month of school for the purpose of reviewing the validity of the plan and to update the staff regarding new procedures.
- Post in the school office a chain of command including the names and phone numbers of the persons to succeed the principal in the event of his or her absence or incapacitation.

Principal  
Asst. Principal  
Lead Teacher  
Secretary

- Maintain a list of first aid providers for his or her site.  
Coach  
SRO
- Direct evacuation of building in accordance with procedures.
- Arrange for transfer of students and other individuals when their safety is threatened by a disaster.
- As certain names of injured and send staff member with students if transported from school.
- Keep the names of students who are picked up by parents or persons acting for the parents.
- Notify the superintendent's office.
- Prepare fact sheet to help those answering phones.
- Communicate event to district media spokesperson.
- Notify first aid providers to report to site of emergency.
- Take any other steps deemed necessary to ensure the safety of students, staff, and other individuals.
- Maintain control and accountability of students and staff.
- Assist as directed by the superintendent.

## **Assistant Principal (MS code 37-9-15)**

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The assistant principal will:

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

## **Teachers**

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Teachers will:

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

## **Counselors/Psychologist**

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Counselors will:

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

## **Custodians/Maintenance**

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Custodians/Maintenance will:

- Be responsible for the use of emergency equipment, for the handling of school supplies, and for the safe use of available utilities.
- Survey and report damage to the principal.

- Assist rescue operations as directed.
- Assist fire-fighting efforts until regular fire-fighting personnel take over.
- Control main shut-off valves for gas, water, and electricity and ensure that no hazard results from broken or downed lines.
- Assist in disbursement of supplies and equipment.
- Conserve usable water and other supplies.
- Assist as directed by the principal.

## **Secretarial Staff**

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The secretarial staff will:

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

## **Class List Generation**

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- Office Manager/Office secretaries manage this responsibility.
- Pull list(s) of those classes involved and make 5 copies.
- Check absence/specials/schedules to affirm who is in attendance in affected classes.
- Collect parent contact numbers.
- Check list with school nurse.
- List should remain with School Law Enforcement Officials at all times.

## **Food Services**

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Food Service personnel will:

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

## **Bus Drivers**

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The bus drivers will:

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

## **Central Office Staff**

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The central office staff will:

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

## **Coordinator of Public Relations**

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The public relations coordinator will:

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

## **School Nurse**

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The school nurse will:

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

## **School Resource Officers**

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The security director will:

- Report to the emergency scene.
- Provide cell phones as needed.
- Help control the flow and direction of traffic.
- Help secure student, staff, and visitors involved with emergency.
- Help conduct interviews with witnesses and those involved with the crisis.
- Assist as directed by the principal.

## **Sunflower County Emergency Management Director**

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The Indianola Emergency Management Director will assist school officials in disaster planning.

This assistance will include the four phases of emergency management, which are:

- Mitigation: Activities, which eliminate or reduce the probability of disaster.
- Preparedness: Activity, which can be taken prior to a disaster to save lives and minimize damage.
- Response: Activities that follow a disaster and are designed to prevent loss of lives and property, relieves suffering, and provides emergency assistance.
- Recovery: Short and long-term activities which return systems to normal or improved standards.

The emergency management director will also organize other resources at **The Sunflower County Consolidated School District** as needed to assist the school in disaster planning or response.

Responsibilities include:

- Collection, analysis, and dissemination of information concerning potential disasters.
- Establishment of warning system to assure school officials receives immediate word of any

situation that may cause a threat to the school or their students.

- Assistance in training of school personnel who may require special training as a result of their disaster response assignment.
- Assistance in dealing with state or federal officials during the recovery phase.

## **GENERAL CRISIS PROCEDURES**

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1. Call - 911.
2. Give police your name, school name and location, situation and then stay on line.
3. Announce Code, repeat 3 times. Stay calm.
4. Designate command center to Crisis Response Team through 2-way radios/individual room calls.
5. Secure CRT binder and set plan in action according to situation at hand.
6. Call – Central Office for the **Superintendent** at **884-1200**.
7. If necessary notify SRO at 207-5526 for additional staff needs.
8. Document the entire incident. Include names, times, steps taken and results. Refine this information in the post intervention.
9. Conduct emergency staff meeting to facilitate flow of information.

## **COMMAND CENTER**

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

## **Crisis Communication**

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The Superintendent, Dr. Debra Dace, will be the official spokesperson for the district. The Superintendent's designee will be responsible in the Superintendent's absence. Comments in a crisis situation will be made under the supervision of the Superintendent.

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

### **District Crisis Communication Chain of Command**

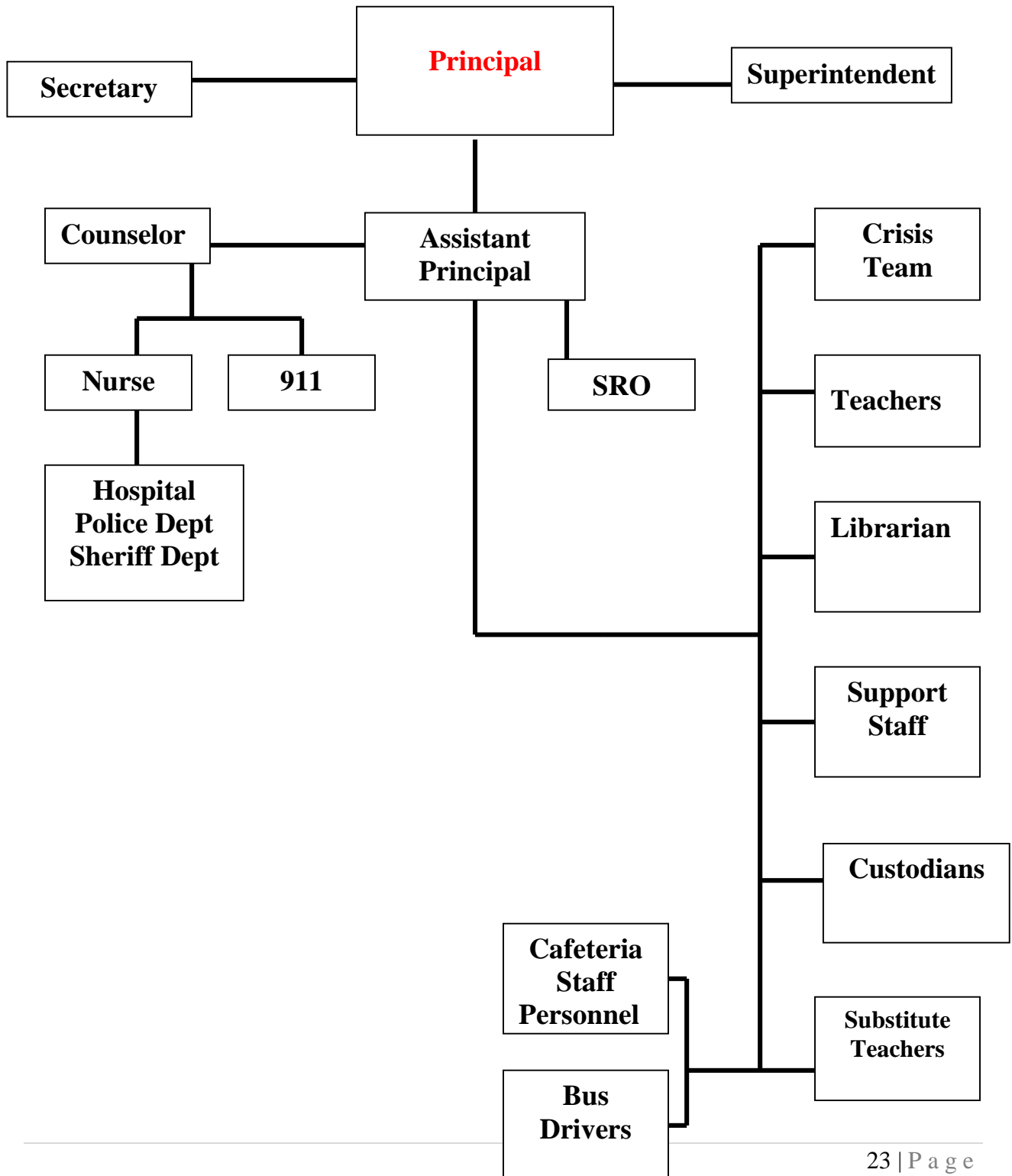
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• Superintendent	Dr. Debra Dace
• Director of Organizational Support	Gared Watkins
• Community Liaison	Rev. Edward Thomas
• Human Resource	Ahmad Nelson
• Public Relations	Adoris Turner
• Director of Security	Edrick Hall
• Director of Maintenance	Marvin Hawkins
• Director of Transportation	Dennis Barfield
• Food Service Administrator	Dennis Johnson

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

# District Schools

## Incident Command System



Sunflower County Consolidated School District

**Emergency Drill Forms**

<b>DRILL</b>	<b>DATE</b>	<b>TIME</b>	<b>BUILDING</b>	<b>COMMENTS</b>



## Emergency/Crisis Notification Signals

<b>Tornado Warning</b>	Announce “BAD WEATHER”.
<b>Earthquake</b>	Announce “BAD WEATHER”.
<b>Fire/Explosion</b>	Announce “EVACUATE”.
<b>Lockdown</b>	Announce “LOCKDOWN”.
<b>All Clear</b>	Intercom “All Clear” or Designated Person Yelling “All Clear”

## EMERGENCY DRILLS

**The following emergency drills will be conducted:**

- Bus Evacuation Drills.....2 times per year
- Fire Evacuation Drills.....9 times per year
- Tornado Drills.....3 times per year
- Earthquake Drills.....2 times per year
- Lockdown Drills.....2 times per year
- Intruder Violent Incident.....Once Annually

## **S.C.C.S.D.**

### **Crime Scene Management**

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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**

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

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

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

The acronym, "RESPOND," should help **Sunflower County Consolidated 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**

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- Personal safety - Your safety comes first! You can't help others if you are injured.
- Organize your thoughts and formulate a plan on how to handle the situation.
- Make mental notes of your observations.

#### **Evaluate**

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- Evaluate the severity of the situation. Is the crime/incident in progress or not? School Emergency Response Team should be calling 9-1-1 if appropriate.
- Identify all involved and uninvolved individuals in the area. Emergency response personnel should be offering aid to the victims.
- Be aware of weapons and hazards.

- Be aware of potential evidence.
- Don't touch anything unless necessary.

## Secure

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- Clear away uninvolved people.
- Establish a perimeter with survey or custodial tape, cones, desks.
- School Resource Officer/Police/Sheriff Departments will adjust the perimeter if they need to.

## Protect

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- Safeguard the scene - limit and document any people entering the area.
- Don't use phones or bathrooms within the scene area.
- Don't eat, drink or smoke in the area of the scene.

## Observe

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- 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

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

## Document

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- Take good notes - Such as: time, date, people at scene, weather, doors open or closed, lights on or off and position of furniture.
- Be prepared to provide your notes and information to police.

## **S.C.C.S.D.**

### **Abduction/ Student Runaway Plan**

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Definition: Abduction occurs when a person unlawfully and without consent restricts another person's movements, and there is knowledge by the person of the restriction and a substantial interference of the liberty of the person restricted. This does not have to be removal of a person from the site but can be the detaining of a person on a school site by an unauthorized person. Abduction also occurs when a stranger or family member abducts student.

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

#### **Emergency Procedure:**

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

#### **Plan of Action:**

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

## **S.C.C.S.D.**

### **Accident/Serious Injury/Illness**

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

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

#### **Emergency Procedure:**

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- If serious contact or have some call 911 immediately.
- The principal will assess nature and extent of injuries.
- The principal will contact first aid providers.
- First aid responders will initiate prompt first aid/medical services with the following:
  - Check person for airway blockage, breathing, etc.
  - Control severe bleeding, treat for shock if necessary.
  - Check for poisoning or ingestion of chemicals.
  - Provide CPR/first aid as necessary until back up medical services arrives at the scene.
- Call 911 for emergency assistance. Alternate emergency numbers:
  - **Indianola Police Department .....887-1811**
  - **Indianola E-911 Coordinator (Indianola)...887-9480**
  - **Indianola Emergency Management (Indianola).....887-6253**
  - **Ambulance..... 911**
  - **Fire Department (Indianola) .....911 or 887-4955**
  - **South Indianola Hospital..... 887-3700**
- School security will remove uninjured students from accident site. If evacuation is necessary, verify that all students and staff are out of the building at a distance for maximum safety.
- If evacuation is necessary, each teacher must take class list and grade book.
- The principal will notify the coordinator's office who will immediately notify the proper departments (district crisis team and school resource officers).
- The school resource officer(s) will convene local crisis team, if needed.
- The principal will notify parents of the nature and extent of injury.
- The public relations coordinator will prepare statement for the media (if needed).
- The principal will document actions and decisions concerning accidents.

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

## **S.C.C.S.D.**

### **After Hours Emergency Plan**

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

#### **General Procedure:**

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

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

**Notify: Debra Dace at (662)887-4919, and/or Edrick Hall at (662) 207-5526**

## STUDENT ACCIDENT REPORT

<b>Name of Student</b>	<b>Sex</b>	<b>Grade</b>	<b>School</b>
<b>Date of Accident</b>	<b>Time of Day</b>	<b>Location on Campus of Accident</b>	
<b>School Insurance:</b>		<b>Other Insurance:</b>	
<b>Description of Accident/Student Activity at Time of Accident:</b>			
<b>Supervising Adult(s):</b>		<b>Witness (es):</b>	
<b>Nature of Injury and Action Taken:</b>			
<b>Type of First Aide Rendered:</b>		<b>Name/Address Person Administering First Aid:</b>	
<b>Suggestions for Preventing a Similar Accident:</b>			
<b>Name of Parent/Relative Contacted</b>	<b>Address/Phone of Parent/Relative</b>	<b>Sent Home:</b> _____ <b>Not sent home:</b> _____	
<b>Additional Information:</b>			
<b>Signatures required</b>	<b>Signature</b>		<b>Date</b>
<b>Signature of Supervising Adult:</b>			
<b>Signature of Principal:</b>			



## **Altercation: Violence Between Two or More Individuals**

Definition: An altercation occurs when there is a fight between two or more individuals. The fight might include fist fighting or the use of weapons. (MS Code 97-3-7)

### **Emergency Procedure:**

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

### **Plan of action to prevent retaliation or further campus violence:**

- Custodial staff will remove graffiti on school property.
- Administration/faculty will enforce dress code to reduce gang identification.
- The principal will notify probation officers, as necessary.
- The principal will notify parents of involved students and have them come to the school to discuss concerns leading to the violence.
- The school will enforce a zero tolerance policy concerning violence and threats of violence.
- Report all rumors of violence to principal.

## **Assault of a Student**

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

### **Emergency Procedure:**

- The principals will notify law enforcement by calling 911, the local law enforcement office or the Indianola Sheriff Department at 887-2121.
- The principals will notify the victim's parents.
- The first aid responder will provide medical attention if there are injuries.
- The principals will protect the identity of the victim.
- The school counselors and/or the crisis team will provide counseling for the victim and the victim's family.
- If the alleged assailant is a student, the principal will notify his or her parents and request a conference.
- The principals will follow board policy and due process procedures regarding disciplinary action, questioning of student, and students taken into custody.
- The principals will notify the Superintendent's office.
- The principals will document actions and decisions concerning assault incident.
- Must notify law enforcement, Youth Court and the parents of the assault (**MS Code 37-9-14**).

# **Bomb Threat**

(MS Code 97-37-21)

## **Utilize Bomb Threat Report Form**

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

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

### **Emergency Procedure:**

- Clerical staff will immediately notify the principal/designee of the bomb threat.
- Clerical staff will document the threat (use the bomb threat checklist).
- The principal will notify law enforcement by calling 911 and school resource officer(s) coordinator.
- The principal will decide whether to evacuate immediately and search the facility or to make a preliminary search prior to any other action.
- Principal will instruct teachers and staff as they are evacuating their classrooms and building, they must be watchful for anything that they don't recognize as being "normal", i.e. briefcases, bags in unusual places, pipes lying in unusual places. If they don't observe anything unusual in the classrooms, close the door after the last student is out. (The closed door will indicate to the police that nothing unusual was observed in the classroom.) **Do Not Lock The Doors!**
- The principal will evacuate the building, if warranted (1500 feet or more).
- A search team composed of police officers and staff members will conduct a visual search of the building and report to the principal any items or containers that are unusual or foreign to the normal operation. Do not handle the item under suspicion.
- The principal will notify the superintendent's office who will immediately notify the proper departments.
- The principal will be responsible for controlling the use of two-way radios and cell phones during a bomb threat.
- The principal will be responsible for developing and maintaining a visual search plan designed to meet the specific needs of his or her building.
- The principal will be responsible for conducting a search plan drill at least once each semester.

- The clerical staff will close all vaults and secure all records.
- Secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
- Teachers will take class roll and notify the principal if someone is missing.
- The principal will make the decision for the students and other personnel to re-enter the building. If possible, the principal should seek the advice of Police/Fire Departments.
- In the case of inclement weather or delayed reentry into the school building(s), the principals will notify the transportation department of the need for buses to transport students/staff to a predetermined location. Each school has an assigned predetermined location in their school policy. The Superintendent/designee must be informed prior to moving students/staff to predetermined location.
- Public relations coordinator will prepare statement for the media.
- The principal will prepare fact sheet to help those answering phones.

What not to do if a bomb is found:

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

What to do if a bomb is found: (**MS Code 97-37-25**)

- Evacuate the area IMMEDIATELY according to school plan.
- Secure a perimeter of 1000 feet or more around the location.
- Call 911. Make sure the 911 operators understand that you have located a suspected explosive device. If possible, stay on the line until you are instructed to disconnect by the 911 operators.
- The principal will notify the Superintendent's office who will immediately notify the proper departments.
- Members of the explosive ordinance disposal team will remove the bomb.
- The principal will document actions and decisions concerning bomb incident.

# Bomb Threat Call Procedures

## **BOMB THREAT CALL PROCEDURES**

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

**Questions to Ask Caller... Complete as Caller Responds.**

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

# Bomb Threat Call Procedures

## CHECKLIST

**CALLER'S VOICE** (Check all that apply)

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

### **BACKGROUND SOUNDS:**

<input type="checkbox"/> Street Noises	<input type="checkbox"/> House Noises	<input type="checkbox"/> Factory Machinery
<input type="checkbox"/> Crockery	<input type="checkbox"/> Motor	<input type="checkbox"/> Animal Noises
<input type="checkbox"/> Voices	<input type="checkbox"/> Music	<input type="checkbox"/> Office Machinery
<input type="checkbox"/> PA System	<input type="checkbox"/> Clear	<input type="checkbox"/> Static
<input type="checkbox"/> Local	<input type="checkbox"/> Long Distance	<input type="checkbox"/> Booth

Other \_\_\_\_\_

### **THREAT LANGUAGE:**

<input type="checkbox"/> Well Spoken	<input type="checkbox"/> Foul	<input type="checkbox"/> Incoherent
<input type="checkbox"/> (Educated)	<input type="checkbox"/> Irrational	<input type="checkbox"/> Message Read by
<input type="checkbox"/> Taped		Caller

**REMARKS:** \_\_\_\_\_

\*\*\*\*\*

**Report call immediately to Principal/Designee.**

**Complete checklist immediately after bomb threat and give this card to Principal/Designee.**

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Call received on Phone No.** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

# **Building Collapse**

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

## **Emergency Procedure:**

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

# Building Evacuation Plan

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

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

## Emergency Procedure:

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

## Training:

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

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



## **Evacuation Location**

**Evacuation:** A minimum safe distance of 1000 feet is required during fire evacuation, 1,500 feet for bomb threats and other hazards. Students and staff must all be accounted for during evacuations. Fire evacuation routes must be posted in each classroom.

**On-Site Evacuation Location**  
**See Individual School Plan**

**Off-Site Evacuation Location**  
**Primary Location:**  
**See Individual School Plan**

**Contact: Indianola Police**  
**Staging Areas: (cafeteria parking, east)**

**Alternate Location:**  
**See Individual School Plan**

## **(1) Map with Directions from School**

### **Bus Accident Procedures**

#### **Emergency Procedure:**

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

## Caring for Special Needs Students

The schools in the Sunflower County Consolidated School District will 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 least restrictive environment (LRE).

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

The following procedures should be followed:

1. Make sure students with disabilities understand and will carry out actions required in an emergency. Each school is required to provide 30 minutes of safety instruction and conducts at least one fire drill a month.
2. A team will be in place to assist students with disabilities during the emergency. A team of adults has been organized to help meet the need of the special needs children to ensure better student safety. This team is made up of teachers, aides, and the school nurse.
3. Select a classroom that is close to an exit for location to place students with disabilities. Special attention is given to handicap accessibility of nearby exits to ease emergency evacuations for students in wheelchairs and braces.
4. Determine the ways students need help during and after an emergency based upon one or all of the following.
  - difficulty hearing a warning or instructions concerning evacuations
  - difficulty with a seeing-eye or hearing-ear dog that may become confused during emergency
  - difficulty operating a wheelchair or walker
  - difficulty understanding instructions while under stress, or having an illness aggravated by stress

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

## Individuals Requiring Special Assistance During Emergency

**Name: Homeroom/Location:**

**Assistance required:** \_\_\_\_\_

**Person assigned to assist:**

**Special**

**issues/notes:** \_\_\_\_\_

\_\_\_\_\_

**Name: Homeroom/Location:**

**Assistance required:** \_\_\_\_\_

**Person assigned to assist:**

**Special issues/notes:** \_\_\_\_\_

\_\_\_\_\_

**Name: Homeroom/Location:**

**Assistance required:** \_\_\_\_\_

**Person assigned to assist:**

**Special issues/notes:** \_\_\_\_\_

\_\_\_\_\_

**Name: Homeroom/Location:**

**Assistance required:** \_\_\_\_\_

**Person assigned to assist:**

**Special**

**issues/notes:** \_\_\_\_\_

\_\_\_\_\_

## **Child Abuse/Neglect**

**(MS CODE 97-5-39)**

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

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

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

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

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

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

## **Reporting Child Abuse/Neglect Procedures**

**(MS CODE 97-5-39)**

Faculty and staff members should call the:

**Indianola Human Services Department  
225 S Martin Luther King Jr Dr  
Indianola, Mississippi  
(662) 887-2051**

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

### **Provide the following information:**

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

# **Confrontation With a Person in Possession of a Weapon**

## **(MS Code 37-11-18)**

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

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

### **Emergency Procedure:**

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

- In a calm voice and mannerism, try to talk to the individual. Make reasonable suggestions. For example, if other individuals are present, request that they be allowed to leave the area.
- Observe the weapon carefully and try to obtain enough information about it so that a description can be given to school resource/law enforcement officers.
- Attempt to isolate the individual if possible.
- Move slowly and with confidence.
- Comply with the individual's demands as long as they are reasonable.
- The principal will document actions and decisions concerning weapon incident.

## **Plans To Promote Compliant Behavior**

In attempt to promote positive behavior in the SCCSD we will provide the following programs

- GREAT (Gang Resistance Education and Training) to 5<sup>th</sup> and 6<sup>th</sup> graders in the district
- LifeSkills to all 7<sup>th</sup> graders in the district
- Army JROTC to be offered to all high school students in the district



# **Death of a Student/Staff Member at School**

## **Emergency Procedure:**

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

# **Death of Student/Faculty Member Outside of School**

## **Emergency Procedure:**

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

## **Classroom Procedure:**

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

grief and discuss openly their feelings, fears, and concerns that surround the events.

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

### **Days Following a Death/Suicide Procedure:**

- Individual and group responses to loss may remain intense for extended periods. Teachers should remain on the lookout for students who might show signs of depression related to the recent death/suicide. These students should be referred for counseling. Parents of the depressed students should be contacted and invited to a special meeting to help their children understand and cope with his or her feelings. Warning signs that could suggest further difficulty for their children might be discussed, as well as sources for help.
- It is necessary for teachers and counselors to be alert for months after a suicide. Some students will deal with the loss and grief immediately, while others will let it fester and grow within themselves for months. The aftermath of suicide will often continue for up to two years. It is important that "high risk" students be carefully monitored for at least six months, with less intense, but continual, concern for one to two years thereafter.
- Suicide is on the rise, and it is unfortunate that school systems need to plan in advance for this type of event, but they must! Post-vention taken seriously can aid the students, staff, administration, and community in dealing with such a tragedy. Suicide post-vention, when carefully dealt with and openly planned for, can help prevent further tragedies in the aftermath of suicide.

## **Media Coverage Procedure:**

- The Superintendent will be the official spokesperson for the district. All staff members should refer news personnel to the superintendent or his designee.
- It is extremely important to have honest, accurate coverage of the incident reported to the media. Any personal references to the deceased should be checked and cleared with the family to avoid any problems in the community. The school's sympathy should be reported, but, regarding a suicide situation, the idea should be conveyed that a life was cut short that could have been saved if the individual had reached out for help. Do not allow student interviews by the media without parent's permission and then only off campus.

# Earthquake

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

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

## Emergency Procedure:

- Students and staff should stay put until tremors stop.
- Students and staff should duck and cover until tremors stop.
- Students and staff should take cover under desks and tables, against inside walls, or under doorways.
- Students and staff should be alert for possible after shocks.
- Shut off any electrical or gas operated appliances.
- Students and staff should evacuate the building through nearest safe exit if instructed to do so. The earthquake evacuation signal is FIRE DRILL SIGNAL.
- Students should avoid overhead wires and utility poles.
- Teachers should call roll and report missing students to the principal.
- The secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
- Unattached students should report to the nearest teacher. Teachers should report student additions to the principal.
- The principal will make the decision for the students and other personnel to re-enter the building only after being advised to do so by the civil defense office and/or school architect/engineer.

## **Emergency Release of Students**

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

The functions of the team are as follows:

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

# **Emergency Team At Student Reunification Site**

**TEAM LEADER:**

**TEAM MEMBERS:**

**LOCATION:**

**Inside:**

**Outside:**

## **FUNCTIONS**

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

# Crisis Site Student Release Form

Student's name: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Student release requested by: \_\_\_\_\_

Proof of identification: \_\_\_\_\_

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

## STUDENT'S STATUS:

- |                                  |  |
|----------------------------------|--|
| <input type="checkbox"/> Present | <input type="checkbox"/> Receiving First Aid               |
| <input type="checkbox"/> Absent  | <input type="checkbox"/> Evacuated to emergency department |
| <input type="checkbox"/> Missing |  |

Requester's signature: \_\_\_\_\_

Destination: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Staff member approving release (please initial): \_\_\_\_\_



# SITE STATUS REPORT/MISSING/INJURY REPORT

TO:\_\_\_\_\_ FROM: (name)\_\_\_\_\_ LOCATION:\_\_\_\_\_

DATE:\_\_\_\_\_ TIME:\_\_\_\_\_ PERSON IN CHARGE AT SITE:\_\_\_\_\_

Message via: 2-way Radio\_\_\_\_\_ Telephone\_\_\_\_\_ Messenger\_\_\_\_\_

## **EMPLOYEE/STUDENT STATUS**

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

## **STRUCTURAL DAMAGE** Check damage/problem and indicate location(s).

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

## **Parental Permission Emergency Release List for Parents**

Student's name: \_\_\_\_\_ Teacher's name: \_\_\_\_\_  
Parent's name: \_\_\_\_\_ Phone number: \_\_\_\_\_  
Parent's signature: \_\_\_\_\_

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

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

Name: \_\_\_\_\_ Phone number: \_\_\_\_\_

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

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

## **Explosion (Call 911)**

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

### **Emergency Procedure:**

- The principal will determine if the explosion endangers the school population.
- The principal will notify law enforcement by calling 911.
- The principal will evacuate the building, if warranted (1500 feet or more).
- The principal will notify the Superintendent's office who will immediately notify the proper departments.
- First aid responder will render first aid, if necessary.
- The clerical staff will close all vaults and secure all records.
- The clerical staff will take the check-out cards for off campus check out of students.
- Teachers will take class roll and notify the principal if someone is missing.
- The principal will make the decision for the students and other personnel to re-enter the building. If possible, the principal should seek the advice of Police/Fire Departments.
- In the case of inclement weather or delayed re-entry into the school building(s), the principals will notify the transportation department of the need for buses to transport students/staff to a predetermined location. The predetermined location is the bus barn. The Superintendent/Superintendent's designee must be informed prior to moving students/staff to predetermined location.
- Public relations coordinator will prepare statements for the media.
- The principal will prepare fact sheet to help those answering phones.
- The principal will document actions and decisions concerning explosion incident.

## **Fallen Aircraft (Call 911)**

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

### **Emergency Procedure:**

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

## **Fire (Call 911)**

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

### **Emergency Procedure:**

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

# **Hazardous Materials Incident**

## **(Call 911)**

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

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

## **Off-Property Hazardous Materials Release**

### **Emergency Procedure:**

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

immediately.

- Keep all people upwind to avoid smoke, fumes, and dusts.
- The principal will document actions and decisions concerning hazardous materials incident.

## **Within The Facility Hazardous Materials Release**

### **Emergency Procedure:**

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

## **Hostage (Call 911) (MS Code 97-3-53)**

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

### **Emergency Procedure:**

- Call 911. Make sure the 911 operators understand that there is a hostage situation. If possible, stay on the line until you are instructed to disconnect by the emergency operator.
- Notify all teachers that you have an emergency situation. The emergency signal is **GO TO LOCKDOWN**. Please keep all students inside your classroom until further notice". All classroom doors should be locked at the sound of the emergency signal.
- Students and staff should move away from doors and glass.
- Notify the central office immediately; they will notify the proper departments.
- Notify all students outside their classroom (including those outside the school building) to report to the nearest safe classroom. All students should be brought into a locked area.
- Teachers should call roll and list the names of missing students on index card to be given to the principal later.
- If the hostage taker or armed person can be contained in one section of the building, students and staff should be evacuated from the building to designated safe area.
- Students and staff will not re-enter the building until the building has been evaluated and determined safe by the police department.
- If safety permits, a staff member should be directed outside the building to warn all approaching visitors of the danger.
- The principals will document actions and decisions concerning hostage incident.
- Don't attempt to negotiate with the hostage taker, leave this to the professionals
- Don't allow any school or district leader on the phone with the hostage taker.

### **If Taken Hostage:**

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



# **Intruder (Call 911)**

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

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

## **General Procedure:**

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

## **Emergency Procedure:**

- Call 911. Make sure the 911 operator understands that there is an intruder inside the school, whether the person is armed, his or her last known location, a description, and any other pertinent information. If possible, stay on the line until you are instructed to disconnect by the 911 operator.
- Notify all teachers that you have an emergency situation. The emergency signal is **Go Lock Down** please keep all students inside your classroom until further notice.
- Teachers will account for students and put a red card under the door if a student is injured or required medical assistance.
- Teachers will put a green card under the door if all students are accounted for and OK.
- List the names of missing students on an index card. The School Resource Officer will collect cards.
- Principal will notify the central office at 884-1200.
- The central office will notify public relations and school resource officers and other members of the district crisis management team.
- All classroom doors should be locked at the sound of the emergency signal.
- Teachers and students should move away from door and remain quiet and seated.
- Notify all students outside their classrooms to report to the nearest safe classroom.
- All doors should remain locked. Students and staff should remain seated and quiet until the all-clear signal is given or other instructions are forthcoming.

# Working with the media

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

# **Media Staging Area**

## **Location:**

**Sunflower County Consolidated School District Central Office  
Highway 49/MLK  
Indianola, Mississippi 38751  
(662) 887-4919**

## **Medical Emergency (Call 911)**

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

### **Emergency Procedure:**

- Call 911. Make sure the 911 operator understands that there is a medical emergency. If possible, stay on the line until you are instructed to disconnect by the 911 operator.
- Be prepared to state the nature of the emergency and location. Provide emergency medical personnel with any known information about the health concerns of the individual, medications, allergies, health care provider, etc.
- 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.
- No seriously ill or injured student should be allowed to go home without being accompanied by a responsible adult.
- A student should not be left at home unattended.
- All medical incidents should be documented.

# Natural Gas Emergency

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

## Emergency Procedure:

- Call 911. Make sure the 911 operator understands that there is a natural gas emergency. If possible, stay on the line until you are instructed to disconnect by the 911 operator.
- Call the gas company at **Atmos Gas Company** at 887-3611 or (888) 286-6700
- Custodians will shut-off gas and electricity.
- No smoking.
- The principal will initiate evacuation plan, if necessary. The alert signal is: **FIRE ALARM SIGNAL**.
- The principal will notify the superintendent's office who will immediately notify the proper departments.
- If evacuation becomes necessary, each teacher should call roll to account for students under his or her supervision and report missing students to the principal.
- Secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
- First aid providers will render first aid if necessary.
- The principal will document actions and decisions concerning natural gas incident.

# **Nuclear Warning Procedures**

## **Emergency Procedures:**

- The primary means of warning of a nuclear emergency will be by the alert warning radio located throughout Indianola.
- Move to the center of the building away from outside walls, the roof, 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.
- 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.

# Public Assembly Emergency Plan

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

## Procedure:

- Principal will see that employees or other personnel serving at a public event are instructed and drilled in the duties they are to perform during an emergency evacuation.
- Principal and/or designee shall check all exits before public arrive to ensure that all exits are clear and unlocked from the inside.
- Smoking or the use of matches and lighters shall not be permitted in the assembly area.
- Flashlights shall be made available to employees to assist occupants in the evacuation in case the normal lighting and/or the emergency lighting fails.
- Prior to the beginning of an event the public address announcer will point out emergency exits and the need for aisles and exits to be kept open.
- The principal or designee will assist with crowd control.
- The principal or designee will determine when the occupant load is reached.
- The principal or designee will be available for emergency situations.
- The principal or designee will see that the emergency evacuation procedure is announced to the audience.

## Emergency Procedure:

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

- Initiate evacuation plan.
- Alert occupants. Our signal is **FIRE ALARM SIGNAL**. If situation warrants, initiate **LOCKDOWN**.
- Call 911. Make sure the 911 operator understands the nature of the emergency.
- If possible, stay on the line until you are instructed to disconnect by the emergency operator.
- Render first aid, if necessary.
- Notify the central office during the day at 884-1200.
- Notify the School Resource Officer – Edrick Hall @ 207-5526.
- If there is a power failure or an equipment failure, contact:  
**Maintenance and Transportation Director, Roger Cummings @ 207-7906**

# **Severe Weather**

## **Tornado, Thunderstorm, Hurricanes, Severe Winds, Flooding**

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

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

Severe weather watch means that weather conditions are such that a severe thunderstorm may develop.

Severe weather warning means that a severe thunderstorm has developed.

Tornado watch means that weather conditions are such that a tornado may develop.

Tornado warning means that a tornado has been formed and sighted.

### **Emergency Procedure:**

- During severe weather, the principal should review emergency procedures for his or her site.
- During severe weather, the principal should monitor appropriate weather radio systems.
- During severe weather watch, the principal should implement evacuation from outside portable buildings to a sheltered position inside the school building.
- Lightning is a threat during any severe thunderstorm. School personnel should move students inside to safety if lightning is occurring.
- During a tornado warning, students and teachers should move to areas offering the greatest tornado resistance. Students and teachers should be seated on floor with their backs to corridor walls.
- During a tornado warning students and staff should avoid cafeterias, gyms, or any room with a wide free span roof.
- Teachers should check roll and notify the principal if someone is missing.
- The principal of each building will be responsible for preparing and posting a tornado evacuation plan for each classroom.
- The secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
- Officials in charge of athletic events should be aware of approaching severe storms or other weather-related emergencies. School officials should use the P. A. system to warn spectators of approaching severe weather. Game officials may stop play when unsafe weather conditions exist.



## Visitors in the Schools

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

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

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

### **General Procedure:**

- Greet visitors.
- Offer help.
- Ask visitor to report to main office.
- Visitors sign in at main office.
- Principal will provide a visitor's badge for all visitors.
- Principal will insure that a Visitor's Log Book will be in the main office for the recording of visitors.
- A visitor entering a building shall be requested to provide one item of valid identification.
- The school secretary or appropriate person on duty will record the date, time, name and destination of the visitor in the log. The visitor will then be asked to sign his or her name next to the entry made by the school secretary.
- When possible, conferences with teachers should be pre-scheduled so as not to interfere with instructional time. These meetings should be conducted in an area conducive to productive conferences. The teacher in consultation with the principal will designate the place for meeting. Teachers will send a list to the main office indicating expected visitors and desired place for meeting. These prescheduled meetings will take place as arranged. If the teacher expects the visitor to meet in the classroom, the office will issue the visitor a visitor's badge. All visitors will be accompanied to and from classroom whenever possible.
- Each visitor is to be informed that he/she must surrender the visitor's badge when leaving the building.
- The school secretary or the school resource officer shall record the time of departure in the visitor's log.
- If a visitor does not have an appointment, but the teacher is available for conference, the principal or his or her designee will inform the teacher of the visitor's wish for a meeting.

The initial contact will take place in the main office.

- If the teacher is not available to meet the visitor, the principal or his designee will designate appropriate alternative personnel to meet with the visitor. If a follow-up visit with the teacher is needed, it will be prescheduled.
- The school resource officer or appropriate person should make a periodic check of the log book to make sure that no one is staying in the building for an unauthorized period of time. In such cases, someone should verify that the visitor(s) is still in the building. If this is established or conversely, verification cannot be made, the principal or his/her security designee shall be notified for possible implementation of an intruder alert or search.
- Signs should be posted in the lobby of the main entrance and on all outside doors informing visitors that they must stop at the office to register.
- Signs should also be posted informing them that persons failing to register may be considered trespassers and subject to prosecution.
- To encourage stronger ties between home and school and to utilize parent teacher conferences to enhance the benefits to students, principals are encouraged to have teachers send home copies of when they are available for conferences.

# **SCHOOL/COMMUNITY RESPONSE PLAN**

# **School/Community Response Plan**

## **Introduction**

### **I. STATEMENT OF PURPOSE**

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

### **II. SITUATION**

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

### **III. ASSUMPTION**

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

### **IV. COMMAND AND CONTROL**

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

## INCIDENT COMMAND

- A. The first officer arriving on site will assess the situation at the school's Emergency Operations Center (EOC) and assume command of the situation until relieved by someone of higher authority. The first Incident Commander (IC) will report to their dispatch the nature of the situation and request the necessary support from other agencies.
- B. Upon arrival of first units, control of the situation information should be first priority:
  - 1. Is the person or persons causing the harm still on site?
  - 2. Injuries? How many? How severe? Can they be reached safely by EMS?
  - 3. Protection of students, staff and guest
    - a. Where should they go?
    - b. How do they get there?
    - c. Who is responsible for their safety and accountability?
  - 4. BE AWARE THAT THE CAMPUS HAS BECOME A CRIME SCENE AND TAKE PROTECTIVE MEASURES TO PRESERVE THE EVIDENCE.
  - 5. If School's EOC is inadequate or in danger zone, where should the temporary EOC be located? The following considerations should be addressed:
    - a. It should be easily recognizable and accessible to more than one road if possible.
    - b. Location should be close but not in danger of the event.
    - c. Crowd control measures taken to limit access to the EOC.
    - d. Length of Operation from EOC.
  - 6. Traffic Control - considerations.
    - a. Parents trying to get to the school, on-lookers and normal day-to-day traffic problems.
    - b. Decision to BLOCK TRAFFIC on roads adjacent to school campus should take into consideration the following:
      - 1. Intensive manpower and lots of time.
      - 2. Could hinder access of emergency traffic to and from the school.

3. Is it safe for traffic to continue adjacent to school campus?
    4. Should roadblocks begin on campus and expand outward as necessary and as manpower becomes available?
  - c. Develop a traffic pattern on campus to accommodate emergency traffic and allow the entrance and exit of school buses if school has to be evacuated.
7. Isolate the campus and designate safe areas that are away from harm if possible.
8. IC assigns SECURITY to EOC and MEDIA – FAMILY assemblies.

# Agency Responsibility

## School Officials

- \_\_\_\_\_Place 911 Call And Report The Situation. Stay On Line The With 911 Telecommunicator To Give Additional Information.
- \_\_\_\_\_Insure The Students, Staff And Other Campus Visitors Are Moved To A Safe Place. This May Be In The Building If The Incident Is Outside, Or It May Require The Evacuation Of The Building If Inside Incident.
- \_\_\_\_\_Maintain Control And Accountability Of The Students And Staff.
- \_\_\_\_\_Keep Open Phone Lines For Emergency Calls.
- \_\_\_\_\_Establish Contact With First Arriving Law Officer And Report The Situation.

## School Officials To Be Located At EOC:

- \_\_\_\_\_Principal
- \_\_\_\_\_School Resource Officer (SRO)
- \_\_\_\_\_School Attendance Officer
- \_\_\_\_\_Nurse
- \_\_\_\_\_Transportation Director(S)
- \_\_\_\_\_Maintenance Personnel
- \_\_\_\_\_Counselor(S)
- \_\_\_\_\_Public Relations Coordinator
- \_\_\_\_\_Other Personnel As Required

## Provide Emergency Action Kit To The EOC:

Floor Plans Of All Buildings With The Following Info:

- Location Of Lockers
- Electrical Power Systems
- Gas Main Shut-Offs
- Phone Numbers Of All Phones And Their Location.
- Campus Layout Showing Each Building And All Roads
- Aerial Photos
- Emergency Contact Numbers For Staff

- \_\_\_\_\_ Evacuation And Transportation Of Students And Faculty To A Pre-Determined Location. School Staff Will Account For All Students And Meet Parents To Pick Up Students.

Law Enforcement And A Media Statement Telling Parents Where To Assemble Must Support This.

- \_\_\_\_\_ Bomb Search Team From School Should Be Available To Search The Buildings With Law Enforcement Or Explosive Ordinance Disposal (EOD) Team Members.
- \_\_\_\_\_ Be Prepared To Handle Outside Media With Live Telecast Vehicles From Many Stations. This Will Require A Great Deal Of Coordination And Be A Major Control Factor If Not Handled Properly.



### **Primary Law Enforcement Agency**

- \_\_\_\_ Contain The Situation
- \_\_\_\_ Establish Incident Command
- \_\_\_\_ Request Assistance Through Your Dispatch. I.E. Ems - Additional Law Enforcement - Fire Departments - Etc.
- \_\_\_\_ Continue Assessment Of The Situation And Update Dispatch To Disseminate Information To Responding Agencies.
- \_\_\_\_ Establish Communication With School Officials On Campus, Preferably At The School's EOC.
- \_\_\_\_ Isolate School Campus To Prevent Entry And Exit By Vehicles.
- \_\_\_\_ Respond On Primary Talk Group – Go To Law Command Upon Arrival.

### **Mutual Aid Law Enforcement Agency**

- \_\_\_\_ Assist Primary Law In Containment And Control Of The Situation.
- \_\_\_\_ Assume Positions Of Assignment As Per The Plan Or As Assigned By OIC On Site.
- \_\_\_\_ Keep Traffic Moving On Roads Adjacent To The School To Allow Emergency Access.
- \_\_\_\_ Request Two (2) Wreckers To Stage At The Outer Limits Of The Road Blocks To Assist In Clearing Road Of Abandoned/Disabled Autos.

### **Local Fire Department**

- \_\_\_\_\_ Be Aware That The Situation Maybe Life Threatening (Other Than Fire!) Do Not Approach Without Law Enforcement Clearance.
- \_\_\_\_\_ Assist Law Enforcement In Traffic Control.
- \_\_\_\_\_ Provide First- Responders And Emergency Rescue Assistance To Emergency Medical Personnel.
- \_\_\_\_\_ Assist In Search And Rescue (SAR) Missions As Assigned By Incident Commander.
- \_\_\_\_\_ Respond To Any Fire Or Fire Related Situation On Campus Only If Given Clearance.
- \_\_\_\_\_ Respond On Primary Talk-Group – Go To Law Command Upon Arrival.

### **Mississippi Highway Patrol**

- \_\_\_\_\_ Assist In Traffic Control Around The School Campus.
- \_\_\_\_\_ Provide Tactical Support If Needed To Gain And Maintain Control Of The Situation.
- \_\_\_\_\_ Man Road Blocks As Directed By The IC.
- \_\_\_\_\_ Respond On Primary Talk-Group – Go To Law Command Upon Arrival.

### **Mutual Aid Police Department**

- \_\_\_\_\_ Provide Mutual Aid To Police Department In Law Enforcement Duties At The School.
- \_\_\_\_\_ Assist Responding Agencies In Traffic Control.
- \_\_\_\_\_ Provide Star Team Response To Hostage Situation Or Armed Suspect On Campus.
- \_\_\_\_\_ Report To EOC Upon Arrival In Person Or Via 800 Mhz Radio As Directed By Local Dispatch.

- \_\_\_\_ Respond On Primary Talk-Group – Go To Law Command Upon Arrival.

### **Ambulance Service**

- \_\_\_\_ Provide Medical Support At Staging Area As Required.
- \_\_\_\_ Contact Hospitals Of Situation As Required.
- \_\_\_\_ Set Up Triage Area If Required.
- \_\_\_\_ Senior Medical Person On Site - Determine Number Of Ambulances & Medical Response Needed.
- \_\_\_\_ Determine If Victims Are In An Area That Is Safe.
- \_\_\_\_ Coordinate With Incident Commander On Number Of Persons Treated And Transported. \*If Possible - Names Of Transported Persons Should Be Transmitted To School Officials And Senior Law Enforcement Rep On Site.
- \_\_\_\_ Coordinate All Emergency Medical Functions Involved In The Incident.
- \_\_\_\_ Maintain Contact With The EOC And Keep Updated Information Available To The Incident Commander.
- \_\_\_\_ Provide Support To Family Assembly Area.
- \_\_\_\_ Will Operate On Primary Or As Assigned By Dispatcher.

### **Emergency Management**

- \_\_\_\_ Provide Communication Support To Responding Agencies.
- \_\_\_\_ Provide Mobile Command Post Vehicle And Support Personnel As Required.
- \_\_\_\_ Assist Incident Commander In Coordination Of Operations.
- \_\_\_\_ Provide Logistical Support: I.E. Salvation Army And/Or Red Cross Assistance.

- \_\_\_\_ Establish A Joint Information Center.
- \_\_\_\_ Contact Or (Re-Contact) All Response Agencies And Appraise Them Of The Situation. Request Alert Status Of All Responding Agencies And Communicate Request For Response When Directed By OIC.
- \_\_\_\_ Respond On Primary – Go To Law Command Upon Arrival.

### **American Red Cross**

- \_\_\_\_ Provide Support At Student And Family Assemblies.
- \_\_\_\_ Assist School Officials At Assembly Areas In Any Way Possible.
- \_\_\_\_ Responsible For Coordinating Any Assembly Area Refreshments (If Needed).
- \_\_\_\_ Responsible To Notify And Work With And Along Side Mental Health Personnel In The Assembly Areas.
- \_\_\_\_ Assist In Keeping Records Of All Students And Their Release To Parents (If School Officials Desire This Help).
- \_\_\_\_ Provide Nurses In The Assembly Area To Help With Minor Cuts And Abrasions If Necessary.

### **Salvation Army**

- \_\_\_\_ Responsible For Refreshment Needs Of Emergency And Response Workers On Site.
- \_\_\_\_ Establish A “Relaxation” Area For Emergency Workers. Provide Refreshments- Chairs – Etc. In A Shaded Or Tented Area If Possible.
- \_\_\_\_ Provide Spiritual Support In “Relaxation” Area For Emergency Workers.
- \_\_\_\_ Provide Spiritual Support To Both Response Workers And Victims And Families.
- \_\_\_\_ Coordinate With Other Spiritual Support Groups (Local Minister’s And Ministerial Groups) In Providing Spiritual Support To Victims And Families.

## **Mental Health**

- \_\_\_\_\_Provide Support At Student And Family Assemblies.
- \_\_\_\_\_Activate “CISM” For Both Students And Emergency Workers.
- \_\_\_\_\_Provide Mental Health “CISM” Person At “Relaxation Area” Established By Salvation Army.

# CONCEPT OF OPERATIONS

## INITIAL NOTIFICATION

- a. School official upon observing an incident that has occurred or has the potential of escalating to a dangerous situation, place the initial 911 call and request assistance. Activate and man school Emergency Operations Center (EOC).
- b. The telecommunication that received the call should notify the following agencies and advise them to respond and what communication channel to use.
  - Sheriff's Office
  - Police Department
  - Mississippi Highway Patrol
  - Local Emergency Management
  - Local Fire Department
- c. As the responders arrive, contact the Incident Commander at the EOC and assume assigned duties. Contact with the EOC should be maintained through 800 MHz disaster channel EOC2 or high band - statewide law.
- d. An Administrative Officer should be appointed at the EOC to maintain a record of units arriving, their assigned responsibility and means of communication.
- e. All operations should be coordinated through the EOC.
- f. The Incident Commander or his representative should approve all operations and be kept abreast of any changes as they occur.

## MEDIA

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

## FAMILY ASSEMBLY

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

### **WITNESS HANDLING**

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

### **EMERGENCY ROAD CLEARANCE PLAN**

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

**SCHOOL CAMPUS DESIGNATED AREA**  
**(See campus map/floor plan)**

**Command Post**

Sunflower County Consolidated Schools Central Office  
Highway 49/MLK  
Indianola, MS 38751

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

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



**COMMAND POST PERSONNEL**

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

**ADJACENT COMMAND #1**

- Tactical Unit
- Negotiators

**ADJACENT COMMAND #2**

- Fire
- EMS
- Volunteer Agencies

## **MEDIA ASSEMBLY AREA (JOINT INFORMATION CENTER) “JIC”**

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

## **FAMILY RELOCATION AREA (FRA)**

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

## **STUDENT VEHICLES ON CAMPUS**

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

## **ROAD BLOCKS AND TRAFFIC CONTROL**

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

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

## **“Example of When an” INCIDENT OCCURS**

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

### **NOTIFICATION:**

**SCHOOL ADMINISTRATION SHOULD:**

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

### **LAW ENFORCEMENT DISPATCH CENTER SHOULD:**

1. **DISPATCH AVAILABLE UNITS TO THE INCIDENT.**
2. **CONTACT ALL RESPONSE AGENCIES AND REQUEST ASSISTANCE. PROVIDE AGENCIES INFORMATION CONCERNING COMMUNICATIONS AND ROUTES OF ENTRY.**
3. **DISPATCH SHOULD MONITOR ALL TRAFFIC UNTIL COMMAND POST IS ESTABLISHED AND THEN RELINQUISH TO CP.**
4. **EMERGENCY MANAGEMENT WILL NOTIFY STATE AND VOLUNTEER AGENCIES FOR STAND-BY AND THEN FOR ACTUAL RESPONSE WHEN NEEDED:**
  - **MEMA** (662) 887-6253
  - **RED CROSS** (662) 378-3245  
(Red Cross will contact CISM when they respond)
  - **SALVATION ARMY** (662) 378-8070

### **FIRST ARRIVING UNIT**

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

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

## **UNIFIED COMMAND**

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

## **UNIFIED COMMAND AND MEDIA RELEASE**

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

## **COMMUNICATION ANNEX**

**COMMAND POST:** will operate on \_\_\_\_\_MHZ - Disaster Channel.  
(All communication between agencies with the EOC/CP will be via this channel.)

**LAW ENFORCEMENT AGENCIES:** will operate on \_\_\_\_\_

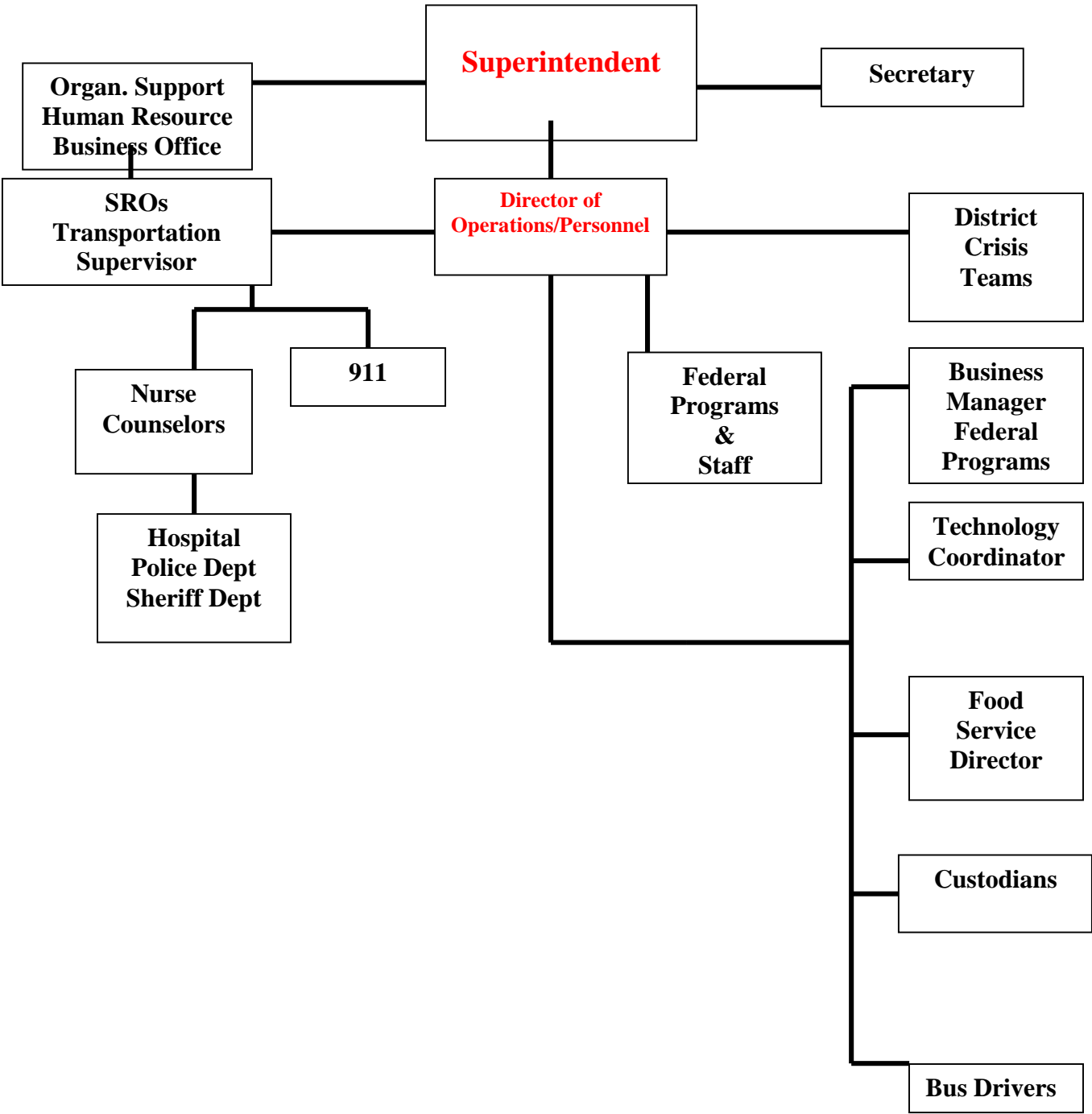
**MEDICAL RESPONSE:** Ambulance and EMS mutual aid will operate on local ambulance Radio system to EMS operations.

**SPECIAL OPERATIONS:** Will communicate on their assigned talk-groups to talk to other team members.

## **COMMAND AND CONTROL ANNEX**

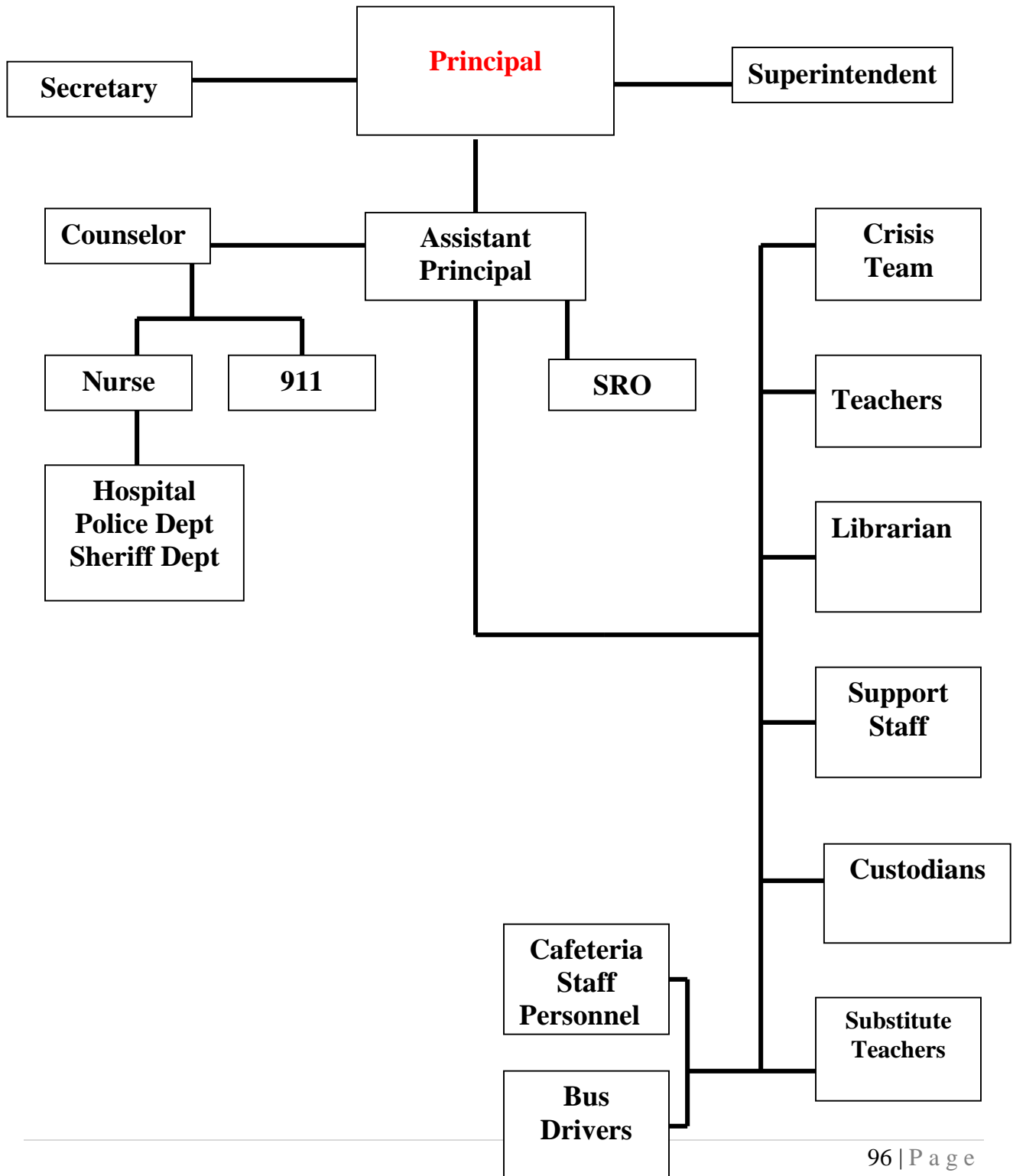
- All responding agencies will remain under the Direct Command of the Senior Officer from their agency.
- Operational control for the incident will be assigned to the Senior Law Enforcement Officer (OIC) of the jurisdiction in which the operation is conducted.
- The Senior Officer from each responding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

# District Incident Command System



# School Incident Command System

(The principal's office will serve as the ICC.)





# Maps and Facilities Information

Fire Extinguishers Location

Gas, Water and Power Shut Offs

Fire Exits and Evacuation Exits/Plans

On-Campus Evacuation Area

Off-Campus Evacuation Area

Reunification Sites/Locations

Staging Sites

Floor Plan

Media Site – Educational Service Center (Indianola)

## Threats Unique to Geographical Location

Each school in the Sunflower County Consolidated School District will include in their own school level report “threats that are unique to their geographical location”. However, is at relates to the Central Office and the Administration Building the following are threats for these buildings and protocol to deal with said threats:

Administration Building 702 Highway 82 East, Indianola, MS 38751

*Chemical Spill* on the main highway will cause a direct threat to the Admin Building. In the event of a chemical spill Mrs. Taylor should notify Chief Hall immediately. If it is clear to evacuate all persons in the building should evacuate and follow the safest route to the Central Office.

93% of all banks in Indianola are located on highway 82 along with all major businesses. In the event of a *robbery* the Admin Building should go into lockdown until given all clear by Chief Hall, IPD, or Dr. Dace.

Central Office 192 MLK Blvd., Indianola, MS 38751

Chemical Spill on MLK Blvd. can cause a direct threat to the Central Office. In the event of a chemical spill the front desk receptionist should notify Chief Hall immediately. If it is clear to evacuate all persons in the building should evacuate and follow the safest route to the Administration Building.

## **Sunflower County Consolidated School District**

### **Crisis Management Plan**

**Reviewed and Approved by:**

Edwin C. Hulse Jr.  
**Chief of Security**

12/09/15  
**Date**

**Reviewed and Approved by:**

Dr. Debra Dace  
**Superintendent**

12/9/15  
**Date**