

OFFICE OF QUALITY PROFESSIONALS & SPECIAL SCHOOLS
Summary of State Board of Education Agenda Items
April 19-20, 2012

MISSISSIPPI SCHOOL FOR THE BLIND

- C. Approval of the Mississippi School for the Blind 2012-2013 Crisis Management Manual

Executive Summary

The document details the policies and procedures regarding school crisis management. It is based upon the previous year manual and additions have been made based upon Harrison County School District, MDE Office of Safe and Healthy Schools and Emergency Response and Crisis Management Center manuals.

This document has the following changes from the previous year publication:

Cover	2012-2013 School Year
66	Earthquake Drill – additional procedures
79	Tornado Alarm procedures added

Recommendation: Approval

Back-up material attached

**Mississippi Schools for
the Blind
and
the Deaf
2012-2013
~~2011-2012~~
School Occupational Safety
and
Crisis Response Plan**

Approved by Mississippi State Board of Education
May 20, 2011

INTRODUCTION

The School Safety Plan is the foundation the school uses to maintain a safe and secure educational environment. There are three components to a comprehensive school safety plan. Those components are:

1. Policies and procedures that afford a safe school environment
2. The Crisis Response Plan
3. Programs that promote a safe school environment

The Mississippi Schools for the Blind and the Deaf school occupational safety and emergency response plan is a modification of the plan reviewed and used as a model by the Division of School Safety. It represents the first two of the three components necessary for comprehensive safe school planning.

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SECTION I

SCHOOL OCCUPATIONAL SAFETY PLAN

The Mississippi Schools for the Blind and the Deaf are committed to the belief that students should be afforded a safe and orderly learning environment. This learning environment includes traveling to and from school; within all school facilities, classroom, assembly, cafeteria, and gymnasium; on the school grounds; and, while participating in or attending activities sponsored by the school, e.g., academic competition, athletic events, extra-curricular activities, and field trips/community-based lessons.

Every effort shall be made to provide all reasonable precautions to protect the safety of all students, employees, visitors, and those present on district property or at school-sponsored events. The campuses of the Mississippi Schools for the Blind and the Deaf are “weapon, drugs and tobacco-free.”

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

1. Assessment of building and grounds security.
2. Current and proposed safety procedures.
3. List of agencies and contact persons who can provide assistance when a crisis situation occurs.
4. Working with the media.
5. Staff training.

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

The plan shall be reviewed and updated annually prior to the beginning of the school year. The Superintendents or designees shall make a report to the Board, on an annual basis, regarding the implementation of the plan. **Germane Mississippi legal codes will be in parenthesis beside the subject.**

Mission Statement

The Mission of the Mississippi School for the Blind is to promote a strong foundation for learning and independence by providing specialized adapted services and materials to enhance maximum potential for students with visual impairments or blindness.

The Mission of the Mississippi School for the Deaf is to provide a comprehensive, quality, instructional, vocational, residential program coordinated with a system of support services assuring and enabling deaf and hard of hearing students of Mississippi an equal and accessible opportunity to achieve their maximum potential to become successful, independent, and productive citizens and to provide such a program in a bilingual/multicultural environment whereby the students' social, physical, intellectual, emotional, and spiritual development can be fostered.

Responsibilities of School Personnel Under The School Safety Plan

Superintendents (MS Code 37-9-14)

While the school is accountable for the success of the safety plan, it is the responsibility of the Superintendent to implement the program. The superintendent as the safety director at the school level will serve the school in an advisory capacity and monitor the application of the safety plan.

The Superintendent will:

- Act as the facilitator for the school safety committee.
- Track incidents.
- Make recommendations to the district safety committee.
- Hold safety meetings.
- Develop safety objectives.
- Schedule training.
- Schedule safety/housekeeping inspections.
- Ensure that all full-time and part-time employees, including substitute teachers, receive a safety orientation prior to assuming the duties of the job.
- Conduct site safety assessment.
- Ensure full participation of the school in drills and training.
- Maintain effective liaison with local emergency services and law enforcement.
- Appoint a school-wide safety and emergency preparedness committee.
- Appoint school-wide safety director who will have the responsibility and authority to develop, oversee and implement a district-wide safety program.
- Demonstrate a commitment to safety by endorsing the district safety and emergency management plan and enlisting school board approval.
- Provide resources for purchasing personal protective equipment and training employees to use safe behaviors.
- Review accident reports.
- Review inspection reports.
- Delegate the responsibility and authority for the program to each school principal/director, or supervisor.

Combined Services Director

The Combined Services Director advises the superintendents, staff, principals and supervisors who are responsible for the schools' safety plan. The Combined Services Director monitors the implementation of the safety plan and tracks measurable improvements.

General responsibilities of the Combined Services Director are as follows:

- Establish a structure and process for administering a campus-wide safety plan.
- Advise the superintendent, safety committees and school principals.

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

Occupational Safety and Crisis Response Plan Committee

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

The general functions of the district committee are to:

- Formulate safety policies and recommend approval by State Board of Education.
- Review unsafe conditions and practices as reported by school or department safety teams.
- Make site visits to schools.
- Review corrective action plans and make recommendations as appropriate. Review school/department safety plan.
- Conduct school safety inspections on scheduled basis.
- Plan and conduct regular drills of various emergency scenarios involving as many agencies as possible.
- Serve on the Crisis Management Team

Personnel/Human Resources Office

- Complete accident reports, workers compensation reports, and accident investigation reports.
- Review incidents and ensure that the first report of injury, the accident investigation report, the physician of choice form and the medical authorization form have been properly completed and filed with the personnel department.
- Contact and provide encouragement to injured employees.

School Safety Committee

The school safety committee, facilitated by the Superintendent(s)/designee(s), assists in developing the school safety program and monitors the process. Representatives on the school safety committee include personnel from instruction, food service, custodial and support services.

General functions of the school safety committee include:

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

Employees

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

Employee responsibilities include the following:

- Attend training sessions. Learn safe work procedures.
- Maintain good housekeeping in work area.
- Wear proper dress and use equipment as required by the job.
- Keep machine guards in place.
- Report unsafe conditions to supervisor.
- Report all accidents and injuries to immediate supervisor and to Human Resources within twenty-four (24) hours.
- Know fire prevention and emergency procedures designed for your area.
- Obey the rules. Obey established rules of conduct and adhere to the safety plan.
- Be concerned about the safety of others. Refrain from horseplay or pranks while on the job.

Safety Procedures

Inspection

- Combined Services Director will conduct periodic inspections of school facilities using the School Safety Assessment Instrument (Appendix C) as an interim guide to detect and correct unsafe conditions and practices before injuries occur.
- Each school or facility will develop a safety checklist for each work area.
- After each inspection, a copy of the safety checklist will be reviewed with the building principal, and corrective action, if necessary, will be taken to correct any hazards as identified.
- The combined service director will review the result of safety and housekeeping inspections with school principals to determine corrective follow-up action.
- Results of safety and housekeeping inspections, reports of unsafe act and safety policies and procedures will be communicated to all employees.

Techniques

- Regular safety and housekeeping inspections will serve to encourage employees to inspect their own work areas.
- The district safety director will determine the frequency for holding inspections, but will schedule at least two annually.
- The school safety committee will determine means of securing employee and student interest and encouraging cooperation in the Mississippi Schools for the Blind and the Deaf safety program.

Procedures

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

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

- Pinch points, shear points
- Flying objects
- Falling objects
- Electricity
- Gas/vapors
- Chemical/flammable
- Heavy objects
- Hot/cold objects and radiation
- Sharp and pointed objects
- Slippery surfaces
- Trip/fall hazards
- Infectious Waste (blood, body fluids)

Safety Inspections

The Combined Services Director is authorized to enter, inspect, and investigate at any time, any work site or establishment to insure that all safety rules and regulations are being followed. Principals and department heads are expected to cooperate.

Regular site inspections are the responsibility of the Combined Services Director. Inspections may vary in type and frequency. Inspections may be conducted on an area basis, or an entire facility basis, or on a specific operation basis. The Combined Services Director or Superintendent may conduct them with or without advance notice.

The Combined Services Director conducts scheduled inspections no less than twice yearly. Equipment such as boilers and fire extinguishers will be inspected at required intervals as required by state law. Air quality will be tested annually in all buildings. Results should be submitted to the district safety committee. Personal protective equipment will be inspected constantly to make certain that it is in safe working condition. Intermittent inspections are conducted by Combined Services Director/Superintendent or department supervisors and are held on irregular intervals. These inspections serve to determine the need for regularly scheduled inspections in a particular department or work area.

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

Special inspections are held when new equipment is installed or during construction of new buildings or during the remodeling of old buildings, or because some change has created new hazards. Special inspections are the responsibility of the Combined Services Director.

Accident Investigation

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

- Determine the act or condition that triggered the accident.
- Cite any procedure or action that was not in accordance with standard safety policies.
- Indicate any corrective or disciplinary action that would prevent another accident of this type.

Accident Reports

Accident reports are required for any accident occurring on school property or at school activities. This report is to be completed and submitted to the site administrator within 24 hours of accident. The same report may be used to report incidents where hazards exist but where no

injury or damage has occurred. Accident reports involving employees should be filed in the personnel office and accident reports involving students should be filed in the student's record. The accident report located in Appendix I-A will be used to report accidents. The items listed below should be considered minimum information:

- Name, age, sex of the injured person.
- Occupation at time of accident-What he or she was actually doing.
- Nature and exact description of injury.
- Date and time of accident.
- Estimate of number of days that will be lost as a result of accident.
- Description of accident: Identify objects, operation, or substances most closely associated with the occurrence of the accident.
- Unsafe acts or conditions that contributed to the accident.
- Corrective action proposed in order to prevent the re-occurrence of a similar accident.
- Remarks, comments, or sketches.
- Date report was completed.
- Signature of supervisor.
- Signature of safety coordinator.
- Employee accidents are reported on "Workers' Compensation – First Report of Injury or Illness" located in Appendix 1-C.

Employee Orientation

The Mississippi Schools for the Blind and the Deaf will seek to avoid or lower the rate of injury to its employees by providing each new employee with instruction regarding district safety methods and procedures. These instructions will include:

- An overall orientation program to familiarize the employee with the function or his or her job with the school district.
- A training period to ascertain the capabilities of the employee.
- An orientation period to familiarize the employee with safety practices and procedures.
- Testing and observing to ascertain the employee has mastered safety work habits.

First Aid

The site administrator will:

- Maintain a list of first aid providers for his or her building.
- Ensure the providers obtain first aid training from a certified body such as the American Red Cross.
- Obtain an approved first aid kit.
- Obtain an infection control kit.
- Ensure that ambulance and hospital emergency room telephone numbers are posted in an observable location.
- Maintain an adequate employee record that identifies family members and next of kin.
- Maintain as adequate (hard copy) student record that identifies family members and next of kin.

Responsibilities of the first aid providers will include the following:

- Provide for medical treatment of minor injuries not requiring the services of a doctor.
- Obtain first aid training from a certified body such as the American Red Cross.

Safety and Rule Book Requirements

The following are considered basic safety rules for all employees:

- Follow instructions.
- Correct unsafe conditions and report them promptly.
- Keep your work area clean.
- Use the proper tools or equipment for each job.
- Operate only the equipment you are authorized and qualified to use.
- Immediately report all accidents.
- If injured even slightly, get prompt first aid.
- If personal protective equipment is required wear it.
- Avoid fighting, horseplay, or other situations that could cause unnecessary injuries and distractions.
- Obey all safety rules and practices.
- Always walk when on school property.
- Never run even during emergencies.
- Always be safety conscious when on school grounds.
- Do not use defective tools.

Safety awareness and a proper attitude will save lives, prevent disabling injuries, increase job effectiveness, and reduce costs.

Cafeteria Safety Rules

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

- Wear cut resistant gloves when using or cleaning machines and knives.
- Keep floors clean and free of grease residue. Food or liquid spills should be cleaned up promptly.
- Report any item of equipment that appears defective or unsafe, or any unsafe act observed.
- Wet floors must be posted with "WET FLOORS" signs and verbal clues given where appropriate.
- High traffic areas must be cleaned in such a fashion that provides a dry walk surface at all times.
- Report any accident, no matter how slight.
- Safety guards should never be removed or modified.
- Use proper lifting techniques.
- Horseplay, running, and practical jokes are not permitted.
- Machinery and tools must be used only for their intended purposes.

- Fire extinguishers are not to be removed from their location or used for any purpose other than control of a threatening fire.
- Wear only approved non-slip safety shoes.

Kitchen Safety

Personnel

Clean clothes and good hygienic practices.

Hair restraint.

No infections.

Smoking, eating and drinking restricted.

Food Protection

Original containers properly labeled.

Thermometer provided and conspicuous, accurate.

Potentially hazardous food properly thawed.

Food protection during serving, storage, transportation, display, and preparation.

Handling of food minimized; proper utensils provided and used.

Food dispensing utensils properly stored when not in use.

Food Equipment and Utensils

Accurate thermometer, chemical test kits available for Chlorine and Quaternary Ammonia.

Wash; rinse water clean and proper temperature (170 degrees F.).

Wiping cloths, clean and stored properly.

Food contact surfaces clean and free of detergents.

No re-use of single service articles.

Plumbing: proper and well maintained, no cross-connections, backflow or back siphon age.

Food Temperature Requirements

Cooling procedures.

Rapidly reheat to 165 degrees F.

Cooking temperature.

Hot holding temperature (140 degrees F.)

Cold holding temperature (45 degrees F.)

Do not re-package products.

Insect and Rodent Control

No Evidence of insects.

No Evidence of rodents.

Outer openings protected.

Toilet and Handwashing Facilities

No common towel.

Clean.

Soap and drying devices.

Room enclosed.

Proper waste receptacles.

Other Operations

Lighting provided as required: fixtures shielded, end caps.

Proper ventilation of rooms and equipment.

Clean and or soiled linen properly stored.

Complete separation from living/sleeping quarters, laundry.

Overall well-organized, clean, litter free environment.

No storage directly on the floor, use a pallet

School Building Safety Rules

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

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

Face and Eye Protection

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

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

- Grinding, cutting, milling, or drilling.
- Using impact wrenches and compressed air tools.

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

Lifting and Material Movement

- Lift, push or pull only reasonable amounts of weight.
- Do not lift over 50 pounds without help.
- Lift correctly to prevent injury. Use back belts to prevent injury.
- Do not re-package products

Hot Surfaces and Items and Energized Electrical Equipment

- Exercise caution when working around hot surfaces or items. Use insulating protective equipment (gloves, aprons, etc.) to prevent burns.
- Do not touch or work on any equipment that you suspect is energized (electrical shock hazard). De-energize first.
- Qualified maintenance personnel should perform any electrical repairs beyond resetting or replacing fuses only.

Construction/Renovation Safety

All construction and renovations at the Mississippi Schools for the Blind and the Deaf will be under the direction of the appointed architect or maintenance supervisor. The architect or maintenance supervisor will supervise all construction and ensure that it complies with all safety standards.

Motor Vehicles and Mobile Equipment

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

- An employee will immediately notify the police department and his or her supervisor any time a vehicle is involved in an accident.
- No motor vehicle should be operated if it is defective or in malfunctioning condition to an unsafe degree.
- An employee operating vehicles or mobile equipment must have in his or her possession a valid operator's license of the appropriate class for the vehicle being operated.
- All persons driving or using vehicles or mobile equipment should wear seat belts where provided.
- All operators should visually inspect the perimeter of his or her vehicle prior to putting the vehicle in motion in any direction. The driver walking around the vehicle to insure that the area in the rear, sides, and front are clear of hazard(s) or people before starting the vehicle should accomplish this.
- All drivers should give an audible warning (horn or backup alarm) and check mirrors before backward movement is made.
- All drivers should drive cautiously and always be on the alert for any unexpected event.
- Check the bus or vehicle before driving - leaking fluids, low air pressure in tires, seats, windows, doors, lights, safety, safety exit, walkway, brakes, steering, etc.
- Employees operating motor vehicles and mobile equipment should not eat, drink, or use cell phones.

Equipment Usage

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

Report Any Unsafe Condition Immediately

- Notify immediate supervisor as soon as possible.
- Remain on-site at the unsafe location if needed to prevent accidents, or barricade the area if necessary to leave the unsafe location.
- Medical care after hours requires authorization by an administrator.
- File a Safe-Work Report signed by injured employee and immediate supervisor.
- In an emergency, notify the assistant superintendent or superintendent as soon as possible by phone.

The Rule

If it is suspected that an unsafe condition or equipment may reasonably cause bodily injury, call your immediate supervisor or administrator. Do not perform any task that may cause personal

harm without supervisory direction. Be prudent. Think about the safe way to do a task before starting. Get help when needed. Do not improvise just to get the job done.

Managers/Supervisors

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

Superintendent
Directors
Supervisors

Principals
Cafeteria Managers

Reports and Investigation:

If an employee is injured in any way, it is the responsibility of the employee to immediately notify the immediate supervisor and human resources office and complete the Accident Report form. The supervisor will conduct the accident investigation. Copies of the investigation report are sent to the Combined Service Director and the Personnel Officer. They will review the supervisor's recommendations and information regarding the accident and prescribe appropriate corrective actions and/or penalties.

PROCEDURES FOR FILING A WORKERS COMPENSATION CLAIM

1. Within 24 hours of injury/illness, employee should report such to immediate supervisor and to the Human Resources office.
2. The Human Resource staff member will complete the “First Report of Injury or Illness” form based on the information the injured/ill employee provides.
3. If the employee needs medical attention beyond what a first aid kit can provide, the employee may go to a physician, clinic or hospital of his/her choice. If employee does not have a physician, the Department can refer you to one.
4. When employee reports to a physician, clinic, or hospital for treatment, the employee should advise the appropriate person (receptionist/nurse/physician) that he/she is there due to a work-related injury. If that office needs to verify Worker’s Compensation coverage, the employee should refer them to the Human Resources office at 601-359-3511 (Central High School) or 601-984-8106 (MSB/MSD) for verification.
*****Note*** Do not file the charges with the state health insurance plan.**

If the employee is prescribed medication due to the injury/illness, he/she may have the prescription filled at any pharmacy. The employee should inform the pharmacy staff that the prescription is to be filed as a workers compensation claim. If the pharmacy needs to verify Workers Compensation coverage, the employee should refer them to the Human Resources office at 601 359-3511(Central High School) or 601-984-8106 (MSB/MSD) for verification.

5. The medical provider will bill the Department’s Worker’s Compensation insurance carrier/claims administrator, F.A. Richard & Associates, Inc. (FARA), MS State Agencies Self-Insured Workers’ Compensation Trust, 795 Woodland Parkway, Suite 230, Ridgeland, MS 39157.
6. Copies of any and all medical excuses and/or status reports and/or referrals to other physicians should be **promptly** provided to the Human Resources office.
7. Any time missed from work due to the work related injury/illness should be promptly reported to Human Resources. We must provide this information to the insurance administrator, FARA, Inc.
8. If an employee does miss time from work due to a work related injury/illness, the employee may use appropriate accumulated leave or leave without pay. **There is no Worker Compensation leave.**
9. If an injured/ill employee has any questions or needs assistance with regard to a worker compensation issue the employee should contact the Human Resources office.

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.....	2 times per year
Earthquake Drills.....	2 times per year
Bomb Search Drills.....	2 times per year
Lock Down Drills.....	2 times per year
Intruder/Violent Incident	Annually

Field Trips/Excursions/Community Based Lessons

Field trips/excursions/community based lessons have long been a part of the educational program of the Mississippi Schools for the Blind and the Deaf.

Field trips/excursions/community based lessons should follow the following guidelines:

- All trips must be well planned, properly timed, and related to regular learning activities. Prior approval from the principal//director/supervisor must be secured before any commitments to a vendor can be made on behalf of the school. Field trips and other out-of-school activities cannot conflict with the state testing program schedule or with the schools' grading period testing program. When possible, trips should be scheduled so as not to interfere with the regular instructional day, i.e., scheduled during holidays.
- Field trips/excursions/community based lessons that do not require students to be away overnight may be approved by the school principal/director/supervisor, with final approval from the superintendent. Field trips/excursions/community based lessons requiring overnight accommodations must be approved by the above and state liaison for special schools and the State Deputy Superintendent.
- School sponsored out-of-state student travel must be approved by the superintendent, state liaison for special schools and state deputy superintendent prior to any initial arrangements by the sponsor, advisor, coach, or school.
- All trips, and the arrangements thereto, must be within budgetary allotment for such purpose.
- Field trips/excursions/community based lessons, which require pupils to participate in fund-raising activities, or to pay a fee to defray expenses must be approved, in advance, by the superintendent or designee. Money collected for a specific field trip may not be in excess of the actual cost of trip, and all money collected shall be receipted and deposited as prescribed by board policy.
- Each student who goes on a field trip/excursions/community based lessons must have written parental/guardian permission. In addition, a student information pack will be provided by the principal/supervisor/director. This pack will include but is not limited to, the following information: (1) name of student; (2) date of birth; (3) social security number; (4) name, address, and telephone of parent/guardian; (5) emergency contact other than parent/guardian; (6) medical insurance policy provider and number; and/or Medicaid number; and (7) list of allergies and/or medication, including dosage and schedule.

- The trip's sponsor/advisor/coach must complete and submit an activity request form within the prescribed timelines indicated on the form. See Appendix I-E for form.
- The form must contain at least the following information: (1) date of trip; (2) destination of trip; (3) educational objectives; (4) sponsoring group/organization; (5) names(s) of sponsor/advisor/coach; (6) time of departure and estimated time of return; (7) route to be followed with proposed stops; (8) method of transportation, e.g., school bus, commercial carrier; (9) name(s), address, telephone number of chaperones; (10) list of students with emergency information, list of students and adults for each vehicle.
- The Combined Services Director will provide cell phones for all field trips/excursions/community based lessons as appropriate.
- The principal/director/supervisor and trip sponsor will review safety plan and procedures before each trip.
- A copy of the travel packet will be filed with the principal/director/supervisor and a copy on the vehicle. This pack will include a copy of the Activity Request form, route to be followed and proposed stops, names, addresses, telephone numbers and emergency information on chaperone, and students' emergency information.
- The trips sponsor/advisor/coach must consult with the school nurse for students medication prior to field trips/excursions/community based lessons. If an activity is an overnight trip, copies of permission to treat and medical history should be obtained.
- Supervisors must ensure that a person trained in observing student self-administer, self medication is assigned to travel when medication must be administered during the time of the activity.

Appendix I-A

Student Accident Report

ACCIDENT REPORT FORM
For
MISSISSIPPI SCHOOLS FOR THE BLIND & THE DEAF

Date _____ Time _____ Location _____

Student/Staff involved in accident _____

Student's Age _____ Classification (student) or Job Title (staff) _____

Faculty member, houseparent, or other person responsible for student at the time of
the accident, if student accident _____

Describe any special circumstances surrounding accident, witnesses, etc.

Nature of injury _____

Steps taken to prevent similar accident(s) in the future _____

Signature of person completing report

Date

Appendix I-B

Supervisors' Accident Investigation Report

NOTE TO SUPERVISOR

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

WHEN COMPLETING THE INVESTIGATION, TRY TO ANSWER THESE QUESTIONS

How did the accident occur?

Where did it happen?

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

Who was injured?

When did it happen?

MAKE RECOMMENDATIONS

NO INVESTIGATION IS COMPLETE UNLESS CORRECTIVE ACTION IS SUGGESTED.

FOLLOW-UP

Determine what action is being taken on your recommendations.

Supervisor's Accident Investigation Report Form

DATE _____ TIME _____

EMPLOYEE INVOLVED _____ AGE _____

POSITION _____ DATE EMPLOYED _____

SUPERVISOR _____ DEPARTMENT _____

HOW LONG WAS EMPLOYEE PERFORMING THIS OPERATION? _____

WAS THE EMPLOYEE INSTRUCTED? _____

DID THE ACCIDENT RESULT IN INJURY? _____

NATURE AND EXTENT OF INJURY _____

DATE INJURY REPORTED _____ LOSS OF WORK DAYS _____
Yes or No

IF SO, WHEN, AND BY WHOM? _____

HOW DID ACCIDENT OCCUR? _____

CAUSE OF ACCIDENT _____

RECOMMENDATIONS TO PREVENT A RECURRENCE _____

WHAT ACTION HAS BEEN TAKEN? _____

SIGNED _____ DEPT. _____

SAFETY COMMITTEE COMMENTS

RECOMMENDATIONS _____

SIGNED _____ DATE _____

EXECUTIVE SPECIAL ORDERS _____

SIGNED _____ DATE _____

SUPERVISORS ACCIDENT INVESTIGATION REPORT (continued)

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

APPENDIX

I-C

- **Procedures for filing A Workers Compensation Claim**
- **Workers Compensation First Report of Injury or Illness**

PROCEDURES FOR FILING A WORKERS COMPENSATION CLAIM

1. Within 24 hours of injury/illness, employee should report such to immediate supervisor and to the Human Resources office.
2. The Human Resource staff member will complete the “First Report of Injury or Illness” form based on the information the injured/ill employee provides.
3. If the employee needs medical attention beyond what a first aid kit can provide, the employee may go to a physician, clinic or hospital of his/her choice. If employee does not have a physician, the Department can refer you to one.
4. When employee reports to a physician, clinic, or hospital for treatment, the employee should advise the appropriate person (receptionist/nurse/physician) that he/she is there due to a work-related injury. If that office needs to verify Worker’s Compensation coverage, the employee should refer them to the Human Resources office at 601-359-3511 (Central High School) or 601-984-8106 (MSB/MSD) for verification.

*****Note*** Do not file the charges with the state health insurance plan.**

If the employee is prescribed medication due to the injury/illness, he/she may have the prescription filled at any pharmacy. The employee should inform the pharmacy staff that the prescription is to be filed as a workers compensation claim. If the pharmacy needs to verify Workers Compensation coverage, the employee should refer them to the Human Resources office at 601 359-3511(Central High School) or 601-984-8106 (MSB/MSD) for verification.

5. The medical provider will bill the Department’s Worker’s Compensation insurance carrier/claims administrator, F.A. Richard & Associates, Inc. (FARA), MS State Agencies Self-Insured Workers’ Compensation Trust, 795 Woodland Parkway, Suite 230, Ridgeland, MS 39157.
6. Copies of any and all medical excuses and/or status reports and/or referrals to other physicians should be **promptly** provided to the Human Resources office.
7. Any time missed from work due to the work related injury/illness should be promptly reported to Human Resources. We must provide this information to the insurance administrator, FARA, Inc.
8. If an employee does miss time from work due to a work related injury/illness, the employee may use appropriate accumulated leave or leave without pay. **There is no Worker Compensation leave.**
9. If an injured/ill employee has any questions or needs assistance with regard to a worker compensation issue the employee should contact the Human Resources office.

WORKERS COMPENSATION-FIRST REPORT OF INJURY OR ILLNESS

EMPLOYER (NAME & ADDRESS INCLUDE ZIP MS Department of Education 359 N. West Street al High School Building 359 P. O. Box 771 Jackson MS 39205-0771		CARRIER/ADMINISTRATOR CLAIM NUMBER	REPORT PURPOSE CODE
		JURISDICTION Mississippi	JURISDICTION CLAIM NUMBER
		INJURED REPORT NUMBER	
SIS CODE	EMPLOYER FEIN	EMPLOYERS LOCATION ADDRESS (IF DIFFERENT)	LOCATION # PHONE #

CARRIER/CLAIMS ADMINISTRATOR		POLICY PERIOD	CLAIMS ADMINISTRATOR (NAME, ADDRESS & PHONE NO.)
CARRIER (NAME, ADDRESS & PHONE NO.) Mississippi State Agencies self-Insured Workers' Compensation Trust P. O. Box 24208 Jackson, MS 39225-4208 Local (601) 359-5557 Toll-Free (877) 586-2781		07/01/2003 TO	F.A. Richard & Associates, Inc. (FARA) 715 S. Pear Orchard, Suite 200 Ridgeland, MS 39157 Telephone - Local (601) 956-9061 Toll-Free (877) 561-3271 FAX - Toll-Free (877) 297-3272 claimsopening@fara.com
		CHECK IF APPROPRIATE <input checked="" type="checkbox"/> SELF INSURANCE	
CARRIER FEIN	POLICY/SELF-INSURED NUMBER	ADMINISTRATOR FEIN 720837383	

AGENT NAME & CODE NUMBER							
EMPLOYEE/WAGE							
NAME (LAST, FIRST, MIDDLE)			DATE OF BIRTH	SOCIAL SECURITY NUMBER		DATE HIRED	STATE OF HIRE Mississippi
ADDRESS (INCLUDE ZIP)			SEX	MARITAL STATUS		OCCUPATION/JOB TITLE	
			<input type="checkbox"/> MALE (M)	<input type="checkbox"/> unmarried/single/divorced(U)		EMPLOYMENT TITLE	
			<input type="checkbox"/> FEMALE (F)	<input type="checkbox"/> MARRIED (M)			
			<input type="checkbox"/> UNKNOWN (U)	<input type="checkbox"/> SEPARATED (S)		NCCI CLASS CODE	
PHONE			# OF DEPENDENTS	<input type="checkbox"/> UNKNOWN (K)			
PER		DAY WEEK	MONTH	# DAYS WORKED WEEK	FULL PAY FOR DAY OF INJURY?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
			OTHER		DID SALARY CONTINUE?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

OCCURRENCE/TREATMENT							
TIME EMPLOYEE BEGAN WORK	<input type="checkbox"/> AM	DATE OF INJURY/ILLNESS	TIME OF OCCURRENCE	<input type="checkbox"/> AM	LAST WORK DAY	DATE EMPLOYER NOTIFIED	DATE DISABILITY BEGAN
	<input type="checkbox"/> FM			<input type="checkbox"/> PM			
CONTACT NAME/PHONE NUMBER			TYPE OF INJURY/ILLNESS			PART OF BODY AFFECTED	
DID INJURY/ILLNESS EXPOSURE OCCUR ON EMPLOYER'S PREMISES? <input type="checkbox"/> YES <input type="checkbox"/> NO			TYPE OF INJURY/ILLNESS CODE			PART OF BODY AFFECTED CODE	
COUNTY WHERE ACCIDENT OR ILLNESS EXPOSURE OCCURRED				ALL EQUIPMENT, MATERIALS, OR CHEMICALS EMPLOYEE WAS USING WHEN ACCIDENT OR ILLNESS EXPOSURE OCCURRED			
SPECIFIC ACTIVITY THE EMPLOYEE WAS ENGAGED IN WHEN ACCIDENT OR ILLNESS EXPOSURE OCCURRED				WORK PROCESS THE EMPLOYEE WAS ENGAGED IN WHEN ACCIDENT OR ILLNESS EXPOSURE OCCURRED			
HOW INJURY OR ILLNESS/ABNORMAL HEALTH CONDITION OCCURRED, DESCRIBE THE SEQUENCE OF EVENTS AND INCLUDE ANY OBJECTS OR SUBSTANCES THAT DIARECTLY INJURED THE EMPLOYEE OR MADE THE EMPLOYEE ILL. Emp using equipment, pinched end of R thumb off						CAUSE OF INJURY CODE	
DATE RETURNED TO WORK	IF FATAL, GIVE DATE OF DEATH			WERE SAFEGUARDS OR SAFETY EQUIPMENT PROVIDED?			<input type="checkbox"/> YES <input type="checkbox"/> NO
							<input type="checkbox"/> YES <input type="checkbox"/> NO
PHYSICIAN/HEALTH CARE PROVIDER (NAME & ADDRESS)				HOSPITAL (NAME & ADDRESS)			INITIAL TREATMENT
							<input type="checkbox"/> NO MEDICAL TREATMENT
							<input type="checkbox"/> MINOR: BY EMPLOYER
							<input type="checkbox"/> MINOR CLINIC/HOSP
							<input type="checkbox"/> EMERGENCY CARE
							<input type="checkbox"/> HOSPITALIZED - 24 HR
							<input type="checkbox"/> FUTURE MAJOR MEDICAL/ LOST TIME ANTICIPATED
DATE ADMINISTRATOR NOTIFIED	DATE PREPARED	PREPARER'S NAME & TITLE			PHONE NUMBER		

APPENDIX I-D

SCHOOL SAFETY ASSESSMENT INSTRUMENT

SCHOOL SAFETY ASSESSMENT INSTRUMENT

School _____ Student Population _____

Teaching Staff _____ Support Staff _____

I. Crisis Response Plan

- _____ 1. Does the school have a Crisis Response Plan? (Process Standard 62)
- _____ a. Does it incorporate responses to the following areas?
- (1) Fire
 - (2) Tornado
 - (3) Hurricane
 - (4) Bomb Threat/Explosion
 - (5) Intruder
 - (6) Earthquake
 - (7) Threats unique to the school such as HAZMAT spills, train derailment, et al.
- _____ 2. Does the response plan include a protocol for primary staff responsibilities?
- _____ 3. Does the school have a crisis response team?
- _____ a. Training level
- _____ b. Drills
- _____ 4. Has the school coordinated emergency response procedures and protocols with:
- _____ a. Police/Sheriff's Office
 - _____ b. County/City Emergency Management
 - _____ c. Medical Services
 - _____ d. Media Agencies
 - _____ e. Utilities
 - _____ f. Parents
 - _____ g. Transportation
- _____ 5. Are staff and students trained in the Crisis Response Plan?
- _____ 6. Evacuation Policies and Procedures (Crisis Response Plan)
- _____ a. How often are fire and tornado drills conducted?
 - _____ b. Are there marshalling areas for students to be counted?

- _____c. Is the bomb evacuation area at least 1000 feet from the school?
- _____d. How does the administrator account for all students (missing students)?
- _____e. Reunification Points
- _____f. Triage Stations
- _____g. Emergency Transportation Plans
- _____h. Emergency Evacuation Kits

II. Policies and Procedures (MDE School Safety Manual)

- _____1. Are parents and students informed of disciplinary policies and procedures in accordance with Section 37-11-53 of the Mississippi State Code?
- _____2. Does the school have policies and procedures addressing the following areas:
 - _____a. Code of Conduct
 - _____b. Student Discipline
 - _____c. Dress Codes
 - _____d. Electronic Equipment (cell-phones, pagers etc.)
 - _____e. Gangs
 - _____f. Sexual Harassment
 - _____g. Gun Free Schools Act of 1994
- _____3. Does the school have a discipline plan in accordance with MSC 37-11-53?
- _____4. Does the school maintain statistical data regarding student discipline?
- _____5. Does the school maintain information on incidents reported in accordance with 37-37-9-14 and 37-11-29?
 - _____a. Are all crimes reported?
 - (1) Law Enforcement Agency
 - (2) Youth Court
 - (3) MDE
- _____6. Are there policies for playground utilization?
- _____7. Are there adequate procedures for visitor control?
 - _____a. Are procedures in place to challenge unidentified visitors?
 - _____b. Are visitors required to sign in and issued badges?
 - _____c. Are badges recovered?
 - _____d. Are visitor parking spaces prominently marked and in close proximity to the main office?
 - _____e. Are directional signs designating the office area posted?

___ 8. Search Policy

- ___ a. Is there a policy for searching students?
- ___ b. Is there a policy for searching vehicles?
- ___ c. Is there a policy for searching lockers and personal effects?
- ___ d. Are signs posted advising visitors that visitors and packages may be searched on entrance/egress to the building?

___ 9. Does the school have a restraint or use of force policy for staff and enforcement personnel?

___ 10. Does the school have a dress code?

___ 11. Is there an Internet policy and computer crime policy in place?

III. Facility Assessment

___ 1. Clinic or Nurses Station

- ___ a. Are first-aid supplies available?
- ___ b. Is a Physicians Desk Reference available?
- ___ c. Medication Monitored?

___ 2. Shops

___ 3. Laboratories

- ___ a. Chemicals labeled and secured?
- ___ b. Eye wash station?

___ 4. Kitchen

- ___ a. Temperature charts on freezer doors?
- ___ b. Food stored on shelves and pallets (and covered) in freezers?
- ___ c. Vents cleaned on a regular basis?
- ___ d. Adequate fire extinguishers that are inspected annually?

___ 5. Does the school have an operational fire alarm, burglar alarm and emergency lighting system?

___ 6. Signage

- ___ a. Signs directing visitors to the office.
- ___ b. Signs designating that weapons, tobacco and drugs are prohibited on campus.

- c. Signs for school name.
- 7. Fencing for the campus.
- 8. Ingress/Egress
 - a. Do ingress/egress doors have panic bars?
 - b. Does the school control ingress points around the campus?
- 9. Classrooms
 - a. Do classrooms have doors that lock?
 - b. Do classrooms have evacuation routes posted?
- 10. Communications
 - a. Does the school have an unlisted telephone number?
 - b. Does the school have cell phones and two-way radios?
 - c. Does the school have two-way intercoms between the main office and teaching stations?
- 11. Utilities
 - a. Are utility cutoffs located for:
 - (1) Electricity
 - (2) Gas
 - (3) Water
 - b. Are building schematics available on site?
- 12. Walkways
 - a. Are sidewalks in good repair?
 - b. Are additional sidewalks needed?
 - c. Are they compliant with ADA?
- 13. Traffic
 - a. Proper control devices in place?
 - b. Is traffic thru school property controlled?
 - c. Is neighborhood traffic controlled?
- 14. Lighting
 - a. Interior
 - b. Exterior

____c. Exit signs

____15. Heating/AC

____a. Units inspected annually.

____b. Plants clean and secure.

____16. Stairs

____a. Handrails

____b. Width

____c. Traffic ability

IV. Physical Security

____1. What type of position does the district use for physical security?

a. School Resource Officer

b. Campus Enforcement Officer

c. School Safety Officer

____2. What is the training level for these personnel? _____

____3. District or Local Law Enforcement Agency Employed?

____4. Is the campus security entity operating in accordance with generally accepted standards of security /law enforcement practice?

____a. Reporting

____b. Investigations

____(1) Criminal

____(2) Administrative

____c. Training

____d. Equipment

____e. Deployment (Does the district properly use the officers?)

____f. Crime Prevention/Drug Mitigation Operations

____5. What type of Key Control System is utilized?

V. Programs for Student Compliance

____1. Does the district have any specific programs that generate compliance by students?

___2. Does the district have any programs that generate positive citizenship principles?

___3. Does the district afford special education students a privileged status regarding compliance with criminal laws?

VI. Community Observations

___1. Law Enforcement

___2. Youth Court

___3. Emergency Services

___4. Gangs operational in the community.

___5. Do gangs pose a threat to the school district?

VII. Emergency Management

___1. Where is the Emergency Operations Center (EOC) for the school located? _____

___(a) Adequate phones?

___(b) Additional communication equipment?

___(c) Status boards (flip charts/chalk board, etc.)

___2. Who mans the EOC?

___(a) Maintenance personnel

___(b) School Resource Officer

___(c) School Administrator

___(d) Attendance Officer

___(e) Nurse

___(f) Pupil Transportation Director

___(g) Counselor

___(h) Other Personnel as circumstances warrant

VIII. Collateral Observations

VIV. Impression

APPENDIX I-E

MISSISSIPPI SCHOOLS FOR THE BLIND AND THE DEAF ACTIVITY REQUEST FORMS

Mississippi Schools for the Blind and the Deaf

Activity Request for On-Campus Activities

MSB MSD

Original must be received in the Office of Combined Services EIGHT (8) SCHOOL DAYS prior to the date of the requested activity. Please retain a copy.

Person Making Request _____ Date of Request _____

Activity Start Date _____ Begin Time _____ Activity End Date _____ End Time _____

Activity Description _____ Visiting Organization/Team _____

Number of Guests _____ Arrival Date/Time _____ Departure Date/Time _____

Students / Supervisor
Number of MSB/D students remaining on campus _____ (attach list)
Lodging location(s) _____
Person in charge of activity _____
Phone number to contact person in charge _____ (cell phone preferable)
Guest lodging location(s) _____

Custodial Services
Buildings to be used _____

Transportation
<input type="checkbox"/> Bus # _____ Bus Driver(s) _____
Person in charge is responsible for securing <i>Certified Bus Driver(s)</i>

Health Services
<input type="checkbox"/> On campus Date(s) _____ Time(s) _____
<input type="checkbox"/> On call Date(s) _____ Time(s) _____

Food Service
<input type="checkbox"/> Will not eat in cafeteria
<input type="checkbox"/> B'fast Date(s) _____
<input type="checkbox"/> Lunch Date(s) _____
<input type="checkbox"/> Dinner Date(s) _____
<input type="checkbox"/> * Will eat in cafeteria (This is the guaranteed meal cost)
MSB/D G Students
<input type="checkbox"/> B'fast Date _____ Time _____ # _____ # _____
<input type="checkbox"/> Lunch Date _____ Time _____ # _____ # _____
<input type="checkbox"/> Dinner Date _____ Time _____ # _____ # _____
<input type="checkbox"/> B'fast Date _____ Time _____ # _____ # _____
<input type="checkbox"/> Lunch Date _____ Time _____ # _____ # _____
<input type="checkbox"/> Dinner Date _____ Time _____ # _____ # _____
<input type="checkbox"/> To-go <input type="checkbox"/> Plated meals needed <input type="checkbox"/> Sack meals needed
Number _____ <input type="checkbox"/> B'fast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner
Pick-up time(s) _____ Date(s) _____
* School will be billed for guest meals. MSB/D staff must pay cash.

ADMINISTRATIVE SIGNATURES	
_____ Principal or Residential Education Director	_____ Transportation Director
_____ School Superintendent	_____ Director of Combined Services

Mississippi Schools for the Blind and the Deaf Activity Request for Off-Campus Activities

MSB MSD

Original must be received in the Office of Combined Services **EIGHT (8) SCHOOL DAYS** prior to the date of the requested activity. Please retain a copy.

Person making request _____ Date of Request _____

Activity Start Date ____ **Campus Departure Time** __ **Activity End Date** ____ **Return Time** ____

Location of Activity _____

Address of Activity _____

Students / Chaperones	Activity Description
<p>Number of Students _____ (attach list)</p> <p>Sponsor _____</p> <p>Chaperone(s) _____ _____</p>	<p style="text-align: center;">Food Service</p> <p><input type="checkbox"/> Will eat regularly scheduled meals</p> <p><input type="checkbox"/> Will not eat in cafeteria</p> <p style="padding-left: 40px;"><input type="checkbox"/> B'fast Date(s) _____</p> <p style="padding-left: 40px;"><input type="checkbox"/> Lunch Date(s) _____</p> <p style="padding-left: 40px;"><input type="checkbox"/> Dinner Date(s) _____</p> <p><input type="checkbox"/> Will eat early or late</p> <p style="padding-left: 40px;"><input type="checkbox"/> B'fast Time _____ Date(s) _____</p> <p style="padding-left: 40px;"><input type="checkbox"/> Lunch Time _____ Date(s) _____</p> <p style="padding-left: 40px;"><input type="checkbox"/> Dinner Time _____ Date(s) _____</p> <p><input type="checkbox"/> To-Go <input type="checkbox"/> Plated meals needed <input type="checkbox"/> Sack meals needed</p> <p style="padding-left: 40px;">Number _____ <input type="checkbox"/> B'fast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner</p> <p style="padding-left: 40px;">Pick-up time(s) _____ Date(s) _____</p> <p>Notes _____</p>
<p style="text-align: center;">Transportation</p> <p><input type="checkbox"/> School vehicle _____</p> <p><input type="checkbox"/> Bus # _____</p> <p><i>Certified Bus Driver(s)</i> _____ _____</p> <p>Sponsor is responsible for securing <i>Certified Bus Driver(s)</i></p>	

<p>_____</p> <p>Principal or Residential Education Director</p>	<p>_____</p> <p>Transportation Director</p>
<p>_____</p> <p>School Superintendent</p>	<p>_____</p> <p>Director of Combined Services</p>

SECTION II

**SCHOOL CRISIS
RESPONSE PLAN**
**(PROCEDURES AND
RESPONSIBILITIES)**

Responsibilities of Personnel During and After Emergency

Superintendents

- Assumes the role of the school's spokesperson or designate a spokesperson, if not on campus and provide the designee with directives.
- Initiates and monitor the school's Crisis Communication Plan.
- Inform immediate supervisor of the crisis situation and the status.
- Initiate and monitor all emergency action as required and appropriate.
- Contact the Director of Combined Services.

Coordinator of Public Relations/Superintendents/or designee

The superintendents will:

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

Principals/Supervisors/Directors (MS code 37-9-15)

The principals/supervisors/directors are responsible for the overall direction of emergency procedures at the school site. The principals/directors/supervisors 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.
- Maintain a list of first aid providers for his or her site.
- Direct evacuation of building in accordance with procedures.
- Help secure buildings.
- Arrange for transfer of students and other individuals when their safety is threatened by a disaster.
- Ascertain names of injured and send staff member with students if transported from school.
- Keep the names of students who are picked up by parents or persons acting for the

parents.

- Notify the superintendent's office and others in supervisory roles of injuries and damage.
- Prepare fact sheet to help those answering phones.
- Direct media inquires to Superintendents.
- 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. Assure that multi-handicapped students are accounted for and safe.
- Coordinate communication between parents, superintendent, faculty, other supervisors and staff.
- Communicate with parents
- Assist as directed by the superintendent.

Teachers/Residential Education Parents

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 or dormitory log and call roll after evacuation.
- Report missing students and staff to principal/director/supervisor
- Assist as directed by the principal/director/supervisor.

Assistant Teacher

- Assist as directed by the teacher.

Counselors/Psychologist/Dean of Students/Social Workers

Counselors/Psychologist/Social **Worker** 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 as directed by supervisor.
- Designate a location for counseling center.
- Assist as directed by the supervisor.

Combined Services Staff

Combined service staff will:

- Be responsible for the use of emergency equipment and for the safe use of available utilities.

- Survey and report damage to the principal, supervisor and director of combined services.
- 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/supervisor/director.

Secretarial Staff

The secretarial staff will:

- Be responsible for reporting emergencies as directed by supervisor. Call 9-911. (9 must be pushed to access outside line).
- Take enrollment cards (see appendix II-C) and sign-out sheets for off-site student release.
- Utilize telephones and monitor emergency radio broadcast.
- Assist as directed by the principal/supervisor/director

Food Services

Food Service personnel will:

- Prepare and serve food to students and staff when necessary during an emergency.
- Assist as directed by Director of Combined Services.

Bus Drivers/Monitors

The bus drivers will:

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

Central Office Staff

The central office staff will:

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

School Nurse

The school nurse will:

- Report to the emergency scene.
- Provide first aid.
- Provide information to school officials.
- Provide information to emergency personnel.
- Assist as directed by the principal/supervisor/director.

- Establish triage as needed and coordinate medical evacuation.

Combined Services Director

Combined Services 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/supervisor/director.

Mississippi Emergency Management

The Hinds County Emergency Management director or designee will assist school officials in disaster planning. This assistance will include the four phases of emergency management that are:

- **Mitigation:** Activities that eliminate or reduce the probability of disaster.
- **Preparedness:** Activity that 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, relieve suffering, and provide emergency assistance.
- **Recovery:** Short and long-term activities which return systems to normal or improved standards.

The emergency management director will also organize other resources in Jackson as needed to assist the MSB/D in disaster planning or response. Responsibilities include:

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

Communication

The superintendents will be the official spokespersons for the Mississippi School for the Blind and the Mississippi School for the Deaf. The superintendents' designees will be responsible in the superintendent's absence. Comments in a crisis situation will be made under the supervision of the superintendent.

The conference room will be the location for the emergency communication post. Interviews will only be conducted in the conference room. Media permission to interview students must be given by parents and be conducted off site.

Communication Chain of Command

- Superintendent
- Combined Services Director
- Principals/directors/supervisors
- Director of Curriculum
- Director of Personnel
- Coordinator of Public Relations (School for the Deaf)

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. A telephone tree should be developed by principals/directors/supervisors. 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.

Working with the media

- Make sure all employees know the location of the emergency communication post (Administrative Building, Conference Room) so they can direct inquiries.
- Have at least one cell phone available to the Superintendent.
- Superintendent or designee 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.
- Do not 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.

Visitors in the Schools

The Superintendents have the overall responsibility and authority to regulate the admission of visitors and oversee their conduct while in the school or on school property. The principals/directors/supervisors also have 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.

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/director/supervisor on duty. 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/director/supervisor will provide a visitor's badge for all visitors.
- Principal/director/supervisor will insure that a visitor's logbook will be in the main office for the recording of visitors.
- A visitor entering a building may 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. The school's secretary will notify the principal/director/supervisor of the visitor's presence.
- 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/supervisor/director 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 and announce the visitor's arrival.
- Each visitor is to be informed that he/she must surrender the visitor's badge when leaving the building.
- The school secretary or the security officer shall record the time of departure in the visitors log.
- If a visitor does not have an appointment, but the teacher is available for conference, the principal/supervisor/director 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/director/supervisor 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 rescheduled
- Principals/directors/supervisors should make periodic check of the logbook to make sure that no one is staying in the building for an unauthorized period of time. In such cases, someone should verify that the visitor(s) is still in the building. If this is established or conversely, verification cannot be made, the principal or his/her security designee shall be notified for possible implementation of an intruder alert or search.
- Signs should be posted in the lobby of the main entrance and on all outside doors informing visitors that they must stop at the office to register.
- Signs should also be posted informing them that persons failing to register may be considered trespassers and subject to prosecution.
- To encourage stronger ties between home and school and to utilize parent teacher conferences to enhance the benefits to students, principals/directors/supervisors are encouraged to have teachers send home copies of when they are available for conferences.

Communication Protocol

- Every effort should be made to notify supervisor and the superintendent of any unsafe situation. However, if the superintendent cannot be reached, the supervisor should take necessary steps required for staff and student safety with notifications made to the superintendent as soon as possible.
- If a supervisor is not accessible, the employee with knowledge of an unsafe situation should call the appropriate authority and notifications made to the supervisor and superintendent as soon as possible.

Abduction

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.

Emergency Procedure:

- Staff will notify principal/director/supervisor immediately
- The principal/director/supervisor will call 9-911 for immediate assistance. Identify self, the school, and nature of the emergency. Give all the information available, i.e., description of the child and the abductor, names if known, 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 instructed to disconnect by the emergency operator.
- The principal/director/supervisor will safeguard siblings at any/or all schools.
- The principal/director/supervisor will have security secure the area of conflict to prevent contamination of site evidence.
- The principal/director/supervisor will assist law enforcement (have a copy of the student's file and pictures, if available).
- The principal/director/supervisor will notify the superintendent's office that will immediately notify the proper departments (MDE, Combined Services). The superintendent will assess needs and convene the crisis management team if necessary.
- The principal/director/supervisor will notify parent(s) of the situation and steps being taken.
- The principal/director/supervisor will keep witnesses separated to prevent sharing information.
- Steps will be followed to activate "Amber Alert."

Plan of Action:

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

Accident

Definition: An accident occurs when an individual is unintentionally injured.

Emergency Procedure:

- The principal/director/supervisor will assess nature and extent of injuries.
- The principal/director/supervisor will contact the school nurse.
- The school nurse will initiate prompt first aid/medical services with the following:
 1. Check person for airway blockage, breathing, etc.
 2. Control severe bleeding, treat for shock if necessary.
 3. Check for poisoning or ingestion of chemicals.
 4. Provide CPR/first aid as necessary until back up medical services arrives at the scene.
- The school nurse will call 9-911 for emergency assistance. Alternate emergency numbers:
 - River Oaks (601) 932-1029
 - University of Mississippi Medical Center (601) 984-1000
 - Am. Medical Response Ambulance Service Inc. (601) 982-7911
- School staff will remove uninjured students from accident site.
- The principal/director/supervisor will notify the superintendent's office that will immediately notify the proper departments (MDE, combined services).
- The Superintendent will convene local crisis management team, if needed.
- The principal/director/supervisor will notify parents of the nature and extent of injury.
- The Superintendent or designee will prepare statement for the media (if needed).
- The principal/director/supervisor will document actions and decisions concerning accidents.

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.

General Procedure:

All facilities that have functions or personnel working after regular school hours will 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.

- Staff responsible for function will coordinate plans as designed during regular school hours.
- Staff responsible for the function will contact superintendent.

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/director/supervisor immediately.
- Walk briskly to fight-Do not run.
- Ask for assistance from nearby staff members. Use hand signals if necessary. (See appendix II-A.)
- Instruct students to disperse.
- Yell out combatant's names and order them to stop. Use "ladies and/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 principal/director/supervisor.
- Principal/director/supervisor will assess danger and request assistance from law enforcement if necessary.
- All staff is obligated by law (MS Code 37-9-69) to pitch in and take an active role in ceasing any and all hostile activities.
- The principals/directors/supervisors will notify the superintendent of all fights.
- The Superintendents will prepare a statement for the media as needed and notify MDE if needed.

Plan of action to prevent retaliation or further campus violence:

- Combined service staff will remove graffiti on school property.
- Administration/faculty will enforce dress code to reduce gang identification.
- The principal/director/supervisor will notify probation officers, as necessary.
- The principal/director/supervisor 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 policy against 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 principal/director/supervisor/ or superintendent designee will notify law enforcement by calling 9-11 or by calling precinct 4, 960-1453, Jackson Police Department .
- The principal/director/supervisor will notify the victim's parents.
- The clinic staff will provide medical attention if there are injuries.
- The principal/director/supervisor will protect the identity of the victim.
- The psychologist/social worker/school counselor will provide counseling for the victim and the victim's family.
- If the alleged assailant is a student, the principal will notify his or her parents and request a conference.
- The principal/director/supervisor will follow board policy and due process procedures regarding disciplinary action, questioning of student, and students taken into custody.
- The principal/director/supervisor will notify the superintendent's office.
- The principal/director/supervisor will document actions and decisions concerning assault incident.
- (MS Code 37-9-14). Superintendent may notify police and/or youth court of fights as deemed necessary.

Attempted Suicide

- ◆ Student will be brought to the health clinic, if able. Otherwise, a nurse will go to the student.
- ◆ Staff member reporting the incident should give specific information on where student is located.
- ◆ A staff member should remain with the student at all times. Other students and staff members should move to another area.
- ◆ The superintendent will be notified.
- ◆ A nurse will determine if a life-threatening situation exists and delegate a staff member to activate the medical response system (EMS -9-1-1). If the medical response system is activated, security will be informed and specific location identified to direct medical response team.
- ◆ The student will be detained. Assistance may be obtained, if student is acting out or presents risk to self and/or others.
- ◆ The nurse will contact POISON CONTROL at 800-222-1222 for directions with any drug overdose or chemical ingestion.
- ◆ If a mental health counselor is on site, he/she will be contacted for student support.
- ◆ A nurse will provide reports to responsible party for medical and mental health issues.

- ◆ The student will be kept under direct surveillance until dismissed directly to parent/guardian or EMS response personnel.

For Student with Imminent Suicidal Plan:

- ◆ Imminent plan determined by:
 - Specificity – consider high risk if there is a detailed plan
 - Lethality – consider high risk when student perceives action to be lethal
 - Availability – consider high risk if implement is readily accessible
 - Proximity – consider as higher risk with increased distance from rescuers
- ◆ Mental health counselor should complete mental health intervention.
- ◆ Superintendent will be notified immediately when threat is made.
- ◆ Encourage student to communicate feelings and concerns, using non-judgmental manner to maintain student’s dignity:
 - Actively listen
 - Speak in calm, steady voice. If using sign language, be calm and sign in a normal way, without excitement.
 - If possible, try and make eye contact with student or have student acknowledge voice contact
 - Reflect student’s feelings back to him/her
 - Use touch, if appropriate, gradually
 - Ask directly about suicidal intent
 - Do not collude with student; concerns need to be shared with pertinent persons in the student’s life
 - Provide as much privacy as possible and discourage onlookers
- ◆ Introduce concept of hope
- ◆ Identify significant persons in student’s life
- ◆ Advise parent immediately of observations
- ◆ Keep student under direct surveillance until dismissed directly to parent/guardian
- ◆ Advise school administrators
- ◆ Superintendent may involved other agencies, such as police, if deemed necessary

For Student Having Non-Imminent Suicidal Ideation

Refer to mental health counselor

- ◆ Encourage student to verbalize feeling and concerns, using non-judgmental manner to maintain student’s dignity;
 - Clarify/reflect/summarize feelings
 - Reassure that feelings are important
 - Do not collude with student; concerns need to be shared with pertinent persons in the student’s life
- ◆ Introduce concept of hope
- ◆ Refer for immediate medical/mental health assessment
- ◆ Advise parent immediately of observations
- ◆ Keep student under direct surveillance until dismissed directly to parent/guardian
- ◆ Advise school administrators

Bomb Threat

(MS Code 97-37-21)

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 Report 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/director/supervisor of the bomb threat.
- Clerical staff will document the threat (use the bomb threat checklist).
- The principal/director/supervisor will notify the superintendent's office that will immediately notify the proper authorities and department heads, including Director of Combined Services.
- The principal/director/supervisor will decide whether to evacuate immediately and search the facility or to make a preliminary search prior to any other action.
- The principal/director/supervisor will evacuate the building, if warranted (1000 feet or more).
- A search team lead by police officers will conduct a visual search of the building and report to the principal/director/supervisor any items or containers that are unusual or foreign to the normal operation. Do not handle the item under suspicion.
- The principals/director/supervisor will be responsible for controlling the use of two-way radios and cell phones during a bomb threat.
- The principals/director/supervisor will be responsible for developing and maintaining a visual search plan designed to meet the specific needs of his or her building.
- 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 principals/director/supervisor in consultation with the superintendent and combined service director will make the decision for the students and other personnel to re-enter the building. The advice of the Police/Fire Departments will also be utilized.
- In the case of inclement weather or delayed reentry into the building(s), the Superintendent/designee will notify combined services director of the need for buses to transport students/staff if necessary, to an off campus location. Otherwise appropriate locations on campus will be identified by the superintendent/designee.

- Superintendents will prepare statement for the media.
- The principal/director/supervisor 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 500 feet or more around the location.
 - The principal/director/supervisor will notify the superintendent's office that will immediately notify the proper authorities and department heads including the combined services director.
 - Members of the explosive ordinance disposal team will remove the bomb.
 - The principal/director/supervisor will document actions and decisions concerning bomb incident.
-

BOMB THREAT REPORT FORM

Instructions:

1. Attempt to keep caller talking.
2. Calmly ask caller questions below.
3. Complete form as detailed as possible.
4. Key #XX on phone for ID of caller.

DATE:

TIME RECEIVED:

TIME ENDED:

RECEIVED BY:

Exact Words of Caller			
Questions To Ask			
When is the bomb going to explode?			
Where is the bomb located?			
What kind of bomb is it?			
What does it look like?			
Why did you place it?			
Comments:			
DESCRIPTION OF CALLERS VOICE			
INITIAL IMPRESSION: * Male * Young * Loud Voice * High Pitch * Slow Talking * Concealed Voice * Female * Old * Soft Voice * Low Pitch * Fast Talking * Intoxicated Accent (Describe) _____			
MANNER		LANGUAGE	
* Calm * Rational * Coherent * Deliberate * Fanatic * Angry * Irrational * Incoherent * Emotion * Laughing		1) Excellent, fluent, good vocabulary 2) Average or normal vocabulary 3) Poor-bad grammar, poor vocabulary	
Did voice sound familiar? * YES * NO	If Yes, Who does it sound like? _____	Has this person called before? * YES * NO	
BACKGROUND NOISE			
* Total Quiet * Quiet, Faint Noise * Voices (conversation) * Trains * Street Traffic * Music * Office Machines * Animal Noise * Planes * Highway Traffic * Mixed Noises * Factory Machines * Noise * Party Atmosphere			

Building Collapse

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

Emergency Procedure:

- The principal/director/supervisor will notify the superintendent office that will immediately notify the proper authorities and departments including the Combined Services Director.
- Principal/director/supervisor will initiate evacuation plan.
- Teachers will call roll to account for all students and report missing students to the principal.
- The principal/director/supervisor will contact the clinic to provide first aid if necessary.
- The principal/director/supervisor will notify the superintendent's office that will notify the proper departments.
- In the case of inclement weather or delayed reentry into the building(s), the superintendent/designee will notify the Combined Services Director of the need for buses to transport students/staff if necessary to an off campus location. Otherwise appropriate locations on campus will be identified by the superintendent/designee.
- Secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
- Superintendents will prepare statement for the media.
- The principal/director/supervisor will prepare fact sheet to help those answering phones.
- The principal/director/supervisor in consultation with the superintendents and combined services director 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/director/supervisor will document actions and decisions concerning building collapse incident.

Building Evacuation Plan

The principal/director/supervisor 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.

Emergency Procedure:

- Students and staff will move to assigned evacuation locations.
- Teachers will follow students out and stay with students.
- Teachers will call roll to determine if any students are missing.
- Teachers will report missing students to principal/director/supervisor.
- Unattached students will report to the nearest teacher. Teachers should note student additions and send this information to principal/director/supervisor.
- Secretarial staff will take enrollment cards and sign-out sheets for off-site student release.

Bus Accident

Emergency Procedure:

- Chaperones, teachers and/or substitutes will remain with students at all times.
- Bus driver will ensure that Combined Service Director and Personnel Officer are notified.
- Bus driver will ensure that law enforcement is notified.
- Superintendent, combined services director services or designee may go to the scene of the accident.
- Combined Service Director will notify the superintendent. Superintendents will notify appropriate departments.
- Principal/director/supervisor will notify parents if necessary.
- Principal/director/supervisor will send staff member with the injured students if transported from accident site where possible. The staff member will record the name of the hospital where the student is being transported and report to appropriate school administrator as soon as possible.
- Chaperon/principal/director/supervisor or combined services director will make a list of all students on the bus at the time of accident.
- Principal/director/supervisor and combined services director will document actions and decisions concerning bus accident.
- The driver will contact the Personnel Officer to determine if alcohol and/or drug test is necessary for the driver.

Bus Accident Home Going Route

PROCEDURE FOR FOLLOW-UP ON BUS ACCIDENT WHERE ALCOHOL AND/OR DRUG TESTING MAY BE REQUIRED

The following procedures are to be followed when there is a bus accident where alcohol and/or drug testing may be required.

Staff will respond to the medical needs of the students.

Contact law enforcement officials (highway patrol, sheriff's office etc.)

Contact headquarters and provide requested information on accident to determine if alcohol and drug testing will be required.

A drug and alcohol test will be required if there is a citation issued to out driver and /or there is a death resulting from the accident.

The law enforcement official (highway patrol officer) on the scene will administer the breath alcohol test that will include being transported to the nearest sheriff's office for testing.

The Alcohol and Drug Testing Coordinator will arrange for drug testing. The driver will be required to be available the day following the accident for drug screening in Jackson.

DATE

EMPLOYEE

FEDERAL MANDATE ON ALCOHOL AND DRUG TESTING FOR SCHOOL BUS DRIVERS REQUIRES AN ALCOHOL AND DRUG TEST FOLLOWING A BUS ACCIDENT IN WHICH THE DRIVER RECEIVES A CITATION AND/OR THERE IS A DEATH RESULTING FROM THE ACCIDENT.

INFORMATION NEEDED IN THE EVENT OF A BUS ACCIDENT

1. Time of accident: _____
2. Have authorities been notified: _____
3. Are authorities on the scene: _____
(MHP, Sheriff, Police – state _____
which one – name of officer) _____
4. Serious injuries/death: _____
5. Has bus driver been given citation: _____
(ticket)

IF NO DEATH HAS OCCURRED AND NO TICKET HAS BEEN ISSUED TO OUR DRIVER, ALCOHOL/DRUG TESTING WILL NOT BE REQUIRED.

ALCOHOL/DRUG COORDINATOR DOES NOT HAVE TO BE NOTIFIED.

(If ticket is issued after initial call to headquarters/school, employee must call back to report ticket issued and time ticket issued or in the event of a death.)

IF OUR DRIVER IS ISSUED A TICKET OR THERE IS A DEATH RESULTING FROM THE ACCIDENT, OBTAIN THE FOLLOWING ADDITIONAL INFORMATION.

6. Driver's name and social security number: _____
7. Do authorities have Breathalyzer in vehicle: _____
If yes, request that driver be given alcohol test. _____
8. If no, estimated time according to authorities to transport driver to nearest facility for testing: _____
9. Do authorities feel this is advisable: _____
If no, have them state reason.
10. If driver is taken to local hospital due to injuries sustained, make sure drug testing kit (on bus) is taken along with driver.

NOTIFY THE ALCOHOL/DRUG COORDINATOR ON CALL IMMEDIATELY AFTER OBTAINING THE ABOVE INFORMATION...(ON CALL PERSONNEL OFFICER 984-8106 PAGER 930-6392)

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, abuse can be caused by another child or by a stranger or someone outside the school setting. Regardless of who is reported to have caused the abuse or neglect, you should report it immediately to your immediate supervisor, providing the suspected abuser is not the supervisor, the department of Human Services.

Procedure:

Faculty and staff members should call 362-9892 or 1-800-222-8000

Department of Human Services

Social Services

750 North State Street

Jackson, MS 39202

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/director/supervisor of the report in writing, including date and time of the report
- Principal/director/supervisor shall permit interview with the child by authorized, properly identified officials
- School counselor or social worker will provide follow-up counseling, when appropriate.
- The principal/director/supervisor will document actions and decisions concerning child abuse/neglect incident

Confrontation With Person in Possession of a Weapon

(MS Code 37-11-18)

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

A weapon is any instrument that 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/director/supervisor.
- The principal/director/supervisor will determine if the situation is an emergency and 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 the superintendent, who will notify proper departments.
- Notify all teachers/staff that there is an emergency situation. Using the appropriate communication system the principal/director/supervisor announces "Please keep all students inside your classroom and lock your doors until further notice."
- 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 or building. 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 principal/director/supervisor 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 or subdue any individual with a weapon.
- Do not panic. Establish a psychological advantage by remaining calm.
- Do not make threats, challenges, or in any way antagonize the person in possession of the weapon.

- Constantly assess the situation. Does the individual vacillate concerning the intended use of the weapon, or does he/she seem to want attention?
- Do not condone the individual's actions.
- In a calm voice and mannerism, try to talk to the individual. Make reasonable suggestions. For example, if other individuals are present, request that they be allowed to leave the area.
- Observe the weapon carefully and try to obtain enough information about it so that a description can be given to school security/law enforcement officers.
- Attempt to isolate the individual if possible.
- Move slowly and with confidence.
- Comply with the individual's demands as long as they are reasonable.
- The principal/director/supervisor will document actions and decisions concerning weapon incident.

Death of a Student/Staff Member at School

Emergency Procedure:

- Principal/director/supervisor will notify the superintendent's office that will ~~immediately~~ notify the proper departments and call 911. Make sure the 911 operator understands that there has been a death at your school.
- If possible, stay on the line until you are instructed to disconnect by the 911 operator.
- Staff will notify building principal/director/supervisor as soon as a death occurs and should document all information as soon as it is available.
- The crisis management team will convene the local crisis team, if needed.
- The principal will notify the deceased person's next of kin.
- The superintendent 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 superintendent should be in direct contact with the family.
- Issues regarding confidentiality and students right to privacy should be maintained.
- Staff will secure the area and clear affected room(s)/hallway(s) of students.
- The personal belongings of the deceased should be removed and protected when authorized by authorities so that they can be given to the family at a later date.
- Dispel rumors and refer all rumors to the principal/director/supervisor so that they can be addressed in the debriefing session.
- Evacuate the immediate area, segregate witnesses and protect the scene of the event.

Death of Student or Faculty Member Outside of School

Emergency Procedure:

- The principal/director/supervisor 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:
 - 1) To be sure faculty members are informed of the incident.
 - 2) 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
 - 3) To announce any special schedule and/or events of the day.
- Assemble the school's crisis management team
- Mobilize counseling services 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/director/supervisor 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, s/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 appropriate counseling staff 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 this can be arranged and parental permission obtained. 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 when authorized by authorities 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. Staff 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-venting taken seriously can aid the students, staff, administration, and community in dealing with such a tragedy. Suicide post-venting, when carefully dealt with and openly planned for, can help prevent further tragedies in the aftermath of suicide.

Media Coverage Procedure:

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

Earthquake

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

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

Emergency Procedure:

- Students and staff should stay put until tremors stop.
- Students and staff should duck and cover until tremors stop.
- Students and staff should take cover under desks and tables, against inside walls, or under doorways.
- Students and staff should be alert for possible after shocks.
- Staff should shut off any electrical or gas operated appliances.
- Students and staff should evacuate the building through nearest safe exit if instructed to do so. Using the intercom, TTY, word of mouth or signs the earthquake evacuation warning is "Code E, please evacuate the building using plan for Code E".
- Staff should lead students to a safe area avoiding overhead wires and utility poles.
- Staff members 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/director/supervisor 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 and consultation with the superintendent.
- Combined Services Staff will disable all incoming water and gas supplies and provide other assistance as determined by the Combined Services Director and Superintendents.

Earthquake Drill

1. Listen for the NOA or other city/county signal to begin the drill or campus directed signal. All staff and students will • DROP to the ground or floor; Take COVER by getting under a sturdy desk or table, and • HOLD ON to it until the shaking stops.
2. #1 above should continue for at least three minutes. Building supervisors will then give directions for all persons to exit all buildings to designated safe areas.
3. Designated Safe Area: For all instructional buildings, cafeteria, dormitories, and clinic; the safe place is north side of ring road between the Welcome Center and MSD's Museum/Old Superintendent's House, inside the fence, near the shrubs along the fence line.
4. Designated Safe Area for the Administration Building is the bus parking lot.
5. Routes for existing buildings:
 - Building A- first floor, 2nd floor west wing and Multiple Purpose Room; exit using the main entrance to Building A. Travel across ring road and northeast toward the shrubs and fence line near Welcome Center.
 - Building A - second floor east hallway, exit Building A, east door, across ring road to designated area.
 - Building B - first floor exit east door of Building B, travel toward the east door to Building A, across ring road to safe area.
 - Dorms, Clinic and Cafeteria - travel to area between Dorms 2 and 3 (Clinic), travel toward east entrance of Building A (use sidewalks, if possible), cross ring road and then to the safe place.
6. After all staff and students are accounted for, supervisors will give directions about re-entering buildings.
7. All two-way radios should be on, operational, and turned to channel two. Staff members assigned the radios should keep these radios with them throughout both phases of the drill.

Explosion

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

Emergency Procedure:

- The principal/director/supervisor will determine if the explosion endangers the school population.
- The principal/director/supervisor will notify the superintendent's office that will immediately notify law enforcement by calling 9-911, in addition to the proper departments.
- The principal/director/supervisor will evacuate the building, if warranted (1000 feet or

more).

- 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/director/supervisor will make the decision for the students and other personnel to re-enter the building. If possible, the principal/director/supervisor should seek the advice of Police/Fire Departments and consult with the superintendent.
- In the case of inclement weather or delayed re-entry into the school building(s), the principals will notify the office of Combined Services of the need for buses to transport students/staff to a predetermined location. The predetermined location will be provided before departure. The superintendent/designee must be informed prior to moving students/staff to predetermined location.
- Superintendent/designee will prepare statements for the media.
- The principal/director/supervisor will prepare fact sheet to help those answering phones.
- The principal/director/supervisor will document actions and decisions concerning explosion incident.
- Combined Services Staff will provide appropriate assistance as determined by the
- Combined Services Director and Superintendents.

Fallen Aircraft

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

Emergency Procedure:

- Notify the Superintendent immediately, who will notify the proper departments and call 9-911. Make sure the 911 operator understands the nature of the emergency. If possible, stay on the line until 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 400 yards.
- 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.
- Combined Services Staff will provide appropriate assistance as determined by the
- Combined Services Director and Superintendents.

Fire

Definition: A fire occurs when combustible materials ignite in the presence of oxygen and heat.

Emergency Procedure:

- Sound the fire alarm or fire drill bell. This will implement the fire drill evacuation procedures.
- Notify the superintendents immediately who will notify the proper departments call 9-911. Make sure the 911 operator understands the nature of the emergency. If possible, stay on the line until 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/director/supervisor.
- 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/directors/supervisors 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/director/supervisor will be responsible for conducting one fire drill each month after the first month of school.
- The principal/director/supervisor will document actions and decisions concerning fire incident.
- Combined Services Staff will provide appropriate assistance as determined by the
- Combined Services Director and Superintendents.

Hostage

(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:

- Principals/directors/supervisors will be notified immediately.
- Principals/directors/ supervisors will notify the superintendents of the situation and actions being taken.
- Superintendents will call 9-911. Make sure the 911 operator understands that there is a hostage situation. If possible, stay on the line until you are instructed to disconnect by the emergency operator. The Superintendents will contact appropriate MDE personnel of the situation.
- Notify all teachers that you have an emergency situation. The emergency warning is "Code H, please keep all students inside classrooms until further notice." All classroom doors should be locked at the warning. MSD Elementary should move students to the nearest safe building using closest exterior doors.
- Students and staff should move away from doors and glass.

- 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/director/supervisor 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/directors/supervisors will document actions and decisions concerning hostage incident.
- Do not attempt to negotiate with the hostage taker, leave this to the professionals
- Do not 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.

Hazardous Materials Incident

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

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:

- The principal/director/supervisor will notify the superintendent's office that will immediately notify the proper departments.
- The superintendent will call 9-911. Make sure the 911 operator understands that there is a hazardous materials emergency. If possible, stay on the line until instructed to disconnect by the 911 operator.
- The principal/director/supervisor will initiate shelter in-place plan. The alert warning is,

using the intercom, TTY, word of mouth, etc. the principal will initiate evacuation plan by saying “This is a Hazardous Material alert please evacuate. Location and other directions will depend on the individual hazard.

- Tune into the emergency radio system regarding any type of emergency situation.
- 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, and stay upwind of the hazardous materials.
- Transfer of school-site must be approved, in advance, by the superintendent/designee or local authority having jurisdiction (i.e., fire department, civil defense, law enforcement).
- The off campus alternative site for student transfer is located in appendix II-D
- 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 Adams County emergency management director.
- The principal will determine if evacuation is necessary. If so, initiate evacuation procedure immediately.
- Keep all persons upwind to avoid smoke, fumes, and dusts.
- The principal/director/supervisor will document actions and decisions concerning hazardous materials incident.

Within The Facility Hazardous Materials Release

Emergency Procedure:

- The principal/director/supervisor will notify the superintendent’s office that will immediately notify the proper departments.
- Attempt to identify the chemical.
- The superintendent will call 9-911. Make sure the 911 operator understands that there is a hazardous materials emergency. If possible, stay on the line until instructed to disconnect by the 911 operator.
- Notify the National Response Center 1-800-424-8802.
- The principal/director/supervisor will initiate evacuation plan, if necessary. Using intercom, TTY word of mouth etc. the principal will initiate the evacuation plan by saying “This is a hazardous material alert please evacuate.” The location and other directions will depend on the individual hazard.
- If necessary, evacuate the school site.
- Transfer of school-site must be approved, in advance, by the superintendent/designee or

- local authority having jurisdiction (i.e., fire department, civil defense, law enforcement).
- Off campus alternative site: See appendix II-D.
- 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/director/supervisor will document actions and decisions concerning hazardous materials incident.
- Combined Services Staff will provide appropriate assistance as determined by the Combined Services Director and Superintendents.

Intruder

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/director/supervisor 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:

- Principal/director/supervisor will notify the superintendent. The superintendent/designee will call 9-911. 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 there is an emergency situation. The emergency signal is to state

“Please keep all students inside your classroom until further notice.”

- Teachers will post look out and call roll.
- List the names of missing students on an index card. Cards will be collected by security personnel.
- The superintendent will notify appropriate departments.
- All classroom doors should be locked after receiving the emergency signal, except MSD Elementary will evacuate using emergency doors. Do not re-enter building until all clear by principal//director/supervisor.
- 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.

Medical Emergency

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

Emergency Procedure:

- Staff will notify principal/director/supervisor.
- Call Clinic, if off campus or clinic staff is not available call 9-911.
- Call 9-911. Make sure the 911 operator understands that there is a medical emergency. If possible, stay on the line until you are instructed to disconnect by the 911 operator.
- Be prepared to state the nature of the emergency and location. Provide emergency medical personnel with any known information about the health concerns of the individual, medications, allergies, health care provider, etc.
- The school nurse will contact the parents and inform them of any first aid or illness that occurs while the child is at school.
- Administer first aid if required.
- 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/director/supervisor will designate a school staff person to stay with the child until the parent is present.

- No seriously ill or injured student will be allowed to go home without being accompanied by a responsible adult.
- A student should not be left home unattended, if transported by staff.
- 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:

- The principal/director/supervisor will initiate evacuation plan, if necessary. The emergency signal is to state “There is a natural gas emergency please evacuate to _____”. (a safe location will be determined by the location of the emergency).
- The principal/director/supervisor will notify the superintendent’s office that will immediately notify the proper departments.
- The superintendent will call 9-911. 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 961-6933.
- Combined Services will shut-off gas and electricity.
- No smoking.
- 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/director/supervisor.
- 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/director/supervisor 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 the City of Jackson.
- 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 a person 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 communicate information through special teams, public address systems, or on a door-to-door basis.

Power Failure Plan

Policy:

In the event of a power failure remain calm, contact Superintendent and Director of Combined Services Director immediately.

I. Definitions:

- A. Black Out** – A complete campus wide loss of power, or an electrical failure affecting critical areas such as the Health Clinic and/or Food Service.
- B. Brown Out** - A partial loss of power affecting one or more building, but not of a critical nature Partial failures may require relocation of students and/or staff to other non-effected areas.

II. Procedure:

- A.** Any person experiencing any type of power loss which affects the campus or one or more buildings will immediately notify Superintendent and Combined Services Director.
- B.** The Combined Services Director receiving the call will immediately:
 - 1. Dispatch the appropriate personnel to the scene**, who will
 - a.** Attempt to determine the extent of the Black Out/Brown Out.

- b. Establish the cause of the Black Out/Brown Out.
 - c. Report back to the Director who may contact Entergy at 800 968-8243, Mississippi Valley and Gas at 961-6933, and/or Jackson Water Service at 960-1777.
 - d. Stand by and provide Security coverage to the area.
 - e. Document the incident and all actions taken.
2. **If outage exceeds 30 minutes or is of a critical nature or cause, the Combined Services Director will:**
- a. Evaluate the threat, and issue appropriate instructions.
 - b. Contact Superintendents and mobilize Security as needed.

III. Staff Responsibility

- A. Stay with their assigned students** until relieved by their appropriate Department Head.
- a. Maintain a calm demeanor.
 - b. Maintain supervision of students.
 - c. Maintain Headcount.
 - d. Follow instructions from Principal/director/supervisor.

Public Assembly Emergency Plan

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

Procedure:

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

Emergency Procedure:

Should an emergency occur during an assembly, the principal/director/supervisor will do the following:

- Initiate evacuation plan.
- Alert occupants by calmly announcing the emergency, using the microphone, signs or word of mouth.
- Call 9-911. Make sure the 911 operator understands the nature of the emergency.
- If possible, stay on the line until instructed to disconnect by the emergency operator.
- Coordinate first aid efforts, if necessary.
- Notify Superintendent.
- If there is a power failure or an equipment failure, contact:
 - Combine Services 984-8102
 - Supervisor of Maintenance – 984-8108, pager, 471-0985 Combined Services Director, pager 471-5092

Severe Weather

Tornado, Thunderstorm, Hurricanes, Severe Winds

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

- During a tornado warning, students and teachers should move to areas offering the greatest tornado resistance (see school plan). 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/director/supervisor if someone is missing.
- The principal/director/supervisor 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.
- Combined Services Director, Superintendent, and principal/director/supervisor will monitor NOAA Weather Radio and communicate as appropriate regarding impending severe weather.

TORNADO ALARM PROCEDURES

- 1) The MSB/D Security Officer on duty will sound the tornado alarm when notified to do so by the Hinds County Emergency Warning System or through information broadcast on a NOAA official weather radio.
- 2) The Officer will enter the automated scrolling tornado warning information on the Visual PA System.
- 3) The Officer will announce the tornado warning on the two-way radio system and advise all staff campus wide to tune the two-way radios to Channel 2.
- 4) All MSB, MSD and Combined Services staff will implement tornado warning procedures as outlined in the MSB/D Crisis Response Manual.
- 5) The Officer will contact MSB and MSD staff by two-way radio and VPA to ensure that tornado warning procedures are being followed. The Officer will complete a checklist to ensure communication with staff in charge as determined by the schools.
- 6) The Officer will continue to monitor the NOAA weather radio and other media, if possible, and provide updates by two-way radio and VPA to MSB, MSD and Combined Services staff concerning the weather emergency as needed.
- 7) The Officer will communicate to MSB, MSD and Combined Services staff by two-way radio and VPA when the tornado warning has expired and will remove the scrolling message from the VPA.

Suspicious Situation on School Campus

Definition: A suspicious situation is any situation that may develop into an emergency situation. Suspicious situations include the following:

- Unusual occurrences on the school campus.
- Unidentified individuals on the school campus.
- Rumors of weapons on the school campus.
- Rumors of violence on the school campus.

Emergency Procedure:

- Staff should immediately report the situation to the principal/director/supervisor.
- The principal/director/supervisor will contact superintendent.
- Superintendent will call 9-911, if needed making sure that the 911 operator understands the nature of the situation.
- The principal/director/supervisor will notify all teachers that there is a suspicious situation. The suspicious situation signal is to announce, **“Please stay in the building and be on notice.”**
- The superintendent will notify proper departments.
- Combined Services will report to the principals to aide in securing the building.
- All teachers not assigned to students will report to the principal to aide in investigating the situation.
- No employee should attempt to disarm any individual with a weapon.
- If a weapon is found on the school campus, employees should follow the procedure outlined on page 62 of this manual.

Please note that the following emergency signals will be used by the MSB/MSD:

Lock-down warning:

- Principal/director/supervisor will announce, using the intercom, TTY, word of mouth and/or signs **“Please stay in the building and be on notice.”**

Actual lock-down:

- Principal/director/supervisor will announce, using the intercom, TTY, word of mouth and/or signs, **“Please keep all students inside your classroom until further notice.”**

Appendix II-A

Emergency Hand Signals

Sign: All ok, you can leave.



Sign : Stay and Help.



Sign: Danger, stay and help, Call 911.



Appendix II-B Emergency Telephone Numbers

Position	Name	Home	Cell/Pager	Office
Superintendent	Dr. Rosie Pridgen, MSB Mrs. Sandra Edwards, MSD	982-7787	955-6201 955/6202	984-8203 984-8001
Director of Combined Services	Mrs. Tahnya Tremonte	371-2578	955-6222	984-8109
Personnel Director	Mrs. Pathrica Clincy			984-8106
School Clinic	Mrs. Linda Lea Gilbert		471-9490	984-8121
Security Office			Cell 955-6218	984-8118
Public Relation	Ms. Margie Owens Mrs. Dana Campbell			984-8225 984-8008
Maintenance Supervisor	Mr. Dale Allen		955-6221	984-8108
High School Principals	Vacant, MSB Vacant, MSD			984-8211 984-8000
Pre-vocational Director	Mrs. Linda Baker/MSB		601/955-6206	984-8159
Elementary Principals	Dr. Vashti Clayton, MSB Dr. Leigh Warren, MSD		601/955-6205	984-8202 984-8029
Residential Education Director	Mrs. Diann Turner (MSB)	601/362- 9403	601/955-6202	984-8005
Cafeteria Manager	Mrs. Ossie Jackson			984-8092
Resident Ed. Unit Director, MSD	Mr. Arness Georgetown Mr. Kevin Cronin	601/955- 6204		984-8013
Sheriff's Office Hinds County				(911) 859-2345
Fire Department Fire House 16				960-2116
University Medical Center				984-1000
St. Dominic Hospital				200-2000
Police Department				(911) 960-0311
Em. Manag. Agency (EMA)				352-9100
Am. Med. Response (Ambulance)				911
Mississippi Valley Gas				961-6933
River Oaks				932-1030
Precinct #4				960-0311
Am. Medical Response				713-4340
Entergy				800-968-8243
MS Highway Safety Patrol				987-1212

Important Numbers

Crime Stoppers Hot Line

(601) 355-8477 (National
Crime Stoppers)

CONNECTIONS HOT LINE

1 (888) 827-4637

Crisis Line 713-4357

Rape Crisis Hot Line

(24 hours)

(601) 982-7273

Department of Human Services

(Child Abuse Hot line)

(601) 359-4991

ANIMAL SHELTER

960-1774

Mental Health Dept.

359-1288

Baptist Behavioral Health

1 800 378-7613

Local 601/974-6251

APPENDIX II-C

Enrollment Cards

Enrollment Cards – MSB/D

Name _____ Enrollment Date _____

Social Security # _____ Date of Birth _____

Address _____

Phone # _____ Emergency contact # _____

Medications _____

Allergies _____

Insurance Company _____

Insurance Co./Medicaid Number _____

Enrollment Cards – MSB/D

Name _____ Enrollment Date _____

Social Security # _____ Date of Birth _____

Address _____

Phone # _____ Emergency contact # _____

Medications _____

Allergies _____

Insurance Company _____

Insurance Co./Medicaid Number _____

APPENDIX II – D
OFF CAMPUS
Alternate Site

SECTION III
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 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
 - Pupil Transportation Director
 - Maintenance personnel
 - Counselor
 - Message runner
 - 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.
 - This must be supported by Law Enforcement and a media statement telling parents where to assemble.
- _____ BOMB SEARCH TEAM FROM SCHOOL SHOULD BE AVAILABLE TO SEARCH THE BUILDINGS WITH LAW ENFORCEMENT OR EXPLOSIVE ORDNANCE 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.
- _____ RESPOND (AS ON PAGE 5)

LOCAL FIRE DEPARTMENT

- _____ BE AWARE THAT THE SITUATION MAYBE LIFE THREATENING (OTHER THAN FIRE!) DO NOT APPROACH WITHOUT LAW ENFORCEMENT CLEARANCE.
- _____ ASSIST LAW ENFORCEMENT IN TRAFFIC CONTROL.
- _____ PROVIDE FIRST- RESPONDERS AND EMERGENCY RESCUE 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/SALVATION ARMY

- _____ 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 telecommunicator 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 may be established to hold any witnesses until their parents can be contacted or a suitable area away from the incident may be used.
- 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)

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.

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 800-222-6362
 - RED CROSS - 353-5442 or 353-5443 after hours
(Red Cross will contact CISM when they respond)
 - SALVATION ARMY 969-7560

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 XXX MHZ - Disaster Channel.
(All communication between agencies with the EOC/CP will be via this channel.)

LAW ENFORCEMENT AGENCIES: will operate on XXX DDDDD

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.

**Mississippi School for the Blind
Proposed Crisis Response Plans Changes**

Page	Old Language	New Language	Rationale
Cover	2011-2012	2012-2013	Current school year
66		<p>Earthquake Drill</p> <ol style="list-style-type: none"> 1. Listen for the NOA or other city/county signal to begin the drill or campus directed signal. All staff and students will • DROP to the ground or floor; Take COVER by getting under a sturdy desk or table, and • HOLD ON to it until the shaking stops. 2. #1 above should continue for at least three minutes. Building supervisors will then give directions for all persons to exit all buildings to designated safe areas. 3. Designated Safe Area: For all instructional buildings, cafeteria, dormitories, and clinic; the safe place is north side of ring road between the Welcome Center and MSD's Museum/Old Superintendent's House, inside the fence, near the shrubs along the fence line. 4. Designated Safe Area for the Administration Building is the bus parking lot. 5. Routes for existing buildings: <ul style="list-style-type: none"> • Building A- first floor, 2nd floor west wing and Multiple Purpose Room; exit using the main entrance to Building A. Travel across ring road and northeast toward the shrubs and fence line near Welcome Center. • Building A - second floor east hallway, exit Building A, east door, across ring road to designated area. • Building B - first floor exit east door of Building B, travel 	More details about earthquake drills

		<p>toward the east door to Building A, across ring road to safe area.</p> <ul style="list-style-type: none"> • Dorms, Clinic and Cafeteria - travel to area between Dorms 2 and 3 (Clinic), travel toward east entrance of Building A (use sidewalks, if possible), cross ring road and then to the safe place. <p>6. After are staff and students are accounted for, supervisors will give directions about re-entering buildings.</p> <p>7. All two-way radios should be on, operational, and turned to channel two. Staff members assigned the radios should keep these radios with them throughout both phases of the drill.</p>	
79		<p>TORNADO ALARM PROCEDURES</p> <ol style="list-style-type: none"> 1) The MSB/D Security Officer on duty will sound the tornado alarm when notified to do so by the Hinds County Emergency Warning System or through information broadcast on a NOAA official weather radio. 2) The Officer will enter the automated scrolling tornado warning information on the Visual PA System. 3) The Officer will announce the tornado warning on the two-way radio system and advise all staff campus wide to tune the two-way radios to Channel 2. 4) All MSB, MSD and Combined Services staff will implement tornado warning procedures as outlined in the MSB/D Crisis Response Manual. 	Update details about tornado procedures

		<p>5) The Officer will contact MSB and MSD staff by two-way radio and VPA to ensure that tornado warning procedures are being followed. The Officer will complete a checklist to ensure communication with staff in charge as determined by the schools.</p> <p>6) The Officer will continue to monitor the NOAA weather radio and other media, if possible, and provide updates by two-way radio and VPA to MSB, MSD and Combined Services staff concerning the weather emergency as needed.</p> <p>7) The Officer will communicate to MSB, MSD and Combined Services staff by two-way radio and VPA when the tornado warning has expired and will remove the scrolling message from the VPA.</p>	
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