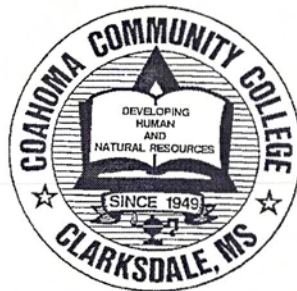


***Coahoma Community College
and
A. H. S.***



***EMERGENCY PREPAREDNESS
CHART***

In the event of FIRE, SMOKE or a GAS ODOR

1. Pull the FIRE ALARM.
2. Notify the OFFICE.
3. Usher the students out of the building according to the fire escape plan. Leave through the nearest accessible door if the planned route is inaccessible.
4. Leave doors open and turn out lights. Be sure to take your roll book.
5. No one should take personal belongings.
6. Evacuation shall be conducted in orderly lines with no running or talking.
7. If smoke is present, all students and adult personnel should stay as low as possible to avoid inhaling the smoke, crawling if necessary.
8. Once in the collection area, follow the accountability procedure. Stay well clear of the building, at least 500 feet away.

9. Immediately report the accountability findings and your class status to the Dean or Principal.

SPECIAL INFORMATION

1. No one should re-enter the building(s) until declared safe by fire service personnel.
2. The President/or Designee shall notify students and staff when to return to the facility, when and how to relocate, and/or when to dismiss students.

FIRE, SMOKE FROM FIRE, GAS ODOR

In the event of SEVERE WEATHER

1. Be alert for weather warnings.
2. Instruct students to move to designated severe weather protection area and sit on the floor with heads down.
3. Close all doors and be sure you have your key. Be sure to take your roll book/dorm roster.
4. No one should take personal belongings.
5. Movement to the protection area shall be conducted in orderly lines with no running or talking.
6. Once in the protection area, follow the accountability procedure.
7. Keep students calm and limit talking.
8. Immediately report the accountability findings and your class status to the Dean or Principal.

SPECIAL INFORMATION

1. The occupants of the building will be signaled by an all clear outdoor warning siren when severe weather has passed.
2. No one should leave the protection area until the President/or Designee indicates it is safe to do so.
3. Teachers shall remain with their students until all students under their charge are dismissed, or until relieved by the President/or Designee.

SEVERE WEATHER

In the event of a BOMB THREAT

1. Stay calm and document the conversation.
2. Immediately notify the **Police, Dean, or Principal**.
3. Complete the "INFORMATION FOR POLICE" report.
4. Usher the students out of the building according to the fire escape plan. Leave through the nearest accessible door if the planned route is inaccessible.
5. Leave doors open and turn out lights. Be sure to take your roll book.
6. No one should take personal belongings.
7. Evacuation shall be conducted in orderly lines with no running or talking.
8. Once in the collection area, follow the accountability procedure. Stay well clear of the building, at least 500 ft. away.
9. Immediately report the accountability findings and your class status to the Dean or Principal.

SPECIAL INFORMATION

1. The occupants of the building will be advised by the Director of Safety, Dean, or Principal to "Activate Evacuation Plan."
2. No one should re-enter the building(s) until declared safe by emergency service personnel.
3. The President/or Designee shall notify students and staff when to return to the facility, when and how to relocate, and/or when to dismiss students.

BOMB THREAT

LOCK DOWN / INTRUDER PROCEDURES

1. Immediately close the door to your classroom. The door should always be in the locked position.
2. Instruct the students to remain calm and quiet.
3. Students shall be directed to sit on the floor, against the wall away from the door. If there is a window in the classroom door, it shall be covered. Close all blinds.
4. Lighting should be reduced but not eliminated.
5. The location of the intruder and other circumstances may determine other appropriate responses.
6. Avoid confronting an armed intruder. Stay clam and don't be a hero.
7. If a hostage situation occurs follow the instructions of the captor, and do not try and escape. If a rescue takes place, lie on the floor and await instructions from the rescuers.

8. In some situations you may be evacuated by law enforcement. Follow their instructions.
9. Remain in the LOCK DOWN position until released by the Emergency Responders.

SPECIAL INFORMATION

1. The occupants of the building will be notified by the Director of Safety, Dean, or Principal to "Activate Lock Down Plan."
2. The threat level may indicate other appropriate action be taken.
3. Be sure all doors to lunchroom, library and other areas are locked.

LOCK DOWN / INTRUDER

In the event of a CHEMICAL ACCIDENT

1. Receive the instructions from the Director of Safety, Dean, or Principal to shelter-in-place.
2. Turn off classroom heaters and air conditioners. Close and lock all classroom windows.
3. Move the students to the Collective Protective Site. The movement should be done calmly and quietly.
4. Be sure to take your roll book/dorm roster.
5. No one should take personal belongings.
6. Evacuation shall be conducted in orderly lines with no running or talking.
7. Once in the protective area, follow the accountability procedure.
8. Notify the Director of Safety, Dean, or Principal of the student roll results.
9. Remain with the students. Ensure safety and control.

10. Provide the names of assistants and student teachers (if any) to the Director of Safety, Dean or Principal.

SPECIAL INFORMATION

1. The occupants of the building will be notified by the Director of Safety, Dean, or Principal to "Activate Chemical Protection Plan."
2. No one should leave the Collective Protection Site until ordered to do so by the Director of Safety, Dean or Principal.
3. The President/or Designee shall notify students and staff when to return to the facility, when and how to relocate, and/or when to dismiss students.

CHEMICAL ACCIDENT

In the event of an EARTHQUAKE

1. At the first sign of shaking have the students take cover under desks or tables and face away from windows. Avoid bookcases and hanging fixtures.
2. In areas where no cover is available, move to an interior wall and sit facing away from windows.
3. In labs and kitchens, personnel should immediately shut off burners.
4. Students on the outside should remain there and stay away from buildings and power lines.
5. Faculty/Staff should calmly direct students and take cover themselves.
6. The danger level may indicate other appropriate action be taken.
7. If directed to evacuate the building after the shaking stops, students should be evacuated following fire drill procedures watching for downed power lines.

SPECIAL INFORMATION

1. Don't be surprised if the electricity goes out, or if fire alarms go off.
2. Do not use the telephone, light switches, matches, candles, or other open flames unless you are absolutely certain there is no natural gas leak.
3. Be prepared for aftershocks.
4. Maintain contact with Emergency Management professionals for assistance and appropriate response.

EARTHQUAKE

OFF CAMPUS HAZARDOUS MATERIALS / CHEMICAL SPILL OR RAILWAY DISASTER

If a hazardous material release, railway disaster, or a chemical spill occurs near the school and poses a serious threat to the safety of the students and staff the teachers should:

1. Listen to the instructions from the Director of Safety, Dean, or Principal.
2. Tell the students what is occurring and why.
3. Turn off air circulation systems in all buildings.
4. Close all windows and doors.
5. Keep students in classroom/dorms and be prepared to evacuate.
6. Maintain contact with Emergency Management professionals via the Director of Safety, Dean, or Principal for threat assessments, and appropriate response.

7. If evacuation is necessary, follow the fire drill procedure and locate to the place designated by the Director of Safety, Dean, or Principal.
8. Proceed with student accountability and immediately report the accountability findings and your class status to the Dean or Pricipal.

SPECIAL INFORMATION

1. It is important to obtain factual information from qualified Emergency Management professionals in developing your emergency response.
2. The President/designee shall notify students and staff when to return to the facility, when and how to relocate, and/or when to dismiss students.

HAZMAT / CHEMICAL SPILL

WEAPONS

Faculty/Staff who suspect or are aware of a weapon brought to Campus should stay calm and:

1. Notify the Director of Safety, Dean, or Principal of the situation.
2. Do not attempt to accost an individual who is armed.
3. If a Faculty/Staff member suspects that a concealed weapon is in the classroom or on campus, the notification may be accomplished by asking a student to take the fluorescent card in the back of this chart to the Dean or Principal's office. Be sure your room number or location is written on the card.
4. If possible confidentially notify another Faculty/Staff member.
5. If a suspect threatens you with a weapon, do not attempt to disarm him/her. Turn sideways and back away with your hands visibly empty.
6. Try to remain calm and wait for assistance.

7. Assess the level of threat and take appropriate action.

SPECIAL INFORMATION

If possible be sure to inform the Director of Safety, Dean or Principal of the following:

- a. Name if known, and description of suspect.
- b. Where weapon is located.
- c. What type of weapon (knife, shotgun, etc.).
- d. Any other special information that may prevent the suspect from hurting someone or themselves.

WEAPONS

DISTURBANCE / STUDENT UNREST

There are three general kinds of disturbances: student riots on campus, riots by strangers on campus, and riots in the surrounding community. Response procedures may vary in each case.

1. In any case, contacting the Director of Safety, Dean, or Principal must be your first action. They will immediately notify law enforcement.
2. Ensure the safety of your students. Keep the students calm.
3. The Director of Safety, Dean, or Principal may implement the "intruder plan" ordering a lock down. Be prepared to implement this plan.
4. The Director of Safety, Dean, or Principal may evacuate the building by implementing the fire drill plan. Be prepared to follow the directions given and changes in the evacuation route.
5. **Remember to document all incidents.**

SPECIAL INFORMATION

1. Students may be moved to an isolated area for safety.
2. Follow instructions by law enforcement personnel.

DISTURBANCES / STUDENT UNREST

FIGHTS / ASSAULTS

Fights and assaults occur on campus. They range from minor scuffles to severe injuries occurring. An attempt should be made to defuse the situation without risking injury to yourself or others.

1. Remain calm and ensure the safety of your students. Attempt to keep the non-involved students calm and remove them from the area.
2. Use a loud commanding voice to demand the altercation cease. Repeat this command and loudly clap your hands to gain the attention of the combatants.
3. Send someone to notify the Director of Safety, Dean, or Principal and other Faculty/Staff members.
4. If a weapon is used in the altercation refer to the section on weapons.
5. Once the altercation has ceased separate the offenders and treat anyone that may be injured and contact the school nurse.

6. Use your discretion if you feel physical intervention is necessary. Evaluate the size, strength and anger level of the participants. Be sure to look for weapons. DON'T BE A HERO
7. **Remember to document all incidents.**

SPECIAL INFORMATION

1. Be sure to keep participants separated after the incident and to monitor any injured person.
2. Be prepared to give a written statement on what took place. Be sure to look around and remember the names of witnesses to the incident. Write the names down as soon as possible.

FIGHTS AND ASSAULTS

EXPOSURE TO BODY FLUIDS

All body fluids are considered potentially infectious. Standard precautions will be implemented, supported and practiced by everyone. Exposure determination will be made by the Director of Safety, Dean, or Principal.

1. Ensure hand washing facilities are readily available to students.
2. Ensure antiseptic hand cleaners are available for hand washing on field trips when hand washing facilities are not available.
3. Any time there is a release of body fluids in the classroom, immediately notify the custodian and the office. Remove the children from the contaminated area.
4. **Remember to document all incidents.**

SPECIAL INFORMATION

Everyone is required to consistently follow guidelines in all settings at all times.

EXPOSURE TO BODY FLUIDS

PUBLIC INFORMATION DURING AN EMERGENCY

During an emergency, all staff will adhere to the following procedures:

1. The President/or Designee assumes the responsibility for issuing public statements during an emergency.
2. The President/or Designee will regularly provide updates to the media through a team effort with emergency officials at the scene and in the post event stage.
3. If approached by a media person requesting information, politely refer them to the President/or Designee. Do not say you have "no comment" and do not argue with the media.
4. At no time will school personnel allow a student in their charge to be interviewed without the Director of Safety, Dean, or Principal approval.

SPECIAL INFORMATION

Coahoma Community College and A.H.S. provides access to all public information through cooperative efforts among representatives of the media and school system personnel while considering the responsibilities of both agencies.

PUBLIC INFORMATION / EMERGENCY

TEACHER RESPONSIBILITIES

1. Verify information. STAY CALM!
2. Keep detailed notes of the event.
3. Notify the Coahoma Community College Police Department.
4. Notify the Director of Safety, Dean, or Principal.
5. Initiate appropriate plans if requested by President/or Designee.
6. Account for all students.
7. Brief students if advised by President/or Designee.
8. Remain calm and follow evacuation route if needed.
9. Stay with students at all times and take your class roll book/dorm roster with you.
10. Do not talk to the media. Refer the media to the President/or Designee.
11. Do not let media photograph or film students if within your control.

12. Know your emergency procedures, evacuation routes, and destinations.
13. Be prepared for the unexpected.
14. Ensure Fire and Severe weather routes are posted in your room.
15. During an evacuation do not allow students to delay by gathering items to take with them.
16. Ensure that lines are orderly and no one is talking.
17. **Remember to document all incidents.**

SPECIAL INFORMATION

Everyone is required to consistently follow guidelines in all settings at all times.

TEACHER RESPONSIBILITIES

DRUG INSPECTIONS BY LAW ENFORCEMENT

In recognition of the need to continuously safeguard our students from the dangers associated with illegal drugs, the Coahoma Community College and A.H.S. Board of Trustees authorizes and encourages periodic unannounced visits to schools by law enforcement officials for the purpose of detecting the presence of illegal drugs through use of specially trained dogs and similar means. Although unannounced to students such inspections shall be coordinated by the Director of Safety and other administrators.

Routine inspections involving drug dogs shall ordinarily be limited in scope to common areas such as parking lots, residence halls, hallways, locker rooms, and similar areas where student lockers are located. Any search and/or seizure of

an individual's person or property which may arise from such periodic detection process shall be conducted in accordance with the Board's Search and Seizure Policy and applicable law.

When the Director of Safety notifies Faculty/Staff that a drug inspection is ongoing on campus, TEACHERS SHOULD:

1. Immediately close the door to your room.
2. Allow **NO ONE**, including yourself, to leave the room for any reason unless ordered to do so.
3. Immediately report a student who leaves the room during this inspection.
4. Explain the process if asked by the students.

DRUG INSPECTIONS BY POLICE

CRIMINAL ACTIVITY / CRIME SCENE

When violations of criminal statutes occur on campus, certain procedures take place. The following should occur in normal circumstances:

1. All crimes and criminal activity occurring on school campus will immediately be reported to the Coahoma Community College Police Department.
2. All crimes and criminal activity will be prosecuted criminally as well as administratively by the school system.
3. The "Student Handbook and Code of Student Conduct" addresses certain crimes and punishments, as well as the administrative procedure and punishment for violations of criminal statutes.

If a crime occurs on our school campus an organized method of maintaining the integrity of physical evidence is required. Everyone should adhere to the following:

1. In the event of a serious crime on campus, the entire campus shall be deemed the "crime scene".
2. No one shall disturb, remove, add to, clean, or in any way alter the crime scene, except as necessary to save a human life.
3. The crime scene shall be under the protection of the Coahoma Community College Police Department.
4. All personnel shall cooperate with law enforcement and follow their direction.
5. No one shall enter the crime scene until law enforcement releases the scene.

CRIMINAL ACTIVITY / CRIME SCENE

SEARCH AND SEIZURE OF PROPERTY

The Coahoma Community College and A.H.S. Board of Trustees fully recognizes the implications of constitutional law in the area of student privacy. The following shall be reviewed before conducting a search.

1. Tangible personal property items as student desks, lockers, and related property are and remain the property of the Institution.
2. The Institution is charged with the maintenance of such property items and thus, authorizes inspections for any maintenance-related reason and other reasons related to the routine operations of the school and classroom.
3. Any item belonging to the Institution and, although assigned to particular students for use may be entered and searched by school officials whenever said school officials have reasonable belief that some substance or other material is contained therein which is illegal,

harmful to the safety of the student himself or the student body as a whole, or significantly disruptive of or dangerous to the overall discipline of the school.

4. Any items which are specifically prohibited by law, Board Policy or by fair and reasonable local school regulation may be impounded by school officials. In such cases, students shall be given a receipt for said impounded items. Such prohibited items shall include, but shall not be limited to the following: (1) weapons (2) drugs of any sort (3) alcoholic beverages (4) pornographic or other obscene materials, (5) tobacco products (6) any other object, controlled substance, or materials which would be a violation or evidence of a violation of federal or state law, Board Policy, or of the local school's fair and reasonable regulation.

SEARCH AND SEIZURE OF PROPERTY

SEARCH OF PERSON AND PERSONAL EFFECTS

The Board of Trustees authorize teachers and administrative personnel who have reasonable belief that a student or students are in possession of weapons, illegal drugs, or other items harmful to the student or to the welfare of the student body to search the person or personal effects and property (i.e. book bags, purses, outer clothing, vehicles, etc.) of said student(s) under the following conditions:

1. Any such action shall not be undertaken by school personnel unless there is a reasonable belief, which can be substantiated if necessary, that there is a violation of law or policy and the student(s) are in possession of items harmful to the student(s) or to the welfare of the student body.

2. Any such action shall not deliberately be intended to embarrass, harass, or intimidate the student(s).
3. Any such action shall be with the knowledge and under the supervision of the school's Director of Safety, Dean, or Principal.
4. The search shall be done privately by a teacher or administrator of the same sex as the student to be searched. Unless extenuating circumstances prevent, at least one witness who is an administrator or teacher, also of the same sex as said student, shall be present throughout the search.
5. A written record of the search shall be maintained in the office of the Director of Safety, Dean, or Principal. Students shall be given a receipt for all impounded/confiscated items.

SEARCH OF PERSON / EFFECTS

IT'S THE LAW

All students are required to obey the Student Code of Conduct. The Director of Safety, Dean, or Principal has the responsibility of enforcing the rules governing student conduct on the campus of Coahoma Community College and AHS. The Coahoma Community College Police Department will enforce all violations of criminal law. The Dean or Principal may request the assistance of the Police Department at any time.

Any student in any school who possesses any controlled substance in violation of the Uniform Controlled Substances Law, a knife, hand gun, other firearm or any other instrument considered to be dangerous and capable of causing bodily harm or who commits a violent act on educational property as defined in Section 97-37-17, Mississippi Code of 1972, shall be subject to automatic expulsion for a calendar year by the superintendent or principal of the school in which the student is enrolled; provided, however, that the superintendent of the

school shall be authorized to modify the period of time for such expulsion on a case by case basis. Such expulsion shall take effect immediately subject to the constitutional rights of due process, which shall include the student's right to appeal to the local school board. (MS Code 37-11-18)

The parents, guardian, or other persons having control of any minor under the age of 18 with whom the minor is living and who have custody of the minor shall be liable for the actual damages sustained to school property, plus the court cost, caused by the intentional, willful or malicious act of the minor. (MS Code 93-13-2)

IT'S THE LAW

LOCAL SCHOOL CRISIS TEAM MEMBERS

Use erasable marker.

TEAM LEADER: _____

ASST TEAM LEADER: _____

SWEEP TEAM: _____

LOCAL SCHOOL CRISIS TEAM MEMBERS

OTHER:

ACCOUNTING TEAM:

POLICE/SECURITY TEAM:

EMERGENCY NUMBERS

Use erasable marker.

Campus Contacts

POLICE	Campus	_____
POLICE	Campus/24 hr. #	_____
	Student Services	_____
HEALTH CARE	College Nurse	_____
	High School Nurse	_____
AMBULANCE	Campus Police	_____
Emergency Stat		
FIRE	City of Clarksdale	_____
	Coahoma County Fire Dept.	_____
SHERIFF	Coahoma County	_____
HOSPITAL	NWTRMC	_____

EMERGENCY NUMBERS (cont.)

Use erasable marker.

ELECTRICITY	Coahoma Electric	_____
	Entergy	_____
NATURAL GAS	Atmos Energy	_____
	Mayors	_____
SUPERVISOR	Beat 2	_____
MENTAL HEALTH		_____

Emergency medical services should only be contacted by employees of the Institution. The Coahoma Community College Police Department should be notified when the EMS have been called.

EMERGENCY PHONE NUMBERS

SPECIAL INFORMATION

Use erasable marker.