

# Yazoo County School District School Occupational Safety & Crisis Response Plan FY 2026



# INTRODUCTION

The School Safety Plan is the foundation that 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 create a safe & orderly school environment.**
2. **The Crisis Response Plan.**
3. **Programs that promote a safe school environment.**

This school occupational safety and emergency/crisis response plan is a composite of the best plans the MDE Division of School Safety has reviewed. It represents the first two of the three components necessary for comprehensive safe school planning. Keep in mind that this is the District plan. Each school within the District will have different needs and will therefore have their own unique plan (attached in Appendix).

This Yazoo County School District plan utilized the model adopted by the Mississippi Department of Education, Office of Safe & Orderly Schools.

**TABLE OF CONTENTS**  
**SECTION I**  
**SCHOOL OCCUPATIONAL SAFETY PLAN**

<b>School Board Policy</b>	<b>6</b>
<b>District Mission Statement</b>	<b>7</b>
<b>Safety Plan Committee</b>	<b>9</b>
<b>Responsibilities of School Personnel</b>	<b>10</b>
<b>Safety Procedures</b>	<b>13</b>
<b>Safety Inspections</b>	<b>14</b>
<b>Accident Investigation</b>	<b>15</b>
<b>Employee Orientation, Training and Resources</b>	<b>16</b>
<b>Hazard Communication Information</b>	<b>18</b>
<b>Fire Response, Fire Safety, and Fire Protection</b>	<b>23</b>
<b>Severe Weather Plan</b>	<b>25</b>
<b>General Safety Rules</b>	<b>25</b>
<b>Motor Vehicles and Mobile Equipment</b>	<b>30</b>
<b>Reporting Unsafe Conditions and Unsafe Work Practices</b>	<b>34</b>
<b>Emergency Drills</b>	<b>36</b>

# **SECTION II**

## **SCHOOL CRISIS RESPONSE PLAN**

<b>Crisis Management Plan</b>	<b>38</b>
<b>Community Emergency Numbers</b>	<b>42</b>
<b>Responsibilities of School Personnel</b>	<b>45</b>
<b>Assistance of Local Emergency Management Director</b>	<b>49</b>
<b>Communications</b>	<b>50</b>
<b>Crime Scene Management</b>	<b>52</b>
<b>Abduction</b>	<b>54</b>
<b>Accident</b>	<b>55</b>
<b>After Hours Emergency Procedures</b>	<b>56</b>
<b>Altercation</b>	<b>57</b>
<b>Assault of a Student</b>	<b>58</b>
<b>Bomb Threat</b>	<b>59</b>
<b>Building Collapse</b>	<b>60</b>
<b>Building Evacuation Plan</b>	<b>62</b>
<b>Bus Accident</b>	<b>64</b>
<b>Caring for Special Needs Students</b>	<b>65</b>
<b>Form IIA Special Needs Students</b>	<b>66</b>
<b>Child Abuse/Neglect</b>	<b>67</b>
<b>Confrontation with Person with Weapon</b>	<b>69</b>
<b>Death of Student/Staff Member at School</b>	<b>71</b>

<b>Death Outside of School</b>	<b>72</b>
<b>Earthquake</b>	<b>75</b>
<b>Emergency Release of Students (Forms in Appendix)</b>	<b>76</b>
<b>Explosion</b>	<b>77</b>
<b>Fallen Aircraft</b>	<b>78</b>
<b>Fire</b>	<b>79</b>
<b>Hazardous Material Incident</b>	<b>80</b>
<b>Hostage</b>	<b>82</b>
<b>Intruder</b>	<b>83</b>
<b>Working with the Media</b>	<b>84</b>
<b>Medical Emergency</b>	<b>85</b>
<b>Natural Gas Emergency</b>	<b>86</b>
<b>Nuclear Warning Procedures</b>	<b>86</b>
<b>Pandemic Plan</b>	<b>87</b>
<b>Public Assembly/Pandemic Emergency Plan</b>	<b>88</b>
<b>Severe Weather</b>	<b>89</b>

## **Appendix**

<b>Form I-A</b>	<b>School Safety Assessment</b>	<b>92</b>
<b>Form I-F</b>	<b>Material Safety Data Sheet Inventory Form</b>	<b>99</b>
<b>Form I-G</b>	<b>Fire Extinguisher Inventory Form</b>	<b>101</b>
<b>Form I-J</b>	<b>Emergency Drill Form</b>	<b>102</b>
<b>Form II-A</b>	<b>Staff Telephone Numbers</b>	<b>104</b>
<b>Form II-B</b>	<b>Emergency Team at Reunification Site</b>	<b>105</b>
<b>Form II-C</b>	<b>Crisis Site Student Release Form</b>	<b>106</b>
<b>Form II-D</b>	<b>Site Status Report/Missing and Injuries</b>	<b>107</b>
<b>Form II-E</b>	<b>Parental Permission Emergency Release List</b>	<b>108</b>
	<b>Bomb Threat Procedure Form/Checklist</b>	<b>109</b>

# **Mission Statement**

The mission of the Yazoo County School  
District is to create next generation  
leaders who pursue purposeful,  
productive lives.

# **SECTION**

## **I**

### **Yazoo County School District OCCUPATIONAL SAFETY PLAN**

# YAZOO COUNTY SCHOOL DISTRICT SAFETY & CRISIS RESPONSE PLAN

Yazoo County School District  
94 Panther Drive  
Yazoo City, Mississippi, 39194

School Occupational Safety and Crisis Management Committee/Team

Dr. Ken Barron, Superintendent  
Dr. Terri Rhea, Assistant Superintendent  
John Odum, Director of School Safety  
Cordney Williams, Yazoo County School District Campus Chief of Police  
Dewayne Profit, YCHS Principal  
Tracy Watts, YCMS Principal  
Terrence White, Yazoo County Success Center Principal  
Cristin Ware, Linwood Elementary Principal  
Andrea Edgecombe, Bentonia-Gibbs Principal  
Dr. Shundria Shaffer, Federal Programs Director  
Gloria Jamison, Director of Student Services  
Sade McGee, Food Services & Child Nutrition Director  
Sylvia Green, Director of Technology  
?????, ABM Supervisor  
Ben Justice, Quality Control  
School Nurses, All School Sites  
School Resource Officers, All School Sites  
Day Porters/Lead Custodians, All School Sites  
Cafeteria Managers, All School Sites  
Receptionists, All School Sites  
Quintoria Ingram, Linwood Elementary Teacher  
Robert Dobbs, Teacher/Coach YCHS  
Allison White, Lead Teacher Bentonia-Gibbs  
Grant Andrews, Teacher/Coach YCMS  
Josh Anderson, EccoRide Supervisor

## **School Board Members**

Greg Moseley, President  
Millicent Ledbetter, Secretary  
Wayne Allen  
Patsy Burrough  
Etta Saxton

## **Responsibilities of School Personnel Under The School Safety Plan**

## **Superintendent (MS Code 37-9-14)**

The superintendent will:

- Appoint a district-wide safety and emergency preparedness committee.
- Appoint a district-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 and the appointed safety director.

## **District Safety Director**

The safety director advises the superintendent, staff, principals and supervisors who are responsible for the district safety plan. The safety director monitors the implementation of the safety plan and tracks measurable improvements.

General responsibilities of the district safety director are as follows:

- Establish a structure and process for administering a district-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 the districts and each school's safety program effectiveness. Ensure that school employees receive the necessary training to conduct their job safely.
- Conduct site safety assessment.

## **Occupational Safety and Crisis Response Plan Committee**

The occupational safety and crisis response 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 school board.
- Review unsafe conditions and practices as reported by school or department safety teams.
- Make site visits to schools.
- Review corrective action plans and make recommendations as appropriate. Review school/department safety plan.
- Conduct district-wide safety inspections on scheduled basis.
- Plan and conduct regular drills of various emergency scenarios involving as many agencies as possible.

### **Site Administrator (Principal, Director, Supervisor, and/or Manager)**

While the district is accountable for the success of the safety plan, it is the responsibility of the site administrator to implement the program at his or her location. The site administrator is the most knowledgeable about the employees' attitudes, work habits, and equipment use. The site administrator as the safety director at the school level will serve the school in an advisory capacity and monitor the application of the safety plan.

The site administrator 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.
- Complete accident reports, workers compensation reports, and accident investigation reports.
- Conduct site safety assessment.
- Ensure full participation of the school in drills and training.
- Maintain effective liaison with local emergency services and law enforcement.

## **School Safety Committee**

The school safety committee, facilitated by the site administrator, assists in developing the school safety program and monitors 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.
- 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.
- 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, as a condition of employment, 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 appropriate Personal Protective Equipment as required by the job.
- Keep machine guards in place.
- Report unsafe conditions or unsafe acts to the supervisor.
- Report all accidents and injuries to immediate supervisor at once.
- Know fire prevention and emergency procedures designed for your area.
- Obey established rules of conduct and adhere to the safety plan.
- Identify and properly control hazardous materials within area of responsibility.

# **Safety Procedures**

## **Inspection**

- The district safety director will conduct periodic inspections of school facilities using the School Safety Assessment Instrument (Appendix I- A) 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 district safety 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 employees as needed.

## **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 Yazoo County School District safety program.

## **Inspection 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 eleven 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

## **Safety Inspections**

The district maintenance 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 site administrator. 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 site administrator and the district maintenance director may conduct them with or without advance notice.

Safety citations may be issued to principals, department heads, supervisors, or employees for unsafe acts or for allowing unsafe conditions to exist. Recipients of safety citations are subject to disciplinary action, which shall be determined and assessed by the Maintenance Director.

Scheduled inspections are conducted no less than twice yearly by the district safety director. Equipment such as boilers and fire extinguishers will be inspected at required intervals as required by state law. 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 site administrator 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 site administrator or the department supervisor.

## **Record Keeping**

The following records must be retained for a period of not less than one year:

- Injury and Accident Reports
- Accident Investigation Forms and Reports
- Inspection Reports and Follow Up Reports
- Training Records
- Safety Citations or Disciplinary Actions regarding unsafe practices
- Safety Drill Documentation

**Remember Always---DOCUMENT, DOCUMENT, DOCUMENT**

## **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 – Employees and Students**

Accident reports are required for any accident occurring on school property or at school activities. All accidents, illnesses, and/or injuries shall be reported immediately to the appropriate principal, manager, or supervisor who will complete and forward an incident/accident report to the Yazoo County School District Workers' Compensation contact person. The same report may be used to report incidents where hazards exist but where no injury or damage has occurred. Accident reports involving employees should be filed in the Workers' Compensation office and accident reports involving students should be filed in the Superintendent's Office. There are a number of forms, which may be used to report accidents but 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 Orientation**

The Yazoo County School District 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.
- Testing and observing to ascertain the employee has mastered safety work habits

- A training period to ascertain the capabilities of the employee.

## **Training**

Appropriate safety training shall be conducted and documented in the employee's training file. General required training will be provided to all employees to include at the minimum the following:

- Safety Policies and any task related safety requirements.
- Hazard Communication and Hazardous Materials Management
- Emergency Crisis Response Plan (annually)
- Fire Safety Plan (annually)
- Warning Signs and Devices
- General Workplace Hazards
- Emergency Medical Response
- Drug Testing Policy Training (annually)

Other Function/Hazard Specific Training will be provided to the affected employees by the responsible department manager/supervisor upon assignment and/or when new equipment or procedures are introduced, and as part of periodic staff meetings.

## **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.
- Obtain an approved first aid kit.
- Obtain an infection control kit.
- Maintain an adequate employee record that identifies family members and next of kin.
- Maintain an adequate (hard copy) student record that identifies family members and next of kin.

# Employee Emergency Certifications

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

Name	Skill/Training	Room Number	Contact Number

## **Hazard Communication & Hazardous Materials Control**

- This Hazard Communication Program has been developed in concert with Yazoo County School District's adoption of OSHA standards as a minimum safety Standard, and in accordance with those OSHA standards to ensure that the employees of the Yazoo County School District are informed concerning chemical hazards in the workplace. This program also complies with OSHA requirements to effectively inform our employees of known potential or existing chemical hazards.

### **Approach**

- The methods used to effectively inform employees include:
  - Employee orientation, education, and training.
  - "All Calls", Group Texts, Mass Email
  - Announce on Intercom System
  - Material Safety Data Sheets (MSDS)

### **Application**

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

### **Determining Chemical Hazards**

- The Yazoo County School District Maintenance Director is responsible for ensuring that this program is properly implemented
- Chemical hazards known to be present in the workplace are identified, and an alpha indexed inventory listing is maintained.
- Material Safety Data Sheets (MSDS) for each hazardous chemical or product are readily available and accessible to all employees.
- Materials are periodically inventoried and appropriate MSDS are present.
- The program is periodically reviewed and maintained.

#### **School Principals and Department Heads shall:**

Ensure that the MSDS contain:

- The identity of the chemical.
- The physical and chemical characteristics.

- Physical and health hazards.
  - Primary routes of entry.
  - Exposure limits.
  - Precautions for safe handling.
  - Controls to limit exposure.
  - Emergency and first aid procedures.
  - Name of manufacturer or distributor.
  - MSDS Availability – Copies of MSDS for hazardous materials/products known to be present in the workplace are readily accessible to all employees on duty. Employees may review the MSDS for the materials they work with by contacting their immediate supervisor for a copy or by reviewing the MSDS in the “Employee Right To Know Stations” located in each school or work area. Employees may request copies of MSDS for the materials they work with, if desired. Upon request, designated representatives of the employees, NIOSH, and OSHA also have access to the MSDS.
- Materials Inventory – A list of the hazardous materials/chemicals products used or stored at each site is available at the “Employee Right To Know Station” for each site or facility. Appendix I-F in this manual provides samples form that can be used for this inventory.
- Labels And Other Forms Of Warnings – Chemical manufacturers, importers, and distributors provide labels, tags, or other markings for containers of hazardous chemicals. Proper identification includes the following information:
    - Identify of the hazardous chemical.
    - Appropriate hazard warnings.
    - Name and address of the chemical manufacturer, distributor, or other responsible party.
- Containers of products which contain hazardous ingredients shall be labeled, tagged, or marked with:
    - The identity of the product and the hazardous chemical.
    - Warnings/signals appropriate to the hazard.
    - In some cases signs, placards, process sheets, batch tickets, operating procedures, or similar accessible written materials are used, instead of affixing labels to individual containers.
    - A container into which a hazardous material/chemical is transferred that is not intended/labeled for that hazardous material/chemical shall be manually labeled by permanent marker or by affixing appropriate hazard labels to the container. All labels on incoming containers must not be defaced in any way. Missing or defaced labels must be immediately reported to the appropriate supervisor so proper labels can be reapplied immediately.

## **Employee Information, Education, and Training**

- General Hazard Communication education and training is provided to all new employees as part of their orientation. The department manager or supervisor as needed by the employee reviews specific hazards.
- Training includes information about hazardous materials and processes in the department. Training is accomplished through the use of printed materials, videotape, and classroom instruction. Specific information in the safety and health training includes:
  - General chemical hazards
  - Hazards associated with routine and non-routine tasks.
  - Recognition, evaluation, and control of hazardous chemicals.
  - Chemical labeling.
  - Hazards associated with unlabeled piping and processing systems.
  - MSDS
  - Access to information on hazardous chemicals.
  - Compliance with safety and health rules and procedures.
  - Requirements of federal hazardous communication regulations.
  - The location and availability of this written hazard communication program and all supporting information.
  - The measures employees can take to protect themselves from hazards, including pertinent work practices, emergency procedures, and personal protective equipment.

## **Required Training**

Required Training/In Service is as follows:

- All effected employees.
- Time of initial assignment.
- Changes in processes, products, procedures, or other hazards.
- Annually for general programs
- Annually for department specific materials/chemicals.

What employees need to know about hazardous material:

- That it exists
- That employers must have a hazard communication program that includes:
  - A Written Program
  - A Chemical Inventory

- MSDS
- Employee Training on handling materials

Workers need to know where hazardous chemicals are found in their workplace and where written materials will be kept.

### **Documentation:**

- Worker understanding of program.
- Worker attendance at training/in-service sessions.
- Test scores and training certificates

Retraining – Additional employee training concerning workplace hazards is required when:

- New materials or processes are introduced into the workplace.
- Process or equipment changes are made that could cause new or increased employee exposure.
- Procedures or work practices are introduced, changed, which could cause changes in the employee's exposure.
- Employees are transferred from one work area to another where different hazards are present.

The supervisor coordinating the retraining will make a written record of the training provided and request the employee receiving the training to take a simple, true-false and/or multiple choice test and sign and date the record. A permanent record of all employees training is maintained in the employee's personnel folder.

### **Trade Secrets**

- Special regulations make it possible to withhold the chemical identity of specified "trade secret" materials. The specific chemical identity will be made available to health professionals, in accordance with applicable provisions of the OSHA standard.

### **Non-Routine Tasks**

- The supervisor of an employee performing a non-routine task such as cleaning up a spill of a hazardous material/product is responsible for properly training the employee concerning the potential hazards associated with the task. The employee also shares in this responsibility by making sure that his or her immediate supervisor knows that the non-routine task will be performed.
- Special work permits may be required for certain tasks such as cutting & burning, welding in certain locations, etc. The appropriate supervisor or manager must be contacted to ensure any special requirements. Also, employees are required to wear/use appropriate personal protective equipment while performing work that presents a risk of injury from exposure or contact.

### **Contractors/Vendors**

The responsible supervisor of hazardous materials/chemicals to which the contractor's employees may be exposed, and the appropriate control measures needed to limit such exposure shall notify contractors and vendors working in Yazoo County School District areas/spaces.

The appropriate supervisor or manager will advise each contractor that OSHA Standards and YazooCounty School District Safety Policies will be complied with while working at Yazoo County School District.

Proper controls will be established to ensure that Yazoo County School District Operations do not expose the contractor's employees to safety and health hazards.

Copies of MSDS for materials the contractor's employees may be exposed to during the course of their work at Yazoo County School District, will be made available to the contractor by the responsible principal or department head.

The responsible principal or department head shall obtain MSDS for all hazardous materials/chemicals brought into the district by the contractor in the course of the contracted work.

## **Fire Response, Fire Safety, and Fire Prevention**

These are primary responsibilities of all employees at all times.

- **Fire Response – IN THE EVENT OF FIRE – R.A.C.E.**
  - R - Rescue** – escorts all personnel away from danger into a safe area.
  - A- Alert** – announce the fire to alert others, **PULL THE NEAREST FIRE ALARM PULL STATION**, and/or **DIAL 911 AND REPORT THE FIRE.**
  - C- CONTAIN-** close doors, windows, cover the fire, etc., if safe to do so.
  - E- Extinguish-** if safe to do so **and if properly trained.**

**FIRE EXTINGUISHERS ARE LOCATED** in all schools and facilities.  
Know the location of fire extinguishers in your area. (See Appendix-G).

To operate a fire extinguisher, remember-**PASS**

**P – Pull the pin.** Pull firmly; the pin should be strapped on.

**A – Aim at the base of the fire.** Point the nozzle at the base of the fire.

Extinguishing medium placed on top of the fire can evaporate easier and may  
Not help extinguish the fire.

**S – Squeeze the handle.** Use a firm and steady pull.

**S – Sweep the flame.** Use a side-to-side motion.

Fire Extinguisher Training - Key employees will attend familiarization training.

Fire Safety and Fire Prevention - Specific measures and practices to help prevent fires include:

- Properly store all combustible/flammable materials. Do not use flammable products, such as gasoline, indoors.
- Smoking is not permitted at Yazoo County Schools or other facilities.
- Do not allow combustible materials to accumulate.
- Do not overload electrical circuits.
- Ensure that electrical appliances & power cords are in good repair, and there is no evidence of damage.
- Do not use open flame devices with express approval and a hot work permit.
- Know the location and use of fire equipment near your work area(s).
- Never obstruct fire/emergency exit corridors/routes with stored items, equipment, materials, or furniture.
- Do not store any items, equipment, or materials in stairwells or under stairs.
- Regularly inspect all fire/smoke detection and alarming equipment and components, and all fire fighting equipment and fire extinguishers to ensure proper operating condition. The Maintenance Department shall ensure that such equipment is on a regular inspection/testing program meeting appropriate fire code requirements.
- Do not allow grease/oils to accumulate on fire extinguishing equipment, exhaust grills, or fire system-operating components.
- Keep lint/dust collection systems cleaned and do not allow lint/dust to accumulate on equipment or in adjacent areas, such as laundry rooms, etc.

- Keep paper storage to a minimum, and when stored for long periods in a closed box. An appropriate heat/smoke sensor for maximum safety should monitor storage areas that are used for paper storage.
- All exit doors must be locked at all times that a building is occupied.
- Know the location of any medical oxygen tanks in use by students or staff.
- Burning of candles is prohibited on Yazoo County School District property.

## **Severe Weather Plan**

**Severe Thunderstorms/Tornados** are common in Mississippi and may have accompanying high winds, rain, lightning, and occasionally hail. In most cases the National Weather Service will issue a Severe Storm Watch or a Tornado Watch or Warning. When such watches or warnings are issued, or if conditions indicate the presence or potential for high winds and/or damaging conditions, the following actions should be taken –

### **AS LONG AS IT IS SAFE TO DO SO!**

- Secure items/furnishings that can become missile hazards in high winds.
- Close all open doors and windows.
- Advise all employees, students, and visitors to remain indoors until the storm passes.
- Secure outdoor facilities if open.
- Remain indoors until conditions are safe to exit.
- Be attentive to deteriorating weather conditions, funnel clouds, etc. in the immediate vicinity.
- Should a tornado warning be issued for the immediate vicinity of Yazoo County School District, each school/facility will notify all personnel in accordance with its supplementary plan.
- The Superintendent of Education and/or School Principal should utilize normal reporting procedures should the facilities or any employees, students, or visitors, be damaged or injured by the storm.

## **General Safety Rules**

The following are considered basic safety rules for all employees:

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

disabling injuries, increase job effectiveness, and reduce costs.

### **Disciplinary Action**

Failure to comply with safe standards and/or practices may result in disciplinary actions up to and including termination. However, all efforts will be taken first to correct deficiencies or unsafe practices, including training and counseling workers to ensure they are aware of expected behaviors and practices.

### **Cafeteria Safety Rules**

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

- Wear cut resistant gloves when using or cleaning machines and knives.
- Keep floors clean and free of grease residue. Food or liquid spills should be cleaned up promptly in kitchen and dining areas.
- Report any item of equipment that appears defective or unsafe, or any unsafe act observed.
- Wet floors must be posted with "WET FLOOR" signs.
- High traffic areas must be cleaned in such a fashion that provides a dry walk surface at all times.
- Report any accident, no matter how slight.
- Safety guards should never be removed or modified.
- Use proper lifting techniques.
- Horseplay, running, and practical jokes are not permitted.
- Machinery and tools must be used only for their intended purposes.
- Fire extinguishers are not to be removed from their location or used for any purpose other than control of a threatening fire.
- Wear only approved non-slip safety shoes.
- Cafeteria Employees only are allowed in Kitchen except for repair men or other person essential to the operation of the cafeteria
- Emergency and backdoor lighting shall be kept operational at all times.
- Employee Family Members shall not be allowed in the kitchen. If they must come to visit, the individual must obtain a pass from the office and visit in the dining area only.
- MSDS sheets are kept updated and located in a highly visual location. All personnel are to be trained to access this information.
- First Aid Supplies are to be available and well maintained in each facility.

### **Kitchen Safety**

#### **PERSONNEL**

- Clean clothes and good hygienic practices.
- Hair covered
- No infections.

- Smoking, eating and drinking restricted.
- Short clean nails. Acrylics and Nail polish prohibited.
- No dangling earrings, bracelets or necklaces allowed.

### **FOOD PROTECTION**

- Original containers 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 handling gloves required during food preparation. Gloves are to be changed often
- Chemicals of any kind shall be kept in a separate area from the food storage area.
- Temperatures shall be recorded daily for the cooler, freezers and serving lines.  
Temperatures shall be recorded every 48 hours when cafeteria is not in operation.
- All management to be serve safe certified.

### **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.
- Knives shall be sharp and in good condition, properly stored in a knife holder.
- When moving hot food, use carts as much as possible to prevent burns.
- Cut resistant gloves shall be used when slicing with a knife or sliver.
- Burn guards shall be worn when cooking and removing hot items from the oven.

### **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.)

### **INSECT AND RODENT CONTROL**

- There shall be no evidence of insects
- Regular Pest Control Maintenance Plan
- Outer openings protected

### **TOILET AND HANDWASHING FACILITIES SHOULD BE/HAVE:**

- Paper Towels
- 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.

### **General 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.
- 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.
- Horseplay, running, and practical jokes are not permitted.
- The site administrator will assure that all containers of hazardous products are appropriately marked and labeled. The label should identify the product and provide appropriate information and warnings.
- The site administrator will ensure that all containers of hazardous products are appropriately stored out of the reach of students.
- 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, which 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 breaking concrete.
- Using power tools.
- Cleaning dust or dirt from vehicles or equipment.
- Using metal cutting lathe, drill presses, power hack- saws 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.

## **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 which you suspect is energized (electrical shock hazard). De-energize first.
- Qualified maintenance personnel should perform any electrical repairs beyond resetting or replacing fuses

## **Construction/Renovation Safety**

All construction and renovations in the Yazoo County School District will be under the direction of the board approved 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 (Comply with EccoRide Policies)**

This Fleet Safety Program has been developed in concert with Yazoo County School District's adoption of OSHA standards as a minimum safety standard, and in accordance with those OSHA standards and Department of Transportation standards to ensure that employees of the Tunica County School District are informed concerning safe work practices and regulations in the operating of district motor vehicle assets. The methods used to effectively inform employees include:

- Employee orientation, education, and classroom plus practical training.
- Various forms and written guidelines.
- Hands-On observation and checkout.

This Program applies to the safe operation and maintenance of Yazoo County School District motor vehicle assets, to include; school buses; maintenance vehicles, trucks, and equipment; and other district owned vehicle assets. This policy pertains to all vehicles owned by Yazoo County School District, which are operated by district employees.

- Only persons with a current operators license issued by the State of Mississippi, for the level/type of motor vehicle to be operated, shall be employed to operate motor vehicles for the district. This shall include any and all vehicles intended for operation on streets and/or highways.
- Any prospective employee under consideration for hiring as a motor vehicle operator shall under go a motor vehicle record (MVR) check prior to being hired.
- Minimum requirements:

### **All Drivers:**

- No DUI/DWI convictions in past 2 years.
- No record of drug/alcohol abuse in past 2 years.

### **Commercial Vehicle Drivers:**

A current commercial drivers license issued by the State of Mississippi.  
No more than 2 moving violations in the past year, neither of which  
can be for driving under the influence or reckless driving.  
No at fault accidents in the past year.

- No record of discontinued auto insurance or motor vehicle.

### **Requirements for School Bus Drivers (EccoRide):**

A person may not drive a school Bus for transportation of school children or be employed as a school bus monitor unless the person satisfies the following requirements:

- Is of good moral character.
- Does not consume intoxicating liquor during school hours or 8 hours prior to shift.
- Does not consume intoxicating liquor to excess at any time.
- Is not addicted to any narcotic drug.
- Is at least 21 years of age (drivers) or 18 years of age (monitors)?
- Holds a valid public passenger commercial driver's license issued by the state of Mississippi (except monitors)

### **Possesses the following required physical characteristics:**

- Sufficient physical ability to be a school bus driver, as determined by any state school bus regulatory authority that may exist.
- Possession and full normal use of both hands, both arms, both feet, both legs, both eyes, and both ears.
- Freedom from any communicable disease that may be transmitted through airborne or droplet means or requires isolation of the infected person.
- Freedom from any mental, nervous, organic, or functional disease, which might impair the person's ability to properly operate a school bus.
- Visual acuity, with or without glasses, of at least 20/40 in each eye and a field of vision with 150-degree minimum and with depth perception of at least 80%.

*Note for School Bus Monitors: If/When utilized, every attempt will be made to use school monitors who are 21 years of age. When insufficient applicants exist to meet needs, this age requirement can be lowered to 18 years of age.*

### **District Requirements for School Bus Drivers:**

- Before the District enters into a contract with a school bus driver or a fleet contract for contracted bus driving services, it shall obtain a copy of the school bus driver's driving summary for the last seven (7) years as maintained by the Bureau of Motor Vehicles of the state of Mississippi and/or other states maintaining such records.
- Every person who is or intends to become a school bus driver shall obtain a certificate that he possesses the physical characteristics required by section 1 (g) of this chapter. A Mississippi physician shall make the certificate after the physician has conducted a physical examination of the driver or prospective drivers. The driver or prospective driver who shall pay for the examination shall choose the physician.
- Every school bus driver shall be required to attend an annual safety meeting or workshop. No safety meeting or workshop shall exceed two (2) days in duration in any one (1) calendar year.

### **Operators shall conduct a safety check of the vehicle at the beginning of their shift or before operating a vehicle, to include the following:**

- 
- Check wheels and tires.
  - Check for any broken or loose parts.
  - Check fuel level, crankcase oil level, radiator water level (if applicable), engine air cleaner, fan belt, hydraulic fluid level, battery water level and other points required by the particular model.
  - Check headlights, taillights, warning lights, and other lights.
  - Check the oil pressure gauge, water temperature gauge, amp meter. These will also vary by model and fuel used.
  - Check the clutch, hydraulic and other controls.
  - Ensure that any backup warning device is operational.
- (A copy of vehicle inspection forms can be obtained from the District Transportation Office.)**

**School Bus Operators- School Bus Drivers shall perform all of the safety checks outlined above plus the following additional checks:**

- Ensure that all warning lights and flashers work correctly.
- Ensure that the safety bar on the front of the bus works correctly.
- Ensure that all door operating mechanisms and safety features work correctly for both the front door and all emergency doors.
- Ensure that all equipment, seats, and other interior features of the bus are in good repair and present no safety hazard to the children.

**(A copy of vehicle inspection forms can be obtained from the District Transportation Office.)**

**Operators shall report any safety or repair issues discovered during their inspections of the actual operation of the vehicle to the maintenance shop for correction.**

**Minimum Bus Driver Training Requirements:**

- Any individual without a minimum of thirty (30) days experience in driving a school bus during the three (3) year period immediately preceding the effective date of the individual's assignments as the driver of a school bus shall satisfactorily complete a pre-service school bus driver safety education-training course.
- All vehicle operators shall receive initial orientation and vehicle familiarity training upon hire, and shall receive annual refresher training thereafter.
- Complete documentation of all training, requirements compliance, licensing, and other pertinent information shall be kept for each vehicle/bus operator.

**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.
- All persons driving or using vehicles or mobile equipment shall wear seat belts where provided and follow all local, state, and federal laws.
- All operators should visually inspect the perimeter of his or her vehicle prior to putting the vehicle in motion in any direction. The driver walking around the vehicle to insure that the area in the rear, sides, and front are clear of hazard(s) or people before starting the vehicle should accomplish this.
- All drivers should give an audible warning (horn or backup alarm) and check mirrors before backward movement is made.
- All drivers should drive cautiously and always be on the alert for any unexpected event.

## Equipment Usage

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

## Report Any Unsafe Condition Immediately

- Notify an administrator as soon as possible.
- Remain on-site at the unsafe location if needed to prevent accidents, or barricade the area if necessary to leave the unsafe location.
- Medical care after hours requires authorization by an administrator.
- File an Incident report signed by injured employee and your immediate manager.
- In an emergency, notify the MWCC Workers' Compensation Contact or superintendent as soon as possible by phone.

## The Rule

If you think or suspect an unsafe condition or equipment may reasonably cause bodily injury, call your immediate supervisor, administrator or safety committee member. Do not perform any task that may cause personal harm without supervisory direction. Be prudent. Think about the safe way to do a task before starting. Get help when needed. Do not improvise just to get the job done.

## Managers/Supervisors/Directors

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

Superintendent  
Principals

Supervisors  
Cafeteria Managers

Directors  
Coordinators

## Reports and Investigation:

If an employee is injured in any way, it is the responsibility of the employee to immediately notify their administrator who will complete an Incident/Accident Report. The administrator will file the report with the Workers Compensation contact person. Violation of this requirement constitutes cause for termination of employment. The site administrator responsible for the area

of work where the incident occurred or suspected to have occurred, even if suspected and not reported, shall conduct an investigation of each incident. Procedures are listed below:

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

### **Penalties of Unsafe Work Practices:**

For unsafe work practices, an employee will be disciplined according to Yazoo County School District policy.

# Emergency Drills

The following emergency drills will be conducted:

- Bus Evacuation Drills..... 2 times per year.
- Fire/Evacuation Drills..... once monthly.
- Tornado Drills..... 2 times per year.
- Earthquake Drills..... Once per year.
- Lock Down/Active Shooter Drills..... once/semester

\*\*Lockdown/Active Shooter will be completed within the first 60 days of each semester

See Appendix - I-J – Document all Drills

# **SECTION II**

## **Yazoo County School District**

### **SCHOOL CRISIS RESPONSE PLAN PROCEDURES AND RESPONSIBILITIES**

#### **CRISIS MANAGEMENT PLAN**

## **Preparing for Crises: Essential Activities**

A school that is prepared before a crisis occurs will be much more likely to deal with students and staff effectively. An unprepared school is asking for chaos. The Yazoo County School District has set up a Crisis Management Plan, and the following activities have been designed in this plan to ensure safety of adults and students in crisis situations:

### **1. Decide who will be in charge during a crisis.**

A crucial first step in crisis management planning is to decide who will be in charge during a crisis. Assign one person to provide leadership during emergency situations, to organize activities, and to disseminate information. Usually the person in charge is the principal or assistant principal. Designate a substitute in the event that the designated person is unavailable at the time of the emergency. It is extremely important that all staff and students know who these people are. Identification badges can be helpful.

### **2. Select your Crisis Response Team.**

A second important step is to recruit members for your Crisis Response Team. Typically, the Crisis Response Team will consist of an administrator, nurse, psychologist, school social workers, teachers, counselors, support staff representative, and others with skills appropriate to the tasks to be performed. Sometimes forgotten, but important in crises, are the school secretary/office manager and the head custodian. Most, if not all, of your team members must be present full time at the school—or able to respond immediately to a phone call.

The team includes adjunct members who can be called, as needed. These include police juvenile/school liaison officers, health or mental health crisis services.

### **3. Develop clear and consistent policies and procedures.**

It is absolutely critical to develop policies and supporting procedures that provide all staff with clear guidelines for tasks and responsibilities during crises and emergencies. This also ensures that all staff will respond consistently in each situation. It is important to include policies and procedures by which children will be released to their caregivers.

### **4. Provide training for the Crisis Response Team**

Suggested content and sample agendas for training the team are provided such as CPR, First Aid, Fire Safety and Crisis Management.

### **5. Establish a law enforcement liaison.**

This is often established at the school division level. One person from the school system is designated with whom the police can communicate. This person can be telephoned night or day to report a crisis and to exchange relevant information that can be relayed. This person, in turn, will contact key people in the schools. Having accurate information from the police allows school personnel to quell rumors that frequently arise when a crisis occurs.

### **6. Establish a media liaison and identify suitable facilities where reporters can work and news conferences can be held.**

Many school districts have a community or public relations spokesperson to which all media requests are referred. Know who this person is, and communicate with him/her to establish procedures for responding to the media in times of crisis. The Yazoo County School District has such a person who speaks for the District, the Superintendent of Education.

**7. Establish a working relationship with community health agencies and other resource groups.**

To facilitate quick collaborative responses, strong relationships with community agencies must be established prior to a crisis. A list of suggested community support services is included below.

**8. Create an Emergency Contact List**

Critical information needs to be communicated as quickly as possible to those in need.

**9. Plan to make space available for community meetings and for outside service providers involved in crisis management.**

Designate school sites and include potential alternative sites in the community when space is not available at the school.

**10. Develop necessary forms and information sheets.**

Develop records keeping forms to assist in the management of crisis situations. A variety of sample forms, letters, etc., are included in this Resource Guide. *Having accurate information from the police allows school personnel to quell rumors that frequently arise when a crisis occurs.*

**11. Develop a plan for emergency coverage of classes.**

Teachers who will play significant roles in a crisis response need to be assured that their classrooms will be covered. Consider Central Office and your PTA as possible sources of assistance in coverage.

**12. Establish a code to alert staff.**

Establish a code (call the situation what it is, “This is a lock down”, “This is an evacuation”) that can be used over the public address system or in notes to alert staff as to the nature of a crisis without unduly alarming the rest of the school.

**13. Develop a collection of readings.**

The district office or school librarian should develop a bibliography of books pertinent to crisis situations for students and staff.

**14. Have school attorney review crisis response procedures and forms.**

Adjust procedures to comply with any liability concerns.

**15. Hold a practice “crisis alert” session.**

Prepare staff members for their responsibilities in a real crisis. Through role-playing, staff can become aware of potential problems and discuss how to respond to them.

**16. Hold an annual in-service meeting on general crisis intervention.**

Annual in-service meetings need to be conducted for all school staff. Such in-service meetings should include information on building procedures, suicide, rape, and natural disasters.

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

## **Partnerships with Local Emergency Response**

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

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

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

Provide copy of current plans.

Show school exteriors, with their door numbers, and pinpointing physical locations with compass directions and noting proximity to particular streets.

Show central shut-offs for the fire alarm systems, boiler room and main electrical rooms.

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

District Safety Coordinator provides in service experiences to police and fire personnel in which evacuation routes and primary and secondary evacuation sites are discussed.

Include maps that show routes of travel in presentations.

Obligate services of police and fire officials to agree to “scene security” so that our populations can travel safely to these sites.

Discuss lockdown procedures for both inside and outside threat scenarios.

Encourage input from agencies/partners in developing and creating these procedures.

District Safety Coordinator collaborate with partners frequently to discuss current school safety topics and plans.

Collaborate with police department to make sure the concept of “rapid deployment” is understood and a plan is created to confront and deal with active shooters.

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

Involve County Emergency Management Coordinator in planning drills and emergency training.

Plan practice drills with emergency management scenario each year.

Set aside a day and time to get together to exercise a current issue related to school safety, and work to resolve it together.

Practice latest techniques.

Involve other public agencies in the scenario that can really help with the crisis.

Share such technologies as telephone messaging systems that broadcast emergency or informational messages to homes, security camera installations, and door access systems (how do police get in if the officer cannot open the door?).

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

Simulate crisis training by bringing together in classroom settings those who would be involved in handling a crisis.

Assume roles in simulation in learning to respond to many issues of school safety-from bomb threats to hostage taking, to attacks.

Include representatives from the police and fire departments, the hospital, Red Cross, city, and county wherever possible.

## **Community Emergency Numbers**

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

**Mississippi Department of Education**

**SAFE & ORDERLY SCHOOLS**

**Office.....601-359-1028**

---

Fire Chief (Yazoo City).....	662-746-2841
Sheriff's Department (Yazoo County).....	662-746-5611
Campus Police Department .....	662-746-4672-1023
Emergency Management .....	662-746-1569

---

#### **Health**

Yazoo Medical Clinic .....	662-746-6083
MEA Medical Clinic .....	662-746-8530
Baptist Yazoo Hospital.....	662-746-2261
Department of Human Services.....	662-746-5121
Yazoo County Health Department.....	662-746-3713
American Red Cross.....	662-746-1832
Poison Control Center.....	800-222-1222

#### **Law Enforcement**

F.B.I.....	662-601-5000
Mississippi Highway Patrol.....	601-987-1212

#### **Utilities**

Yazoo Valley Electric.....	662-746-4251
Central Yazoo Water.....	662-746-7531
Casey Jones Water Assn. ....	662-673-9706

#### **Media**

Yazoo Herald.....	662-746-4911
Power 107.....	662-746-7676

**Important Numbers**

**Crime Stoppers Hotline**

*Local 1(662)746-5611  
(601)756-TIPS*

**Rape Crisis Hotline**

*(24 hours)*

*1 (662) 334-6873  
(66)332-LOVE  
Greenville*

**ANIMAL SHELTER**

*1(662) 746-5121*

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

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

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

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

Principal  
Asst. Principal  
Secretary

- Maintain a list of first aid providers for his or her site.

Coach  
SRO

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

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

The assistant principal will:

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

## **Teachers**

Teachers will:

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

## **Counselors / Psychologist**

Counselors will:

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

## **Custodians/Maintenance**

Custodians/Maintenance will:

- Be responsible for the use of emergency equipment, for the handling of school supplies, and for the safe use of available utilities.
- Survey and report damage to the principal.
- Assist rescue operations as directed.
- Assist fire-fighting efforts until regular fire-fighting personnel take over.
- Control main shut-off valves for gas, water, and electricity and ensure that no hazard results from broken or downed lines.
- Assist in disbursement of supplies and equipment.
- Conserve usable water and other supplies.
- Assist as directed by the principal.

## **Secretarial Staff**

The secretarial staff will:

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

## **Class List Generation**

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

## **Food Services**

Food Service personnel will:

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

## **Bus Drivers**

The bus drivers will:

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

## **Central Office Staff**

The central office staff will:

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

## **Coordinator of Public Relations/Superintendent**

The public relations coordinator will:

- Prepare statement for the media.
- Develop accurate and complete information regarding the incident to coordinate the release of all information.
- Facilitate and conduct press conferences.
- Maintain communication post at the central office during emergency incident.

## **School Nurse**

The school nurse will:

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

## **School Resource Officer**

The School Resource Officer will:

- Report to the emergency scene.
- 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.

## **Emergency Management Director**

The Yazoo County School District emergency management director will assist school officials in disaster planning. This assistance will include the four phases of emergency management, which are:

- Mitigation: Activities, which eliminate or reduce the probability of disaster.
- Preparedness: Activity, which can be taken prior to a disaster to save lives and minimize damage.
- Response: Activities that follow a disaster and are designed to prevent loss of lives and property, 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 the Yazoo County School District as needed to assist the school district 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.

## **GENERAL CRISIS PROCEDURES**

1. Call- 911.
2. Give your name, school name and location, situation and then stay on line.
3. State Crisis, repeat 3 times. Stay calm.
4. Designate command center to Crisis Response Team through 2-way radios/individual room calls.
5. Secure CRT binder and set plan in action according to situation at hand.
6. Call – Superintendent’s office at 662-746-4672\_\_\_\_\_
7. If necessary notify Joe Odum at 662-571-5890 of additional staff needs.
8. Document the entire incident. Include names, times, steps taken and results. Refine this information in the post intervention.
9. Conduct emergency staff meeting to facilitate flow of information.

## **COMMAND CENTER**

1. Site administrator conducts operations from one location and does not leave that location.
2. Crisis Response Team members should report immediately to Command Center and initiate responsibilities.
3. Secure CRT binder. (This contains specific member assignments, maps of school, evacuation plan, emergency numbers and master keys).

4. If EMS officials replace CRT members they should await further instructions from site administrator.
5. Follow through with designated PARENT waiting area.
6. Follow through with designated PRESS/MEDIA area.
7. Facilitate distribution of maps, keys, assignments, information and communication devices from a central location.
8. Facilitate district participation and flow of information with EMS officials.
9. No unauthorized individuals should be allowed in the command center.

## **Communication**

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

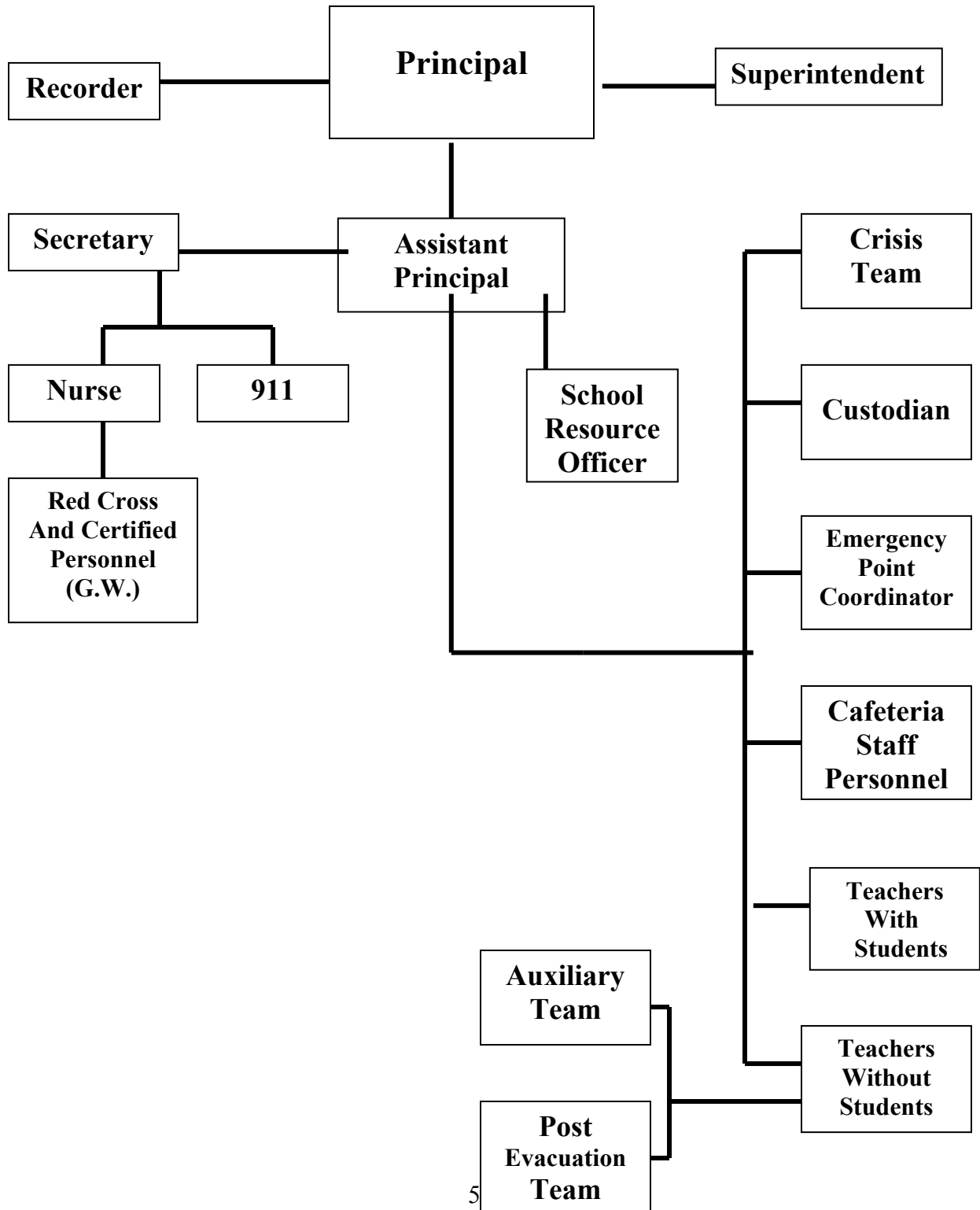
The boardroom will be the location for the emergency communication post. Interviews will not be conducted at the school site. Media permission to interview students must be given by parents and be conducted off site.

## **Communication Chain of Command**

- |                                       |                 |
|---------------------------------------|-----------------|
| • Superintendent                      | Dr. Ken Barron  |
| • Director of Curriculum/Asst. Sup.   | Dr. Terri Rhea  |
| • Maintenance/Transportation Director | John "Joe" Odum |

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. Principals should develop a "telephone tree". 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.

# Incident Command System School



# **Yazoo County School District Crime Scene Management**

The purpose of this policy and procedure is to secure and restrict access to a crime scene in order to preserve evidence in cases of crimes occurring on school property.

## **How to avoid contaminating crime scene evidence**

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

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

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

The acronym "RESPOND" should help Yazoo County School District Personnel remember how best to manage a school crime scene to minimize contamination. The letters in the acronym represent the words **R**espond, **E**valuate, **S**ecure, **P**rotect, **O**bserve, **N**otify and **D**ocument.

### **Respond**

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

### **Evaluate**

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

### **Secure**

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

## **Protect**

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

## **Observe**

- Write down your observations - These notes will be utilized to report crime scene management to responding police. Your notes could possibly be used at a later date in criminal court.
- Record detailed information - don't rely on your memory.

## **Notify**

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

## **Document**

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

# **Abduction/ Student Runaway**

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

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

### **Emergency Procedure:**

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

### **Plan of Action:**

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

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

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

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

## **Emergency Procedure:**

- If serious contact or have some one call 911 immediately.
- The school nurse will assess nature and extent of injuries.
- The principal will contact first aid providers.
- First aid responders will initiate prompt first aid/medical services with the following:
  - Check person for airway blockage, breathing, etc.
  - Control severe bleeding, treat for shock if necessary.
  - Check for poisoning or ingestion of chemicals.
  - Provide CPR/first aid as necessary until back up medical services arrives at the scene.
- Call 911 for emergency assistance. Alternate emergency numbers:

**Yazoo Medical Clinic .....662-746-6083**  
**Baptist Yazoo Hospital.....662-746-2261**  
**Ambulance.....911**

- School security will remove uninjured students from accident site. If evacuation is necessary, verify that all students and staff are out of the building at a distance for maximum safety.
- If evacuation is necessary, each teacher must take class list and/or grade book.
- The principal will notify the superintendent's office who will immediately notify the proper departments (i.e. school resource officer)
- The counselor will convene local crisis team, if needed.
- The school nurse will notify parents of the nature and extent of injury.
- The superintendent will prepare statement for the media (if needed).
- The principal will document actions and decisions concerning accidents.

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

## **After Hours Emergency Plan**

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

### **General Procedure:**

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

When an emergency occurs, follow the procedure as specified in the school site plans for the particular type of incident.

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

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

### **Emergency Procedure:**

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

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

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

## **Assault of a Student**

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

### **Emergency Procedure:**

- The principal will notify law enforcement by calling 911 sheriff's department-662-363-1411, police department- 662-363-2400
- The principal will notify the victim's parents.
- The first aid responder will provide medical attention if there are injuries.
- The principal will protect the identity of the victim.
- The school counselor and/or the crisis team will provide counseling for the victim and the victim's family.
- If the alleged assailant is a student, the principal will notify his or her parents and request a conference.
- The principal will follow board policy and due process procedures regarding disciplinary action, questioning of student, and students taken into custody.
- The principal will notify the superintendent's office.
- The principal will document actions and decisions concerning assault incident.
- Must notify law enforcement, Youth Court and the parents of the assault (**MS Code 37-9-14**).

# **Bomb Threat**

(MS Code 97-37-21)

## **Utilize Bomb Threat Report Form**

Definition: A bomb threat usually occurs when the school receives an anonymous message advising that a bomb has been placed somewhere on the school site.

A bomb threat may be a prelude to other criminal acts or behaviors, or just a student trying to get out of school. However, any threat must be taken seriously at all times.

Most bomb threat telephone calls are very brief; the message is stated in a few words and then the caller hangs up the telephone. Every effort should be made to obtain detailed information from the caller, such as the five questions listed below. If possible, use the BOMB THREAT form to record information and record identifying qualities of the caller.

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

### **Emergency Procedure:**

- Clerical staff will immediately notify the principal/designee of the bomb threat.
- Clerical staff will document the threat (use the bomb threat checklist).
- The principal will notify law enforcement by calling 911 and School Resource Officer.
- The principal will decide whether to evacuate immediately and search the facility or to make a preliminary search prior to any other action.
- Principal will instruct teachers and staff as they are evacuating their classrooms and building, they must be watchful for anything that they don't recognize as being "normal", i.e. briefcases, bags in unusual places, pipes laying in unusual places. If they don't observe anything unusual in the classrooms, close the door after the last student is out. (The closed door will indicate to the police that nothing unusual was observed in the classroom.) Do Not Lock The Doors!
- The principal will evacuate the building, if warranted (1000 feet or more).
- A search team composed of police officers and staff members will conduct a visual search of the building and report to the principal any items or containers that are unusual or foreign to the normal operation. Do not handle the item under suspicion.
- The principal will notify the superintendent's office who will immediately notify the proper departments.
- The principal will be responsible for controlling the use of two-way radios and cell phones during a bomb threat.
- The principal will be responsible for developing and maintaining a visual search plan (blue print) designed to meet the specific needs of his or her building.
- The principal will be responsible for conducting a search plan drill at least once each semester.
- The clerical staff will close all vaults and secure all records.

- Secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
- Teachers will take class roll and notify the principal if someone is missing.
- The principal will make the decision for the students and other personnel to re-enter the building. If possible, the principal should seek the advice of Police/Fire Departments.
- In the case of inclement weather or delayed reentry into the school building(s), the principals will notify the transportation department of the need for buses to transport students/staff to a predetermined location. The predetermined location is **First Baptist Church-Yazoo City for Main Campus, Blackjack Baptist for Linwood, & Pleasant Grove Baptist Church for Benton-Gibbs**. The superintendent/designee must be informed prior to moving students/staff to predetermined location.
- The superintendent will prepare statement for the media.
- The principal will prepare fact sheet to help those answering phones.

What not to do if a bomb is found:

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

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

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

# Building Collapse

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

## Emergency Procedure:

- Principal will initiate evacuation plan.
- Teachers will call roll to account for all students and report missing students to the principal.
- The principal will call 911 and describe what has happened.
- The principal will contact first aid responder to provide first aid if necessary.
- The principal will notify the superintendent's office who will notify the proper departments.
- In the case of inclement weather or delayed reentry into the school building(s), the principals will notify the transportation department of the need for buses to transport students/staff to a predetermined location. The predetermined location is **First Baptist Church-Yazoo City for Main Campus, Blackjack Baptist for Linwood, & Pleasant Grove Baptist Church for Benton-Gibbs**. The superintendent/designee must be informed prior to moving students/staff to predetermined location.
- Secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
- Superintendent will prepare statement for the media.
- The principal will prepare fact sheet to help those answering phones.
- The principal will make the decision for the students and other personnel to re-enter the building only after being advised to do by the Maintenance Director
- The principal will document actions and decisions concerning building collapse incident.

# **Building Evacuation Plan**

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

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

## **Emergency Procedure:**

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

## **Training**

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

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

# Evacuation Location

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

## On-Site Evacuation Location

**Per Building Level Plan**

## Off-Site Evacuation Location

**Per Building Level Plan**

**Alternate Contact:**  
**Sheriff Jacob Sheriff**  
**Contact Number 662-746-5611**

# **Bus Accident**

## **Emergency Procedure:**

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

## Caring for Special Needs Students

The schools in the Yazoo County School District prepare students with disabilities for disasters and/or emergencies through frequent training drills to alleviate safety problems in the event of a real emergency. Teachers and principals' responsibility has greatly increased as students move into least restrictive environment (LRE).

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

The following procedures should be followed:

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

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

**Yazoo County School District  
Individuals Requiring Special  
Assistance During Emergency (IIA)**

**Name:** \_\_\_\_\_ **Homeroom/Location:** \_\_\_\_\_

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

\_\_\_\_\_

Person assigned to assist: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**Name:** \_\_\_\_\_ **Homeroom/Location:** \_\_\_\_\_

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

\_\_\_\_\_

Person assigned to assist: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**Name:** \_\_\_\_\_ **Homeroom/Location:** \_\_\_\_\_

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

\_\_\_\_\_

Person assigned to assist: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**Name:** \_\_\_\_\_ **Homeroom/Location:** \_\_\_\_\_

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

\_\_\_\_\_

Person assigned to assist: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

## **Child Abuse/Neglect**

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

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

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

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

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

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

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

**Procedure:**

Faculty and staff members should call 662-746-5821 or 1-800-222-8000

Yazoo County Department of Human Services

Social Services

1315 Grady Ave

Yazoo City, MS 39194

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

**Provide the following information:**

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

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

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

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

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

## **Emergency Procedure:**

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

of the weapon, or does he/she seem to want attention?

- Do not condone the individual's actions.
- In a calm voice and mannerism, try to talk to the individual. Make reasonable suggestions. For example, if other individuals are present, request that they be allowed to leave the area.
- Observe the weapon carefully and try to obtain enough information about it so that a description can be given to school 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 will document actions and decisions concerning weapon incident.

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

## **Emergency Procedure:**

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

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

## **Emergency Procedure:**

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

## **Classroom Procedure:**

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

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

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

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

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

### **Media Coverage Procedure:**

- The superintendent will be the official spokesperson for the district. All staff members should refer news personnel to the superintendent or his designee.

- It is extremely important to have honest, accurate coverage of the incident reported to the media. Any personal references to the deceased should be checked and cleared with the family to avoid any problems in the community. The school's sympathy should be reported, but, regarding a suicide situation, the idea should be conveyed that a life was cut short that could have been saved if the individual had reached out for help. Do not allow student interviews by the media without 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.
- Shut off any electrical or gas operated appliances.
- Students and staff should evacuate the building through nearest safe exit if instructed to do so. The earthquake evacuation signal is **FIRE DRILL SIGNAL**.
- Students should avoid overhead wires and utility poles.
- Teachers should call roll and report missing students to the principal.
- The secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
- Unattached students should report to the nearest teacher. Teachers should report student additions to the principal.
- The principal will make the decision for the students and other personnel to re-enter the building only after being advised to do so by the maintenance director.

## **Emergency Release of Students**

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

The functions of the team are as follows:

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

**\*\*See Forms II-B, II-C, II-D, and II-E in Appendix**

# Explosion

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

## Emergency Procedure:

- The principal will determine if the explosion endangers the school population.
- The principal will notify law enforcement by calling -911
- The principal will evacuate the building, if warranted (1000 feet or more).
- The principal will notify the superintendent's office who will immediately notify the proper departments.
- First aid responder will render first aid, if necessary.
- The clerical staff will close all vaults and secure all records.
- The clerical staff will take the check out cards for off campus check out of students.
- Teachers will take class roll and notify the principal if someone is missing.
- The principal will make the decision for the students and other personnel to re-enter the building. If possible, the principal should seek the advice of Police/Fire Departments.
- In the case of inclement weather or delayed re-entry into the school building(s), the principals will notify the transportation department of the need for buses to transport students/staff to a predetermined location. The predetermined location is **First Baptist Church for Main Campus, Pleasant Grove MB Church for Benton-Gibbs, & Blackjack Baptist Church for Linwood**. The superintendent/designee must be informed prior to moving students/staff to predetermined location.
- Public relations coordinator will prepare statements for the media.
- The principal will prepare fact sheet to help those answering phones.
- The principal will document actions and decisions concerning explosion incident.

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

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

### **Emergency Procedure:**

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

## **Fire (Call -911)**

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

### **Emergency Procedure:**

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

## Hazardous Materials Incident

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

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

### Off-Property Hazardous Materials Release

#### Emergency Procedure:

- Call -911. Make sure the 911 operator understands that there is a hazardous materials emergency. If possible, stay on the line until you are instructed to disconnect by the 911 operators.
- The principal will initiate shelter in-place plan. The alert signal is **GO TO LOCKDOWN**.
- Tune into the emergency radio system regarding any type of emergency situation.
- The principal will notify the superintendent's office who will immediately notify the proper departments.
- Close all windows and doors. Stay in the building. Disable heating, ventilating, and air conditioning, including the exhaust system in the kitchen.
- Do not proceed outside unless directed. If required, take action to evacuate the building and if necessary, the school site. Stay upwind of the hazardous materials.
- Transfer of school-site must be approved, in advance, by the superintendent/designee or local authority having jurisdiction (i.e., fire department, civil defense, law enforcement).
- The off campus alternative site for student transfer is as follows: **G.W. Henderson Recreational Center, White Oak Recreational Center, and Dundee Recreational Center**.
- 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 Yazoo County emergency management director.
- The principal will determine if evacuation is necessary. If so, initiate evacuation procedure immediately.
- Keep all people upwind to avoid smoke, fumes, and dusts.
- The principal will document actions and decisions concerning hazardous materials incident.

## Within The Facility Hazardous Materials Release

### Emergency Procedure:

- Evacuate the contaminated area and seal it off.
- Attempt to identify the chemical.
- Determine the hazard level presented as reflected in the MSDS sheet
- The principal will notify the superintendent's office who will immediately notify the proper departments.
- If decontamination can be conducted with school assets, do so.
- If not, Call -911. Make sure the 911 operators understand that there is a hazardous materials emergency. If possible, stay on the line until you are instructed to disconnect by the 911 operators.
- The principal will initiate evacuation plan, **if necessary**. The Alert Signal is: **FIRE DRILL SIGNAL**.
- If necessary, evacuate the school site.
- The principal will notify the superintendent's office who will immediately notify the proper departments.
- Transfer of school-site must be approved, in advance, by the superintendent/designee or local authority having jurisdiction (i.e., fire department, law enforcement).
- Off campus alternative site: **First Baptist Church for Main Campus, Pleasant Grove MB Church for Bentonia-Gibbs, & Blackjack Baptist Church for Linwood.**
- 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 student rosters and sign-out sheets for off-site student release.
- The building shall not be re-entered until authorization is given by the fire department.
- First aid providers will render first aid if necessary.
- The principal will document actions and decisions concerning hazardous materials incident.

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

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

### **Emergency Procedure:**

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

### **If Taken Hostage:**

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

# Intruder

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

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

## General Procedure:

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

## Emergency Procedure:

- Call 911. Make sure the 911 operator understands that there is an intruder inside the school, whether the person is armed, his or her last known location, a description, and any other pertinent information. If possible, stay on the line until you are instructed to disconnect by the 911 operator.
- Notify all teachers that you have an emergency situation. The emergency signal is **Go Lock Down** please keep all students inside your classroom until further notice.
- Teachers will account for students and put a red card under the door if a student is injured or required medical assistance.
- Teachers will provide signal for accounting for all students.
- List the names of missing students on an index card. Security personnel will collect cards.
- Principal will notify the central office at 662-363-2811.
- The central office will notify the school resource officer and director of maintenance/transportation.
- All classroom doors should be locked at the sound of the emergency signal.
- Teachers and students should move away from door and remain quiet and seated.
- Notify all students outside their classrooms to report to the nearest safe classroom.
- All doors should remain locked. Students and staff should remain seated and quiet until the all-clear signal is given or other instructions are forthcoming.

## Working with the media

- Make sure all employees know the location of the emergency communication post so they can direct inquiries.
- Superintendent should maintain close contact with reporters.
- Build a positive relationship with the news media by providing information in an organized manner.
- Develop a list of newspapers and television and radio stations in advance, including the key contact people, phone numbers, and deadlines.
- Eliminate obstacles wherever possible.
- Plan to be quoted by name. Be very careful about going “off-the-record”.
- Never argue with a reporter about the value of a story.
- Keep a log of all facts given out with times they were released.
- Do not release the names of victims until you know for a fact the families have been notified.
- Never speak before you know what you want to say.
- Don’t play favorites among the media. Distribute information evenly.
- Never flatly refuse information. Always give a good reason why it isn’t available.
- Be sure facts are, indeed, factual.
- Always know to whom you are talking. Get the reporter’s name and phone number in case you need to contact him or her later.
- Never falsify, color, or slant your answers.
- Be especially alert about photographs. Have policy well established before the crisis.
- Have safety, labor, and employee records available for your reference if possible.
- Point up long safety records and any acts of heroism by employees.
- If damage must be estimated for the press immediately, confine statements to general description of what was destroyed.
- Accentuate the positive.

## Media Staging Area

Location:

**Yazoo County School District Central Office**

**Or**

**Off-Campus Reunification Point (First Baptist Church YC)**

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

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

### **Emergency Procedure:**

- Call 911. Make sure the 911 operator understands that there is a medical emergency. If possible, stay on the line until you are instructed to disconnect by the 911 operator.
- Be prepared to state the nature of the emergency and location. Provide emergency medical personnel with any known information about the health concerns of the individual, medications, allergies, health care provider, etc.
- Principal will contact the parents and inform them of any first aid or illness that occurs while the child is at school.
- Administer first aid.
- Do not give medication by mouth unless specifically ordered to do so by the physician and appropriately signed authorizations from the parent and physician are on file.
- First aid provider will stay with the student until dismissed to the parent or until returned to the classroom.
- In the event that a student is transported to a health-care facility, the principal will designate a school staff person to stay with the child until the parent is present.
- No seriously ill or injured student should be allowed to go home without being accompanied by a responsible adult.
- A student should not be left at home unattended.
- All medical incidents should be documented.

## Natural Gas Emergency

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

### Emergency Procedure:

- Call 911. Make sure the 911 operator understands that there is a natural gas emergency. If possible, stay on the line until you are instructed to disconnect by the 911 operator.
- Call the gas company at 1-800-322-8667
- Custodians will shut-off gas and electricity.
- No smoking.
- The principal will initiate evacuation plan, if necessary. The alert signal is: **FIRE ALARM SIGNAL**.
- The principal will notify the superintendent's office who will immediately notify the proper departments.
- If evacuation becomes necessary, each teacher should call roll to account for students under his or her supervision and report missing students to the principal.
- Secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
- First aid providers will render first aid if necessary.
- The principal will document actions and decisions concerning natural gas incident.

## Nuclear Warning Procedures

### Emergency Procedures:

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

## **Pandemic/Epidemic Operations Implementation**

- A statewide pandemic will be declared upon the confirmed diagnosis of one person within the state of Mississippi.
- Ensure initiation of all infection control procedures and personal protective equipment.
- Initiate liaison with the county health officer. Follow the local Emergency Management and Health Department guidance regarding social distancing and possible school or district closures.
- Maintain detailed surveillance of school attendance data.
- Initiate student and parent pandemic education programs in accordance with Mississippi Department of Education Guidance.
- Initiate preparations for school closure. (Factor in normal truancy and absentee rate).
- Identify key staff (essential personnel) that will have to work during school closure.
- Consider reduced work schedules, flex time, telecommuting options, etc. Expect approximately 40% of personnel to be out due to illness or caring for an ill family member.
- Institute personal protective equipment (PPE) regular use by all staff upon recommendations of State or Local Health Department.

# Public Assembly Emergency Plan

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

## Procedure:

- Principal will see that employees or other personnel serving at a public event are instructed and drilled in the duties they are to perform during an emergency evacuation.
- Principal 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.
- Prior to the beginning of an event the public address announcer will point out emergency exits and the need for aisles and exits to be kept open.
- The principal or designee will assist with crowd control.
- The principal or designee will determine when the occupant load is reached.
- The principal or designee will be available for emergency situations.
- The principal or designee will see that the emergency evacuation procedure is announced to the audience.

## Emergency Procedure:

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

- Initiate evacuation plan.
- Alert occupants. Our signal is **FIRE ALARM SIGNAL**. If situation warrants, initiate **LOCKDOWN**.
- Call 911. Make sure the 911 operator understands the nature of the emergency.
- If possible, stay on the line until you are instructed to disconnect by the emergency operator.
- Render first aid, if necessary.
- Notify the central office during the day at 662-746-4672.
- If there is a power failure or an equipment failure, contact:
- Supervisor of Maintenance - Cell 662-590-5234

# **Severe Weather**

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

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

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

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

Severe weather warning means that a severe thunderstorm has developed.

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

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

### **Emergency Procedure:**

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

## Visitors in the Schools

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

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

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

### **General Procedure:**

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

principal or his or her designee will inform the teacher of the visitor's wish for a meeting. The initial contact will take place in the main office.

- If the teacher is not available to meet the visitor, the principal or his designee will designate appropriate alternative personnel to meet with the visitor. If a follow-up visit with the teacher is needed, it will be prescheduled.
- 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.
- To encourage stronger ties between home and school and to utilize parent teacher conferences to enhance the benefits to students, principals are encouraged to have teachers send home copies of when they are available for conferences.

**APPENDIX I-A**

**SCHOOL SAFETY  
ASSESSMENT  
INSTRUMENT**

## SCHOOL SAFETY ASSESSMENT INSTRUMENT

School \_\_\_\_\_ School District \_\_\_ Yazoo County \_\_\_\_\_ Date \_\_\_\_\_  
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 37-9-14 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 aid supplies available?  
\_\_\_ A. Is there a Nurses Station?  
\_\_\_ B. Is there 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-F**

# Material Safety Data Sheet

## Inventory Form

## APPENDIX I-F

### Hazard Communication Program

[illegible]

## Appendix I-G

## Fire Extinguisher Inventory Form

[illegible]

# **Appendix I-J**

## **Emergency Drill Form**

**Yazoo County School District**  
**Emergency Drill Forms**  
(School Sites May use this form or a similar one)

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

## Appendix II-A

# STAFF TELEPHONE NUMBERS

Superintendent  
Dr. Ken Barron

**Office: 662-746-4672 Ext. 1015   Cell 662-590-5354**

Maintenance/Transportation Director  
John “Joe” Odum

**Office: 662-746-4672 Ext.1210   Cell: 662-590-5234**

Assistant Superintendent  
Dr. Terri Rhea

**Office: 662-746-4672 Ext. 1024   Cell: 662-590-5296**

**II-B**

**Yazoo County School District  
Emergency Team  
At Student Reunification Site**

**TEAM LEADER**

\* \_\_\_\_\_

\* \_\_\_\_\_  
**Alternate**

**TEAM MEMBERS:**

\* \_\_\_\_\_

\* \_\_\_\_\_

\* \_\_\_\_\_

\* \_\_\_\_\_

\* \_\_\_\_\_

\* \_\_\_\_\_

**LOCATION**

**\*Inside:** \_\_\_\_\_

**\*Outside** \_\_\_\_\_

**FUNCTIONS**

1. Account for all students and staff. Get Injury and Missing Persons Report from each teacher and report to EOC.
2. Check SIMS system for name of person(s) authorized to pick up student.

3. Release student only to an authorized person.
4. If in doubt, ask for identification.
5. Complete Student Release Log.

## **Yazoo County School District Crisis Site Student Release Form- II-C**

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

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

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

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

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

### **STUDENT'S STATUS:**

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

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

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

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

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

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

**Yazoo County School District**  
**SITE STATUS REPORT/MISSING/INJURY REPORT (II-D)**

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

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

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

**EMPLOYEE/STUDENT STATUS**

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

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

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

**Yazoo County School District**  
**Parental Permission**  
**Emergency Release List for Parents (II-E)**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Bomb Threat Call Procedure**

### **(Page 1)**

### **Yazoo County School District**

Call procedure and checklists are available at school sites.

#### **BOMB THREAT CALL PROCEDURE**

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

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

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

**Sex of Caller** \_\_\_\_\_ **Age** \_\_\_\_\_ **Race** \_\_\_\_\_

**Length of Call** \_\_\_\_\_

(OVER)

**Bomb Threat Checklist Form (Page 2)**  
**Yazoo County School District**

**CHECKLIST**

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

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

**BACKGROUND SOUNDS:**

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

**THREAT LANGUAGE:**

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

**REMARKS:**

\*\*\*\*\*

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

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

**Date:**  /  /

<b>Call received on Phone No.</b> _____	<b>Location:</b> _____
<b>Name:</b> _____	<b>Position:</b> _____