**North Bolivar Consolidated School District**

I.T. Montgomery Elementary School

Achieving Excellence Together

202 East Martin Luther King Drive

Mound Bayou, MS 38762

662-333-8952

**Superintendent, Maurice Smith**

**Principal, Addie C. Miller**

**Lead Teacher, LaKenya Evans**

**District Safety Officer, Marcellus Chatman**

**Secretary, Tammy Morton**



**CRISIS MANAGEMENT**

**AND**

**SCHOOL SAFETY PLAN**

**Revised July 23, 2020, I.T. Montgomery Elementary School,**

**Mound Bayou, MS**

**by Addie C. Miller**

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**I.T. Montgomery Crisis Team Members**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Name** | **Cellular** | **Location** |
| Principal | Addie Carmichael- Miller | 662-719-5714 | Main Hall (2nd-4th Hall) |
| Lead Teacher | LaKenya Evans | 662-719-9406 | 5th-6th Hall |
| Secretary | Tammy Morton | 662-351-5630 | Front Office |
| Food Service Manager | Samuel Brown |  | Cafeteria |
| Custodian | Debra Fields | 662-774-9038 | K-1 Hall |
| Custodian | Jeffery Burns | 662-774-9246 | Gym |
| Chief Resource Officer | Marcellus Chatman | 662-402-1484 |  |
| School Resource Officer | Jamerick Davis | 662-402-6188 |  |
| Technology Teacher | Katherine Parks | 662-588-1078 | Back Exit |
| Special Services | Shalonda Giles | 662-719-1572 | Library |
| Librarian | Katrina Sanders | 662-588-4047 | CPR Certified |
| Counselor | Rita Smith | 662-719-5043 | Emotional Needs |

**2020-2021**

**IMPORTANT NUMBERS**

**Emergency Numbers**

Emergency …………………………………………………………………….911

Ambulance …………………………………………………………………….911

Fire ……………………………………………………….……………………….911

Police……… …………………………………………………………………….911

…………...............................................................................................................................................................

Fire Coordinator …………………………………………………………………….662. 741.2191

Police Department…………………………………………………………………….662.741.2191

Sheriff Department …………………………………………………………………..662.843.5378

Civil Defense …………………………………………………………………………..662.843.4241

…………...............................................................................................................................................................

**Health**

Bolivar Hospital…………...............................................................................................662.846.0061

Merit Health…………………………………………………………………………………..662.627.3211

Delta Health Center…………........................................................................................662.741-2151

Mental Health Center…………......................................................................................662.846-7556

Department of Human Services…………..................................................................662. 846-5881

American Red Cross………….........................................................................................662.843-7103

Poison Control Center………….................................................................................1-800-222-1222

**Law Enforcement**

F.B.I……………………………………......................................................................................662.332-6331

Mississippi Highway Patrol……..................................................................................662.453-9555

**Utilities**

Entergy………….............................................................................................................1.800.968.8243

Gas Company…………....................................................................................................662.843.3684

EPA…………........................................................................................................................662.686-4670

**Media**

Newspaper…………..........................................................................................................662.843-4241

TV…………............................................................................................................662.334-1500 (WXVT)

**Central Office**

Superintendent, Maurice Smith…………..................................................................662.719.7914

Personal Director…………...............................................................................................662.339.3840

Maintenance Supervisor, Jerry Horn…………..................................................662.719.1816

BES Principal, Doris Hall…………………………………………………………….….662.337.6523

NHS Principal, Fredrick Ford…………......................................................................662.398.2378

ITM Principal, Addie Miller………………………………………………………………..662.332.8952

**MDE Crisis Response Team**………………..601.942.2445 cell 601.359.1335 office

**Section One**

**Crisis Situations and Responses**

**Emergency/Crisis Alert Signals**

* Tornado Warning
* Earthquake
* Fire/Explosion
* Lockdown
* All Clear

**Intruder(s) (armed, unarmed and/or unknown)**

Any and all suspicious persons should be reported to the principal’s office or Crisis Response Team (CRT) Member. The situation must be evaluated immediately to determine if a crisis situation is at hand.

If notified of an intruder or intruders by an alert signal to “lockdown”, remain as calm as possible, follow the procedures for lockdown and wait for further instructions.

**Armed Intruder(s) (Immediate Threat)**

* + Clear the corridors as much as possible. Notify the principal’s office or a CRT member of the situation at hand immediately.
  + Do not try to disarm the intruder(s)! Exercise extreme caution and do not put yourself or others in danger.
  + Wait for local law enforcement officers to arrive and take control of the situation.
  + Wait for further instructions.

**Armed Intruder(s) Protocol for Principal and CRT Members**

1. Use lockdown alert signal to begin lockdown of school.
2. Contact law enforcement officials. Give detailed information about the situation at hand, including the number of intruders, type(s) of weapon(s) and behavior of intruder(s). Tell law enforcement officials where to park and which entrance to use to gain entry into the building.
3. Contact the Superintendent’s Office.
4. Provide law enforcement with a copy of the floor plan upon arrival.
5. Utilize CRT members as needed.
6. Control student discipline in accordance with the North Bolivar Consolidated School District’s Discipline Policy.
7. Contact the Mississippi Department of Education’s Crisis Response Team at (601) 359-1335.

Unarmed or Unknown Intruder(s)

1. Communicate verbally with the intruder(s) if possible to learn the intentions of the intrusion.
2. If the intent of the intruder(s) is not in the best interest of staff and student body members, clear the corridors and notify the principal’s office or a CRT member of the situation at hand immediately.
3. Wait for the arrival of local law enforcement.
4. Wait for further instructions.

**Protocol for Principal or CRT Members (Unarmed or Unknown Intruder(s)**

1. Use lockdown signal to begin lockdown of school.
2. Contact law enforcement officials. Give detailed information about the situation at hand, including the number of intruders, type(s) of weapon(s) and behavior of intruder(s). Tell law enforcement officials where to park and which entrance to use to gain entry into the building.
3. Contact the Superintendent’s Office.
4. Provide law enforcement with a copy of the floor plan upon arrival.
5. Utilize CRT members as needed.
6. Control student discipline in accordance with the North Bolivar Consolidated School District’s Discipline Policy.
7. Contact the Mississippi Department of Education’s Crisis Response Team at (601) 359-1335.

**Violent or Inappropriate Behavior of Students of Staff Members**

Staff members must intervene when violent behavior is occurring unless there is a fear of personal bodily harm and/or injury.

Physical Assault

* 1. Evaluate the situation at hand. Send information about the incident to the office or a CRT member. Make an attempt to end the violence with a **LOUD** verbal command. If the verbal command ends the violence, proceed with the North Bolivar Consolidated School District’s discipline plan.
  2. If the verbal command is not successful in stopping the violence and you decide to intervene, do so with extreme caution if possible with the assistance of another staff member. Use a reasonable amount of force as necessary to stop the violent act, as detailed in the North Bolivar Consolidated School District’s School Policy.
  3. If after evaluating the situation you decide not to intervene due to fear of personal bodily harm and/or injury, seek additional staff members for assistance; send information to the office or to a CRT member. Minimize the onlookers. If you and additional staff members are able to intervene, do so. If not, wait for local law enforcement to arrive.

**Protocol for Principal or CRT Members (Physical Assault)**

1. Contact local law enforcement and inform them of the situation at hand.
2. Respond to the location of the assault and attempt to stop the assault if able to do so physically.
3. Utilize CRT members as needed.
4. Administer student discipline in accordance with the North Bolivar Consolidated School District’s Discipline Policy.

Verbal Assault

1. Evaluate the situation. Notify the principal’s office of the incident or report the incident to a CRT member. Attempt to end the verbal assault with a calm verbal command. If the verbal command ends the verbal assault, proceed with the North Bolivar Consolidated School District’s discipline plan.
2. If the verbal command is unsuccessful, intervene with the assistance of additional staff members.
3. Escort student(s) to the office

**Protocol for Principal or CRT Members (Verbal Assault)**

1. Respond to the location of the assault.
2. Utilize CRT members as needed.
3. Administer student discipline in accordance with the North Bolivar School District Discipline Policy.

Sexual Assault

Illegal sexual contact that usually involves force upon a person without consent or is inflicted upon a person who is incapable of giving consent.

**Protocol for Principal or CRT Members (Sexual Assault)**

1. End the assault, preferably with the assistance of additional staff members. Report the incident to the office or a CRT member immediately.
2. Call 911 if necessary.
3. Call counselor to stay with victim.
4. Isolate all involved individuals.
5. Isolate witnesses and do not allow them to talk to anyone or to each other.
6. Notify parent, in person, if possible.
7. Call superintendent’s Office.
8. If 911 was called, inform staff and provide counseling services.
9. Work with police to facilitate any investigations.
10. File an incident report.
11. Administer student discipline in accordance with the North Bolivar Consolidated School District Discipline Policy.

Sexual Harassment

1. Sexual harassment exists when unwelcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.
2. If you are the victim of sexual harassment or learn of potential victims of sexual harassment, you must immediately notify the office and a CRT member.
3. It is not your responsibility to determine if sexual harassment has occurred. It is your responsibility to report any information you have regarding a possible sexual harassment.

**Protocol for Principal and/or CRT Members (Sexual Harassment)**

1. Contact the parents of all students involved.
2. Contact the Superintendent’s Office.
3. Comply with law enforcement if they are involved.
4. Administer student discipline in accordance with the District’s Discipline Policy.
5. Provide counseling if necessary.
6. If the sexual harassment involves any member of the staff, immediately contact the Superintendent and local law enforcement.

**It is important to keep accurate records and reports of incidents in an effort to provide students an education in a healthy and safe learning environment that is conducive to effective teaching and learning. All staff members are expected to fully cooperate with law enforcement officials in regards to incidents that occur at school.**

**Students or Staff Members in Possession of Weapon(s)**

1. Notify principal’s office or CRT and advise whether a weapon is suspected or visible.
2. Try to calm the students and others.
3. If a weapon is visible, or student(s) or teacher(s) is (are) threatening, ask the student(s) or teacher9s) in a calm voice for permission to evacuate the class.
4. Evacuate quietly, if allowed. Take roll book with you. If not possible, the school should be locked down.
5. If evacuation is not allowed, keep talking with the student or teacher until the police arrive. Do not attempt to take the weapon(s). Do not approach the student(s) or teacher(s).
6. When the police arrive, do as they advise.
7. Wait for further instructions.

**Protocol for Principal and/or CRT Members (Possession of Weapon(s)**

1. Begin lockdown by use of lockdown signal.
2. Contact local law enforcement. Be very detailed about incident. Be sure to include the type of weapon(s), behavior of individuals involved, number of individuals involved and the situation at hand.
3. Contact the Superintendent’s Office.
4. Provide law enforcement with a copy of the floor plan upon arrival.
5. Attempt to maintain sight of armed individual(s).
6. Notify staff when all is clear. Remind them to not allow students to exit classrooms until further notice.
7. Administer student discipline in accordance with the District’s Discipline Policy.
8. Provide counseling if necessary.
9. Contact the Mississippi Department of Education’s Crisis Response Team at (601) 359-1335.

**Search and Seizure (JCDA)**

When there is probable cause or reasonable suspicion that a violation of district policy has occurred, school officials have a legal right and responsibility to search desks, persons, and/or book bags for any item specifically prohibited by Board Policy. A witness should be present during any search, if practical.

School officials will seek cooperation from the student if a search is to be made of his person requesting, for example, that the contents of a purse, pocket, or bag placed on a table for inspection.

**The discovery of any items which indicates that a violation of state law may have occurred will result in notification of the proper law enforcement authorities.**

**District:** North Bolivar Consolidated School District

**Section:** J-Students

**Policy Code:** JCBA- Conduct: Student Restraint

**STUDENT RESTRAINT POICY**

In accordance with MS Code Section 37-9-69 and 37-11-57, it is recognized that instructional and other staff may be called upon to intercede in situations wherein students may be displaying physically violent behavior or non-complaint behavior.

The North Bolivar Consolidated School District’s policy positively prohibits the use of excessive force, or cruel and unusual punishment regarding student management. Staff may, however, use restraint techniques to control and restrain a student when they have a reasonable belief that:

1. The student is a danger to himself.
2. The student is a danger to others.
3. To prevent the destruction of property.
4. If the student refuses to move from location to another verbal being so ordered.

Any use of restraint will be preceded by the following verbal intervention:

1. Ask for assistance from the School Resource Officers (SRO).
2. Ask the student to comply.
3. Advised the student they will be restrained if the behavior does not cease.
4. Order the student to desist in the behavior.
5. Restrain the student.

This continuum is not meant to prevent immediate restraint if so warranted. Under all circumstances, without exception, the student is to be restrained at the location the behavior occurs. Students will not be sequestered for restraint application. Restraint is to be applied only until compliance is met and the student is no longer a danger or is compliant. Under absolutely no circumstances will restraint techniques be used as a punishment. If the student is non-compliant with verbal intervention, the staff member should, if physically possible, apply any of the restraint techniques that have been taught by the district. Staff is cautioned to use common sense and sound judgment in responding to student altercations. For example, 5’2” teacher cannot be expected to restrain a 6’, 200 pound football player.

Acceptable restraint techniques include but are not limited to:

1. Passive Restraint System (MDE System)
2. Pressure Point Control Techniques
3. Any generally accepted law enforcement restraint techniques
4. MANDT System
5. Crisis Prevention Institute (CPI)

Site supervisors will ensure that restraint reports are completed and immediately forwarded to Superintendent and include the following information:

1. Previous history of disciplinary action
2. Events precipitating (who, what, when, where, why) the use of restraint to include statement of reasonable belief. Include verbatim statements of student
3. Exact type of restraint methods and hold utilized
4. Exact type of restraint methods and hold utilized
5. Level of resistance displayed by student during restraint to include language and behavior
6. Subsequent action after control was achieved

**Natural Disasters**

We conduct drills in order to be prepared if a natural disaster comes our way. It is our goal to make sure that our faculty, staff and students are prepared in case of an emergency. Drills are conducted to make sure everyone knows what actions to take on.

**Fire**

1. Immediately evacuate class to hall area (away from fire).
2. Notify principal’s office or CRT.
3. Use a fire extinguisher.
4. If fire cannot be extinguished, notify principal’s office and follow evacuation procedures.
5. Have a student count available for a CRT member upon arrival at the evacuation site.

If a fire is extinguished, retain class outside classroom until the fire department declares that it is safe to return.

**Protocol for Principal and/or CRT Members**

1. Call 911 for fire department.
2. Use good judgment on when and whether to activate alarm for evacuation.
3. If necessary call superintendent.

**Explosion**

1. Notify the office or a CRT member. Account for all of your students.
2. Follow evacuation procedures given.
3. If directed to evacuate, report to the evacuation area and give a student count to the CRT member.

**Protocol for Principal and/or CRT Members**

1. Call 911 for fire department.
2. Use good judgment on when and whether to activate alarm for evacuation.
3. Call the Superintendent.

**Tornado/Hurricane**

1. When alert is sounded, students should be moved to predetermine tornado shelter site. Evacuate with caution. Make sure all students are accounted for. Provide assistance to students when needed. Remain at the tornado shelter site until further instructions are given.
2. In the event of a tornado striking the building, remain the in the shelter until further instructions are given. Make sure all students are accounted for. If there are students missing, report this information to the office and a CRT member immediately.
3. Evacuate the damaged area with caution.
4. Give student count to CRT member.
5. Assist with emergency services if appropriate.

**Earthquake**

1. When you feel an earthquake, duck under a desk or sturdy table.
2. Stay away from windows, bookcases, file cabinets, heavy mirrors, hanging plants and other heavy objects that could fall.
3. Watch out for falling plaster and ceiling tiles. Stay undercover until the shaking stops.
4. If outdoors, move to a clear area away from trees, signs, buildings, electrical wires and poles.
5. Evacuate damaged area with caution.
6. Make sure all students are accounted for. If any students are missing, notify a CRT immediately.
7. Give student count to CRT.
8. Remain in area for further instructions.
9. Assist with emergency services if appropriate.

**Protocol for Principal and/or CRT Members**

1. Sound the appropriate alarm.
2. Ensure that staff members are prepared/trained and have prepared the students for potential disaster(s).
3. If an actual disaster occurs, contact the Bolivar County Emergency Management Agency (E 911), local law enforcement, medical personnel and utility personnel.
4. Contact Superintendent’s Office.
5. Account for all students, faculty and staff members.
6. If necessary, coordinate and implement the appropriate crisis management teams.
7. Anticipate implementation of the Emergency Transportation Plan.
8. Contact the Mississippi Department of Education’s Crisis Response Team at (601) 359-1335.

**North Bolivar School District Policy Reference**

Accidents/First Aid, North Bolivar Consolidated School District, Policy Section GFG

**Hostage or Kidnapping Situation**

Hostage

1. If you are notified of this situation, clear the corridors if possible. Notify the principal’s office and/or a CRT member of the situation immediately.
2. Follow procedures for lockdown of the building.
3. If you are in the hostage situation directly, remain calm and speak calmly with the perpetrator(s). Comply with his and/or her demands until local law enforcement arrives.

Kidnapping

1. Students are not allowed to leave school property with anyone other than the parent(s) or guardian(s) with which they reside. Parent(s) or guardian(s) have to give their written permission for anyone else to be able to pick their child(ren) up from school.
2. If it has been determined that a student has been taken from the school, the office shall be notified immediately. All parties with information about the incident must cooperate with law enforcement.
3. Attempts should be made to find out who saw the victim(s) last in order to obtain important information about the incident.

**Protocol for Principal and/or CRT Members**

1. Initiate lockdown by using the lockdown signal if applicable.
2. Contact local law enforcement.
3. Contact the Superintendent’s Office.
4. Contact the parents of the victim(s).
5. Attempt to identify who saw the victim(s) last.
6. Provide CRT members to assist law enforcement if necessary.
7. Provide counseling.
8. Contact Mississippi Department of Education’s Crisis Response Team at (601) 359-1335.

**Bomb Threat(s)**

Bomb Threats via Telephone Call

1. Attempt to keep the caller on the phone as long as possible.
2. Notify the principal of the call.
3. ***Do not*** use any type of electronic devices (radio, PA system, electronic bells, etc.)
4. Attempt to complete the attached Bomb Threat Checklist and write down everything the caller is saying. Begin with the following questions:
   1. When is the bomb going to explode?
   2. What kind of bomb is it?
   3. What does the bomb look like?
   4. What is the location of the bomb? (Attempt to get the caller to identify the building or location of the bomb).
   5. Why did you place the bomb in the school?
5. After the caller ends the conversation, write down any details you can remember such as background noise, the type of voice of the caller, landline, cellular phone and/or any impressions you may have of the caller.
6. Follow instructions from the Principal or CRT member regarding evacuation.
   1. If evacuated, students, faculty and staff members will report to the bomb evacuation area.

Bomb Threat via Student(s) at School

1. With the assistance of another staff member, search and isolate the student(s) that made the threat. Keep the student(s) close to you.
2. Report to the Principal’s Office and inform the Principal and a CRT member of the situation at hand.
3. Attempt to complete the attached Bomb Threat Checklist and write down everything the student(s) says. Begin with the following questions:
   1. When is the bomb going to explode?
   2. What kind of bomb is it?
   3. What does the bomb look like?
   4. What is the location of the bomb? (Attempt to get the student(s) to identify the building or location).
   5. Why did you place the bomb in the school?
4. Follow instructions from the Principal or CRT member regarding evacuation.
   1. If evacuated, report to the bomb evacuation area.

**Bomb Evacuation Area (FRA)**

In the event of a bomb threat or the discovery of a bomb, it is necessary to evacuate at least one thousand feet from the location or suspected location of the bomb. The **basketball courts and/ or Pleasant Valley Baptist Church** **(FAMILY REUNIFICATION AREAS)** have been designated as the Brooks Elementary School Bomb Evacuation Site. Coordinate buses to arrive at appropriate points to transport students. The secretary will have the **Emergency Evacuation Kit.**

**Emergency Transportation Plan**

1. Notify the Superintendent.
2. Arrange for adequate transportation for all students.
3. Implement the Emergency Transportation Plan. Evacuate the school, account for each student prior to departing school grounds.
4. Upon arrival at the off-site evacuate area, organize and calm students under strict supervision
5. Assign CRT members to coordinate the record of dismissal of students to appropriate parent(s) or guardians.
6. Maintain enrollment record and sign out sheets to keep track of students.

**Protocol for Principal and CRT Members**

Received via telephone

1. Contact local law enforcement.
2. Relay information received from caller and recorded on the bomb threat checklist.
3. Contact Superintendent’s Office.
4. Evacuate the building. Accompany students to the bomb evacuation area. Make sure each student is accounted for.
5. Anticipate implementation the emergency transportation plan.
6. Contact the Mississippi Department of Education’s Crisis Response Team at (601) 359-1335.

**Received from student(s) at school**

1. Isolate and search the student if staff members have failed to do so.
2. Ask the pertinent questions from the attached bomb threat checklist.
3. Contact local law enforcement.
4. Contact the Superintendent’s Office.
5. Contact the student’s or students’ parents.
6. Evacuate to the bomb evacuation area if necessary.
7. Anticipate implementing the emergency transportation plan.

**North Bolivar Consolidated School District**

**I.T. Montgomery Elementary School**

***Bomb Threat Report Form***

Instructions: Attempt to keep the caller talking. Calmly ask caller the questions listed below. Complete the form as detailed as possible. Key # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on telephone for ID of caller.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time call received: \_\_\_\_\_\_\_ Time call ended: \_\_\_\_\_\_\_

Call Received by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Exact Words of Caller:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Questions to ask:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When is the bomb going to explode?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where is the bomb located?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What kind of bomb is it?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What does it look like?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Where did you place it?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Caller’s Voice: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Initial Impression:

\_\_\_\_Male Voice \_\_\_\_Female Voice \_\_\_\_Disguised Voice \_\_\_\_Loud Voice \_\_\_\_High Pitch

\_\_\_\_Young \_\_\_\_ Elderly \_\_\_\_Silent Voice \_\_\_\_Slow Talking

\_\_\_\_ Fast Talking \_\_\_\_Low Pitch

\_\_\_\_Intoxicated

\_\_\_\_Accent—(If so, describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manner: \_\_\_\_Calm \_\_\_\_Rational \_\_\_\_Coherent \_\_\_\_Deliberate \_\_\_\_Fanatic

\_\_\_\_Angry \_\_\_\_Irrational \_\_\_\_Incoherent \_\_\_\_Emotion \_\_\_\_Laughing

Language: \_\_\_\_Excellent, fluent, good vocabulary \_\_\_\_Average or normal vocabulary \_\_\_\_Poor grammar & vocabulary

Did voice sound familiar? \_\_\_\_Yes \_\_\_\_No

If yes, who did it sound like? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Has this person called before? \_\_\_Yes \_\_\_\_No

Background Noise \_\_\_\_Total Quiet \_\_\_\_Quiet, Faint Noise \_\_\_\_Voices (conversation)

\_\_\_\_Noisy \_\_\_\_Party Atmosphere \_\_\_\_Office Machines \_\_\_\_Music \_\_\_\_Factory Machines \_\_\_\_Trains

\_\_\_\_Street Traffic \_\_\_\_Mixed Noises \_\_\_\_Animal Noise

\_\_\_\_Airplanes \_\_\_\_Highway Traffic

What ***not*** to do if a bomb is found:

1. Do not touch suspected explosives.
2. Do not move suspected explosives.
3. Do not place suspected explosives in water.
4. Do not cut or pull any wires attached to suspected explosives.
5. Do not attempt to cut strings, pull fuses or release hooks attached to a suspected device.
6. Do not use or pass metallic tools near suspected explosives.
7. Do not smoke or allow open flames near suspected explosives.
8. Do not use two-way radios or cellular phones near scene of suspected explosives.
9. Do not investigate a suspected explosive too closely. Leave investigation and inspection to the experts.

What to do if a bomb is found:

1. Evacuate the area ***IMMEDIATELY*** according to the school plan.
2. Secure a perimeter of 1000 feet or more around the location.
3. Call E 911. Make sure the 911 operator understands that you have located a suspected explosive device. If possible, stay on the line until you are instructed to hang up by the operator.
4. The Principal will notify the Superintendent’s Office who will immediately notify the proper departments/authorities.
5. Members of the explosive ordinance disposal team will remove the bomb.
6. The principal will document actions and decisions regarding the bomb incident/threat.

**Death (Suicide or Homicide)**

Suicide

1. Upon notification or witness of a suicide at school, eliminate the potential of onlookers. Isolate the deceased.
2. Notify the Principal’s Office and a CRT member.
3. Post a staff member at the scene of the incident to protect it for investigation purposes. Do not handle ***any*** items or disturb the environment around the deceased.
4. Identify the person or persons that found the deceased.
5. Provide the opportunity for counseling students and staff members as needed.

Attempted Suicide

1. Upon notification or witness of an attempted suicide at school, eliminate the potential of onlookers and isolate the victim.
2. Notify the Principal’s Office and CRT member.
3. Calmly speak to the individual to encourage them to disarm. If they comply, obtain possession of the weapon first. Escort them to the office if injuries are not present.
4. If they do not comply, contact the office and/or a CRT member and advise them that there is an armed individual in the school. See individual in possession of a weapon.
5. Initiate lockdown.
6. Wait for the arrival of local law enforcement.

Homicide

1. Upon notification or witness of a homicide at school, clear the area of students.
2. If possible, with the assistance of other members of the staff, detain and isolate the perpetrator.
3. Obtain possession of the weapon. However, do not risk severe bodily harm or injury.
4. If unable to obtain the possession of the weapon, notify the office and a CRT member of the situation at hand.
5. Initiate lockdown immediately.
6. Wait for the arrival of local law enforcement and medical personnel.

**Protocol for Principal and CRT Members**

1. Initiate lockdown by using the lockdown signal if appropriate.
2. Contact local law enforcement and medical services.
3. Contact the Superintendent’s Office.
4. Respond to the scene if appropriate.
5. Assign a CRT member to secure the scene if appropriate.
6. Obtain possession of weapon if applicable.
7. Wait for the arrival of local law enforcement and medical personnel.
8. Isolate witnesses.
9. Provide counseling if necessary.
10. Contact the Mississippi Department of Education’s Crisis Response Team at (601) 359-1335.

**School Bus Violence**

It is important to ensure the safety of our students by intervening when violent acts are taking place to reduce injuries. However, if at any time you fear bodily harm and/or injury, do not intervene. Call for help.

Each school bus should be equipped with a student roster. The roster should contain information regarding parent contact information, secondary contact information, and work and/or home addresses.

Physical Assault

1. Stop the school bus in a safe area and assess the situation at hand.
2. Attempt to end the violence with a LOUD verbal command or physical intervention if appropriate. Use force that is reasonable and necessary to stop the violent act, as is detailed in the North Bolivar Consolidated School District’s School Policy.
3. If you are able to stop the assault, separate the individuals and proceed with your route.
4. If you are unable to stop the assault, contact local law enforcement and the Principal.
5. Monitor the situation and take the first opportunity to intervene safely.
6. Wait for the arrival of local law enforcement and instructions from the Principal or CRT member.

**Protocol for Principal and CRT Members**

1. Contact local law enforcement if necessary.
2. Utilize CRT members as necessary.
3. Contact the parents of the students involved.
4. Administer student discipline in accordance with the North Bolivar Consolidated School District’s Discipline Policy.

Student or Students in Possession of Weapon(s)

1. If you suspect that a student or any other individual in the surrounding area of the school bus is armed or intends to inflict injury to you or the students, **DO NOT LET THEM ON THE BUS!!!!** Drive away quickly.
2. Contact local law enforcement and the Principal’s Office.
3. If you are notified of, witness or suspect that a student on the school bus is in possession of a weapon, you should assess the situation regarding the immediate level of danger and contact local law enforcement and the Principal’s office. Attempt to do so discreetly.
4. Your responsibility is to act appropriately to ensure the safety of the other students. Avoid elevating the situation at hand. If possible, contain the situation until law enforcement arrives.
5. Refer to the training provided for you by the North Bolivar Consolidated School District regarding school bus safety.

**Protocol for Principal and CRT Members**

1. Contact local law enforcement. Make sure they are aware of the situation at hand and are enroute.
2. Contact Superintendent’s Office.
3. Prepare for alternate means of transportation for students.
4. Respond and/or have a CRT member respond to location.
5. Contact parents as deemed appropriate. You do not want parents arriving at the scene.
6. Administer student discipline in accordance with the North Bolivar Consolidated School District’s Discipline Policy.
7. Provide counseling if necessary.
8. Contact the Mississippi Department of Education’s Crisis Response Team at (601) 359-1335.

**Unforeseen Negative Event(s)**

Downed Aircraft in the school vicinity

1. Notify the Principal and a CRT member.
2. Anticipate evacuation and implementation of the emergency transportation plan to the off-site evacuation point.

Criminal Activity in the vicinity or surrounding community **that immediately affects the learning environment such as a police pursuit, gang related activity/fighting, escaped prisoner(s), shooting and other civil disturbances.**

1. Notify the Principal and a CRT member.
2. Anticipate lockdown.
3. Anticipate the implementation of the emergency transportation plan to the off-site evacuation area.

Hazardous Spills in the surrounding area

1. Anticipate emergency transportation plan to evacuation destination off site.
2. Anticipate extended stay at the school.

Ice Storms

1. Anticipate closing school.
2. Make arrangements to transport students home early.
3. Contact media outlets to advise them of the situation.
4. Attempt to protect school from potential dangers of an ice storm.

Accidental death of a staff member or student

1. Offer counseling to staff members and students.
2. Coordinate efforts to attend funeral.
3. Send condolences to the family.

**Protocol for Principal and CRT Members**

1. Contact appropriate emergency management personnel.
2. Contact Superintendent’s Office.
3. Anticipate lockdown and/or evacuation.
4. Anticipate implementation of the emergency transportation plan.
5. Provide counseling to staff members and students as needed.
6. Contact the Mississippi Department of Education’s Crisis Response Team at (601) 359-1335.

**Terrorist Attack**

Because of the September 11, 2001 (9/11) events that occurred in Washington, D. C., New York City, NY & on the outskirts of Pittsburgh, PA we have learned that we are not aware that our country is vulnerable to the evil doing of terrorists. We want to be prepared if a terrorist attack happens in our vicinity. We want to make sure everyone is knowledgeable about the types of agents that can be used against us to cause harm and/or death. Therefore, we are conducting terrorist attack drills to prepare our school for the worst. Even though the terrorist threat level has gone up and down, we will forever be at a heightened state of alert in the United States of America. If a terrorist attack occurred in our area, the school just might be the safest place for children to be.

**Chemical or Biological Attack**

1. Initiate lockdown signal.
2. Staff members will close all vents, seal doors and windows with duct tape and wet towels to place under doors to keep out contaminated air.
3. Staff members will also turn off all lights and close the blinds.
4. Shower down any students or staff members that have been decontaminated with a chemical or biological agent and change clothing.
5. Try to remain as calm as possible.
6. Wait for further instructions.

**Radiological or Nuclear Attack**

1. Initiate lockdown signal or begin evacuation procedures.
2. Remain as calm as possible.
3. Seal off building, shelter students, faculty and staff members.
4. Release students to their parents, if appropriate.

**Protocol for Principal and CRT Members**

1. Once an illness is detected, contact local law enforcement and/or health officials immediately. Notification of law enforcement and health officials should occur if school personnel answer “yes” to any of the following questions:

--Has there been an unexplained explosion at a chemical plant or on a train or truck carrying toxic chemicals?

--Do you have a large number of students exhibiting the same symptoms (Fever, vomiting, etc)?

--Is there one case of an uncommon disease such as anthrax or small pox?

--Is there an illness unusual for a particular individual?

--Are there higher levels of sickness or death than normally?

--Is there one student with more than one disease?

--Are there more cases of an illness such as flu during a non-flu season?

CDC Responds: Helping Schools Prepare for Terrorism, A Satellite Downlink,

May 16, 2002

1. Remain as calm as possible.
2. Wait for further instructions.

**Part Two**

**Student Safety & Non-Crisis Situations**

**Bus Accident/ Bus Breakdown**

Injury Related

1. The bus driver must follow the North Bolivar Consolidated School District’s Policy regarding school bus accidents and administering first aid.
2. The bus driver must immediately contact local law enforcement, medical services and the Principal.
3. Encourage all students to remain calm until medical personnel arrive.
4. Evacuate the school bus ONLY if the students are subject to additional injury and if there is a safer place to evacuate.
5. Wait for the arrival of local law enforcement, medical personnel and the Principal and/or CRT member.

Non-injury related Bus Breakdown

1. The bus driver must follow the North Bolivar Consolidated School District’s Policy regarding school bus accidents and/or school breakdowns.
2. The bus driver must immediately contact the Principal, local law enforcement and/or medical services.
3. If involved in an accident, do not leave the scene until you are cleared to do so from local law enforcement and medical services.
4. In the event of an accident or breakdown, do not allow students to exit the bus unless you are evacuating.
5. You will only evacuate after being instructed to do so by the Principal or a CRT member. An evacuation is necessary ONLY when the students are in danger and there is a safer place to evacuate.
6. Wait for the arrival of local law enforcement, medical personnel and the Principal and/or CRT member.

**Protocol for Principal and CRT Members**

1. Contact local law enforcement and medical services. Provide details of the accident: Location, injuries (severity of injuries), number of students on bus, traffic conditions, etc.
2. Contact the Superintendent’s Office.
3. Notify staff of the accident and arrange for members of the staff to respond to the accident to assist where needed.
4. Instruct the driver to evacuate the bus if the situation calls for it.
5. Contact all parents of the students involved.
6. Arrange for alternate means of transportation to school and /or to pick up waiting students.
7. Assign staff members to respond to the nearest hospital (Bolivar Medical Center) as necessary.
8. Provide counseling for students and the driver if needed.

**Campus Accidents**

Assess the Situation

1. Determine if the student can be moved without risking additional injury.
2. If so, escort the student to the office or nurses’ station where he or she can be treated for the injury according to the North Bolivar Consolidated School District Policy.
3. If not, contact the Principal or a CRT member and advise them of the injury.
4. Isolate the student from peers and wait for medical services to arrive.

**Protocol for Principal and CRT Members**

1. If appropriate, administer first aid as noted in the North Bolivar Consolidated School District Policy JGFG.
2. If appropriate, contact medical services. Provide details of the injury.
3. Contact the Superintendent’s Office.
4. Contact the parents of the injured student(s).
5. Assign staff members to respond to the hospital (Bolivar Medical Center) if necessary.
6. Evaluate the cause of the injury. If possible, take appropriate measures to ensure that no additional injuries occur under the same circumstances.
7. Conduct accident investigation and complete the appropriate accident report.

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 (attached). The investigator should:

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

Accident Reports

Accident reports are required for any accident occurring on school property or at school activities. This report is to be completed and submitted to the site administrator within twenty-four (24) hours of the accident. The same report may be used to report incidents where hazards exist but where no injury or damage has occurred. Accident reports involving employees should be filed in the personnel office and accident reports involving students should be filed in the student’s record. There are a number of forms which may be used to report accidents (Appendix I-A), but the items listed below should be considered minimum information.

**ACCIDENT REPORT INFORMATION**

An accident report and investigation is not designated to find fault or blame. It is a process of analyzing the information about the accident to determine causes that can be controlled or be eliminated.

When completing the investigation, try to answer the following questions:

1. How did the accident occur?
2. Where did the accident occur?
3. What materials, machines, equipment or conditions were involved?
4. Who was injured?
5. When did it happen?

Make recommendations

An investigation is incomplete unless corrective action is suggested.

Follow Up

Determine what action is being taken on your recommendations.

**NORTH BOLIVAR CONSOLIDATED SCHOOL DISTRICT**

**I.T. Montgomery Elementary School**

**Accident Report**

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

Employee involved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Employed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long was the employee performing this operation? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Was the employee instructed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Did the accident result in injury? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nature & Extent of injury \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Injury Reported \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Loss of work days: Yes or No

If so, when and by whom? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How did the accident occur? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cause of accident \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommendations to prevent a recurrence \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What action has been taken? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Safety Committee Comments**

Recommendations \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive

Special Orders \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

North Bolivar CONSOLIDATED School District

I.T. Montgomery Elementary School

**Student Accident Report**

Name of Student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sex \_\_\_\_\_\_\_\_\_\_

Grade \_\_\_\_\_\_\_\_ Date of Accident \_\_\_\_\_\_\_\_\_\_\_\_\_ Time of Day \_\_\_\_\_\_\_\_\_

Location on campus of accident \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of accident/student activity at time of accident

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervising Adult(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness(es) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nature of injury and action taken \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Suggestions for preventing a similar accident \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signatures required

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of supervising adult

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of student

**Illegal Drugs and/or Alcohol**

Possession of illegal drugs and/or alcohol

1. If you see or have information that there is a student in possession of a controlled substance, you should immediately isolate the student from peers and contact the Principal or CRT member.
2. Escort him/her to the Principal’s Office.
3. Isolate the source of the information for further questioning.

Sale/ Purchase of illegal drugs and/or alcohol

1. If you see or have information that there is a student who is participating in the sale or purchase of a controlled substance, you should contact the Principal or a CRT member.
2. Attempt to isolate the student(s) from peers and escort them to the Principal’s Office.
3. Isolate the participants and secure the witness and or sources of the information.

Use of illegal drugs and/or alcohol

1. If you see or have information that there is a student who is under the influence of a controlled substance, you should notify the Principal and/or a CRT member.
2. Calmly attempt to isolate the student from peers and escort him or her to the Principal’s Office.
3. Secure the witnesses and/or sources of the information.

**Protocol for Principal and CRT Members (Illegal drugs/alcohol)**

1. Contact local law enforcement.
2. Contact medical services if suspicion of use exists.
3. Contact the Superintendent’s Office.
4. Contact all parents for consent to question their child regarding the child’s knowledge or involvement.
5. Conduct non-obtrusive interviews of witnesses after contacting their parents.
6. If you have established “reasonable belief” that there is or has been the use, sell or possession of a controlled substance, you are allowed to conduct a reasonable search of the student and his or her property (see North Bolivar School District Policy JCDA prior to searching). If possible, it is recommended that you wait until the arrival of local law enforcement prior to beginning the search.
7. Attempt to conceal your source of information!!
8. Provide counseling for students if needed.
9. Provide discipline according to district policy.

**Student Complaints of Bullying or Harassing Behavior**

Students and employees in the North Bolivar Consolidated School District are protected from bullying or harassing behavior by other students or employees. It is the intent of the Board and the administration to maintain an environment free from bullying and harassing behavior. This complaint procedure provides a process for filing, processing and resolving complaints of such conduct. Adherence to these procedures is mandatory. The failure of any person to follow these procedures will constitute a waiver of the right to pursue a complaint at any level, including review by the Board.

1. Definitions

Bullying or harassing behavior is any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic that (a) places a student or school employee in actual and reasonable fear or harm to his or her person or damage to his or her property, or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student’s educational performance, opportunities or benefits.

A “hostile environment” means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

Bullying or harassing behavior will not be condoned or tolerated when it takes place on school property, at any school-sponsored function, or on a school bus, or when it takes place off school property when such conduct, in the determination of the school superintendent or principal, renders the offending person’s presence in the classroom a disruption to the educational environment of the school or a detriment to the best interest and welfare of the pupils and teacher of such class as a whole.

1. Procedures for Processing a Complaint

Any student, school employee or volunteer who feels he/she has been a victim of bullying or harassing behavior, or has witnessed or who has reliable information that a student, school employee or volunteer has been subject to bullying or harassing behavior shall report such conduct to a teacher, principal, counselor or other school official. The report shall be promptly but no later than five (5) calendar days after the alleged act or acts occurred. The school official shall complete a “Bullying/Harassing Behavior” complaint form which shall include the name of the reporting person, the specific nature and date of the misconduct, the names of the victim of the misconduct, the names of any witnesses and any other information that would assist in the investigation of the complaint. The report shall be given promptly to the principal or superintendent who shall institute and immediate investigation. Complaints against the principal shall be made to the superintendent and complaints against the superintendent shall be made to the Board chairman.

The complaint shall be investigated promptly. Parents will be notified of the nature of any complaint involving their student. The District official will arrange such meetings as may be necessary with all concerned parties within five (5) working days after the initial receipt of the complaint by the District. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The District official conducting the investigation is completed and a decision regarding disciplinary action, as warranted, is determined.

If the victim is not satisfied with the decision of the District official, he/she may submit a written appeal to the superintendent. Such appeal shall be filed within ten (10) working days after receipt of the results of the initial decision. The superintendent will arrange such meetings with the victim and other affected parties as deemed necessary to discuss the appeal. The superintendent shall provide a written decision to the victim’s appeal within ten (10) working days.

If the victim is not satisfied with the decision of the superintendent, a written appeal may be filed with the Board. Such appeal shall be filed within ten (10) working days after receipt of the decision of the superintendent. The Board shall, within twenty (20) working days, allow the victim and parents as appropriate to appear before the Board to present reasons for dissatisfaction with the decision of the superintendent. The Board shall provide a written decision within ten (10) working days following the victim’s appearance before the Board.

**Abused and Neglected Children**

1. If you become aware of a student who is either abused and/or neglected or you suspect such, you are required to immediately inform the Principal and Counselor in writing, regarding your observation(s). Complete the standard form provided by the North Bolivar Consolidated School District for neglected and/or abused children.
2. You should receive information from the Principal that the report of abuse and/or neglect has been addressed and reported to local law enforcement and the Department of Human Services (DHS).
3. You should monitor the student in question and report any and all questionable behavior and physical evidence or neglect.

**Protocol for Principal and CRT Members**

1. Contact the Superintendent’s Office.
2. Contact local law enforcement and the Department of Human Services.
3. Contact medical services if needed.
4. Continue to monitor the condition of the students and siblings if applicable.

**North Bolivar Consolidated School District Policy Reference**

Student Records, North Bolivar Consolidated School District Policy Section JR

**At-risk Students**

1. If you become aware of a student who you suspect is an at-risk student, you must immediately notify the Principal and the Counselor.
2. Ensure that appropriate actions have been taken for the best interest of the student.

**Protocol for Principal and CRT Members**

1. Inform counselor.
2. Notify the student’s parents.
3. Conduct testing and evaluations of the student as deemed appropriate through the Student Assistance Team and/or Child Find.
4. Ensure that the student is an appropriate learning environment as determined by Student Assistance Team and/or Child Find.

**Gang Presence**

1. If there is any information or evidence of the presence of a gang or members of a gang inside the school or on school property the Principal or a CRT member must be notified immediately.
2. The student(s) should be escorted to the office.
3. All graffiti, signs, clothing materials and all other indicators of gang presence will be removed.

**Protocol for Principal and CRT Members**

1. Contact the Superintendent’s Office.
2. Contact local law enforcement.
3. Contact the parents of all students involved.
4. Surrender prohibited items to the police or to the parents, whichever is appropriate.
5. Provide discipline according to district policy.

**Electronic Devices/Equipment**

1. Students are prohibited from bringing any electronic device to school. However, if approved by the Principal, students will be allowed to bring electronic devices if they are used specifically for learning and are encouraged by the teacher.
2. If any such device is noticed or suspected, the Principal or CRT member should be notified.
3. If appropriate, the device shall be removed from the student and returned to the parent or guardian of the student.

**Protocol for Principal and CRT Members**

1. Obtain possession of the prohibited device(s).
2. Contact the student’s parents.
3. Return the device to the student’s parents.
4. Provide discipline according to the North Bolivar Consolidated School District Policy.

**Immunization**

1. No student shall be allowed to attend school in the North Bolivar Consolidated School District unless he or she presents Certificates of Vaccination for vaccinations specified under Section 41-23-37, MS Code of 1972, 37-7-301 (i) (1993).
2. Exceptions to this policy are listed in:

**Students Checking out of School**

1. Students are prohibited from leaving school without permission from the Principal and their parent(s) or guardian(s).
2. Students are only allowed to leave the school property with his or her parent(s), guardian(s) and/or a responsible party named by the parent(s) or guardian.
3. In circumstances where the student must leave school property, arrangements will be made by the Principal to ensure the safety of the student into the custody of the parent(s), guardian(s) or other responsible adults named by the parent(s) or guardian(s).

**Protocol for Principal and CRT Members**

1. Confirm with the parent(s) or guardian(s) if individual other than parent(s) or guardian(s) arrive to get the student.
2. If confirmation can’t be made, do not allow the student to leave the school.

**Playground/School Facilities**

1. Unless authorization has been received from the Superintendent, only students of the school are authorized to utilize the playground and other school facilities. This utilization is authorized only while under the supervision of a member of the school staff.
2. If you suspect that the playground or other school property is being utilized by unauthorized individuals, you are required to report this information to the Principal.

**Protocol for Principal and CRT Members**

1. Ensure the security of the playground or other facility.
2. Post signs prohibiting trespassing or the utilization of school facilities without authorization.
3. Inform students of the North Bolivar Consolidated School District Policy regarding trespassing.
4. If you discover or are informed of the unauthorized use of school facilities, contact local law enforcement and make a report.
5. Seek the assistance of local law enforcement to deter this activity.

**Loss of Utilities**

1. In the event of a loss of any or all utilities, remain calm. Turn this stressful situation into an opportunity for children to learn.
2. Consistency in enforcing visitor compliance.
3. Confront visitors without visitor badges appropriately.

**Internet Usage**

1. No student shall access or use the Internet while at school without the supervision of a member of the staff.
2. No student shall utilize the Internet for any purpose other than that, which has been assigned or is in conjunction with a school assignment.
3. No members of the staff shall utilize the Internet for purposes outside the scope of education children or for personal reasons.
4. If you witness or are informed that the Internet is being used inappropriately, you are required to notify the Principal or a CRT member.

**Protocol for Principal and CRT Members**

1. Remove individual from presence of peers.
2. Question individual regarding the questionable use of the Internet.
3. If necessary, remove the privilege from the individual. If the individual is a member of the staff, it may be necessary to deny access.
4. Provide discipline according to the North Bolivar Consolidated School District Policy.

**Dress Code**

1. Students are required to dress in their uniforms (khaki or navy blue pants and, royal blue, orange, or white uniform shirts) everyday unless given other instructions.
2. Students shall not dress in a manner, which is found to be distracting to other students in the learning environment.
3. Do not attract more attention to the student by pointing out their choice of dress.

**Protocol for Principal and CRT Members**

1. Remove individual from presence of peers.
2. If possible, remedy the problem and return the student to class.
3. If necessary, contact the parent(s). Inform them of the violation and ask them to supply appropriate attire.
4. If necessary, provide discipline according to the North Bolivar Consolidated School District Discipline Policy.

**Part Three**

**Emergency Management**

**Emergency/Crisis Notification Signals**

1. Tornado Warning
2. Earthquake
3. Fire/Explosion
4. Lockdown
5. All Clear

When appropriate, team leaders from the EOCC, Tornado Response, Fire Response and Crisis Response teams will meet with the Principal for instructions regarding additional assignments in response to a crisis situation.

**Evacuation Procedures**

Evacuations are necessary during natural disasters and human inflicted crises.

**Natural Disasters**

As a member of the staff, you are responsible for the following actions:

1. Recognizing and recording names of the students under your supervision at the time the evacuation is called.
2. The safe and orderly evacuation of your students to the predetermined evacuation area.
3. Reporting your class numbers to the assigned member of the chain of command and notifying him or her if any of your students are accounted for.
4. Assisting other staff members after your responsibilities have been fulfilled.
5. Preparing your students for further evacuation if necessary.

When time allows, the Principal and an appropriate team member will conduct a sweep of the building in search of students immediately following an evacuation.

**Human Inflicted Crisis**

If you are not directly involved in an “actual incident”, you will be in lockdown. If the incident is not resolved quickly, you may be evacuated by law enforcement. Under these circumstances, you might have to evacuate through a window or quickly down a hallway.

As a member of the staff, you are responsible for the following actions:

1. Recording the names of the students under your supervision. This is extremely important! It is very likely that you will have many students “locked down” in your room that are supposed to be in another area of the school.
2. Retaining this information is important. You will report this information to a member of the chain of command once you arrive at the evacuation point. This information is critical in determining the number of students and staff members that are part of the “actual incident.”
3. Assisting other staff members only after your responsibilities are fulfilled.
4. Preparing your students for further evacuation if necessary.

In both situations, the chain of command will actually determine the number of students present at school and compare that number with the number reported by the individual members of the staff.

During a natural disaster, if there are students missing, the chain of command will determine if re-entering the school is a possibility.

During a human inflicted crisis, the number of missing students and staff will be forwarded to the Officer in Charge.

Emergency Evacuation kits are located in rooms next to the building’s exit doors. The teachers in these rooms are responsible for obtaining these kits prior to evacuation.

**Emergency Evacuation Kit Contents**

1. Floor plan
2. Emergency transportation plans
3. Telephone numbers of emergency management personnel
4. Adequate medical supplies
5. An updated roster of students and staff
6. An updated roster of CRT members
7. Utility cut off information
8. Telephone numbers of emergency management personnel

**Lockdown Procedures**

A lockdown is necessary when there is an apparent or immediate concern for the safety of the students and staff members posed by an individual or individuals inside or in close proximity of the school campus.

If circumstances arise that you feel warrant the execution of a lockdown, it is necessary for you to wait until you hear the lockdown command from the Principal or a CRT member.

In this situation, advise as many other members of the staff of the circumstances.

As a member of the staff, you are responsible for the following actions during a lockdown:

1. Move as many students as possible into the classroom and the door remains locked

2. Minimize the potential of danger for the students. Remain calm.

3. Place yourself and your students in the area of the classroom that minimizes or eliminates your exposure from the window in the classroom door. Utilize tables and desks. Close the blinds.

4. Take all precautions to ensure that the classroom remains secure.

5. Remove the green card from the LOCKDOWN KIT and slide it underneath your door, into the hallway. Remove the school roster and check the students that are under your supervision.

6. Keep this roster in your possession until you are able to provide it to a member of the CRT team.

7. Remain in LOCKDOWN until you are notified by the “all clear” indicator. After hearing this, DO NOT ALLOW THE STUDENTS TO LEAVE THE CLASSROOM. If there are injuries, there is no need for the students to be exposed to them.

8. If it is possible for you to volunteer your assistance, do so, but only if your student are supervised.

9. Wait for additional instructions from the Principal’s Office or a CRT member.

**Lockdown Kits**

1. Red, Yellow, White and Green laminated cards.
2. Updated school roster with emergency students’ contacts.
3. Emergency procedures checklist
4. Whistle
5. List of any specific special needs (medications, dietary needs, or other medical issues pertaining to students)
6. Overhead view and floor plan of school property
7. Telephone numbers of emergency management personnel

In the event of LOCKDOWN, use the Red, Yellow, White or Green cards to communicate to emergency personnel who will be entering the hallway. Their usage is STRICTLY for the following:

RED indicates that you have severely injured student or staff that needs immediate medical attention. Do not use the RED card for any other reason!! Emergency only!

GREEN indicates all students are present and that persons in the room are physically sound and the perpetrator is not present. Do not use the GREEN card for any other reason.

WHITE indicates that you have a medical emergency that is not life threating. Do not use the WHITE card for any other reason.

YELLOW need assistance. There may be additional students in your class who are not on your roll.

\*The absence of a card signals to law enforcement that there is a situation in your classroom that has prohibited you from using a color card. Misuse of the color cards will waste precious time during a crisis.

The objective of preparation for evacuation and lockdown is again, to ensure the safety of our students and staff. The drills should be performed in a variety of ways and settings. They also should be performed consistently at a level that exceeds expectations and provides students and staff the confidence needed to routinely perform them during an actual crisis.

**Part Four**

**ANNOUNCEMENT OF A TORNADO/ HURRICAN DRILL Denote a Tornado -Hurricane Drill**

1. **The weather service issues two types of alerts.**
   1. **Tornado watch – weather conditions are such that a tornado may develop.**
   2. **Tornado warning – tornado has been sighted or detected on radar.**
2. **Warning**
   1. **Listen to the announcement from the office.**
   2. **Remove children from playground and outside areas.**
   3. **Escort students to the hallway in all buildings.**
   4. **Place students in the hallway in a crouched position with their hands on top of their heads and backs against the wall.**
3. **Library**

**Students will exit to main hall, then, get down in a crouched position underneath with their hands on top of their heads and backs to the wall.**

1. **P.E. building- Gym**

**Students will enter the 5th and 6th entranceway hall and get down in a crouched position with their hands on top of their heads and backs to the wall.**

1. **Office Personnel and Janitors**
   1. **Office Personnel will go to the workroom of the office.**
   2. **Custodians will go to their workroom.**

**\*\*All teachers should remember to take their roll book out into the hall with them and to close classroom doors.**

**In the event of evacuation of I.T. Montgomery:**

**K-2 students are to chain link when exiting.**

**3-6 Students are to walk in single file.**

**Fire Response**

1. Bell signal is sounded as a warning.

2. All classes exit classrooms in an orderly manner to designated areas.

Kindergarten, First, and Special Services-

Exit out the end of the hall to the old central office

Second, Room 5, and Special Services-

Exit out the end of the hall (bus ramp) to the old central office

Rooms 2, 6, and 1-

Exit out the door by 5th and 6th grade wing to the walking trail

Rooms 8, 9, and 3 -

Exit out by the cafeteria (sink area) to the old central office

Rooms 25, 26, 27 and 30 -

Exit out the entrance from main building to the walking trail

Rooms 28, 29, 31, and 32 -

Exit out of the entrance from the street to the walking trail

Cafeteria –

Exit to the old central office

Gym-

Exit out to walking trail

Room 5 and Library-

Exit to the walking trail

\*\*All teachers should remember to take their roll book out when evacuating and to close classroom doors.

3. Designated CRT members sweep building to ensure all have reached safety areas.

4. Teachers, using class rolls, account for students. Teachers also check areas accounting for faculty and staff members. If there are missing persons, CRT is alerted immediately.

5. CRT checks other areas in an attempt to locate missing persons.

6. Report finding or lack of to principal and assisting local agency.

If safety allows, this team will respond to the building in search of missing students and/or staff members.

**I.T. Montgomery Elementary**

**Addendum to Fire Drill Procedures**

**2020-2021**

**\*\*All staff should remember that an alternate escape exit/route may need to be used just in case the designated planned route is the area that is blocked or in direct alignment with the fire. Going out the classroom window may be an option if for some reason the fire is directly outside of the classroom door.**

**Crisis/Evacuation Drill Mandates from MDE**

**Fire Drills- Monthly**

**Tornado Drills- 1 per semester**

**Bus Evacuation- 1 per semester**

**Lock Down/Intruder- 1 per semester (within the first 60 days of each semester)**

**EMERGENCY SIGNALS:**

**ANNOUNCEMENT FROM THE OFFICE - FIRE DRILL**

**ANNOUCMENT FROM THE OFFICE- TORNADO DRILL**

**ANNOUCEMENT FROM THE OFFICE- A BOMB THREAT**

**TYPES OF LOCKDOWN**

**1- INTRUDER – ANNOUCEMENT OF INTRUDER ALERT-**

**\*\* INTRUDER ALERT ANNOUNCEMENT ON THE INTERCOM**

**YOU SHOULD IMMEDIATELY LOCK YOUR CLASSROOM DOOR AND LINE YOUR CHILDREN UP AGAINST THE WALL.**

**\*\*THIS WILL ONLY BE DONE IN CASES OF EXTREME DANGER.**

**2- ADMINSTRATIVE – LOCK DOWN ANNCOUCMENT WILL BE MADE**

**\*\*\* THERE WILL BE UNSCHEDULED DRILLS\*\*\***

**Emergency Operations Command Center (EOCC)**

1. Bell signal is sounded as a warning.

2. All classes exit classrooms in an orderly manner to designated areas.

3. Designated CRT members sweep building to ensure all have reached safety areas.

4. Teachers, using class rolls, account for students. Teachers also check areas accounting for faculty and staff members. If there are missing persons, CRT is alerted immediately.

5. CRT checks other areas in an attempt to locate missing persons.

6. Report finding or lack of to principal and assisting local agency.

Upon notification from the Principal or a CRT member, this team will establish an EOCC. If possible, inside the school, utilizing the office and cafeteria. The EOCC team will supply the EOCC with writing and planning materials, communication equipment and first aid supplies. The EOCC team leader will be responsible for possessing and distributing all materials necessary to assist any and all emergency personnel: Floor plan, utility cut off, location of the emergency as it relates to the floor plan, all points of exits and entrances as they relate to the floor plan and information pertaining o the students involved.

If necessary, the EOCC will serve as an emergency triage center. Members of the EOCC are not to interfere with the operations of emergency personnel. However, they are expected to assist when called upon. The EOCC may be responsible for implementing the Emergency Transportation Plan.

**Cooperation with law enforcement/Evidence**

1. All employees of the North Bolivar Consolidated School district are required to fully cooperate with law enforcement during investigations and/or inquiries associated with the North Bolivar Consolidated School district.
2. Upon notification or discovery of any item that is or has the potential to be evidence of criminal activity, staff members shall, without compromising the safety of self or others, take custody of the evidence. The evidence shall be taken immediately to the Principal. The staff member is responsible for recording from whom, where and when the evidence was discovered and seized.
3. The principal shall take custody of the evidence and information from the staff member and contact local law enforcement.

**Part Five**

**Interior Safety Checklist**

**Instructional Areas**

1. All areas of instruction have doors that lock.
2. All areas of instruction have at least one window that is operational and can be used for evacuation, rescue and ventilation.
3. Evacuation routes are posted in each area of instruction.
4. The windows in the classroom doors are to remain free of any material that may prohibit the ability to see inside the classroom.

**Lighting**

1. Lighting is adequate in the instructional areas, bathrooms and hallways.
2. Illuminating exit signs are located at each exit.
3. The auditorium and cafeteria have backup lighting.
4. Damaged or non-working lights are repaired immediately.

**Asbestos**

1. The school is in compliance with the AHERA three-year re-inspection, which is part of the asbestos management plan.

**Auditorium**

1. Students and faculty participate in safety drills regarding presence in the auditorium. There are exits marked by illuminated exit signs.

There is at least one 2A-10BC fire extinguisher per every 3,000 square feet of floor space.

1. They are within 75 feet of any area.

**Exits & Entrances**

1. Doors to the school are monitored by staff and remain locked when not under supervision. Each door is equipped with panic hardware and opens outward.
2. Doors will not be locked with chains or padlocks.
3. Ramps are provided for the physically handicapped.
4. Main entry doors are equipped with safety glass.

**Fire Extinguishers**

1. All extinguishers are properly located and mounted.
2. All extinguishers are inspected and display a current inspection tag.
3. The school is supplied with an adequate number of fire extinguishers.
4. Members of the staff have received training on proper operation and use of fire extinguishers.

**Custodial Areas**

1. All custodial areas are ventilated and remain locked when not in immediate use.
2. Custodial supplies are stored neither in the vicinity of heat producing sources nor within two feet of the ceiling.
3. Storage area should be neat and free of flammable or hazardous material. Nothing on the floor.

**Cafeteria**

1. Kitchen equipment, including the range, duct and hood is kept clean and orderly.
2. Temperature charts are maintained on the freezer door.
3. Food is covered and stored properly.
4. Cleaning supplies and food are stored separately.
5. The Health Department Certificate of Compliance is current and in plain view.

**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:

1. Wear cut resistant gloves when using or cleaning machines and knives.
2. Keep floors clean and free of grease residue. Food or liquid spills should be cleaned up promptly.
3. Report any item of equipment that appears defective or unsafe, or any unsafe act(s) observed.
4. Wet floors must be posted with “Wet Floors” signs.
5. High traffic areas must be cleaned in such a fashion that provides a dry walk surface at all times.
6. Report any accident, no matter how slight.
7. Safety guards should never be removed or modified.
8. Use proper lifting techniques.
9. Horseplay, running and practical jokes are not permitted.
10. Machinery and tools must be used only for their intended purposes.
11. Fire extinguishers are not to be removed from their location or used for any purpose other than control of a threatening fire.
12. Wear only approved non-slip safety shoes.

**Kitchen**

Personnel

1. Clean clothes and good hygiene practices.
2. Hair restraints.
3. No infections.
4. Smoking, eating and drinking restricted.

Food Protection

1. Original containers, properly labeled.
2. Thermometer provided and conspicuous, accurate.
3. Potentially hazardous food properly thawed.
4. Food protection during serving, storage, transportation, display and preparation.
5. Handling of food minimized; proper utensils provided and used.
6. Food dispensing utensils properly stored when not in use.

Food equipment and utensils

1. Accurate thermometer, chemical test kits available for Chlorine and Quaternary Ammonia.
2. Wash; rinse water clean and proper temperature (170 degrees F).
3. Wiping cloths, clean and stored properly.
4. Food contact surfaces clean and free of detergents.
5. No re-use of single service articles.
6. Plumbing: proper and well maintained, no cross-connections, backflow or back siphonage.

Food temperature requirements

1. Cooling procedures.
2. Rapidly reheat to 165 degrees F.
3. Cooking temperature.
4. Hot holding temperature (140 degrees F)
5. Cold holding temperature (45 degrees F)

Insect and rodent control

1. Evidence of insects.
2. Evidence of rod rodents.
3. Outer openings protected.

First Aid

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

Communication

1. Members of the staff can communicate with the office from their instructional areas.
2. The school has an unlisted telephone number.
3. Members of the staff have cellular telephones.

Signs

1. Adequate signs are posted directing visitors to the Office.
2. Adequate signs are posted prohibiting weapons, drugs and tobacco.
3. Evacuation routes are posted throughout the building.

Utilities

1. Cutoffs are located for electricity, gas and water.
2. The cutoffs are noted on the blueprint of the building.
3. Cutoffs to the utilities should be locked.
4. Boilers/hot water heaters are maintained and display a current license.
5. Gas/LP fired heaters/boilers are properly ventilated.

Heating/AC/Ventilation

1. All HV AC units are well maintained and inspected annually.
2. All HV AC units are locked.
3. Areas around HV AC units are well kept and do not interfere with the operation of the unit.

Toilet and hand washing facilities

1. No common towels are used.
2. Clean
3. Soap and dry devices
4. Room enclosed
5. Proper waste receptacles

**Part Six**

**Exterior Safety Checklist**

**School Grounds**

1. There is a designated area marked for handicap access.
2. The exterior of the building reflects pride in our school. The landscape is maintained and trash free.
3. Walkways are well maintained and are in compliance with ADA.

**Playground**

1. The playground is fenced and well maintained. The equipment is properly installed and safe for children to utilize during play.

**Structure**

1. The school building is in good repair. We invest time and money into maintaining the appearance and durability of our school.

**Part Seven**

**Implementation of School Safety Plan**

**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 services, custodial and support services.

General functions of the school safety committee include:

Establish a safety plan at the school location to include the following:

* + 1. Develop a school safety policy.
    2. Develop and implement a training program including drills.

**Employees**

Each employee is expected, as a condition of employment, to work in a safe manner. He or 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:

* + 1. Attend training sessions. Learn safe work procedures.
    2. Maintain good housekeeping in work area.
    3. Wear proper dress and use equipment as required by the job.
    4. Keep machine guards in place.
    5. Report unsafe conditions to supervisor
    6. Report all accidents and injuries to immediate supervisor at once.
    7. Know fire prevention and emergency procedures designed for your area.
    8. Obey the rules. Obey established rules of conduct and adhere to the safety plan.
    9. Be concerned about the safety of others. Refrain from horseplay or pranks while on the job.

**Part Eight**

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

**Principals**

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

* 1. Develop an emergency procedures plan designated to minimize injury and the loss of life and to protect property for his or her school site.
  2. 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.
  3. 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.
  4. Maintain a list of first aid providers for his or her site.
  5. Direct evacuation of building in accordance with procedures.
  6. Arrange for transfer of students and other individuals when their safety is threatened by a disaster.
  7. Ascertain names of injured and send staff member with students if transported from the school.
  8. Keep the names of students who are picked up by parents or persons acting for the parents.
  9. Notify the Superintendent’s Office.
  10. Prepare fact sheet to help those answering phones.
  11. Communicate event to district media spokesperson.
  12. Notify first aid providers to report to site of emergency.
  13. Take any other steps deemed necessary to ensure the safety of students, staff and other individuals.
  14. Maintain control and accountability of students and staff.
  15. Assist as directed by the Superintendent.

**Teacher**

Teachers will:

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

**Counselors**

Counselors will:

* 1. Maintain list of high-risk students throughout the year.
  2. Identify “at risk” students in current emergency.
  3. Provide assistance to students and staff.
  4. Communicate with parents.
  5. Designate a location for counseling center.
  6. Assist as directed by the principal.

**Custodians**

Custodians will:

* 1. Be responsible for the use of emergency equipment, for the handling of school supplies and for the safe use of available utilities.
  2. Survey and report damage to the principal.
  3. Assist rescue operations as directed.
  4. Assist fire-fighting efforts until regular fire-fighting personnel take over.
  5. Control main shut-off valves for gas, water and electricity to ensure that no hazards result from broken or downed lines.
  6. Assist in disbursement of supplies and equipment.
  7. Converse usable water and other supplies.
  8. Assist as directed by the principal.

**Secretarial Staff**

The secretarial staff will:

* 1. Be responsible for reporting emergency.
  2. Take enrollment cards and sign-out sheets for off-site student release.
  3. Utilize telephones and monitor emergency radio broadcast.
  4. Assist as directed by the principal.

**Food Services**

Food services personnel will:

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

**Bus Drivers**

The bus drivers will:

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

**Central Office Staff**

The central office staff will:

* 1. Assist in all emergencies.
  2. Set up an emergency communication post at central office.
  3. The central office will notify proper MDE departments.

**Coordinator of Public Relations**

The public relations coordinator will:

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

**Emergency Management Director**

The local emergency management director will assist school officials in disaster planning. The assistance will include the four phases of emergency management, which are:

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

The local emergency management director will also organize other resources in Duncan as needed to assist the school district in disaster planning or response. Responsibilities include:

1. Collection, analysis and dissemination or information concerning potential disasters.
2. 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.
3. Assistance in training of school personnel who may require special training as a result of their disaster response assignment.
4. Assistance in dealing with state or federal officials during the recovery phase.

**Part Nine**

**Media Relations**

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. Media permission to interview students must be given by parents and conducted off site.

**Part Ten**

**Field Trips and Excursions**

Field trips or excursions have long been a part of the educational program of the North Bolivar School District. The board approves the continuation of such trips under regulations established by the superintendent and report to the Board of Education.

Field trips should follow the following guidelines:

1. All trips must be well planned, properly timed and related to regular learning activities. Prior approval from the principal must be secured before any commitments to a vendor can be made on behalf of the school. Field trips and other out of district activities cannot conflict with the state of Mississippi testing program or with the North Bolivar School District’s grading period testing program. When possible, trips should be scheduled so as not to interfere with the regular instructional day, i.e., scheduled during holidays.
2. The school principal may approve field trips that do not require students to be away overnight. The Superintendent or designee must approve field trips requiring overnight accommodations.
3. School sponsored out-of-state student travel must be approved by the Board of trustees prior to any initial arrangements by the sponsor, advisor, coach or school.
4. All trips and the arrangements thereto must be within budgetary allotment for such purpose.
5. The Superintendent or designee must approve field trips that require pupils to participate in fund-raising activities or to pay a fee to defray expenses in advance. Money collected for a specific field trip may not be in excess of the actual cost of trip and all money collected shall be documented and deposited as prescribed by board policy.
6. Each student who goes on a field trip must have written parental/guardian permission. In addition, this form should include, but not limited to, the following information: name of student, date of birth, social security number, name, address and telephone number of parent or guardian, medical insurance policy provider and number, list of all allergies and/or medication (including dosage & schedule).
7. The trip’s sponsor/advisor/coach must provide the school’s principal the following information: date of trip, destination of trip, educational objectives, sponsoring group/organization, name(s) of sponsor/advisor/coach, time of departure and estimated time of return, route to be followed with proposed stops, method of transportation (bus, van, commercial carrier), names, addresses and telephone numbers of chaperones, list of students with emergency information, list of students and adults for each vehicle.
8. The safety coordinator will provide cell phones for all field trips.
9. The principal and trip sponsor will review safety plan and procedures before each trip.
10. A copy of the travel packet will be filed with the principal with at least two other staff members having access in case of emergency.

**Part Eleven**

**Emergency Drills**

The following emergency drills will be conducted:

1. Fire evacuation drills 9 times per year
2. Tornado/Hurricane drills 2 times per year
3. Earthquake drills 2 times per year
4. Bomb search drills 1 time per year
5. Lock down drills 2 times per year
6. Intruder/violent incident drills Annually

**Part Twelve**

**Student/Parent Reunification Plan**

**General:**

Our parent reunification plan is used if it became necessary to relocate an entire school building to either of our two alternative sites. Such a move would take place when it is determined by school officials that keeping students in the school would be hazardous to students and staff. We have two alternative sites, **John F. Kennedy High School Gymnasim and/or Bethel A.M.E. Church.** Parents will be told where the students have been transported.

If it becomes necessary to activate our parent reunification plan, information will be posted to our website, and the local media will be notified. Additionally, our emergency kit contains parent/guardian names and phone numbers.

When parents arrive at the alternative site to pick up their child, there will be four stations: A-F, G-L, M-R, S-Z. All individuals picking up students must be positively identified by our staff by providing valid identification. Unless a person’s name is on the list as having permission to pick up a child, the child will not be release to them.

**Student Release:**

* Parents will report to the assigned area and give the name of their child/children.
* Picture I.D. will normally be required by the person in charge to insure the person requesting the child/children is a match to the name on the emergency release card.
* A runner will go to the student assembly area and get the child/children requested by the parent or adult. The runner will escort the student back to the pick-up area.
* Parents will be asked to sign a form indicating they picked up the child/children. The date and time will also be indicated on the pick-up form.
* If the child is in the first aid area the parent will be escorted to the area for reunification with their child/children.
* Counselors, when available, will be located close to the first aid area in the event they are needed.
* At the end of the day, teachers will call those parents/guardians who have not yet picked up their child(ren). If the parent cannot be reached, the student will be transported to his or her home by school district personnel.

**Traffic Control:**

* Traffic will be controlled by school based law enforcement or the custodian until local law enforcement is available and on scene at the school.
* To every extent possible two way traffic will be maintained to allow for entry and exit of emergency vehicles.
* As the situation develops there may be time for barricades and other traffic control devices to be delivered and set up. It should be understood this will not occur at the beginning of the incident.
* When law enforcement arrives on the scene they will take charge and do whatever is necessary.

**Parent/Student Reunification Site Layout**

Release Point

2 Team Members

Report Point

2 Team Members

Student Holding Area

3 Team Members

Runner

Runner

Security Team

**Maintaining the Procedures:**

* Student rosters should be updated at least twice a year.
* Updated rosters should be stored in every classroom. Additional copies of the roster should be distributed to the principal, and placed in the emergency kit.
* Emergency cards should be filled out at the beginning of the year.

**Section Thirteen**

**Covid-19 Reopening Plan**

**HEALTH AND SAFETY**

• There will be access to at least one school nurse from the district’s wellness clinic at each site in the district.

• Students will be required to wear masks on buses and at all times when on school grounds.

• Parents are encouraged to provide students with masks that can be washed and reused.

• The district has purchased additional masks for students

. • Students will be allowed to take short breaks from wearing the masks when it is safe to do so.

• ALL students, staff, and visitors will have their temperatures checked daily before entering the building.

• Each school building will have a location where students and staff can be isolated from others should they become ill at school.

• Handwashing and sanitizing will be required throughout the day for all students and staff.

• Students will not be allowed to be within 6-feet of other students when not wearing a mask.

• Students will not be allowed to use water fountains during the day.

• Protocols will be in place to notify parents if their child has been in close contact with someone testing positive forCOVID-19.

• Classes will be arranged to allow for proper social distancing when students are engaged in Face-to-Face instruction.

**OPERATIONS PROGRAMMING BUILDING OPERATIONS PLANNING**

• All buildings will be properly cleaned and sanitized throughout the day when students are not present.

• All classrooms will be provided with disinfecting products.

• There will be hand sanitizing stations placed throughout the buildings.

• Restroom use will be closely monitored and sanitized after each class.

• There will be a high volume of cleaning and disinfecting done by the maintenance and custodial team at the end of each day.

• Visitation to buildings will be limited and visitors will be restricted from moving throughout the buildings.

**TRANSPORTATION PLANNING**

• Bus schedules will be altered to maintain social distancing and to limit the number of students on a bus.

• Seats will be assigned on the bus and will limit (1) student per seat. Relatives in the same household may ride seats together.

• Buses will be sanitized between routes.

• Buses may run elementary and secondary students separately depending on the number of students on a route.

• An adult bus monitor will be placed on each bus to enforce guidelines and to assure that proper cleaning is conducted.

**FOOD SERVICE PLANNING**

• Lunches will be delivered to the classrooms each day.

• Students may visit the cafeteria to pick up lunch boxes in a social distance scene manner and return to the classroom to eat.

• Cafeteria staff will receive additional training on properly preparing and serving food.

• Food service may be provided to students who are not physically attending school but participating in VIRTUAL Learning.

**Policies and procedures will be reviewed and amended as needed by our board of trustees to meet the needs of this public health crisis. Safety plans will include a section on COVID-19 Protocol. These plans may change when more information is released from the MDE, the CDC, and the Governor’s Office**

**Section Fourteen**

**Forms and Maps**

**Forms**

**[I.T. Montgomery ELEMENTARY SCHOOL] STUDENT RELEASE/RUNNER FORM**

*To Be Taken By Runner*

**1**

|  |  |
| --- | --- |
| Completed by Parent/ Requester at **Release Gate** | Student Last Name First Name \_\_\_\_\_\_\_\_\_\_\_\_\_  School Grade Teacher (if known)  Name of Person Picking up Student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Relationship to student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**2**

|  |  |
| --- | --- |
| Completed by **Request Gate** | Name on Release Form? (circle one) Yes No  Photo ID/Driver’s License Checked  or ok to verify at release gate by student /\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Emergency Form / Box 1 Checked by (Staff Only) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**3**

|  |  |
| --- | --- |
| Completed by **Holding Area Staff** | Student Status: \_\_\_\_\_\_\_ Sent with Runner \_\_\_\_\_\_\_\_\_\_\_\_\_ Absent  \_\_\_\_\_\_\_ First Aid \_\_\_\_\_\_\_\_\_\_\_\_\_ Missing  Other Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**4**

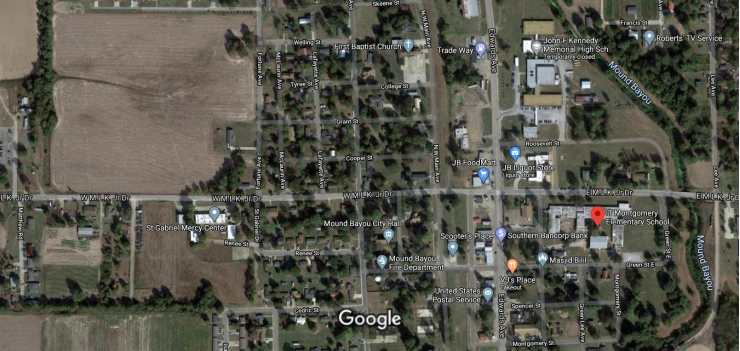
|  |  |
| --- | --- |
| Completed by **Release Gate** | Name of Person Picking Up is same as Box #1 above Yes  Photo ID/Driver’s License Checked  or verified as in box #2 above by student /\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Checked by Release Gate Personnel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**5** \*Parent – Requester Completes the Following:

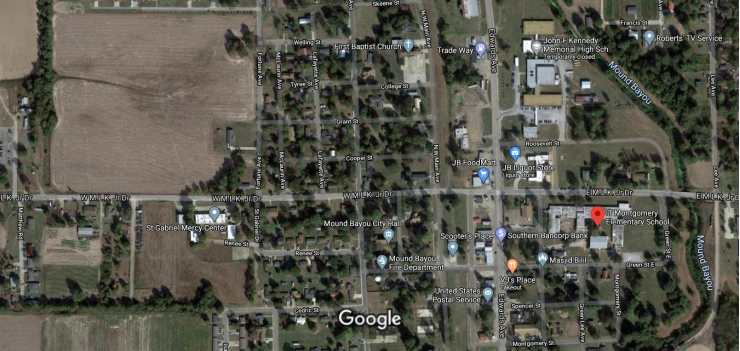
|  |  |
| --- | --- |
| Completed by Parent /Requester at **Release Gate** | Requester Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Destination/Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address / directions if needed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Time : \_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**MAPS**

**Point A**



**Point B**



**Bethel A.M.E. Church**

Bethel A.M.E. Church

**Evacuation Procedures**

