

CRISIS MANAGEMENT PLAN

Jackson County Public Schools

Jackson County Emergency Phone Numbers

Emergency 911 - To report a crime in progress, fire, heart attack, serious injury, or any situation where there is **IMMEDIATE** danger to life and/or property.

Emergency Management – **526-4500**
Superintendent – **482-1200 ext. 208**
Assistant Superintendent – **482-1200 ext. 209**
School Transportation – **482-9613**
School Maintenance – **482-9615**
Abuse Hotline – **1-800-962-2873**
National Youth Crisis Hotline – **1-800-448-4663**
FL Poison Info Center – **1-800-282-3171**
Local SRO - _____

Jackson Co. Sheriff – **482-9624**
Cottondale Police – **352-4361**
Graceville Police – **263-3944**
Grand Ridge Police – **492-9624**
Marianna Police – **526-3125**
Malone Police – **482-9624**
Sneads Police – **593-6403**
TDD (Hearing Impaired) – **592-4621**
PAEC Risk Management – **(850) 638-6131**
ext. 2251 or 2248

JACKSON COUNTY EMERGENCY PHONE NUMBERS

School Crisis Management Team

Names and phone numbers of emergency leadership personnel (include phone extension number if applicable):

	Name	Phone
1. Principal		
2. Assistant Principal		
3. Guidance Counselor		
4. Maintenance		
5. Press Information Officer		
6. School Nurse		
7. Office Staff		

SCHOOL CRISIS MANAGEMENT TEAM

School Medical Response Team

Names, locations, and phone numbers of personnel trained and qualified to administer first aid and/or CPR (include phone extension numbers if applicable):

	Name	Location	Phone
School Nurse or Health Aide			
First Aid/CPR			
First Aid/CPR			
First Aid/CPR			
First Aid/CPR			
CPR			
CPR			
CPR			
CPR			

SCHOOL MEDICAL RESPONSE TEAM

Early Closing of School(s) – **CODE A**

1. The SUPERINTENDENT, EMERGENCY MANAGEMENT COORDINATOR, OR PRINCIPAL will make the decision to close school.
- _____ 2. The PRINCIPAL arranges for transportation.
- _____ 3. The PRINCIPAL or DESIGNEE will inform his/her staff of the decision to close school(s) by playing the pre-recorded announcement for “**CODE A.**”
4. TRANSPORTATION calls for traffic control as needed.
5. The SUPERINTENDENT or DESIGNEE will call board members and news media to notify the public of the decision to close school(s).
6. TEACHERS prepare students for transportation.

Emergency Management:
Superintendent:
Assist. Superintendent:
Transportation:

John Mader
Tim J. Chase
Lee Miller
John Hamilton

Phone: **526-4500**
Phone: **482-1200 ext. 208**
Phone: **482-1200 ext. 209**
Phone: **482-9613**

EARLY CLOSING OF SCHOOL

CODE A



Suicide – *CODE B*

Suicide Attempt in Progress

1. The TEACHER sends for principal and counselor.
- _____ 2. The PRINCIPAL or DESIGNEE calls:
 - A. 911 for police and ambulance,
 - B. District psychologist to assist school counselor,
 - C. Parents or guardian of student.
3. The TEACHER will evacuate others quietly if student agrees.
4. **NEVER LEAVE STUDENT ALONE.**
- _____ 5. The COUNSELOR goes to scene and assists the teacher in the situation.
- _____ 6. The COUNSELOR calmly speaks to student to defuse situation until district psychologist/police arrive.
- _____ 7. The COUNSELOR will try to isolate student in location of a telephone and contact NATIONAL YOUTH CRISIS HOTLINE (**1-800-448-4663**).

Suicide Threat – Next Page

SUICIDE

CODE B



Suicide Threat - (Student Contemplating Suicide)

- _____ 1. The TEACHER sends for counselor as soon as aware student is contemplating suicide.
- _____ 2. The COUNSELOR contacts principal.
- _____ 3. The PRINCIPAL contacts parents or guardian.
- _____ 4. **Always take threat seriously.**
- _____ 5. The TEACHER tells the student that he/she is concerned.
- _____ 6. **NEVER LEAVE STUDENT ALONE.**
- _____ 7. When counselor arrives, COUNSELOR isolates student from other students if possible.
- _____ 8. The COUNSELOR talks calmly to student and determines the seriousness of the threat.

Drug Incidents – *CODE C*

1. Person suspecting drug dealing, possession, or use will notify the principal.
- _____ 2. Only the PRINCIPAL, ASSISTANT PRINCIPAL, or ADMINISTRATIVE ASSISTANT will contact the suspected student(s) on reasonable suspicion and conduct an appropriate investigation/search in accordance with district policy and statute.
- _____ 3. If drugs are found, the PRINCIPAL or DESIGNEE will contact proper law enforcement and support agencies and the student's/students' parent(s) or guardian.
 - **THE TEACHER IS NOT TO GET INVOLVED FURTHER THAN REPORTING SUSPICION AND PROVIDING FOR SAFETY OF STUDENTS.**
 - **IF SUSPECT IS VIOLENT, SEPARATE SUSPECT FROM OTHER STUDENTS.**

DRUG INCIDENT

CODE C



Chemical Spills & Railroad Accidents – *CODE D*

NOTE:

Schools within one (1) mile of railroad tracks and main highways may be affected before authorities can react. Should such an incident occur, the protective measures below are suggested for the school staff.

The PRINCIPAL or DESIGNEE will assign the following responsibilities:

- _____ 1. OFFICE STAFF -
 - A. Immediately call 911,
 - B. Request assistance from EMERGENCY MANAGEMENT (526-4500),
 - C. Play the pre-recorded announcement for “**CODE D,**”
 - D. Immediately notify the SUPERINTENDENT and DIRECTOR OF TRANSPORTATION of probable hazard and possible need to evacuate personnel and students.
- _____ 2. TEACHERS get all students inside and close windows.
- _____ 3. MAINTENANCE closes all doors, windows, and air conditioning/heating vents. (*Report to office when completed.*)
- _____ 4. TEACHERS IN PORTABLE CLASSROOMS walk their students to the nearest building in an orderly fashion and get their students inside.
- _____ 5. ***The PRINCIPAL or DESIGNEE will keep building closed. Do not allow any person to go outside.***
- _____ 6. Follow directions of EMERGENCY MANAGEMENT UNIT until crisis is declared over.

CHEMICAL SPILLS & RAILROAD ACCIDENTS

CODE D



Fire – Code E

1. The person finding the fire will pull the alarm immediately.
- _____ 2. When a fire alarm sounds, the OFFICE STAFF will call 911 to notify the Fire Department. Maintain an open line while situation is assessed. **SAY, “We have an alarm at _____ (name of school) _____. Please stay on the line until we assess the situation.”**
3. EVERYONE is to follow school evacuation plan. (See back of flipchart.)
- _____ 4. If the fire is real, the OFFICE STAFF will call the Superintendent **(482-1200, ext. 208)**.
- _____ 5. The SCHOOL CRISIS MANAGEMENT TEAM will make sure all occupants evacuate to the designated safe area away from the structure and out of the fire department’s way.
- _____ 6. The PRINCIPAL and the FIRE DEPARTMENT will organize a search for missing persons.
- 7. DO NOT RETURN TO BUILDING OR ALLOW STUDENTS TO RE-ENTER BUILDING UNTIL PRINCIPAL NOTIFIES STAFF THAT BUILDING IS SAFE.**
8. If school is to close, follow **CODE A**.

FIRE

CODE E



Serious Injury or Illness – CODE F

Caution: *IF THERE IS A POSSIBILITY OF HEAD, NECK, OR BACK INJURY, THE STUDENT IS NOT TO BE MOVED. CALL AN AMBULANCE FOR TRANSPORTING THE STUDENT.*

If Critical:

1. The FIRST RESPONDER immediately requests School Medical Response Team and notifies principal.
- _____ 2. OFFICE STAFF -
 - A. Immediately calls 911 for ambulance service,
 - B. Contacts counselor to inform parent(s) or guardian,
 - C. Contacts school nurse to provide health records for injured person.
- _____ 3. PRINCIPAL or DESIGNEE notifies superintendent.
- _____ 4. COUNSELOR immediately contacts parent(s) or legal guardian.
5. SCHOOL NURSE sends health records with injured person.

If Not Critical:

1. The TEACHER will request assistance from a SCHOOL MEDICAL RESPONSE TEAM MEMBER in the building.
 2. The SCHOOL MEDICAL RESPONSE TEAM MEMBER will immediately carry out first aid.
 3. The TEACHER will notify the principal or designee as soon as possible.
 - _____ 4. The COUNSELOR will immediately attempt to contact the parent(s) or legal guardian.
 5. Based on the determination of the PRINCIPAL or DESIGNEE and/or after discussion with the teacher, first aid person, and/or parent(s), the injured student may be taken to the hospital. Depending on the seriousness of the injury, one of the following procedures may be used to transport the student to the hospital: (NOTE: Send health records with the injured student.)
 - A. PARENT(S) - The parent(s) or guardian may come to school and transport the student in personal car,
 - B. COUNSELOR – Tell parent(s) or guardian the nature of the injury and ask them to meet the child at the hospital. After confirming with parent(s) or guardian, the staff may transport the student using a school board vehicle, if possible, or School Resource Officer (SRO) vehicle if available,
 - C. AMBULANCE – If time becomes critical, the PRINCIPAL or DESIGNEE may obtain an ambulance by calling 911.
 6. Depending on the severity of the injury or illness, the PRINCIPAL or DESIGNEE will notify the superintendent.
 - _____ 7. **IF THERE ARE SEVERAL STUDENTS INVOLVED, THE *PRINCIPAL* or *DESIGNEE* WILL IMMEDIATELY CALL 911.**
- **DO NOT LEAVE STUDENT UNATTENDED.**
- **IF THERE IS ANY DOUBT, TAKE STUDENT TO MEDICAL FACILITY.**

SERIOUS INJURY OR ILLNESS

CODE F



Sexual Battery on Campus – *CODE G*

1. **DO NOT LEAVE VICTIM ALONE.**

2. The FIRST RESPONDER will immediately:

- A. Request the counselor and Emergency Medical Response Team,
- B. Have someone notify the principal,
- C. Protect the identity, safety, and health of the victim,
- D. Prevent anyone from entering the crime scene area until investigators arrive.

_____ 3. The PRINCIPAL will quickly assess the situation.

_____ 4. The PRINCIPAL or DESIGNEE will contact parent(s) or legal guardian.

_____ 5. The PRINCIPAL or DESIGNEE will notify the ABUSE Hotline (**1-800-962-2873**).

_____ 6. The PRINCIPAL or DESIGNEE will:

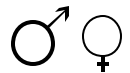
- A. Alert key staff members of the crisis,
- B. Notify SRO/Law Enforcement,
- C. Isolate witnesses to the incident and suspect(s) in separate areas for Law Enforcement's investigation,
- D. Activate campus security.

➤ **CONTROL AREA TO PROTECT EVIDENCE.**

➤ **STAFF MEMBERS WILL NOT INSTIGATE AN INITIAL INVESTIGATION BY TALKING TO THE VICTIM OR OFFENDER OR ASKING FOR STATEMENTS, ETC.**

SEXUAL BATTERY ON CAMPUS

CODE G



Tornadoes, Hurricanes, Thunderstorms, Flooding – **CODE H1 through H5**

CODE H1 TORNADO WATCH DURING SCHOOL HOURS

1. The PRINCIPAL or DESIGNEE will notify all staff by playing the pre-recorded announcement for “**CODE H1**” over the intercom system.
2. **TEACHERS will continue regular classroom activities unless further directions are received from principal.**
3. School will dismiss at the normal hour in the regular manner.

CODE H2 TORNADO WARNING STATING ACTUAL TORNADO SIGHTING

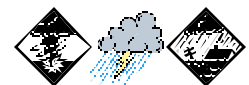
1. The OFFICE STAFF will immediately play the pre-recorded announcement for “**CODE H2**” over the intercom system.
2. **TEACHERS, STUDENTS, and STAFF will immediately proceed to the predetermined area and assume a position so as to best protect the face and head.**
3. **TEACHERS will take roll and notify the principal or designee if someone is missing.**
4. The PRINCIPAL or DESIGNEE will immediately organize a search for missing persons.
5. ALL MAINTENANCE STAFF will turn off all utilities.
6. The SECRETARY will close all vaults and secure necessary records.
7. All SCHOOL MEDICAL RESPONSE TEAM MEMBERS will render first aid if necessary.
8. STAFF and STUDENTS will not return to their classrooms until the principal or designee declares it safe.
9. SCHOOL BUS DRIVERS will not be permitted to leave on their bus routes as long as tornado warning is in effect.

CODE H3 THUNDERSTORM WARNING DURING SCHOOL HOURS

1. After a determination has been made by the PRINCIPAL, OFFICE STAFF will notify all staff by playing the pre-recorded announcement for “**CODE H3**” over the intercom system.
2. **TEACHERS will continue regular indoor classroom activities. No outdoor activities are to be allowed.**
3. School will dismiss at the normal hour in the regular manner.

SEVERE WEATHER

CODE H



Severe Disruptions Involving Criminal Acts – **CODE I** (Armed Individual, Kidnapping, Shooting on Campus, Hostage)

Disturbances that Occur During the School Day

- _____ 1. The PRINCIPAL or SCHOOL CRISIS MANAGEMENT TEAM MEMBER will notify:
 - A. SRO (if on campus),
 - B. 911,
 - C. The superintendent.
- _____ 2. The PRINCIPAL or SCHOOL CRISIS MANAGEMENT TEAM will alert key staff members of the crisis by playing the pre-recorded announcement of “**CODE I**” over the school intercom system.
3. **TEACHERS will do one or both of the following as directed by the principal:**
 - A. **Lock doors and isolate students into small groups in the classroom. Once this is done, TEACHERS check roll and notify principal or designee if someone is missing.**
 - B. **Evacuate the building as directed by the principal or designee by moving to the predetermined area. Once in evacuation area, TEACHERS take roll and notify the principal or designee if someone is missing.**
4. Isolate witnesses to the incident for law enforcement’s investigation.
5. Attempt to isolate offenders if disarmed.

Disturbances that Occur at School-related Events after School Hours

1. The PERSON(S) SUPERVISING THE EVENT will isolate the person(s) causing the disturbance if possible.
2. The PRINCIPAL or DESIGNEE will notify:
 - A. 911,
 - B. The superintendent.
3. The PRESS INFORMATION OFFICER will issue a statement to the staff and the news media on behalf of the school regarding **non-criminal acts**.
4. LAW ENFORCEMENT OFFICIALS will issue statements to the public and media regarding any **criminal acts**.



Bomb Threat or Suspicious Object – *CODE J*

BOMB THREAT:

A bomb threat may be received by various means, but will usually be by telephone.

1. If student takes call, get staff on line if possible.
2. **The STAFF MEMBER is to keep the caller on the phone as long as possible. DO NOT HANG UP! Signal someone near you to alert the principal.**
3. (See check list next page.) Using checklist, get information from the caller. Write down everything the caller says. When caller hangs up press *69 to trace call.
4. Notify the principal or designee immediately. **DO NOT USE TWO-WAY RADIO OR CELLULAR PHONE. THESE MAY ACTIVATE THE DEVICE!!**
- _____ 5. The PRINCIPAL or DESIGNEE will call 911 to notify of threat and get police assistance.
- _____ 6. The PRINCIPAL or DESIGNEE will notify the superintendent.
- _____ 7. OFFICE STAFF will play the pre-recorded announcement for “**CODE J**” over the school intercom system.
8. The SCHOOL CRISIS MANAGEMENT TEAM will assemble to assist the principal and police/emergency personnel.
- _____ 9. A pre-determined SCHOOL CRISIS MANAGEMENT TEAM MEMBER will direct emergency vehicles to a specified location and **provide a map** of the facility.
10. **Follow evacuation procedures.** (See back of flipchart.)
11. If school is to close, follow **CODE A**.

IF SUSPICIOUS OBJECT IS FOUND:

1. Immediately evacuate the area or facility.
- _____ 2. The PRINCIPAL or DESIGNEE will call 911.
3. Follow numbers 5 through 10 above.

➤ **ONLY AUTHORIZED PEOPLE WILL BE ALLOWED TO RE-ENTER BUILDING.**



Bomb Threat Questionnaire

The exact wording of threat: _____

Number at which the call is received: _____ Time: _____ Date: _____

Questions to ask the caller:

When is the bomb going to explode? _____

Where is the bomb right now? _____

What does the bomb look like? _____

What kind of bomb is it? _____

What will cause the bomb to explode? _____

Did you place the bomb? _____ If not, who did? _____

Why? _____

What is your name? _____

What is your address? _____

Could you determine the caller's:

Sex? _____ Race? _____ Age? _____

What was the caller's language like? (check all that apply)

Well-spoken (educated) Foul Irrational

Incoherent Tape Message read by threat maker

Other _____

How did the caller's voice sound? (check all that apply)

Accent Angry Excited Slow

Rapid Soft Loud Nasal

Crying Normal Distinct Lisp

Laughter Stutter Slurred Deep

Raspy Ragged Familiar Calm

Clearing Throat Deep Breathing Cracking Voice Disguised

Other _____

Were there any background sounds? (check all that apply)

Street/Traffic Noise Crockery Voices PA System Music

House Noises Motor Office Machinery Factory Machinery Animal Noises

Clear Static Local Long Distance Booth/Pay Phone

Other _____

Other Remarks: _____

Report call immediately to: _____ Phone Number: _____

Name/Position: _____ Date: _____ Phone Number: _____

(Use back for additional information if needed.)

Other Emergency Procedures – **CODE K**

(For emergency evacuation situations other than fire and bomb threat such as **GAS LEAKS, ELECTRICAL PROBLEMS**, etc.)

DO NOT OPERATE ELECTRICAL SWITCHES IN CASE EMERGENCY IS A GAS LEAK!

- _____ 1. The PRINCIPAL or DESIGNEE will notify EMERGENCY MANAGEMENT of the situation.
- _____ 2. The PRINCIPAL or DESIGNEE will notify the superintendent.
- _____ 3. The OFFICE STAFF will alert staff members of the crisis by playing the pre-recorded announcement for “**CODE K – DO NOT OPERATE LIGHT SWITCHES**” over the school intercom system.
- _____ 4. The SCHOOL CRISIS MANAGEMENT TEAM will assemble to assist the principal and emergency personnel.
- _____ 5. A pre-determined SCHOOL CRISIS MANAGEMENT TEAM MEMBER will direct emergency vehicles to a specified location and **provide a map** of the facility.
- _____ 6. ***Follow evacuation procedures as directed.*** (See back of flipchart.)
- _____ 7. If school is to close, **follow CODE A.**

➤ **NO ONE SHALL RETURN TO ANY BUILDING UNTIL PRINCIPAL NOTIFIES STAFF THAT BUILDING(S) IS SAFE TO RE-ENTER.**



Appendix

Campus Disorders

Florida law provides a criminal penalty for persons who, without legitimate reasons, enter a school campus or facility and create a disturbance or refuse to leave when directed to do so by the principal or person in charge. In such cases of disruptive activity or refusal to leave school grounds the principal shall contact appropriate law enforcement officials and take such action as may be necessary to have the offender punished in the manner prescribed by law. The superintendent shall be promptly notified of any such action.

Authority: 230.22(2), F.S.

Law Implemented: 228.091, F.S.

Emergency Disaster Plan

In case of an emergency or disaster, school centers may be made available for the Red Cross and Civil Defense use as emergency shelters or centers. In the event a storm is predicted to hit in or near this geological area, each school principal shall be available in order to make the school for which he is responsible available upon receipt of such instructions from the superintendent. Where the principal is absent from the district, the superintendent shall designate a member of the administrative or instructional staff to open and be responsible for the facility.

Authority: 230.22(2), F. S.

Law Implemented: 235.02.23(9), F. S.

Emergency Evacuation Drills

The principal shall hold 10 emergency drills during each school year with the first drill being held within the first ten days of school. After each drill the principal will report to the facilities director the date of the drill, the number of students and staff participating in the drill, and the length of time necessary to successfully implement the drill.

The principal, teachers, and non-instructional staff shall formulate a base emergency evacuation and fire exit, particularly emergency exits that are not habitually used during the normal occupancy of the building.

Diagrams shall be posted in each pupil-occupied area, clearly indicating fire exits and alternate evacuation routes.

The principal shall plan and assign personnel responsibility for the prompt and orderly evacuation of the school building in accordance with the requirements of State Board of Education Rules.

The principal shall identify and report hazardous areas requiring corrective measures to the School Board through the superintendent.

The superintendent shall make available to each principal a copy of appropriate State Board of Education Rules and make changes made by the State Board relating to emergency evacuation drills.

Authority: 230.22(2), F. S.

Law Implemented: 235.14, F.S.: 6A-2.50(14), 6A-2.86, SBER

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Jackson District Schools Planning Team members are John Mader, Director of Emergency Management, Billie Dickson, Belva Free, Josh Campbell, Buddy Dickson, and Sara Grant. Other team members are Pat McDaniel and Linda Booth from PAEC, and Nathan Crutchfield from Marsh, Inc.

PROCEDURES FOR TEACHERS **(ALL EVACUATIONS)**

FIRE – CODE E

- TEACHERS take class record book with them.
- TEACHERS assure all students are out of the classroom and adjoining bathrooms.
- TEACHERS turn off the lights/fans and close the door prior to following students out of the building.
- FIRST STUDENT IN LINE holds open exit door(s) until all persons in the class have evacuated. Continue this procedure until the building is clear.
- Classes quietly proceed to the pre-designated safe area. Once there, TEACHERS take roll and notify principal or designee if someone is missing.
- TEACHERS remain with classes and maintain order until an “all clear” signal is sounded or other instructions are given by the principal.

BOMB THREAT OR OTHER EMERGENCY PROCEDURE – CODE J/CODE K

DO NOT TURN OUT LIGHTS.
DO NOT SWITCH OFF ANY ELECTRICAL DEVICE.
DO NOT USE CELLULAR PHONE.

- TEACHERS take class record book with them.
- TEACHERS assure all students are out of the classroom and adjoining bathrooms.
- TEACHERS close the door before following students out of the building.
- FIRST STUDENT IN LINE holds open exit door(s) until all persons in the class have evacuated. Continue this procedure until the building is clear.
- Classes quietly proceed to the pre-designated safe area for this particular type emergency. Once there, TEACHERS take roll and notify principal or designee if someone is missing.
- TEACHERS remain with classes and maintain order until an “all clear” signal is sounded or other instructions are given by the principal.