



Mississippi School of the Arts

Crisis Management

Based on the
Mississippi Department of Education
Division of School Safety
Harrison County Schools
Emergency Response and Crisis Management Center
Safety Manuals

I Policy

Intent and Definition of Crisis Management

Intent – Crisis Management is a central component of comprehensive School Safety. The most important consideration in both Crisis Management and Safe Schools efforts is the health, safety and welfare of the students and staff. A comprehensive Safe Schools Plan places a strong emphasis on prevention using strategies that range from building design to discipline policies and programs that improve school climate.

Definition – Crisis Management is that part of a school division’s approach to school safety which focuses more narrowly on a time-limited, problem-focused intervention to identify, confront, and resolve the crisis, restore equilibrium, and support appropriate adaptive responses.

School Board Policy Statement

The Mississippi School of the Arts Crisis Management Plan operates within the framework of the Mississippi Department of Education School Board policy.

Crisis Management Planning

A. Definitions

1. “Crises” shall include but not be limited to situations involving the death of a student, staff member, or a member of a student’s immediate family by suicide, substance abuse, illness, or accident. The administration shall have the authority to determine what is a crisis incident and to convene the Crisis Response Team.
2. “Critical incidents” shall include situations involving threats of harm to students, personnel, or facilities. Critical incidents include, but are not limited to, natural disasters, fire, use of weapons/explosives, and the taking of hostages. Such incidents require interagency responses involving law enforcement and/or emergency services agencies.
3. The Mississippi School of the Arts “Crisis Management Plan” is a written plan with explicit intent to protect and sustain life, reduce emotional trauma, assist in emotional recovery from trauma, and minimize personal injury and/or damage to the facility.

B. Crisis Response Team

The Mississippi School of the Arts Safety/Crisis Response Team shall be established to meet the demands of managing crisis incidents.

Emergency Drills

The following emergency drills will be conducted:

Bus Evacuation Drill	1 per year
Fire Evacuation Drill	Monthly (rotating buildings for evacuation)
Campus Evacuation Drill	1 per year
Tornado Drill	2 per year
Lock Down Drill	2 per year

Crisis Control Center Emergency Kit

The following items shall be maintained in the designated School Crisis Control Center/Administrative Building and carried to any alternate site which may be designated:

1. Responsibilities checklist – who does what.
2. Keys to all doors in the school facility.
3. Floor plan that shows the location of all exits, all telephones and telephone wall jacks, computer locations, and all other devices that may be useful in communication during an emergency.
4. Blueprints of school building(s), including utilities.
5. Map of evacuation route(s).
6. Faculty/staff roster with:
 - a) List indicating those with first aid, CPR, and/or EMT training.
 - b) List of mobile/cellular telephone numbers.
7. Crisis response equipment (two-way radios, cellular telephones). NOTE: Red Outlets in the Student Life Center are linked to the backup generator in the instance of power outage.
8. Phone lists: See Appendix A
 - a. Community Emergency Numbers
 - General emergency number – 911
 - Police Department/Sheriff – 833-2424 / 833-5231
 - Rescue/Ambulance - 757-4733
 - Fire Department – Brookhaven – 833-2424
 - Poison Control Center – 601-354-7660
 - Local Hospitals – 833-6011
 - b. School Numbers:
 - Central Office telephone and fax numbers
 - List of portable telephones of division staff
 - Extension numbers for school security, school health nurse, counselor and other support staff.
 - c. Other Resource Numbers:
 - Home/work telephone numbers of parent networks, school volunteers, local clergy, and other resources previously identified.

2. If a student or staff member is exposed, or is suspected of having been exposed to food, chemical, bee/hornet venom, or other allergic substances, check for a medical alert tag, and contact the School Nurse, and then the Principal/Director of Residence Life. The Nurse should perform the following actions:
 1. Direct someone else to call 911 and inform a secretary or school administrator who will contact parent(s)/guardian(s);
 2. Monitor and maintain ABC's (Airway – Breathing – Circulation) as needed;
 3. Observe student or staff member;
 4. EMS transport to Emergency Room for further treatment if necessary;
 5. Notify physician if required.
3. Caution parents to carefully watch child for next 24 hours and contact physician at first sign of any delayed allergic reaction.
4. Complete the district accident/incident report and file in Executive Director's office.

Assault/Fighting

Violence or threat of physical harm to students, staff, administrators, or other persons not involving a dangerous weapon or firearm.

1. Directors/crisis response team members approach in a calm manner and direct combatants to stop fighting.
2. Direct someone to contact campus security.
3. Principal/Executive Director directs lockdown response for classrooms in the immediate vicinity of the altercation if appropriate.
4. Appropriate de-escalation strategies should be used:
 - remain emotionally neutral;
 - quickly analyze situation to decide response;
 - if warranted, and trained staff are available, restrain combatants;
 - seek additional trained support staff for backup.
5. Staff removes other students and secures the scene.
6. Assess extent of injuries and administer first aid or seek further medical support.
7. Staff in area record witness names and report them in writing to Principal.
8. Escort combatants to the Y-Hut office, keeping them isolated from other students.
9. Principal/Executive Director calls parent(s)/guardian(s).
10. Principal conducts investigation and follows school discipline policies and administrative procedures.
11. Refer victim to counselors for victim assistance services if required.
12. Executive Director reports incident to law enforcement when appropriate.
13. Complete an incident report and file in Executive Director's office.

Irrational people

Proactive Efforts by all Staff

- Watch for indicators of harassment or bullying;
- Report problems that are simmering and have the potential to escalate, thereby affecting more students and becoming much more serious. Report problems to the Executive Director and/or Security, depending on urgency;

- Do not be alone with a student in a non-public, inappropriate place.

Verbal Abuse Actions

- Report immediately to Principal or Executive Director;
- Remove the student from the environment and get to Principal, Executive Director, or security office;
- Disciplinary action will follow as appropriate and in accordance with school policy.

Physical Abuse Actions

- Remain calm;
- Don't give a reaction;
- Ask any students in the room to leave immediately and get help;
- Stay with the irrational student unless personal safety is at risk;
- Do not yell or physically charge or touch toward the student;
- Attempt to get self or victim away from the irrational student;
- Tell the victim to get out of the space as soon as possible or verbally try to separate the people in an altercation;
- Attempt to maintain space between the student and self/victim (if possible a desk or large furniture can block immediate danger until help arrives);
- If there are hazards in the room, try to maneuver the irrational student away from it (mirrors, hot equipment, art supplies with sharp edges);
- Do not get backed into a corner;
- When help arrives, immediately remove self from the space. Allow the authorities to take control.
- Discipline may include a statement, photos of damage, and appropriate action in accordance with MSA policy.

In accordance to MS Code 37-9-14, all staff are obligated to pitch in and take an active role in ceasing any and all hostile activities.

Administrative Actions:

Any staff member that has acted irrationally will be handled by security officers or the police. Principal or Executive Director will notify parent(s)/guardian about immediate removal of any irrational student.

Principal or Executive Director will notify parent(s)/guardian of the victim, if any.

Statements will be taken from involved parties.

Policy regarding dismissal/reprimand will be followed.

Document all activity and notify law enforcement, in accordance with MS Code 37-9-14.

Bomb Threat [*Evacuation*]

Call Received

1. Record exactly what the caller says.
2. If possible, ask the caller:
 6. Time bomb set to detonate?

7. Is it visible or hidden?
8. Type of bomb?
9. How it got in school?
10. Where it's located?
11. What it looks like?
12. Why placed in school or on grounds?
13. Note any caller accent, age, sex, background noise, mental state, etc.
14. Write down perpetrators phone number from the Caller ID system.
3. Report to campus security.
4. Contact Executive Director if possible.

Suspicious Device Found

1. If a suspicious device is found, the MSA staff member will notify MSA Security.
2. If possible, contact Executive Director.
3. Do not touch or attempt to move the suspicious device.

Administrative Actions

1. Principal calls 911 or may choose to contact police and fire departments using regular phone numbers so as not to trigger scanners, and quickly convene the crisis response team which used the information gathered from the bomb threat phone guide to decide how the school should respond.
2. Principal contacts Executive Director.
3. Principal follows policy and procedures to communicate predetermined emergency announcement directing school off-campus evacuation.
4. Executive Director will contact the Mississippi Department of Education Deputy Superintendent.
4. Maintenance turns off school utilities.
3. Maintenance staff wearing orange vests work with law enforcement to keep incoming and outgoing travel lanes clear for emergency vehicles and prevent unauthorized people from entering school grounds.
4. Director of School Safety and Executive Director decide appropriateness of moving students and staff to buses or relocation sites during extended evacuation.
5. The police bomb squad then takes charge of the incident and scene upon arrival.
6. Principal assists the Executive Director/spokesperson in preparation of a statement for staff to read to students and send to parent(s)/guardian(s) describing the facts known at the time and procedures for accessing support as needed.

Teacher and Staff Actions:

1. All teachers and staff scan work area for unusual objects while evacuating the building; direct students who are in bathrooms or halls to exit with closest class and then report immediately to assigned teacher once in evacuation area. Evacuation area is the parking lot at the Bank of Brookhaven until assessments can be made to relocate permanently if needed or return to campus.
2. Close doors, but do not lock the door after the last person exits the room if nothing unusual was observed.

3. Teachers take attendance in evacuation area and immediately record missing students to Principal or Director of Residence Life.
4. Report suspicious objects to Director of School Safety/Directors once evacuation procedures are complete.

Additional Administrative Actions following incident:

1. Executive Director keeps all informal time and procedure log of crisis response activities.
2. Principal works with the School Counselor to initiate grief counseling plan as determined by need and severity of the situation.
3. Executive Director's secretary complete required district reports and an incident report for file in Executive Director's office.
4. Debrief with crisis response team and staff.

Death at School

The death of a student or staff member on school grounds or while traveling to or from the school.

1. Principal/Director of Residence Life or designee contact 911.
2. Principal/Director of Residence Life or designee contacts Executive Director.
3. Principal/Director of Residence Life or designee notifies school counselor(s).
4. Executive Director will contact the Mississippi Department of Education.
5. Convene crisis response team and develop a plan for the following:
 - Executive Director ensures the family of deceased is notified;
 - Principal alert counselors at schools where any siblings are enrolled;
 - Provide grief support for students in designated building areas. Try to have more than one area available for this purpose. Have the adults on duty in these areas keep lists of students seen by the professionals. Make sure the parents/guardians of these students are notified regarding the impact of the event on their children.
 - Review and distribute guidelines to help teachers with classroom discussion.
 - Stand in for any substitute teacher in the building or for any staff member unable or unwilling to deal with the situation during the announcement and subsequent discussion.
 - Coordinate and greet all auxiliary support services staff members and take them to their assigned locations. Provide a sign-in/out sheet for them.
 - Assign a counselor, psychologist, social worker, or other designated staff member to follow a deceased student's class schedule for the remainder of the day if that will be helpful to teachers in those classes.
6. Station staff/student support members as planned prior to making the announcement.
7. Delivering a typed statement to every classroom before the end of the period or convene a student assembly. Include locations of in-building support.

Once the announcement is made, assigned staff members will perform the following:

8. Monitor the students leaving the building without permission. Redirect them to support services. If unable to intercept, notify a family member expressing the school's concerns.
9. Notify parents of students closest to the deceased/injured and ask them to pick up their children at the end of the school day or as soon as possible. Implement the plan previously developed to handle masses of parents who will pick up their children.
10. Notify bus drivers – especially those who drive the buses usually traveled in by the injured or deceased student, or who are experiencing the most severe shock.
11. Notify Brookhaven High School regarding siblings or other students predicted to be strongly affected.
12. Collect deceased student's belongings from his/her classroom or other sites at the end of the day.
13. Officially withdraw a deceased student from the school attendance rolls
14. Principal keeps an informal time and procedures log of crisis response activities.
15. Principal/Executive Director makes home visits to affected families with counselors or crisis team members.
16. Prepare to hold community support meeting(s) if appropriate.
17. Relay information about wake(s) and funeral(s) to students, staff and community as it becomes available.
18. Plan long-term response and follow-up counseling.
19. Complete an incident report and file in Executive Director's office.
20. Debrief with crisis response team and staff.

Demonstration/Riot [Lockdown]

An event where a group of people threaten to disrupt school activities or cause personal or property damage.

1. Principal contacts Executive Director and Directors.
2. Executive Director will contact the Mississippi Department of Education.
3. Executive Director may convene the crisis response team.
4. Directors determine whether to ask demonstrators to disperse, notify law enforcement, or initiate lockdown procedures using predetermined code word (phrase).
5. Direct students who are in bathrooms or halls to join closest class or nearest adult and then report immediately to assigned teacher once in evacuation area; inform the office about student's location during lockdown.
6. Custodial/maintenance staff wearing orange vests work with law enforcement to keep incoming and outgoing travel lanes clear for emergency vehicles and prevent unauthorized people from entering school grounds.
7. Principal assesses the severity of injuries and determines need for further medical support.
8. Principal keeps an informal time and procedures log of crisis response activities.

9. Executive Director may contact media with predetermined message.
10. Complete an incident report and file in Executive Director's office.
11. Debrief with crisis response team and staff.

Explosion [*Evacuation*]

An explosion may result from chemical interactions, ruptured propane tank, detonated bomb or other combustible materials/chemicals.

1. Assess injuries; use serious illness/injury section of this guide, if appropriate.
2. Call 911, the nurse, the Executive Director and Principal.
3. Executive Director will contact the school board.
4. Follow evacuation procedures and/or activate emergency code system. Leave classroom doors unlocked and direct students who are in bathrooms or halls to join closest class and then report immediately to assigned teacher once in evacuation area.
5. Teachers take attendance in evacuation area and immediately report missing students to the Principal/Director as soon as possible.
6. Custodial/maintenance staff wearing orange vests work with law enforcement to keep incoming and outgoing travel lanes clear for emergency vehicles and prevent unauthorized people from entering school grounds.
7. Law enforcement directs wrecker(s) to remove vehicles blocking emergency routes.
8. Nurse secures treatment for any injured persons.
9. Convene crisis response team and assess situation.
10. If immediate threat of fire, the fire chief assumes control of the incident.
11. Director of Maintenance oversees turning off school utilities.
12. Executive Director prepares a written statement for staff to read to students and send to parents/guardians describing the facts known at the time and procedures for accessing support as needed.
13. Executive Director or designee keep an informal time and procedures log of crisis response activities.
14. If criminal behavior is suspected, law enforcement takes charge of incident.
15. Executive Director may contact media with predetermined message that has been coordinated with law enforcement.
16. Directors work with the School Counselor to initiate grief counseling plan as determined by need and severity of the situation.
17. Complete an incident report and file in Executive Director's office.
18. Debrief with crisis response team and staff.

Fire [*Evacuation*]

The primary responsibilities of all employees if a fire – experiences excessive heat radiating from an adjoining wall, ceiling or floor, smelling smoke, observes flames or smoke:
Remember **R.A.C.E.**

- R** - Rescue. Get all individuals away from danger into a safe area.
- A** - Alert. Call 911, Pull the nearest fire alarm, and report the fire to the Principal.

- C - Contain. Close doors as you leave the area if safe to do so.
- E - Extinguish or Evacuate. If safe to do so, and if properly trained. Extinguishers are located in all school facilities. Know the location of the extinguisher in your area. If you cannot extinguish, evacuate the area.

Teachers and Staff Actions:

1. Teachers direct students who are in bathrooms or halls to join closest class and then report immediately to assigned teacher once in evacuation area.
2. Teachers take attendance in evacuation area and report missing students to the Principal as soon as possible.
3. Custodial/maintenance staff wearing orange vests work with law enforcement to keep incoming and outgoing travel lanes clear for emergency vehicles and prevent unauthorized people from entering school grounds.
4. Law enforcement directs wrecker(s) to remove vehicles blocking emergency routes.
5. Custodian/maintenance turns off school utilities.
6. Determine if there are any injuries and report to nurse.
7. Teachers supervise students in evacuation area.
8. Wait for administrative decision to re-enter school or to dismiss or move students and staff to relocation areas.

Additional Administration Actions following incident:

1. Executive Director's secretary keeps an informal time and procedures log of crisis response activities.
2. Executive Director assists the district spokesperson to prepare a written statement for staff to read to students and send to parents/guardian describing the facts known at the time and procedures for accessing support as needed.
3. Directors work with the School Counselor to initiate grief counseling plan as determined by need and severity of the situation. If needed, Principal or Executive Director will contact MDE for counseling professionals.
4. Complete an incident report and file in Executive Director's office.
5. Debrief with crisis response team and staff.

Hazardous Material [*Lockdown or Evacuation*]

Hazardous materials include poisons, petroleum products, fertilizers, biological contaminants, explosives and other corrosive materials that have the potential of becoming a hazard in the immediate vicinity of the school. In the case of a hazardous spill:

1. Notify the Principal, who will notify the Executive Director.
2. Call 911 and activate the fire department.
3. Assess the extent of injuries and need for additional medical attention.
4. Directors may convene the crisis response team.
5. Determine location, quantity and danger potential of hazardous materials.
6. Fire chief becomes the team leader and works with the Executive Director to evacuate or direct lockdown using predetermined code word (phrase).

7. Staff direct students who are in bathrooms or halls to join closest class and then report immediately to assigned teacher once in evacuation area; inform the office about student's location during lockdown.
8. Custodian/maintenance turns off school utilities.
9. Teachers take attendance in evacuation area and immediately report missing students to the Director/Principal upon request.
10. Seal off area and keep students and staff away from the hazardous material.
11. Custodial/maintenance staff wearing orange vests work with law enforcement to keep incoming and outgoing travel lanes clear for emergency vehicles and prevent unauthorized people from entering school grounds.
12. Executive Director contacts MDE.
13. Executive Director and district spokesperson prepares a written statement for staff to read to students and send to parents/guardian describing the facts known at the time and procedures for accessing support as needed.
14. Executive Director's secretary keeps an informal time and procedures log of response activities.
15. Principal and Executive Director works with the School Counselor and MDE to initiate grief counseling plan as determined by need and severity of the situation.
16. Complete an incident report and file in principal's office.
17. Debrief with crisis response team and staff.

Hostage [*Lockdown or Evacuation*]

Any situation when a student, staff member or school visitor is forcibly taken against their will and used as a negotiation tool by an individual or group of people. This may include situations where a person barricades themselves in a building or vehicle and threatens suicide. A hostage situation should always be handled by law enforcement officials.

General Procedures

1. Do not intervene in the hostage/barricade situation.
2. Call 911 and the Executive Director, who will notify MDE.
3. Executive Director yields team leader authority to law enforcement commander who directs procedure for lockdown or evacuation using predetermined code word (phrase).
4. Staff direct students who are in bathrooms or halls to join closest class or group; inform the office about student's location during lockdown.
5. Activate the crisis response team (if time allows or Executive Director/Security makes the decision) and decide plan of action if there is to be a lockdown or evacuation. A public announcement will be made to such effect as on page 16 & 17 for Lockdown or Evacuation for any other purpose.

If on Lockdown:

6. Staff lock all hallway and exterior doors – however, no doors should be barricaded that would prevent rapid evacuation.

7. If the fire alarm is activated during a lockdown that involves a hostage or weapons crisis, staff should direct students to wait until an announcement is made to leave the area.
8. Staff, students and visitors remain quiet in designated lockdown area, on the floor, away from windows and doors, and with all lights turned off.
9. Remain in lockdown mode until the “all clear” command is given by the principal or law enforcement commander.

If Evacuation:

10. If evacuation occurs, teachers take attendance in evacuation area and immediately report missing students to the Principal/Director as soon as possible.
11. Teachers and Directors remain in contact Executive Director.
12. Custodial/maintenance staff wearing orange vests work with law enforcement to keep incoming and outgoing travel lanes clear for emergency vehicles and prevent unauthorized people from entering school grounds.
13. Executive Director notifies parent(s)/guardian(s) of students involved.
14. Executive Director and district spokesperson prepare a written statement for staff to read to students and send to parents/guardians describing the facts known at the time and procedures for accessing support as needed.
15. Executive Director or designee keeps an informal time and procedures log of response activities.
16. Principal and Executive Director work with the School Counselor to initiate grief counseling plan as determined by need and severity of the situation.
17. Conduct victim assistance services as provided by MDE.
18. Complete an incident report and file in Executive Director’s office.
19. Debrief with crisis response team and staff.

If Taken Hostage

1. Follow instructions of hostage taker.
2. Remain calm and do not panic. Reassure students if they are present that everything will be okay.
3. Treat the hostage taker with respect and act as normal as possible.
4. Ask permission to speak and do not argue or make suggestions.
5. Don’t intervene; allow law enforcement to negotiate.
6. School will complete steps 2-19 above as appropriate.

Intruder [*Lockdown*]

Unauthorized person in school building or on school property.

1. Ask unauthorized visitor to identify himself/herself.
2. If visitor is uncooperative, contact the MSA Security and Principal.
3. Principal notifies Executive Director.
4. MSA security asks intruder about purpose for being in school.
5. If no legitimate reason, MSA security asks intruder to leave.

6. If intruder remains uncooperative, MSA security contacts additional law enforcement.
7. Executive Director initiates lockdown using pre-determined announcement.
8. Teachers direct students who are in bathrooms or halls to immediately enter closest classrooms and remain until lockdown ends.
9. If intruder leaves before law enforcement arrives, write down intruder's physical description, type and color of automobile, registration plate number and any other identifiable information and report to MSA Security and Principal.
10. Complete an incident report and file in Executive Director's office.

Missing Student

Student(s) unaccounted for at school.

1. Refer all requests for release of individual students to the office prior to their departure from school; require a written student release note from parents.
2. If an "unauthorized" or unknown person is in or near your workspace, note their appearance, make and color of vehicle, or any other identifiable information, and report observations to the Principal.
3. Insist on identification if unknown person arrives at school asking to pick up student; direct unknown person back to office for approval.
4. Notify the Principal of any suspicious student absence or unknown person in building.
5. Principal will notify Executive Director.
6. Principal will contact parent(s)/guardian(s) to gather more information or communicate student absence.
7. Activate missing student code throughout school.
8. Principal will call 911 if necessary.
9. All staff is on lookout for missing student and immediately report any new information to the Executive Director or Principal.
10. Inform staff once missing person is found.
11. Complete an incident report and file in Executive Director's office.
12. If necessary, the incident will be moved to a kidnapping situation.

Kidnapping

Kidnapping means the unauthorized removal of a student from school property without consent either from school officials and/or parent(s)/guardian(s). In many instances this violation of school rules and state law is perpetrated by a parent or relative involved in a domestic dispute.

1. Verify child is missing and then contact Principal.
2. Principal contacts parent(s)/guardian(s) and checks student file for any restraining orders or other background information.
3. Gather facts about abduction, description of abductor and any vehicle involved.
4. Principal calls 911, Executive Director, and notifies counselor and nurse as needed:
 - police may interview child's friends;
 - school staff provide support for students being interviewed;

11. Executive Director's secretary keeps an informal time and procedures log of response activities.
12. Principal and Executive Director works with the School Counselor to initiate grief counseling plan as determined by need and severity of the situation.
13. Complete an incident report and file in Executive Director's office.
14. Debrief crisis response team and staff.

Hurricane

If a hurricane is in the Gulf of Mexico and predicted to hit Mississippi or Southeast Louisiana, Executive Director and Director of Safety will determine necessity of school evacuation a minimum of 24 hours in advance of landfall or mandatory evacuation that would prevent ease of travel on interstate highways. If weather is deemed a threat to the campus and safety of students, MSA will activate the campus call tree to parents/guardians to pick up their student from campus. If students remain on campus, the procedure for Tornado will be followed if necessary.

Tornado/Earthquake (Duck and Tuck)

If a Watch is issued:

If a Tornado Watch (tornado may be developed), students and staff are instructed to stay on campus and indoors away from windows as much as possible.

If a Warning is issued:

If a Tornado Warning (tornado has been formed and sighted), Executive Director or designee will make an announcement to take cover in the hallways.

If Indoors

1. Instruct students to drop to crouched position, head down, hands clasped behind head, with back toward windows, under tables/desks and away from bookshelves and cabinets.
2. Remain near walls or in hallways; don't take cover in the center of rooms or in large open spaces like gymnasiums, libraries or cafeterias.

After the storm:

3. Wait until wind/tremors stop.
4. Evaluate situation and implement evacuation procedures if necessary.
5. Go to designated safe area 300 feet away from the school and take attendance. School designated area on campus is the parking lot behind the Public Library. If debris is great, assemble at the Bank of Brookhaven.
6. Report missing students and staff to the Principal/Director as soon as possible.
7. Supervise students until they can safely return or other administrative direction is given.
8. As appropriate, custodial/maintenance staff wearing orange vests work with law enforcement to keep incoming and outgoing travel lanes clear for emergency vehicles and prevent unauthorized people from entering school grounds.
9. Maintenance turns off school utilities.

2. Hold faculty meeting as soon as possible to communicate next steps.
3. Permit students to leave school only with parental permission and carefully track attendance.
4. Engage support of counselors and any peer intervention or student assistance personnel.
5. If questioned by media, the Executive Director should state that law enforcement officials are investigating an untimely death (do not give names or any personal information) and direct the media to the district superintendent for an official statement.
6. Executive Director or Principal keeps an informal time and procedures log of response activities.
7. Executive Director and Principal work with the School Counselor to initiate grief counseling plan as determined by need and severity of the situation.
8. Make home visits to affected families with counselor(s) or crisis team members.
9. Relay information about wake(s) and funeral(s) to students, staff and community as it becomes available.
10. Complete an incident report and file in Executive Director's office.
11. Debrief with crisis response team and staff.

Weapon [*Lockdown or Evacuation*]

A dangerous or deadly weapon as defined by state and federal law includes, but is not limited to, gun, knife, metal knuckles, straight razor, noxious, irritating or poisonous gas, poison, other items used with the intent to harm, threaten or harass students, staff, parents or school visitors.

1. Contact Principal and call 911.
2. Principal contact Executive Director.
3. Convene crisis response team and assess situation as to:
 - location of person with weapon;
 - extent of existing and potential for further injuries;
 - how the school will respond.

Administrative Actions:

4. Directors, using pre-determined announcement, directs students/staff to move away from immediate danger to safety; some situations may warrant lockdown and others evacuation
5. Contact parents of injured students (immediate relatives of injured staff members).
6. Executive Director and Principal meet with law enforcement upon arrival.
7. When appropriate, custodial/maintenance staff wearing orange vests work with law enforcement to keep incoming and outgoing travel lanes clear for emergency vehicles and prevent unauthorized people from entering school grounds.
8. Law enforcement directs wrecker(s) to remove vehicles blocking emergency routes.

Teachers and Staff Actions:

9. Direct students who are in bathrooms or halls to join closest class and to inform the office about location during lockdown;
10. If the fire alarm is activated during a lockdown that involves a hostage or weapons, staff should only respond to the announcement to evacuate the building;
11. During a gun incident, instruct students to “*drop to the floor/ground*” or “*run into the building quickly*;”
12. During lockdown, staff should lock all hallway and exterior doors – however, no doors should be barricaded to prevent rapid evacuation;
13. Teachers, staff, visitors and students remain quiet in designated lockdown area, on the floor, away from windows and doors, and with all lights turned off;
14. Teachers take attendance in evacuation area or in lockdown mode based upon announcement and immediately report missing students or additional students not generally under their supervision to the Principal/Director as soon as possible.
15. Care for the injured and seek further medical attention as needed until help arrives.
16. If evacuated, no one can reenter the building until released by the administration or law enforcement.

Additional Administrative Actions after the incident:

17. Executive Director and district spokesperson prepares a written statement for staff to read to students and send to parent(s)/guardian(s) describing the facts known at the time and procedures for accessing support as needed.
18. At all times attend to the safety of students and staff.
19. Executive Director or Principal keeps an informal time and procedures log of response activities.
20. Executive Director and district spokesperson may contact media with predetermined message that has been coordinated with law enforcement.
21. Executive Director and Principal work with the School Counselor to initiate grief counseling plan as determined by need and severity of the situation.
22. Counselors provide victim assistance services through MDE.
23. Complete an incident report and file in Executive Director’s office.
24. Debrief crisis response team and staff.

Appendix A: Announcements

Lockdown

Class in Session (no lunches in progress)

“Students and Staff – It is necessary at this time to begin a school-wide lockdown. All students are to remain in class or room where you are. Students in the hall report immediately to the nearest room. Students on off block report to the nearest room with a door. Teachers lock your classroom door. No one is to leave the classroom until an all clear announcement is made by an administrator. If we need to evacuate the building, an announcement will be made.”

During Lunch or After School Hours/During Class Changes

“Students and Staff – It is necessary at this time to begin a school-wide lockdown. Students, teachers, and residential life staff in the cafeteria are to report immediately to the nearest room with a door. All students join closest class or adult and stay there until an all clear announcement is made. Then report immediately to assigned teacher once in evacuation area. Adults lock doors where you are as soon as students are inside. If we need to evacuate the building, an announcement will be made.”

Evacuation

Class in Session (no lunches in progress)

“Students and Staff – It is necessary at this time to begin a school-wide (or building) evacuation. All students are to follow the evacuation routes nearest your location. Students in the hall evacuate the building and report immediately to your teacher. Students on off block report to the SLC first floor representative. Staff do not lock your classroom door. No one is to enter the building until an all clear announcement is made by an administrator. If we need to relocate, an announcement will be made.”

During Lunch or After School Hours/During Class Changes

“Students and Staff – It is necessary at this time to begin a school-wide (or building) evacuation. All students are to follow the evacuation

routes nearest your location. Students in the hall evacuate the building and report immediately to the SLC floor representative or residence counselor. No one is to enter the building until an all clear announcement is made by an administrator. If we need to relocate, an announcement will be made.”

Relocation

“Students and Staff – It is necessary at this time to begin a school-wide relocation. All students are to follow the evacuation routes nearest your location. Report to the Bank of Brookhaven parking lot. Students in the hall evacuate the building and report immediately to your teacher or residence counselor. No one is to enter the campus until an all clear announcement is made by an administrator.”

Tornado

If a Watch is issued:

Students and Staff a Tornado watch has been issued for us until _____. Students are required to stay on campus and indoors away from windows until an announcement is made.

If a Warning is issued:

Students and Staff a Tornado warning has been issued for us until _____. Students need to take cover in the hallway (on the first floor if in the SLC) in the crouched position and remain there until an announcement is made.

Student Death from Accident or Illness of Which Students May Be Aware

As many of you are aware, we were sorry to hear that _____, a student in the 11th grade of our school, died on _____ from injuries in a car crash. The funeral arrangements have not been completed. As soon as we learn the funeral plans, we will announce them. Those of you who want to discuss your feelings about _____'s death should obtain a pass from your teacher to go to the library where there are counselors available. This help will be available throughout the school day.

Thank you for your cooperation today.

Communications with Media – Executive Director or designee will handle all media relations in conjunction with direction from MDE.

Most news people are sensitive, open to suggestions and interested in doing a reputable job. When dealing with the media, the following suggestions will promote clear communications:

- Deal up-front with reporters. Be honest, forthright and establish good communication with the media before problems or a crisis occurs.
- Do not try to stonewall the media or keep them from doing their job.
- The school should decide what to say, define the ground rules, issue a statement and answer questions within the limits of confidentiality.
- Identify a single information source.
- Advise school staff of media procedures.
- Advise students of the media policy. Let them know that they do not have to talk, and can say no.
- If the crisis is a death, consult with the deceased student/staff member's family before making any statements and get their permission to release information.

During a Crisis:

- Attempt to define the type and extent of the crisis as soon as possible.
- Inform employees what is happening as soon as possible.
- Designate that a central source, such as the crisis communications center, coordinate information gathering and dissemination.
- Instruct all employees to refer all information and questions to communications centers.
- Remind employees that only designated spokesmen are authorized to talk with news media.
- Take initiative with news media and let them know what is or is not known about the situation.
- When communicating, remember to maintain a unified position and uniform message; keep messages concise, clear, and consistent; keep spokesman and alternates briefed.
- Contact the top administrator or designee to inform him of the current situation, emerging developments, and to clear statements.

1. Tell parents exactly what is known to have happened that is allowable within confidentiality of student information. Do not embellish or speculate.
2. Implement the plan to manage phone calls and parents who arrive at school.
3. Schedule and attend an open question-and-answer meeting for parents as soon after the incident as possible.

The meeting is an opportunity for school officials to listen and respond to parent concerns (which is helpful in combating rumors and other misinformation) and to work on restoring parental trust in the school. In the event of an incident that involved damage or destruction, an open house for parents and other members of the community to see the school restored to its “normal” state helps everyone get beyond the crisis.

TELEPHONE TREE (End of this appendix)

When a crisis occurs during weekends, vacation periods, or when a large number of staff are away from school, it will be necessary to transmit information via a phone tree. At other times, when crises occur when school is in session, only the people outside the school building need to be contacted via telephone.

Crisis Communication Checklist

DAY 1

In the event of a serious accident, sudden death, or similar events:

- a. Direct staff and others not to repeat information until verification is obtained.
- b. Notify MDE and appropriate personnel.
- c. Convene Crisis Response Team and assign duties.
- d. Notify building support staff and place on standby any MDE available counseling resources.
- e. Inform closest friends of the affected student and provide support.
- f. Prepare formal statement or announcement.
- g. Announce time and place of emergency staff meeting.
- h. Identify other/additional students, staff, and parents likely to be most affected by news.
- i. Assess need for additional community resources.
- j. Make official announcement.
- k. Hold emergency staff meeting.
- l. As needed, assign team members and other staff to notify parents, support staff, and feeder schools.

Day 1 Staff Meeting

At the first staff meeting during a school crisis:

Appendix F:

Epi Pen Administration Instructions

Appendix G: Crisis Incident Forms

**Mississippi School of the Arts
Site Status Report/Missing/Injury Report**

Name: _____

Date: _____ **Time:** _____ **Location:** _____

Person in charge at the site: _____

Message via (circle): 2-Way radio Telephone Messenger

Employee/Student Status

	Absent	Injured	# sent to Hospital	Dead	Missing	Unaccounted for (away from site)	# released to parents	# being supervised
Students								
Site Staff								
Others								

Structural Damage (check damage/problem and indicate location(s)).

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

Bomb Threat Call Procedure

*****Do NOT give out your name to the caller.*****

Questions to ask caller...Complete as caller responds.

1.	When is the bomb going to explode? _____
2.	Where is it right now? _____
3.	What does it look like? _____
4.	What kind of bomb is it? _____
5.	What will cause it to explode? _____
6.	Did you place the bomb? <input type="checkbox"/> No <input type="checkbox"/> Yes (if no, who did?) _____ _____
7.	What is your name? _____
8.	What is your address? _____
9.	Sex of Caller (circle one) Male Female
10.	Age of Caller _____
11.	Distinguishing characteristics in the voice _____ _____
12.	Length of call _____
Name of Reporter: _____ Date: _____	