

OFFICE OF QUALITY PROFESSIONALS & SPECIAL SCHOOLS
Summary of State Board of Education Agenda Items
May 20, 2011

MISSISSIPPI SCHOOL OF THE ARTS

G. Approval of the Mississippi School of the Arts 2011-2012 Crisis Management Manual

Executive Summary

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

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

- Updated table of contents
- Assigning the responsibility to inform the Executive Director, Principal, or Residence Life Director as soon as possible after an event/incident occurs.
- Consistent title of the response team to Crisis Response Team.
- Eliminated staff member names and include only titles for team members.
- Established the Safety Committee and the Crisis Response Team are the same body of people.
- Corrected names of off-site locations.
- Added drill list and frequency.
- Moved all definitions to one section (evacuation, relocation, and lockdown).
- Separated teacher actions from administrative actions in a list format.
- Added a section on dealing with irrational people (verbal or physical abuse).
- Change contacts the School Board to contact Mississippi Department of Education.
- Added R.A.C.E. to fire procedures.
- Added clarification on tornado watches and warnings.
- Added appendix section of announcements for major incidents.
- Added appendix section for Phone Tree.
- Added appendix section for Epi Pen administration.
- Added appendix section for Crisis Incident Forms.

Back-up material attached

Recommendation: Approval