

SOUTH HANCOCK ELEMENTARY CRISIS MANAGEMENT PLAN

South Hancock Elementary recognizes the importance of a safe and secure environment in order to provide the most effective learning situation. As such, South Hancock Elementary has taken certain precautions and specific measures to ensure the safety of both students and staff. This crisis management plan extends the idea of proactive planning in the case of a major crisis, which may occur. It ensures that the school officials, working with community leaders, have discussed and developed an appropriate plan of response, which will make use of all available resources.



2016-2017

Rose Jenkins, Principal

Joan Seals, Assistant Principal

TRAINING

It is important that all school staff know their responsibilities during a school emergency. It is, therefore, necessary to provide training to all staff members.

Principals will provide training to all school staff. The department heads will provide training for custodians and food service employees. The training should be based on the crisis management plan. The best time for training is at the beginning of each school year with appropriate practice for such procedures as evacuating students, manning emergency stations, etc. The school's crisis management plan should provide for annual review of the plan by the superintendent and school board.

Training for the school crisis management plan will be coordinated with the local police and fire departments and with all local emergency agencies. Training will include:

- (1) the assigned roles of all school staff,
- (2) use of the crisis management kits and equipment,
- (3) the role of the media, and
- (4) update of crisis management plans.

CRISIS MANAGEMENT PLAN

1. DO NOT USE CELLULAR PHONES TO CALL ANYONE UNLESS AUTHORIZED. ALL COMMUNICATION WILL BE CONDUCTED THROUGH THE OFFICE.
2. BE VERY OBSERVANT IN REGARD TO OFFICE HOSTAGE-TYPE SITUATION.
3. EACH MONTH TEACHERS WILL SURVEY THEIR STUDENTS FOR ANY CHANGES IN PERSONAL SITUATIONS REGARDING ADDRESS, PHONE NUMBERS, ETC. THE NEW DATA COLLECTED WILL BE TURNED INTO THE OFFICE AND UPDATED ON THE COMPUTER BY THE SECRETARY.

MEDIA

The Hancock County School District provides access to all public information through cooperative efforts among representatives of the media and school personnel while considering the responsibility of both agencies.

The primary objective of effective media obligations is to inform the public of all relevant information during a school crisis.

REGULATIONS:

1. The Principal and/or chief law enforcement officer will be the designated person(s) to work with the media. All media will be directed through them.
2. At no time will students be interviewed without parental approval.
3. The district will assign the location of the media which is convenient and which will meet the requirements of both the media and school personnel.
4. As soon after the crisis as is reasonably possible, the Principal or his designee will meet to establish relevant position statements or topics about which media will have questions.

MEDIA PROCEDURE

The only means to inform the general public is by the mass media (radio, television, and newspaper). We must provide prompt and accurate information. Any misinformation can create confusion. Isolated quotes from individuals are usually incomplete or misleading and therefore **MUST BE AVOIDED**.

CRISIS SITUATION-INSIDE OF SCHOOL/OUTSIDE OF SCHOOL

1. CODE RED (STAY)

“There will be a Dolphin Check at this time!”

- All doors should be LOCKED.
- Children must stay in the classroom until notified otherwise.
- Stay away windows and doors.
- Sit in a low position.
- Stay calm.

2. CODE GREEN (GO)

SIGNAL: Multiple bells (fire alarm bell)

- Students /Teachers evacuate room/building
- Proceed to predetermined destination.

3. CODE YELLOW (STAND BY)

SIGNAL:

- Students/Teachers remain in classrooms, await further instructions
- Possible problem (CAUTION)

MEANS OF COMMUNICATION

- Intercom
- Radios
- Bull horn
- E-Mail
- Instant messenger
- Phone system
- Red, Yellow, and Green Color Cards (8x10)

GENERAL SAFETY PROCEDURES CHECKLIST

IF INDOORS: (LOCK DOWN-"DOLPHIN CHECK") CODE RED-STAY

1. Take roll and count of students.
2. Take the protective actions appropriate to the type of emergency.
3. Keep children away from windows and outside walls.
4. Take shelter under desks, table, and heavy furniture.
5. Move away from under fixtures and other suspended objects.
6. Shut or disconnect any electrical or gas operated appliances.
7. Watch for any developing threats such as broken water pipes or electrical wires.
8. Communicate roll count of students and situations to the person in charge if and when requested, as soon as it is safe.
9. If advised to evacuate, follow the FIRE DRILL PLAN
10. EARTHQUAKE ONLY-Leave doors to room open to prevent jamming.
11. INTRUDER WITH WEAPON- ("Dolphin Check"-Stay) -Be prepared to evacuate if advised.

IF OUTDOORS: (EVACUATION) CODE GREEN-GO

1. Take the class roll and pen/pencil with you:
 - Count students as soon as possible when evacuating.
 - Take roll after reaching designated area.
2. Follow the training procedures for the specific types of emergencies, which may include some of the following:
 - Move away from the building as instructed.
 - Avoid overhead wires and utility poles.

HANCOCK COUNTY SCHOOL DISTRICT

Emergency	911
Hancock School District Office.....	228-255-0376
Hancock Sheriff's Department	228-255-5101
Hancock Medical Center	228-467-8600
Diamondhead Fire Department.....	228-255-1313
Civil Defense	228-467-9226
Ambulance Service Air.....	1-800-259-3333
Ambulance Service.....	228-467-9880
Hancock Youth Court	228-467-7945
Singing River Mental Health	228-467-0690
National Organization for Victims Assistance.....	1-800-879-6682
State Department of Education, Crisis Network.....	601-359 -3934
Contact Person: Martha.....	601-932-7476

EVACUATION PROCEDURES (Fire, Bomb Threats, Other Disasters)

For the protection of all occupants of the building, it is important that everyone is informed and understands what to do in the event of a fire, bomb threat, or other types of threatening situations that would necessitate the evacuation of the building.

The following evacuation procedures should be discussed and followed with your class:

1. The purpose of an evacuation drill is to be able to evacuate the building in case of a fire or other emergency.
2. Drills should be silent. If teachers and students are talking, directions and other information will not be heard.
3. Everyone should clear the building immediately.
4. The teacher should bring the class roll/grade book, shut the door, and follow students out. If there is an assistant in the classroom, the assistant will lead the students out.
5. Teachers will make certain that everyone is out of the area or class.
6. Exit according to the evacuation map that has been issued to you.
7. If an area is barricaded, the next nearest exit should be used.
8. Please get as far away from the building as possible in the designated area.
9. When the designated area is reached, teachers will use the class roll/grade book to check roll outside and immediately report any absences to the principal or designee.
10. The students are to remain quiet and in a line.
11. After all areas have been reported safe, students will quietly return to class on the signal from an administrator (long bell or “all clear”).

In the event of natural or man-made disaster that necessitates evacuation of schools, the school authorities would work closely with local civil defense and law enforcement authorities to insure a safe and orderly evacuation of students. It shall be the responsibility of the district transportation director to coordinate evacuation procedures with local authorities. The school shall meet periodically with local authorities to up-date procedures. Furthermore, it shall be the responsibility of the transportation director to provide training for the transportation and school administrators to insure a coordinated evacuation procedure.

BOMB THREATS

The following steps must be taken whenever a bomb threat is received:

1. Personnel will check Caller ID for number placing the call and immediately record important facts regarding the call.
2. Person receiving bomb threat will immediately fill out the report.
3. Principal or designee will call 911 to report the threat.
4. The principal or designee will make a decision as to the validity of the bomb threat.
5. Evacuate building as instructed for fire drill unless advised otherwise.
6. Personnel will call 911 to report the threat or the District Office 255-0376.
7. If an item is found that a teacher suspects to be dangerous, evacuate the area immediately. Make contact with school office as soon as possible.
8. If any unidentified items are found, do not touch or move. SEND FOR AN ADMINISTRATOR IMMEDIATELY.
9. All personnel should remain calm and in no way alarm students.

WHAT NOT TO DO:

DO NOT IGNORE BOMB THREATS
DO NOT USE CELL PHONES
DO NOT TOUCH SUSPECTED EXPLOSIVES
DO NOT MOVE SUSPECTED BOMB
DO NOT PLACE IN WATER
DO NOT CUT OR PULL WIRES
DO NOT CUT STRING, PULL FUSES OR RELEASE HOOKS
DO NOT PASS METALLIC TOOLS NEAR SUSPECTED ITEM
DO NOT SMOKE NEAR SUSPECTED ITEM
DO NOT INVESTIGATE TOO CLOSELY

Recent studies have shown the safest approach to a bomb scare is not immediate arbitrary evacuation because bombers with limited access very often place their device close to outer entrances and exits. This means that instead of moving to safety, everyone may be moving closer to the bomb. It is advisable in most cases that everyone stay put until the situation is quickly evaluated.

If the decision is made to evacuate, ensure that everyone is evacuated to a previously chosen place of safety. Walls are the best barriers against blasts and areas that are sufficiently distant should be large enough so that no one will be in close proximity to glass windows or other large glass objects that could shatter.

The explosive potential of any bomb is difficult to ascertain, but the safest method is to assume that any bomb will affect two adjoining rooms to the bomb on all sides-above, below, and each side. A safe area for evacuation and assembly is an area with protection against flying glass and other debris with a distance of at least 300 feet from suspected item.

TORNADO DRILL/INCLEMENT WEATHER PROCEDURES

Tornadoes are extremely dangerous. Should one threaten us, it will require using our buildings as effectively as we can. The Civil Defense or Sheriff's offices will notify the school should there be possibility of a tornado in our area. At that time an announcement will be made that we are under a TORNADO WATCH.

TORNADO WATCH: No funnel clouds have been sighted, but tornadoes can be expected to occur.

In the event that a TORNADO WATCH is declared:

1. All outside classes will be called back to their classrooms.
2. Be prepared to evacuate quickly.
3. Be alert for special instructions.
4. Teachers will review their Tornado Drill Procedures with their classes.

TORNADO WARNING: A funnel cloud has actually been sighted. The approximate location and direction of travel is usually given when the warning is broadcast.

In the event that a TORNADO WARNING is declared:

1. The Tornado Drill alarm, one (1) long bell, will be rung or the principal will give information regarding the tornado warning over the intercom.
2. All teachers, students and other school personnel will go to their pre-assigned locations and positions (sitting facing walls waiting for a command to crouch on elbows and knees with hands over head).
3. Should a tornado come without enough warning to get students out of the cafeteria, students and teachers will sit facing the corridor walls listening for a command to kneel in the tornado position next to the inside wall.
4. Should a tornado come without enough warning to get students out of the gym, students will go into the dressing rooms and kneel in the tornado position on the inside wall.
5. Students will remain in position until the "ALL CLEAR" is issued. The "ALL CLEAR" will be two (2) long bells, or signal from principal or designee.

STAFF PROCEDURES:

1. Designated staff will check all restrooms and hallways.
2. Designated staff will communicate with and verify student/class attendance.

TEACHERS:

1. Carry grade book or class roll.
2. Move to designated area (hallway or classroom) quickly and quietly.
3. Students sit on floor, facing the wall, crouched down on elbows and knees with arms covering head on command.
4. Verify attendance and await further instructions from the administration.

SUDDEN LOSS OF POWER/BLACKOUT

In the event that a sudden loss of power or blackout occurs:

1. Teachers with classes are to remain in that class with the students until further instruction. Students are not to be released.
2. Student movement should not occur without instructions from the administrative team, nor should any student leave campus.
3. All teachers and other personnel who do not have class will meet in the main entrance of the school at this time for further information.
4. Administrators and other personnel will cover all exits.
5. If power failure occurs during lunch, all teachers in the cafeteria area should assist in supervision.

EARTHQUAKES

Because earthquakes can strike without warning, the immediate need is to protect lives by taking the best available cover. All other actions must wait until the tremor subsides.

DO NOT PANIC. If protected from falling objects, the rolling motion of the earth is frightening but not dangerous.

IF INSIDE:

To protect from falling objects, take cover in this manner:

1. Get beneath a desk, table, or bench
2. If possible, cover head with coat or other item to minimize injury.
3. If no cover is available, get against inside doorway or crouch against inside wall and cover head.
4. Stay away from outside walls, windows or any glass.
5. All doors should be OPEN to minimize jamming if the building shifts.
6. Stay put and take cover.
7. Do not attempt to run through building or outside because falling objects are found near outside doors and walls.
8. If in a laboratory or other room with no desks or furniture, get against inside doorway and crouch down.

IF OUTSIDE:

1. Move quickly away from building and away from overhead electrical wires.
2. Lie flat, face down, and wait for shocks to subside.
3. Take roll count of students and report to administrator designee as soon as safe.
4. Do not attempt to enter building until authorized to do so.
5. Do not light fires or touch fallen wires.
6. Be alert for instructions from Person in Charge.

BASIC INSTRUCTIONS WHEN GROUND SHAKING BEGINS ARE:

DROP AND COVER
TURN AWAY FROM WINDOWS
STAY UNDER SHELTER UNTIL SHAKING STOPS
LISTEN FOR INSTRUCTIONS

1. When the signal (series of short bells-more than 3 or directions from administrator) is given, the teacher will instruct students to TAKE COVER and STAY AWAY FROM WINDOWS. The teacher also takes cover.
2. Students are to stay in the sheltered position crouched down with hands covering heads until further instructed.
3. Students are to be silent and listen for instructions.
4. The teacher is to talk calmly to students and review procedures for evacuating the building.
5. When the signal is reported, have students evacuate as per fire drills.
6. Remain in your outside area until the all clear signal (or one long bell) is given.
7. Return to rooms and resume classes.

WHEN AN EARTHQUAKE OCCURS:

- Begin procedures as soon as ground shaking begins.
- Everyone remains under cover until the shaking ends and it is safe to evacuate.
- Evacuate when instructed by using the fire drill route or the route clear to use.
- If ground shaking begins again during evacuation, DROP AND COVER until it ends.

SERIOUS INJURY
(MAJOR ACCIDENT/MEDICAL EMERGENCIES)

1. Personnel must remain calm.
2. The teacher or person in charge should call an administrator and nurse or send someone for the administrator and nurse giving the following information:
 - Location of student/victim
 - Name of student/victim
 - Type of injury
3. The nurse and administrator will both report to the emergency scene.
4. The administrator will stay at the emergency scene to relay instructions by radio to the office.
5. All personnel with a radio will wait for instructions.
6. Keep all interested personnel and students uninvolved in the emergency AWAY from the area.
7. Do not move the student/victim unless his/her location is potentially dangerous.
8. Reassure the student/victim and keep him/her quiet and lying down.
9. The office personnel will locate the emergency procedure card on file. The office personnel will notify the parents as soon as possible. The administrator is always consulted for advice when notifying parents. NOTIFICATION SHOULD BE GIVEN TACTFULLY AND IN SUCH A MANNER AS NOT TO CREATE UNDUE PANIC. Parents should be given all known details rather than just advised that “your child has had a bad accident”.
10. If parents cannot be consulted immediately, follow instructions on emergency card regarding physician and hospital. Do not delay in securing medical attention when the emergency is so severe that it suggests immediate hospital care.
11. The following people are authorized to call for an emergency vehicle if it is needed: administrator or office personnel.
12. The following information will be given to the fire/ambulance team:
When you speak to 911, report the building, nature of emergency, number of victims, any other pertinent information, and give a call back number.
13. Once the ambulance has been called, the administrator or designee will direct the ambulance to the emergency scene.
14. Counselors will report to the scene to help calm the students and staff, communicate to parents of students if needed, and implement intervention counseling if needed.

DEATH AND/OR SUICIDE

Principal or designee should be notified and the following procedures will be followed:

Principal Available at crisis situation

Notify faculty of the situation

Secretary Call 911 and notify District Office
Assist where necessary

Teachers Keep students in rooms
Supervision of students
Provide accurate information to students at the proper time.

Counselor Be available for intervention efforts
Implement personal intervention counseling to students/staff if needed.

DANGER OR THREAT OF SUICIDE

IMMEDIATE ACTION:

1. Notify the principal and the school counselor.
2. Principal will go to the scene.

CRISIS LEVEL:

Priority 1: Student or staff member is in immediate danger of injuring self or others.

Priority 2: Student or staff member is in need of a psychological consultation within a reasonable period of time. If necessary contact outside agency for assistance.

Psychologist Name(s) Dr. Linda Bell

Phone Number(s) 209-2710 or 385-3444

FIGHTS

Do not physically intervene if physical harm can come to you. If an administrator is not available, you should do the following:

TEACHERS:

1. Make a quick appraisal of the situation

- Verbal
- Pushing/shoving
- Blow/body contact
- Weapons

2. Take charge and take control of the situation

- Names
- Speak calmly
- Separate verbally

3. Send responsible student for help

- Nearest teacher
- Assistant principal
- Principal

4. Maintain crowd control

- Tell crowd to back up or disperse

5. Physical intervention

- Settle down the aggressor
- Talk to students “calmly”

For example: “Settle Down. Let’s talk about what happened.”

6. Take students to your class and wait for help if no other teacher is available.

7. If another teacher is available to cover your class, escort students to the office. DO NOT SEND STUDENTS BY THEMSELVES.

8. If no one is available:

- Separate students
- Give them paper and a pencil
- Have each student write his/her version of what happened

CHILD KIDNAPPING OR MISSING STUDENTS

A student should be released from school only to parents or guardians or those designated by their parents or guardians. If a student is missing from campus:

1. Notify the principal. The parent/guardian listed on the student's emergency card will be called.
2. Office personnel will call the Sheriff Department.
3. When law enforcement officers arrive, they will take control and work closely with school official/relatives.
4. DO NOT release any information to the press.

CHILDREN LEFT AT SCHOOL

1. Notify the Principal.
2. Check the student's emergency card and call the parents.
3. Office personnel will call County Sheriff if parent cannot be reached.
4. Students must be supervised by a school employee.
5. DO NOT transport child.

FALLEN AIRCRAFT

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

EMERGENCY PROCEDURES:

1. Call 911. Make sure the 911 operator understands the nature of the emergency. If possible, stay on the line until you are instructed to disconnect by the emergency operator.
2. Keep staff and students at a safe distance, upwind from the fallen aircraft.
NOTE: in case of jet aircraft, the minimum safe distance is 400 yards.
3. Notify the central office immediately; they will notify the proper departments.
4. Take actions as necessary to prevent injury or death to survivors.
5. Determine if the aircraft is military or civilian.
6. Render first aid, if necessary.
7. The principal will document actions and decisions concerning fallen aircraft.

PROCEDURES FOR HANDLING CROWD CONTROL

We can anticipate that there may be times when we must find ways to handle a large number of people at our school. We have already made provisions for supervision of students before, during and after school. When we consider procedures for crowd control, we must ensure that we have met our responsibility for providing security and supervision for our students. In a time of crisis, disaster, or chaos, we must look to law enforcement personnel to handle any outside crowd control that is necessary.

In a crowd control situation, the Principal is responsible for determining the necessity of calling on law enforcement personnel for assistance. School personnel must always maintain control and supervise students assigned to their care.

In a crowd control situation, the following procedures should be followed:

1. School personnel who are unassigned will be called to the school office to assist as needed.
2. The Principal or designee will assign personnel to areas as needed.
3. The Principal or designee will notify law enforcement agencies for assistance should a crowd control situation become disruptive or in any way deemed a possible hazard to the safety and well-being of the school.

EMERGENCY EARLY DISMISSAL PROCEDURES

1. All school personnel who are unassigned should report immediately to the office for assignments.
2. All students dismissed to parents/guardians must be signed out at the office.
3. Students and teachers should be very careful and listen to local news media for instructions as to when to return to school.
4. A dismissal bell will be sounded when all buses are ready to load.
5. Regular bus loading procedures will be followed as much as possible.
6. Stranded students should be sent to the office. Office personnel will attempt to notify their parents.
7. Any problems during this time should be reported directly to the Principal.
8. The principal will report any problems to the Superintendent.

SOUTH HANCOCK ELEMENTARY SCHOOL Phone Tree (SEE BELOW)

This will be used to quickly inform all staff members of unusual situations.

1. Kindergarten through fifth grade-level leader and the special education designee will be called by the principal.
2. Each grade level designee will call his/her grade level teachers.
3. Each teacher with an assistant teacher will call his/her assistant.
4. Assistant principal will call office staff, Chapter I assistants, nurse and counselors.

We will always begin the phone conversation by identifying ourselves and by stating that we have “special instructions.”

Insert Phone Tree

GOVERNMENT AND PRIVATE AGENCIES
TELEPHONE NUMBER

HIGHWAY PATROL	228-864-1313
DISTRICT POLICE DEPARTMENT-KILN	228-467-5101(911)
FIRE DEPARTMENT.....	228-467-5101 (911)
VOLUNTEER FIRE DEPARTMENT.....	228-255-1313 (911)
FOREST FIRES	228-7152 (911)
MEDICAL EMERGENCY-AMBULANCE.....	228-467-9880 (911)
CIVIL DEFENSE	228-467-9226 (911)
WLOX	228-896-1313
WXXV.....	228-832-2525
WZKX	228-832-5111
WKNN	228-388-2323
WXYK	228-435-1059

S.H.E. Drill Plan 2016-2017

Drill type	Date
Fire	August 11, 2016
	September 20, 2016
	October 18, 2016
	November 17, 2016
	December 2, 2016
	January 30, 2017
	February 21, 2017
	March 7, 2017
	April 24, 2017
	May 4, 2017
Weather	August 18, 2016
	November 2, 2016
	February 2, 2017
	April 3, 2017
Intruder	
	August 16, 2016
	January 17, 2017

Crisis Committee:

Rose Jenkins	Principal
Joan Seals	Assistant Principal
Maria Lott	Lead Teacher
Kandice Glass	Counselor
Connie Gibson	Social Worker
Suzanne Cohen	School Nurse