

OFFICE OF QUALITY PROFESSIONALS & SPECIAL SCHOOLS
Summary of State Board of Education Agenda Items
June 20-21, 2013

MISSISSIPPI SCHOOL FOR THE BLIND

- K. Approval of the Mississippi School for the Blind 2013-2014 Crisis Response Plans

Executive Summary

The document contains policies and procedures regarding school crisis management. It is based on the previous year's manual. It has the following proposed changes to the previous year's publication:

Cover Reflects 2013-2014

48 General Daily Protocol

Classroom doors (MSB) are to remain locked at all times, except during the change of classes and teachers are in the hallway.

All exterior doors are to remain locked at all times, except those identified/requested by the principal/supervisors and approved by the superintendent to be locked and unlocked at certain days/times to accommodate planned activities.

54 Classroom and offices doors should be locked after evacuated

54 The principals/director/supervisor will be responsible for managing a communication system void of cell phone and two-way radios.

81 Current directory data

Recommendation: Approval

Back-up material attached

CHANGES TO THE COVER PAGE

Mississippi Schools for the Blind and the Deaf

~~2012-2013~~
2013-2014

School Occupational Safety and Crisis Response Plan

Approved by Mississippi State Board of Education

April 20, 2012

CHANGES TO PAGE 48

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.

General Daily Protocol

- Classroom doors (MSB) are to remain locked at all times, except during the change of classes and teachers are in the hallway.
- All exterior doors are to remain locked at all times, except those identified/requested by the principal/supervisors and approved by the superintendent to be locked and unlocked at certain days/times to accommodate planned activities.

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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).
- **Classroom and offices doors should be locked after evacuated**
- 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.~~ Managing a communication system void of cell phone and two-way radios.**
- 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

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**Appendix II-B
Emergency Telephone Numbers**

Position	Name	Home	Cell	Office
Superintendent	Dr. Rosie Pridgen, MSB	982-7787	955-6201	984-8203
	Dr. Sandra Edwards, MSD		955/6202	984-8001
Director of Combined Services	Mrs. Tahnya Tremonte	371-2578	955-6222	984-8109
Personnel Director	Mrs. Joyce Wallace			984-8106
School Clinic	Mrs. Linda Lea Gilbert		471-9490	984-8121
Security Office	C & B Security		Cell 955-6215	984-8118
Public Relation	Ms. Margie Owens			984-8225
	Mrs. Dana Campbell			984-8008
Maintenance Supervisor	Mr. Dale Allen		955-6221	984-8108
Principals High School Principals	Dr. Vashti Clayton, MSB		VP 601/351-9101	984-8200
	Mr. Bradley Porche MSD			984-8000
Pre-vocational Director	Mrs. Linda Baker/MSB		601/955-6206	984-8159
Elementary Principals	Dr. Vashti Clayton, MSB		601/955-6205	984-8202
	Dr. Leigh Warren, MSD			984-8029
Residential Education Director	Mrs. Diann Turner (MSB)	601/362-9403	601/955-6200	984-8205
Cafeteria Manager	Mrs. Ossie Jackson			984-8092
Resident Ed. Unit Director, MSD	Mr. Arness Georgetown		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				911

(Ambulance)				
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