



CANTON PUBLIC SCHOOL DISTRICT

CRISIS RESPONSE PLAN

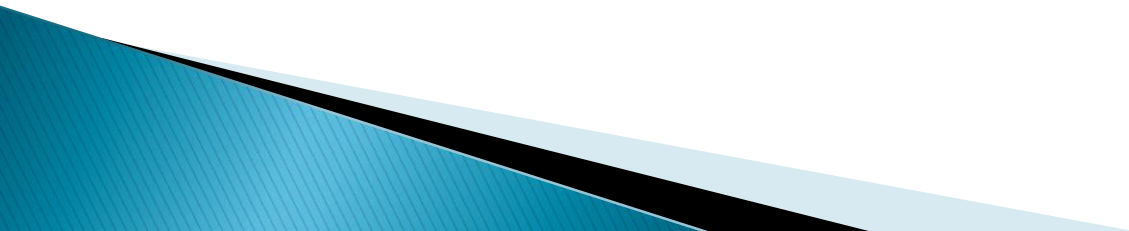
TRAINING SESSION

CRISIS RESPONSE PLAN OVERVIEW

- ▶ The Canton Public School Board and the Administrative Staff are dedicated to ensuring a safe environment is provided for our students and employees. Further, all employees are provided with a safe work place and appropriate safety training. We are hereby officially implementing the safety programs outlined our Crisis Response Plan. These written programs are directed by the Canton School District Safety Program Policy, which was adopted by the Canton Public School Board. This plan is compliant with National Incident Management System and Joint Incident Command recommendations.
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- ▶ All employees are expected to comply with the minimum safety requirements outlined in this program. Administrators and Principals may develop and implement additional detailed programs for their campuses as needed upon approval by the Superintendent of Education and the Canton Public School Board. All employees are required to annually review the programs outlined in this policy manual. All employees shall review the manual as part of their orientation. Once this review is completed, employees will fill out and sign a copy of the Employee Review and Compliance Certification Form.
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- ▶ Safety is an important and integral element in each of our duties and is considered the single most important aspect of anything we do. It is the goal of the Canton School District to provide a safe and healthy environment for all students, employees, parents and visitors. Thank you for your cooperation and support in these efforts.

CRISIS RESPONSE PLAN

INTRUDER VIDEO



CRISIS RESPONSE PLAN

INTRUDER/LOCKDOWN

› Intruder

- › An intruder is an individual in the building who has not followed established visitor procedures.
- › Any school personnel who observes a visitor in the building or on the school campus without a visitor's badge should call the office. The principal/designee will determine if it is a serious situation.

› General Procedure

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

› Emergency Lockdown Procedure

- › Principal/designee will notify all teachers that you have an emergency situation. The emergency signal is **Go Lock Down** please keep all students inside your classroom until further notice.
- › The principal/designee will call 911. Be sure that the 911 operator understands that there is an intruder inside the school, whether the person is armed, his or her last known location, a description, and any other pertinent information. If possible, stay on the line until you are instructed to disconnect by the 911 operator.
- › Teachers will account for students and put a red card under the door if a student is injured or requires medical assistance.
- › Teachers will put a green card under the door if all students are accounted for and are okay.
- › List the names of missing students on an index card. Security personnel will collect cards.
- › Principal/designee will notify the superintendent.
- › The superintendent/designee will notify the safety coordinator, director of operations, and public relations.
- › All classroom doors should be locked at the sound of the emergency signal.
- › Teachers and students should move away from door and remain quiet and seated.
- › Notify all students outside their classrooms to report to the nearest safe classroom.
- › All doors should remain locked. Students and staff should remain seated and quiet until the all-clear signal is given or other instructions are forthcoming.

CRISIS RESPONSE PLAN

EVACUATE

▶ **Building Evacuation Plan**

- ▶ The principal will update and post evacuation plans in each room of his or her building annually. This plan will be used for fire, bomb threat, explosion, loss of a building's structural integrity, hazardous materials and other crises requiring evacuation.
- ▶ Evacuation is considered a last line of defense and should only be implemented when the life and/or health of students, employees, guests, or visitors is threatened. Exits are highly visible and exit pathways labeled with appropriate EXIT signs. Know the route to the nearest exit from your location. In the event of a fire or other condition which necessitates evacuation of the building, do the following as outlined in site/school specific evacuation plans:

▶ **Emergency Procedure**

- ▶ Students and staff will calmly and quickly move to assigned evacuation locations.
- ▶ Teachers will follow students out and stay with students.
- ▶ Stay together and gather at a safe distance 1,500 ft from the building at designated gathering points. See the plan for each location.
- ▶ Teachers will call roll to determine if any students are missing.
- ▶ Teachers will report missing students to principal.
- ▶ If it cannot be determined that all persons have safely exited the building, the responding fire team, or other designated emergency response team must be notified.
- ▶ Unattached students will report to the nearest teacher. Teachers should note student additions and send this information to principal.
- ▶ Secretarial staff will take enrollment cards and sign-out sheets for off-site student release.
- ▶ Designate a specific location for medical personnel to conduct triage.

▶ **Training**

- ▶ School Principals and Department Heads shall ensure that employees receive information and training on the elements of the emergency crisis and response plan during orientation and at least annually thereafter. Training shall include, but not be limited to:
- ▶ School/facility layouts and escape routes
- ▶ Awareness of handicapped individuals who may need extra assistance
- ▶ Hazardous areas to be avoided during emergencies
- ▶ Rooms and other spaces that need to be checked for visitors and employees who may be trapped or otherwise unable to evacuate the area during an emergency.
- ▶ Any duties/responsibilities the employee may have in support of plan.

CRISIS RESPONSE PLAN

BOMB THREAT

Bomb Threat

(MS Code 97-37-21)

Utilize Bomb Threat Report Form

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

A bomb threat may be a prelude to attempted robbery, hostage taking, kidnapping, or just a student trying to get out of a test at school. However, a threat must be taken seriously at all times.

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

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

Emergency Procedure

Clerical staff will immediately notify the principal/designee of the bomb threat.

Clerical staff will document the threat (use the bomb threat checklist).

The principal/designee will decide whether to evacuate immediately and search the facility or to make a preliminary search prior to any other action.

The principal will evacuate the building, if warranted (1000 feet or more).

The principal/designee will notify law enforcement by calling 911 and security

Principal/designee will instruct teachers and staff as they are evacuating their classrooms and building, they must be watchful for anything that they don't recognize as being "normal", i.e. briefcases, bags in unusual places, pipes laying in unusual places. If they don't observe anything unusual in the classrooms, close the door after the last student is out. (The closed door will indicate to the police that nothing unusual was observed in the classroom.) Do Not Lock The Doors!

A search team composed of police officers and staff members will conduct a visual search of the building and report to the principal any items or containers that are unusual or foreign to the normal operation. Do not handle the item under suspicion.

The principal/designee will notify the superintendent's office who will immediately notify the proper departments.

The principal/designee will be responsible for controlling the use of two-way radios and cell phones during a bomb threat.

The principal/designee will be responsible for developing and maintaining a visual search plan designed to meet the specific needs of his or her building.

The principal/designee will be responsible for conducting a search plan drill at least once each semester.

The clerical staff will close all vaults and secure all records.

Secretarial staff will take enrollment cards and sign-out sheets for off-site student release.

Teachers will take class roll and notify the principal if someone is missing.

The principal/designee will make the decision for the students and other personnel to re-enter the building. If possible, the principal should seek the advice of Policy/Fire Departments.

CRISIS RESPONSE PLAN

BOMB THREAT

- ▶ In the case of inclement weather or delayed reentry into the school building(s), the principals/designees will notify the transportation department of the need for buses to transport students/staff to a predetermined location. The predetermined location are as follows:

- Canton Educational Services Center
- Canton School of Arts and Sciences
- McNeal Elementary School
- Canton High School
- Canton Career Center
- Canton Elementary School
- Mt. Able M.B. Church
- Nichols Middle School

St. Paul A.M.E. Zion Church
Priestly Chapel M.B. Church
Mt. Zion M.B. Church
Mt. Able M.B. Church
Canton Community Center
Fire Station #2

Anderson Lodge
Greater Sims A.M.E. Zion Church

- ▶ The superintendent/designee must be informed prior to moving students/staff to predetermined location.
- ▶ Public relations director will prepare statement for the media.
- ▶ The principal will prepare fact sheet to help those answering phones.

- ▶ What not to do if a bomb is found:

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

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

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

CRISIS RESPONSE PLAN

FIRE

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

CRISIS RESPONSE PLAN

CHEMICAL SPILLS

- ▶ **Hazardous Materials Incident**
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- ▶ A hazardous material is any substance chemical, biological, radiological, or explosive in a quantity of form, which may be harmful to humans, domestic animals, wildlife, economic crops or property when released into the environment.
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- ▶ Hazardous materials are commonly used and transported through Madison County therefore, hazardous materials accidents may occur as the result of human error or natural disaster. Disasters involving hazardous materials are likely to happen without warning. They are usually confined to a localized area and action should be taken to contain resultant spills as promptly as possible.
- ▶
- ▶ **Off-Property Hazardous Materials Release**
- ▶ **Within The Facility Hazardous Materials Release**

CRISIS RESPONSE PLAN

ALTERCATION

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

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

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

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

CRISIS RESPONSE PLAN

PRESERVING EVIDENCE

- ▶ **Crime Scene Management**
- ▶ The purpose of this policy and procedure is to secure and restrict access to a crime scene in order to preserve evidence in cases of crimes occurring on school property.
- ▶ **How to avoid contaminating crime scene evidence**
- ▶ Crime scenes often have some of the most important evidence, evidence that is critical in criminal cases. Only trained professionals should collect and preserve the evidence. Crime scene contamination can be a big problem. Therefore, before the professionals arrive, it is paramount that the crime scene remains as uncontaminated as possible.
- ▶ There are steps that can be taken by people who are the first to arrive at the scene to help protect the evidence. School Resource Officers are trained by the Department of Education in securing any school crime scene.
- ▶ Since school employees will be first at a school crime scene, it is recommended that a person from the school staff be designated to manage the crime scene prior to police arrival. This should be the School Resource Officer, Assistant Principal or Lead Teacher.
- ▶ The acronym "RESPOND" should help Canton Public School District Personnel remember how best to manage a school crime scene to minimize contamination. The letters in the acronym represent the words Respond, Evaluate, Secure, Protect, Observe, Notify and Document.

CRISIS RESPONSE PLAN

PRESERVING EVIDENCE

- ▶ **Respond**

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

- ▶ **Evaluate**

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

- ▶ **Secure**

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

- ▶ **Protect**

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

- ▶ **Observe**

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

- ▶ **Notify**

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

- ▶ **Document**

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

CRISIS RESPONSE PLAN

RANDOM SEARCH

▶ PROCEDURE FOR IMPLEMENTATION

- ▶ 1. The school official should document what offense(s)/school rule infraction(s), law or contraband is suspected; the name(s) of the student(s) suspected; and where or what is to be searched or opened. In addition, the school official must consider and document the answers to the following questions when requesting an individual search:
 - ▶ • ***Did the student deny owning the object to be searched? (Explain.) (If so, the student has no legitimate expectation of privacy in the object and cannot later complain that the search was improper.)***
 - ▶ • ***Did the student abandon the object to be searched (i.e., dropped it while running from a school official or while fleeing the scene of the suspected offense)? If so, the student has no legitimate expectation of privacy in that object and cannot later complain that the search was improper.***
 - ▶ • ***Will the search involve more than one student? If so, were there reasonable grounds to believe that each individual to be searched would be in possession of the item(s) being sought? (Note: In some situations, the number of suspects may be so small that the entire group may be searched. Courts will consider (1) the size of the group, (2) the strength of the grounds to believe that one of them is the person who committed the offense, (3) the seriousness of the offense, and (4) whether the sought-after evidence could harm others.)***
 - ▶ • ***What steps were taken before requesting an individual search of a group of students to narrow the field of suspects? (Explain.)***
- ▶ 3. The least intrusive means must be employed so a search will be no broader in scope nor longer in duration than is reasonably necessary to confirm or dispel the suspicion.

CRISIS RESPONSE PLAN

QUESTION & ANSWER SESSION

