

CRISIS MANAGEMENT PLAN

2011-2012

Jonesboro-Hodge Middle School
440 Old Winnfield Hwy
Jonesboro, Louisiana 71247
318-259-6611

Norman A. Amos, Principal
Randal Harrington, Asst. Principal

Reviewed and Updated 07/2011

Approved for submission to the Jackson Parish School Board

Norman A. Amos

CRISIS MANAGEMENT PLAN

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Introduction

Crisis management is the main component of comprehensive school safety. The most important consideration in crisis management is the health, safety and welfare of the students and staff at Jonesboro-Hodge Middle School.

Crisis management focuses on the following:

1. Confronting and resolving the problem
2. Resolving the crisis
3. Restoring equilibrium
4. Supporting appropriate responses

Crisis management included situations involving threats of harm to students, the faculty and staff, or facilities. Incidents include fire, weather, weapons, bomb threats, terrorism and anthrax.

The Crisis Management Plan contains components to protect and sustain life, reduce trauma, minimize personal injury, and/or damage to the campus. This should cover pre-planning, intervention, and post-emergency activities.

The Crisis Management Team will consist of the principal, assistant principal, school counselor, school secretary, the school-based health nurse, designees of the principal, and community law enforcement.

The Crisis Management Plan will be reviewed annually with the faculty and shared with secretaries, cafeteria staff, and custodians. Components of the Crisis Management Plan will be drilled and practiced several times during the school year.

District Team

Members:

Wayne Alford, Superintendent- (259-4456, ext. 25) – (cell phone: 308-8329)

Dorothy Dorsey, Elementary Supervisor - (259-4456, ext. 27)

Talton Barron, Secondary Supervisor- (259-4456, ext. 12)

Roy Barlow, Transportation Supervisor- (259-4456, ext. 21) – (cell phone: 548-1797)

Samuel Strozier, Personnel Director – (259-4456, ext. 28)

Bertha Robinson, Title I Supervisor – (259-4456, ext. 19)

Emergency Phone Numbers

CALL 911

Jackson Parish School Board Superintendent Roy Barlow	259-4456 Ext. 25 Ext. 21/cell 548-1797
Jonesboro Police Department	259-2164/259-5026
Jackson Parish Sheriff's Office	259-9021
Jonesboro Fire Department	259-5028
Jackson Parish Ambulance	911
Jackson Parish Health Unit	259-6601
Louisiana National Guard	259-4807
Louisiana Natural Gas/Water	1-800-547-4321
ATMOS (Utilities)	1-800-968-8243 (day) 1-800-9OUTAGE (night)
American Red Cross	1-318-323-5141 (Monroe)

Crisis Management Team

- Chairperson ----- **Norman A. Amos**, Principal – Hm. Phone - (259-7515)
- Assistant Principal ----- **Randal Harrington** – Hm. Phone - (259-3566)
- School Counselor ----- **Sheila Smith** – Hm. Phone - (259-7906)
- School Secretary ----- **Vera Joe Booker** – Hm. Phone – (259-7953)
- School-Based Health Nurse ----- **Willene Evans** – Cell Phone – (514-9671)
- Principal Designees-----**Ken Jones**, P. E. Teacher ---- **Debra Paggett**, P. E. Teacher ---- **Jerome Bush**, Teacher
Kathy Eichler, Teacher ---- **Rachelle Mason**, Teacher ---- **Cherise Bryan**, Teacher
- School Custodian ----- **Mark Jones**, Janitor – Hm. Phone (259-4873)
- Central Office ----- **Roy Barlow**, Maintenance Supervisor – Cell (548-1797)
- Local Law Enforcement ----- **Wesley Horton**, Jonesboro Police Chief – Office Phone (259-5026)
Andy Brown, Jackson Parish Sheriff – Office Phone (259-9021)
- Local Fire Department ----- **David Roberts**, Jonesboro Hodge Fire Chief – Office Phone (259-5028)
- Clergy ----- **Pastor Ronnie Sanders**, McDonald Baptist Church - (259-4776)
Pastor Zettie Moore, Travelers Rest Baptist Church – (259-2957)
- Volunteers ----- Olivia Carson, Parent

Lisa Jackson, Parent
- School Safety Trainer and Contact: Sandra Ezell ezells@ag.state.la.us
- Louisiana Department of Justice ---- (225) 342-7210

General Information

Creating a positive school environment where learning can take place in a safe and secure climate is a goal of the Jackson Parish School System.

CRISIS situations can occur within seconds that may change this climate.

The purpose of the Crisis Response Procedures is to provide the building administrator at J-HMS and the personnel responsible for such management with a quick reference source for emergency situations. It is hoped that this guide will provide personnel at J-HMS with a set of plans to help work more effectively with crisis situations that could occur in its buildings or on its campus.

In the event of an emergency call:

Jonesboro Police Department	911
Jackson Parish Sheriff	911
Jonesboro Fire Department	911
Paramedic	911

Please remember that by dialing “**911**” you will be placed in contact with all Emergency Management Services. Try to determine what immediate type of Emergency Service **THAT IS REQUIRED**.

Immediately after calling the above emergency number(s), please call the following:

Jackson Parish Superintendent	259-4456, Ext. 29
Mr. Roy Barlow	259-2245, Ext. 21
Mrs. Bertha Robinson	259-2882, Ext. 19
Mrs. Dorothy Dorsey	259-4456, Ext. 27

Clergy & Volunteers

Clergy Members:

Pastor Ronnie Sanders, McDonald Baptist Church (259-4776)

Pastor Zettie Moore, Travelers Rest Baptist Church (259-2957)

Volunteer Members:

Olivia Carson, Parent

Lisa Jackson, Parent

Crisis Management Team Interventions

Principal:	Contact JPD/JPSD- request radio silence Notify Superintendent Notify all Crisis Team members Contact families as soon as possible Monitor calls
Assistant Principal:	Refer all media to Principal/Superintendent Maintain crowd control Restrict class movement (NO BELLS) Clear immediate area Meet/Escort personnel to/from area
Counselor:	Counseling as needed Notify pupil appraisal Gather relevant information Collect student count/rolls from teachers
Secretary:	Coordinate messages for incoming calls Have outgoing calls monitored Secure school documents and money
Custodian:	Secure building/lock outside doors Lock gates/access to only emergency personnel
Other CMT Members:	Act as hall monitors Assist in other duties assigned by principal

Informing Parents

NOTE: This letter is to be sent at the beginning of each school year on school letterhead to inform parents of the importance of an active Crisis Management Plan.

Dear Parents,

As the new school year starts we would like to inform you of your part in Jonesboro-Hodge Middle Schools Crisis Management Plan.

1. Practice and review emergency plans and emergency telephone numbers regularly with your children.
2. Each year make your child's teacher aware of any health or physical needs that would require special action or supplies during an emergency. Make sure your children have a supply of vital medication on hand at school.
3. Make sure that student information data have a name, address, and phone number of anyone you want to pick up your child/children during an emergency. Students will not be released to anyone who is not listed on the data information sheet.
4. Make sure your children are familiar with the people he/she may leave with and that they know that it is okay to leave with them in the event of an emergency.
5. Be aware that you may not be able to get to your child/children in the event of a large-scale emergency.
6. Be aware that the person picking up your child/children may have them several hours or days. Prepare them, yourself, and your child/children for this if necessary

We hope that the Crisis Management Plan will never be used, but everyone needs to know his or her role in a crisis just in case.

Sincerely,

Norman A. Amos, Principal

Crisis Management Code(s)

LOCKDOWN! ----- **Armed Individual**
Hostage Situation
Community Disaster
Death of a Student/Staff
Staff Down/Incapacitated
Rape on Campus
Gang Fight
Irrational Individual
Campus Accident/Illness
Suicide

EVACUATE! ----- **Fire**
Bomb Threat (Immediate)
Natural Gas Leak/Explosion

SHELTER-IN-PLACE! ----- **Tornado/Severe Storm**
Anthrax Situation

ALL-CLEAR ----- **Threat is over**

LOCKDOWN

(Stay in Room Procedures)

I. ARMED INDIVIDUAL, HOSTAGE SITUATION, HOSTILE INTRUDER, INCIDENTS IN THE COMMUNITY

Note: The safety of staff and students is the first priority at all times. The top priorities are to remain in building, secure classroom, and protect students.

ADMINISTRATIVE

- > Assess the situation.
- > Assign secretary to call 911.
- > Secure all entrances and exits.
- > Divide administrative responsibilities accordingly:
 - A. Principal needs to report to crisis area
 - B. Assistant Principal or designated staff member meet with police. This person, along with the Crisis Management Team and the police, will decide on an appropriate evacuation plan, if necessary.
 - C. Assistant Principal or designated staff member, if possible, stay in front office to continually assess incoming information and relay it to principal, police, and Crisis Management Team.
- > Shut off PA in hall near armed individual/intruder/hostile person, if possible.
- > Continue to monitor situation until resolved.
- > Always refer to interventions.

IMMEDIATE DUTIES

- > Do not confront intruder.
- > Notify police of crisis situation- **“LOCKDOWN.”**
- > Clear students from area if needed.
- > Alert the staff by using special code, if possible- **“LOCKDOWN.”**
- > Wait for further instructions from the office.

LOCKDOWN

(Stay in Room Procedures)

ARMED INDIVIDUAL, HOSTAGE SITUATION, HOSTILE INTRUDER, INCIDENTS IN THE COMMUNITY continued:

STAFF DUTIES

- > Secure any students from the hallway into your room. Log students on your roll.
- > Lock your classroom door.
- > Turn off all lights.
- > Close all window blinds.
- > Have students sit on floor with knees drawn to chest and head lowered. They should be seated out of line of vision from all windows/doors. Attempt to have your classroom appear empty or unoccupied.
- > Maintain silence.
- > Continue this procedure until notified by the office to act otherwise.

IF THE CRISIS OCCURS WHEN NOT IN THE CLASSROOM

- > Contact office in safest and quickest manner (Intercom, Send student).
- > All teachers should be on alert.
- > Move students as far away from the dangerous situation as possible.
- > Teachers should check the restrooms and hallways for students.
- > Notify office of your location, if possible.
- > Make list of students.

CRISIS MANAGEMENT TEAMS DUTIES

- > Report to the office upon hearing “**LOCKDOWN.**”
- > Assist secretary.
- > Direct media to the assigned area/location.
- > Direct families of those involved to a designated area/location.
- > Debrief and evaluate after crisis is resolved.

Documentation Form #1

By: _____

Date: _____

I.) In the event of a Hostage situation:

HOSTAGE Check List:

- 1. Assess situation - ensure the safety of students/faculty/staff by:**
- a. Not intervening if hostage is unaware of your presence
 - b. Notified Principal or Designee
 - c. Called 911 immediately – give dispatcher details of situation & request assistance from hostage negotiation team
 - d. Notified Police
- 2. Principal or Designee Initiated - LOCK DOWN! – Irate Parent/Intruder/Hostage**
- a. Teacher/Staff – return to room or keep classes intact & everyone inside building(s)
 - b. Teacher/staff – obtain grade book/roster
 - c. Teacher/staff – check roster and account for students
 - d. Teacher/staff - advised Principal or Designee of missing student(s)
 - e. Teacher/Staff – shut doors/windows
 - f. Teacher/Staff - remain with students until “**All Clear**” signal issued or til parents arrive to check out students – have parents sign they have received child.
 - g. Principal/Designee(secretary) obtain Faculty & Student sign-in/sign-out forms ensuring students are checked out by parent/guardian.
- 3. Principal or Designee – notified Mr. Wayne Alford, Superintendent - (259-4456 ext. 29)**
- 4. Area(s) sealed off near hostage scene**
- 5. Police/Hostage team have complete control**
- 6. Provide the following:**
- a. **Number of hotage taker(s)**
 - b. **Description of hostage taker(s)**
 - c. **Type of weapon hostage taker(s) have**
 - d. **Number and Names of hostages**
 - e. **Demands and instructions hostage taker(s) have given**
- 7. Crisis Management Team keeps detailed notes of events**
- 8. Remain in Safe Area until “ALL CLEAR” issued by police**
- 9. Principal notifies staff & students of emergency termination – may resume normal operations**
- IRATE PARENT/INTRUDER/HOSTAGE DRILL FORM COMPLETED – (IF ONLY A DRILL)**

Documentation Form # 1

By: _____ **Date:** _____

I.) In the event of a Irate Parent (Intruder)/Hostage:

IRATE PARENT (INTRUDER) Check List:

- ___ **1. Assess situation - ensure the safety of students/faculty/staff by:**
 - a. ___ Notifying Principal or Designee
 - b. ___ Another staff member accompany Principal/Designee before approaching intruder
 - c. ___ Intruder politely greeted
 - d. ___ School personnel identified themselves
 - e. ___ Intruder asked purpose of his/her visit
 - f. ___ Intruder informed of school “**CLOSED CAMPUS**” policy – (all visitors must register at main office, obtain hall pass, must schedule a teacher conference prior to visit and have a legitimate purpose)
 - g. ___ Ask intruder to leave if purpose is not legitimate and accompany them to nearest exit
 - h. ___ If intruder refuses to leave:
 - 1) ___ Warned intruder of consequences for staying on school property
 - 2) ___ Informed him/her of “**Closed Door**” policy
 - 3) ___ Informed him/her that the police will be notified
 - 4) ___ Police, Principal or Designee informed if intruder refuses to leave – (**LOCK DOWN! INITIATED**)
 - 5) ___ Full description of intruder given to police
 - 6) ___ Walked away if intruder indicates a potential for violence
 - 7) ___ Aware of intruder’s actions, location and if he/she is carrying a weapon or package, etc.
 - 8) ___ Police are in charge upon arrival
- ___ **2. Principal or Designee Initiated - LOCKDOWN! – Irate Parent/Intruder/Hostage**
 - a. ___ Teacher/Staff – return to room or keep classes intact & everyone inside building(s)
 - b. ___ Teacher/staff – obtain grade book/roster
 - c. ___ Teacher/staff – check roster and account for students
 - g. ___ Teacher/staff - advised Principal or Designee of missing student(s)
 - h. ___ Teacher/Staff – shut doors/windows
 - i. ___ Teacher/Staff - remain with students until “All Clear” signal issued or til parents arrive to check out students – have parents sign they have received child.
 - g. ___ Principal/Designee(secretary) obtain Faculty & Student sign-in/sign-out forms ensuring students are checked out by parent/guardian.
- ___ **3. Principal or Designee – notified Mr. Wayne Alford, Superintendent - (259-4456 ext. 29)**
- ___ **4. Principal documents in detail:**
 - a. ___ All activities and asks victim(s), witness(es) for their account of incident
 - b. ___ Have teacher/staff document what they witnessed & any other information they may have
- ___ **5. Remain in Safe Area until “ALL CLEAR” issued by police**
- ___ **6. Principal notifies staff & students of emergency termination – may resume normal operations**

- ___ **IRATE PARENT/INTRUCER DRILL FORM COMPLETED – (IF ONLY A DRILL)**

LOCKDOWN

(Stay in Room Procedures)

II. DEATH OF STUDENT/STAFF ON CAMPUS

ADMINISTRATIVE

- > Call 911
- > Announce “There will be a **RED** meeting in the (location) teachers after school.” Teachers are to remain in their rooms with their class until further notice. Notify to continue class, do not leave room, and wait for further directions.
- > Notify the immediate family of the situation.
- > Turn off bells. Students should not change classes until student/staff and his/her family has been removed from campus.
- > Contact the Crisis Management Team for immediate help with students who are upset.
- > Call Pupil Appraisal for immediate on-site counseling.
- > Keep secretary/designee informed. Do not allow and student to check out without parental permission.
- > Have one administrator/designee wait with the student/staff, one to wait in front of school for the ambulance and police, and one to remain in the front office to answer calls and waits for family members.
- > **Do not** make an announcement of the death/suicide at this time.
- > Follow normal procedures in the aftermath of death as much as possible.
- > Conduct a faculty meeting as soon as possible, even at the end of the day.
- > Make a statement after the crisis is over acknowledging the death. Example: “Let us observe a moment of silences for ___ who died today/yesterday.”
- Refer to interventions.

IMMEDIATE DUTIES

- > Have someone notify a nearby teacher.
- > Administer CPR/First Aid if certified and if needed.
- > Notify the office by saying “**LOCKDOWN.**”
- > Secure the area by removing students to another area with the aid of a nearby teacher.
- > Wait in the room with the student/staff until help arrives.
- > **Do not** speak to the media or press. Any statement will come from the Superintendent or his designee.
- > Remain accessible to provide information.
- > Arrange for a time of relief upon completion of duties.

LOCKDOWN

(Stay in Room Procedures)

DEATH OF STUDENT/STAFF ON CAMPUS continued:

CRISIS MANAGEMENT TEAM DUTIES

- > Meet to discuss the crisis and decide the best procedure to follow.
- > Provide a place for counseling of students.
- > Provide a scheduled place for parents/family to meet with the Crisis Management Team and administration.
- > Debrief, evaluate, and complete any documentation.
- > Hold follow-up three to four days later.

Documentation Form # 1- Incident ON Campus!

By: _____

Date: _____

I.) In the event of a Serious Injury/Death occurs on campus:

SERIOUS INJURY/DEATH Check List:

___ **1. Assess situation - ensure the safety of students/faculty/staff by:**

- a. ___ Call 911 immediately!
- b. ___ Notify CPR/First Aid certified persons in building of the emergency
- c. ___ Isolate affected student/staff member, if possible
- d. ___ Notify Principal or Designee

___ **2. Principal or Designee Initiated - LOCKDOWN!**

- a. ___ Crisis Management Team activated
- b. ___ Designate staff person to accompany injured/ill person to hospital
- c. ___ Complete "Accident Report Form"
- d. ___ Notify parent/guardian or appropriate family member(s)
- e. ___ Notified Mr. Wayne Alford, Superintendent – (259-4456 ext. 29)
- f. ___ School personnel and students follow are to follow **Lock Down** procedures until "**All Clear**" signal given.

___ **3. Information gathered:**

- a. ___ All activities and asks victim(s), witness(es) for their account of incident
- b. ___ Have teacher/staff document what they witnessed & any other information they may have
- c. ___ Student/Staff schedule & emergency contact person(s)
- d. ___ Student/Staff close friends, siblings and school they attend

___ **4. Adjust scheduled activities (if necessary) and keep school personnel updated on events/circumstances**

___ **5. Refer all media to:**

- a. ___ Mr. Wayne Alford, Superintendent - (District Spokesperson at 259-4456 ext. 29)
- b. ___ Alternate District Spokesperson(s) :
 - 1. ___ Mrs. Dorothy Dorsey, Elementary Supervisor (259-4456 ext. 27)
 - 2. ___ Mr. Talton Barron, Secondary Supervisor (259-4456 ext 12)
 - 3. ___ Mr. Sam Strozier, Personnel Director (259-4456 ext 28)
 - 4. ___ Mr. Norman Amos, Principal - (School Site Spokesperson at 259-6611)

Post-Crisis Intervention - Crisis Management Team will:

- a. ___ Meet with school counseling staff & Linda Beasley (Mental Health Worker/259-6624) to determine level of intervention necessary
- b. ___ Anticipate absences on the day of funeral/consider alternative scheduling
- c. ___ Designate rooms for private counseling areas
- d. ___ Escort affected student's siblings, close friends and other "Highly Stressed" individuals to counselors
- e. ___ Assess stress level of staff/recommend counseling for those who need it
- f. ___ Procure personal items of the deceased from lockers, desk, etc.
- g. ___ Identify and communicate with other affected schools
- h. ___ Follow-up the student day with short faculty meeting to:
 - 1.) ___ Review the facts of incident
 - 2.) ___ Review role of Faculty in further coping with loss/injury
 - 3.) ___ Allow faculty opportunity to share experiences & suggestions
- i. ___ Announce the loss to entire school/provide facts that will reduce rumor.
- j. ___ Provide a moment of silence, if possible

Documentation Form # 2

By: _____

Date: _____

I.) In the event of a Serious Injury/Death occurred **outside** of school:

SERIOUS INJURY/DEATH Check List:

___ **1. Principal or Designee Initiated - LOCKDOWN!**

___ **2. Crisis Management Team activated**

- a ___ Notified Mr. Wayne Alford, Superintendent – (259-4456 ext. 29)

If incident occurred outside of school - Crisis Management Team will:

- a. ___ Notify staff before normal operating hours, if possible
b. ___ Determine method of notifying students/parents (phone, letter, flyer, etc.)
c. ___ Announce availability of counseling services , if needed
d. ___ Designate rooms to be used for counseling services, if needed
f. ___ Refer all media to Mr. Wayne Alford or Mrs. Dorothy Dorsey – (Central Office)

Post-Crisis Intervention - Crisis Management Team will:

- k. ___ Meet with school counseling staff & Linda Beasley (Mental Health Worker/259-6624) to determine level of intervention necessary
l. ___ Anticipate absences on the day of funeral/consider alternative scheduling
m. ___ Designate rooms for private counseling areas
n. ___ Escort affected student’s siblings, close friends and other “Highly Stressed” individuals to counselors
o. ___ Assess stress level of staff/recommend counseling for those who need it
p. ___ Procure personal items of the deceased from lockers, desk, etc.
q. ___ Identify and communicate with other affected schools
r. ___ Follow-up the student day with short faculty meeting to:
1.) ___ Review the facts of incident
2.) ___ Review role of Faculty in further coping with loss/injury
3.) ___ Allow faculty opportunity to share experiences & suggestions
s. ___ Announce the loss to entire school/provide facts that will reduce rumor.
t. ___ Provide a moment of silence, if possible

___ **3. Refer all media to:**

- c. ___ Mr. Wayne Alford, Superintendent - (District Spokesperson at 259-4456 ext. 29)
d. ___ Alternate District Spokesperson(s) :
1) ___ Mrs. Dorothy Dorsey, Elementary Supervisor (259-4456 ext. 27)
2) ___ Mr. Talton Barron, Secondary Supervisor (259-4456 ext 12)
3) ___ Mr. Sam Strozier, Personnel Director (259-4456 ext 28)
4) ___ Mr. Norman Amos, Principal - (School Site Spokesperson at 259-4489)

___ **4. Principal notifies staff & students of emergency termination “ALL CLEAR” – may resume normal operations**

___ **SERIOUS INJURY/DEATH DRILL FORM COMPLETED – (IF ONLY A DRILL)**

LOCKDOWN

(Stay in Room Procedures)

III. STAFF DOWN/INCAPACITATED

ADMINISTRATIVE/CRISIS MANAGEMENT TEAM DUTIES

- > Notify office to call 911, if necessary.
- > Notify school nurse, if possible.
- > Notify the Jackson Parish School Board office.
- > Report to crisis area to assess the situation.
- > Assign staff member to direct paramedics to crisis area, if needed.
- > Plan for crowd control by removing bystanders, re-rout student traffic (if needed), resume regular school schedule or plan for alternative schedule (if needed).
- > Notify family.
- > Follow patient to hospital and wait for update on patient's condition.
- > Plan for media, faculty meeting, information gathering.
- > Debrief and evaluate after crisis is resolved.

IMMEDIATE DUTIES

- > Notify nearest personnel for assistance.
- > Administer CPR, if certified.
- > Notify office of **“LOCKDOWN.”**
- > Prepare for crowd control.

Documentation Form # 1 – Staff Down/Incapacitated

By: _____

Date: _____

I.) In the event of a Staff down/incapacitated incident on campus:

STAFF DOWN/INCAPACITATED Check List:

___ 1. Principal or Designee Initiated - LOCKDOWN! – report to crisis area to assess situation

___ 2. Call 911!

___ 3. Crisis Management Team activated

- a. ___ Notified Mr. Wayne Alford, Superintendent – (259-4456 ext. 29)
- b. ___ Assign staff member to direct paramedics to crisis area, if needed
- c. ___ Plan for crowd control, re-rout student traffic (if needed), resume regular schedule or plan for alternative schedule
- d. ___ Notify family
- e. ___ Follow patient to hospital & wait for update on patient’s condition
- f. ___ Plan for media, faculty meeting, information gathering
- g. ___ Debrief and evaluate after crisis is resolved

If incident occurred outside of school - Crisis Management Team will:

- a. ___ Notify staff before normal operating hours, if possible
- b. ___ Determine method of notifying students/parents (phone, letter, flyer, announcement, etc.)
- c. ___ Announce availability of counseling services , if needed
- d. ___ Designate rooms to be used for counseling services, if needed
- e. ___ Refer all media to Mr. Wayne Alford or Mrs. Dorothy Dorsey – (Central Office)

Post-Crisis Intervention - Crisis Management Team will:

- a. ___ Meet with school counseling staff & Linda Beasley (Mental Health Worker/259-6624) to determine level of intervention necessary
- b. ___ Designate rooms for private counseling areas
- c. ___ Escort affected student’s siblings, close friends and other “Highly Stressed” individuals to counselors
- d. ___ Assess stress level of staff/recommend counseling for those who need it
- e. ___ Procure personal items of the deceased from lockers, desk, etc.
- f. ___ Follow-up the student day with short faculty meeting to:
 - 1. ___ Review the facts of incident
 - 2. ___ Review role of Faculty in further coping with loss/injury
 - 3. ___ Allow faculty opportunity to share experiences & suggestions
- g. ___ Announce the incident to entire school/provide facts that will reduce rumor.
- h. ___ Provide a moment of silence, if possible

___ 3. Refer all media to:

- a. ___ Mr. Wayne Alford, Superintendent - (District Spokesperson at 259-4456 ext. 29)
- b. ___ Alternate District Spokesperson(s) :
 - 1. ___ Mrs. Dorothy Dorsey, Elementary Supervisor (259-4456 ext. 27)
 - 2. ___ Mr. Talton Barron, Secondary Supervisor (259-4456 ext 12)
 - 3. ___ Mr. Sam, Strozier, Personnel Director (259-4456 ext 28)
 - 4. ___ Mr. Norman Amos, Principal - (School Site Spokesperson at 259-6611)

___ 4. Principal notifies staff & students of emergency termination “ALL CLEAR” – may resume normal operations

___ STAFF DOWN/INCOMPACITATED DRILL FORM COMPLETED – (IF ONLY A DRILL)

LOCKDOWN

(Stay in Room Procedures)

IV. RAPE/SEXUAL ASSAULT ON CAMPUS

Note: Confidentiality should be exercised with extreme caution to assure protection of the victim's identity. **Do not discuss with other co-workers, unless necessary.**

ADMINISTRATIVE DUTIES (INCIDENT IN PROGRESS)

- > Report to area of victim and assess the situation.
- > Call 911.
- > Call the Jackson Parish School Board office.
- > Keep the victim in the crime area. If the immediate situation warrants that the victim must be moved, relocate to a private area.
- > Turn bells off. If needed, announce "there will be a **Red** meeting after school in (location) for the teachers.
- > Notify the immediate family.
- > Must make sure that the victim receives medical attention.
- > If victim is female, a female staff member must travel to hospital with the victim.
- > **DO NOT** allow victim to clean or wash up.
- > Wait in front of school for the police, family of the victim, and the ambulance.
- > Inform school nurse, guidance counselor, and pupil appraisal.

ADMINISTRATIVE DUTIES (INCIDENT REPORTED)

- > Assess the allegation that has been reported.
- > Gather the following information: Is the report from the victim or from another source? When did the incident occur? Where did the incident occur? Who was involved in the incident? Are there witnesses? Did the victim receive medical attention?
- > Call the Jackson Parish School Board office.
- > Call parent of victim, if allegation appears to be validated.

STAFF DUTIES (INCIDENT IN PROGRESS)

1. Assess the situation.
2. Identify the perpetrator(s) and the victim(s).
3. Call for assistance "**LOCKDOWN.**"
4. **DO NOT** block their escape. Scream or yell.
5. Notify the office immediately "**LOCKDOWN.**"
6. Call for nearby assistance, if possible.
7. Secure the area
8. Take victim to a private area.

Documentation Form # 1- RAPE/SEXUAL SSAULT on Campus!

By: _____

Date: _____

I.) In the event of a RAPE/SEXUAL ASSAULT occurs on campus:

NOTE: **Confidentiality** should be exercised with extreme caution to assure protection of victim's identity. **Do Not** discuss with other co- workers, unless necessary!

RAPE/SEXUAL ASSAULT Check List:

___ **1. Ensure the safety of students/faculty/staff by:**

- a. ___ Assess situation
- b. ___ Identify the perpetrator(s) and victim(s)
- c. ___ Notify Principal or Designee
- d. ___ Do Not block their escape. Scream or yell.
- e. ___ Call for nearby assistance, if possible
- f. ___ Secure area

___ **2. Principal or Designee Initiated - LOCK DOWN!**

- a) ___ Report to area of victim & assess situation
- b) ___ Call 911 immediately!
- c) ___ Crisis Management Team activated
- d) ___ Call Jackson Parish School Board immediately!
- e) ___ Notify School Nurse/Guidance Counselor/Pupil Appraisal/CPR/First Aid certified persons in building of the emergency
- f) ___ Keep victim in the crime area. If immediate situation warrants that the victim must be moved, relocate to a private area.
- g) ___ Designate staff person to ensure the victim receives medical attention
- h) ___ If victim is female, a female staff member must accompany victim to hospital
- i) ___ Complete "Accident Report Form"
- j) ___ If allegation appears to be validated - Notify parent/guardian or appropriate family member(s)
- k) ___ Do not allow victim to clean up or wash up
- l) ___ Wait in front of school for the police, family of victim and ambulance
- m) ___ Notified Mr. Wayne Alford, Superintendent – (259-4456 ext. 29)
- n) ___ Turn bells off. If needed, announce "there will be a RED meeting after school in Library for the teachers.
- o) ___ School personnel and students are to follow **LOCKDOWN** procedures until "**All Clear**" signal given.

___ **3. Information gathered:**

- a. ___ All activities and asks victim(s), witness(es) for their account of incident
 - 1. Is the report from the victim or from another source?
 - 2. Where and when did the incident occur?
 - 3. Who was involved?
 - 4. Did victim receive medical attention?
- b. ___ Have teacher/staff document what they witnessed & any other information they may have
- c. ___ Student/Staff schedule & emergency contact person(s)
- d. ___ Student/Staff close friends, siblings and school they attend

___ **4. Adjust scheduled activities (if necessary) and keep school personnel updated on events/circumstances**

___ **5. Refer all media to:**

- a. ___ Mr. Wayne Alford, Superintendent - (District Spokesperson at 259-4456 ext. 29)
- b. ___ Alternate District Spokesperson(s) :
 - 1. ___ Mrs. Dorothy Dorsey, Elementary Supervisor (259-4456 ext. 27)
 - 2. ___ Mr. Talton Barron, Secondary Supervisor (259-4456 ext 12)
 - 3. ___ Mr. Sam Strozier, Personnel Director (259-4456 ext 28)
 - 4. ___ Mr. Norman Amos, Principal - (School Site Spokesperson at 259-6611)

Post-Crisis Intervention - Crisis Management Team will:

- a. Meet with school counseling staff & Linda Beasley (Mental Health Worker/259-6624) to determine level of intervention necessary
- b. Designate rooms for private counseling areas
- c. Escort affected student's siblings, close friends and other "Highly Stressed" individuals to counselors
- d. Assess stress level of staff/recommend counseling for those who need it
- e. Procure personal items of the victim from lockers, desk, etc.
- f. Identify and communicate with other affected schools
- g. Follow-up the student day with short faculty meeting to:
 - 1. Review the facts of incident
 - 2. Review role of Faculty in further coping with incidents of this nature
 - 3. Allow faculty opportunity to share experiences & suggestions

6. Principal notifies staff & students of emergency termination (ALL CLEAR signal) – may resume normal operations

RAPE/SEXUAL ASSAULT DRILL FORM COMPLETED – (IF ONLY A DRILL)

LOCKDOWN

(Caution Procedures)

VI. GANG FIGHT

ADMINISTRATIVE DUTIES

- > Direct secretary to call 911, if needed.
- > Announce: “There will be a **Blue** meeting for teachers in the (location) after school.
- > Report to the crisis area.
- > Plan for crowd control by securing entrances/exits and be on alert for weapons.
- > Attempt to get the situation under control, if possible.
- > Assign extra staff to office for crowd control.
- > Call Jackson Parish School Board office.
- > Call parent of students involved.
- > Wait for instruction from Superintendent for media statement.
- > Be on alert for possible retaliation.
- > Discourage student check-outs.
- > Return to a normal school day as soon as possible.
- > Assign all staff members to be on duty until further notice.
- > Inform bus drivers of gang fight, when possible.

STAFF DUTIES

- > Call for immediate assistance.
- > Do not attempt to physically break-up the fight until assistance arrives.
- > Clear area as much as possible to secure the safety of other students.
- > Try to identify gang members involved in the fight.

CRISIS MANAGEMENT TEAM DUTIES

- > Report to office, if possible.
- > Assist administration.
- > Debrief and evaluate after crisis is resolved.

Documentation Form # 1

By: _____

Date: _____

I.) In the event of GANG FIGHT occurred:

STUDENT GANG FIGHT Check List:

___ **1. Principal or Designee Assess Situation: Initiated - LOCKDOWN!**

- a. ___ Crisis Management Team activated – ensure safety of students/staff
- b. ___ Contain/seal off area – **USE CAUTION!**
- c. ___ Notified Police (**Call 911!**) Be able to describe situation, injuries and if perpetrator has been ID'ed or isolated.
- d. ___ Notified Principal who notified Mr. Wayne Alford, Superintendent – (259-4456 ext. 29)
- e. ___ Wait for instruction from Superintendent for media statement
- f. ___ Refer media to list below - (Faculty/Staff/students are **NOT** to be the media spokesperson!)
- g. ___ Notify parent/guardian and designate a place for parent/guardian(s) who arrive on campus
- h. ___ Isolate witness(es) with administrator - Document incident with cassette recorder and/or take detailed notes
- i. ___ Bell system shut off
- j. ___ Give medical assistance until help arrives/Re-route traffic away from incident area
- k. ___ When area is clear & emergency is over – announce “**ALL CLEAR**” and return to normal activities.
- l. ___ Be on alert for possible for retaliation
- m. ___ Prepare a written statement for callers/media/students in cooperation with police – provide updates as available
- n. ___ Assign all staff members to be on duty until further notice and inform bus drivers of fight if possible
- o. ___ Hold faculty/staff meeting at end of day for update and information
- p. ___ Hold administrative meeting to assess, debrief and complete necessary forms

___ **2. Teachers/Staff:**

- a. ___ Assess situation/provide for your own safety/Keep students calm –**USE CAUTION!** Do not attempt to break up the fight until assistance arrives
- b. ___ Summon immediate assistance by sending someone to office
- c. ___ Clear area as much as possible to secure the safety of the other students
- d. ___ Attempt to identify the individual involved

LOCK DOWN! Initiated:

- a. ___ Return to room or keep classes intact and everyone inside building(s) –**USE CAUTION!**
- b. ___ Lock doors/windows
- c. ___ Check roster and account for students
- d. ___ Advise Principal or Designee of missing student(s)
- e. ___ Remain in secure location until “**All Clear**” signal issued
- f. ___ have parent/guardian sign for any student being checked out
- g. ___ Principal or Designee (secretary) obtain Faculty/Student sign-in/sign-out forms ensuring students are checked out by parent/guardian

___ **3. Refer all media to:**

- a. ___ Mr. Wayne Alford, Superintendent - (District Spokesperson at 259-4456 ext. 29)
- b. ___ Alternate District Spokesperson(s) :
 - 1. ___ Mrs. Dorothy Dorsey, Elementary Supervisor (259-4456 ext. 27)
 - 2. ___ Mr. Talton Barron, Secondary Supervisor (259-4456 ext 12)
 - 3. ___ Mr. Sam Strozier, Personnel Director (259-4456 ext 28)
 - 4. ___ Mr. Norman Amos, Principal - (School Site Spokesperson at 259-6611)

___ **4. Principal notifies staff & students of emergency termination – may resume normal operations**

___ **STUDENT GANG FIGHT FORM COMPLETED – (IF ONLY A DRILL)**

LOCKDOWN

(Caution Procedures)

vii. CLASS DISRUPTION/IRRATIONAL INDIVIDUAL

ADMINISTRATIVE DUTIES

- > Report to crisis classroom immediately.
- > Crisis Management Team reports to office.
- > Call 911.
- > Call parent/guardian of irrational student.
- > Communicate with neighboring teachers of crisis classroom, move students away.
- > Attempt to persuade irrational student to leave.
- > **DO NOT PHYSICALLY ATTEMPT TO RESTRAIN IRRATIONAL STUDENT.**
- > Wait for police help.
- > After resolving crisis, contact Jackson Parish School Board office, parent, and police.

STAFF DUTIES

- > Call office and ask for assistance.
- > Send a student to a neighboring room and ask teacher to contact office for assistance.
- > Teachers should stand in their doorway and wait for help from Crisis Management Team.

CRISIS MANAGEMENT TEAM DUTIES

- > Report to area of disruption.
- > Assist administration.
- > Debrief and evaluate after crisis.

By: _____ Date: _____

I.) In the event of a Class Disruption/Irrational Individual on campus:**CLASS DISRUPTION/IRRATIONAL INDIVIDUAL Check List:**

- ___ **1. Teacher assess situation - ensure the safety of students/faculty/staff by:**
- a. ___ Notifying Principal or Designee
 - b. ___ Send student to a neighboring room and ask teacher to contact office for assistance
 - c. ___ Teachers notified to stand in doors and wait for help from Crisis Management Team
 - d. ___ Teacher/staff - return to room or keep classes intact & everyone inside building(s)
 - e. ___ Teacher/staff - obtain grade book/roster
 - f. ___ Teacher/staff – check roster and account for students
 - g. ___ Teacher/staff – advise Principal or Designee of missing student(s)
 - a. ___ Teacher/staff - shut doors/windows (LOCKDOWN)
 - b. ___ Teacher/staff - remain with students until “ALL CLEAR” signal issued or until parents arrive to check out students-
have parents sign they have received child.
- ___ **2. Principal or Designee Initiated - LOCKDOWN!**
- c. ___ Report to crisis area immediately
 - d. ___ Initiate Crisis Management Team
 - e. ___ Call 911
 - f. ___ Contact parent/guardian of irrational student
 - g. ___ Communicate with neighboring teachers of crisis classroom, move students away
 - h. ___ Attempt to calm the irrational student and try to persuade them to the office (or off campus)
 - i.
- ___ **3. Principal or Designee – notified Mr. Wayne Alford, Superintendent - (259-4456 ext. 29)**
- ___ **4. Principal documents in detail:**
- c. ___ All activities and asks victim(s), witness(es) for their account of incident
 - d. ___ Have teacher/staff document what they witnessed & any other information they may have
- ___ **5. Remain in Safe Area until “ALL CLEAR” issued by police**
- ___ **6. Principal notifies staff & students of emergency termination – may resume normal operations**
- ___ **7. CLASS DISRUPTION/IRRATIONAL INDIVIDUAL DRILL FORM COMPLETED – (IF ONLY A DRILL)**

LOCKDOWN

(Caution Procedures)

VIII. CAMPUS ACCIDENT/LIFE-THREATENING ILLNESS

NOTE: This is a basic plan. Different situations may cause the plan to vary. Common sense should take charge of the situation.

ADMINISTRATIVE/CRISIS MANAGEMENT TEAM DUTIES

- > Report to the crisis classroom/area.
- > Call 911.
- > School nurse should be summoned.
- > Immediate family should be contacted.
- > Administrator/designee should follow patient to hospital.
- > File accident report as soon as possible.
- > Crisis Management Team debrief and evaluate.

STAFF DUTIES

- > Accidents will vary according to severity, time, and number of students/staff involved in the accident. It is important that the teacher(s) involved remain calm and reassure any students nearby.
- > The teacher nearest the accident should respond and determine the severity of the incident/accident. If not serious, the student should be escorted to the office and the teacher, secretary, or administrator will administer first aid.
- > Protective gloves must be used for any injury involving body fluids. A first aid kit may also be needed.
- > An accident report must be filed immediately.
- > Keep bystanders away.
- > Keep calm.
- > In serious situations a nearby teacher should direct the students to another room, if needed

Staff Member Name: _____ Birth date: _____ Age: _____

Accident Date: _____ Accident Time: _____ Time reported: _____

Injuries: Yes No Type of injury: _____ Accident Location: _____

I. Circumstances surrounding accident - (supervising staff member-fill out):

A. How the individual was injured: _____

B. Factors leading up to accident: _____

C. Others involved: _____

D. Witnesses: _____

Reporting Staff Member Signature: _____

II. Completed By Office Staff

Has the individual had a similar injury before? Yes No

If so describe: _____

Required Medical Treatment? Yes No JHMS Emergency Plan required? Yes No (effect time _____)

Hospital/Clinic Used: _____

Address: _____ Attending Physician: _____ Address: _____

Individual administering immediate treatment: _____ Describe treatment: _____

III. Relative/Responsive Adult Notified (other than Principal)

Name: _____

Relationship: _____

Address: _____

Phone #: _____

Other applicable information: _____

Samuel D. Strozier, Principal

Date

By: _____ **Date:** _____

I.) In the event of a CAMPUS ACCIDENT/LIFE-THREATENING ILLNESS incident on campus:

CAMPUS ACCIDENT/LIFE-THREATENING ILLNESS Check List:

1. STAFF DUTIES

- a. Notify Principal or Designee
- b. Remain calm and reassure any students nearby
- c. Protective gloves must be used for any injury involving body fluids/first aid kit may be needed
- d. Complete accident form(s)
- e. Keep bystanders away/keep calm
- f. In serious situations – a nearby teacher should direct students to another room, if needed
- g. DO NOT talk to media – refer all media to Principal or Designee

2. Principal or Designee Initiated - LOCKDOWN! – report to crisis area to assess situation

3. Call 911!

4. Crisis Management Team activated

- a. Notified Mr. Wayne Alford, Superintendent – (259-4456 ext. 29)
- b. Assign staff member to direct paramedics to crisis area, if needed
- c. Plan for crowd control, re-rout student traffic (if needed), resume regular schedule or plan for alternative schedule
- d. Notify family
- e. Follow patient to hospital & wait for update on patient’s condition
- f. Plan for media, faculty meeting, information gathering (COMPLETE ACCIDENT FORM)
- g. Debrief and evaluate after crisis is resolved

Post-Crisis Intervention - Crisis Management Team will:

- a. Meet with school counseling staff & Linda Beasley (Mental Health Worker/259-6624) to determine level of intervention
- b. necessary
- c. Designate rooms for private counseling areas
- d. Escort affected student’s siblings, close friends and other “Highly Stressed” individuals to counselors
- e. Assess stress level of staff/recommend counseling for those who need it
- f. Procure personal items of the deceased from lockers, desk, etc.
- g. Follow-up the student day with short faculty meeting to:
 - 1. Review the facts of incident
 - 2. Review role of Faculty in further coping with loss/injury
 - 3. Allow faculty opportunity to share experiences & suggestions
- h. Announce the incident to entire school/provide facts that will reduce rumor.
- i. Provide a moment of silence, if possible

3. Refer all media to:

- a. Mr. Wayne Alford, Superintendent - (District Spokesperson at 259-4456 ext. 29)
- b. Alternate District Spokesperson(s) :
 - 1. Mrs. Dorothy Dorsey, Elementary Supervisor (259-4456 ext. 27)
 - 2. Mr. Talton Barron, Secondary Supervisor (259-4456 ext 12)
 - 3. Mr. Sam Strozier, Personnel Director (259-4456 ext 28)
 - 4. Mr. Norman Amos, Principal - (School Site Spokesperson at 259-6611)
 - 5.

4. Principal notifies staff & students of emergency termination “ALL CLEAR” – may resume normal operations

CAMPUS ACCIDENT/LIFE-THREATING ILLNESS FORM COMPLETED – (IF ONLY A DRILL)

LOCKDOWN

(Caution Procedures)

IX. SUICIDE THREAT

Confidentiality should be exercised with extreme caution to assure protection of student.

ADMINISTRATIVE/CRISIS MANAGEMENT TEAM DUTIES

- > Contact police/sheriff department.
- > Have parent come to the school immediately for a conference.
- > Inform parent by repeating student's exact words in the presence of the police.
- > Advise parents of the services of the Jackson Parish Mental Health office (259-6507).
- > Contact the Jackson Parish School Board office-Child Welfare Supervisor.

STAFF DUTIES

- > Assess the situation by gathering as much information as possible.
- > Refer to the school counselor.
- > Remain with the students until relieved by the principal/Crisis Management Team member.

By: _____

Date: _____

I.) In the event of a Suicide Threat or Attempt occurs on campus:**SUICIDE THREAT OR ATTEMPT Check List:**

- ___ **1. Assess situation - verify information/ensure the safety of students/faculty/staff by:**
- ___ Call **911** immediately if person needs medical attention, has a weapon or needs to be restrained.
 - ___ Notify CPR/First Aid certified persons in building of the emergency
 - ___ Isolate affected student/staff member, if possible
 - ___ Notify Principal or Designee
- ___ **2. Principal or Designee Initiated - LOCK DOWN!**
- ___ **3. Crisis Management Team activated**
- ___ LOCK DOWN procedures activated
 - ___ Inform police and parent by repeating student's exact words in their presents
 - ___ Contact & meet with school counseling staff & **Linda Beasley** (Mental Health Worker/259-6624) or **Daren Alexander** (other suicide intervention service personnel/259-6624) to determine level of intervention necessary
 - ___ Designate staff person to accompany injured/ill person to hospital – if necessary
 - ___ Determine method of notifying staff, students & parents
 - ___ Notify Mr. Wayne Alford, Superintendent – (259-4456 ext. 29) & parent/guardian or appropriate family member(s)
 - ___ Calm suicidal person
 - ___ Try to isolate suicidal person from other students
 - ___ Ask suicidal person to sign a “No suicide contract”
- ___ **4. Information gathered:**
- ___ All activities and asks victim(s), witness(es) for their account of incident
 - ___ Have teacher/staff document what they witnessed & any other information they may have
 - ___ Student/Staff schedule & emergency contact person(s)
 - ___ Student/Staff close friends, siblings and school they attend
- ___ **5. Adjust scheduled activities (if necessary) and keep school personnel updated on events/circumstances**
- ___ **6. Refer all media to:**
- ___ Mr. Wayne Alford, Superintendent - (District Spokesperson at 259-4456 ext. 29)
 - ___ Alternate District Spokesperson(s) :
 - ___ Mrs. Dorothy Dorsey, Elementary Supervisor (259-4456 ext. 27)
 - ___ Mr. Talton Barron, Secondary Supervisor (259-4456 ext 12)
 - ___ Mr. Sam Strozier, Personnel Director(259-4456 ext 28)
 - ___ Mr. Norman Amos, Principal - (School Site Spokesperson at 259-6611)
 - ___ **NO** student(s)/Faculty or Staff member(s) will be allowed to speak with media
- Post-Crisis Intervention - Crisis Management Team will:**
- ___ Meet with school counseling staff & **Linda Beasley** (Mental Health Worker/259-6624) or **Daren Alexander** (other suicide intervention service personnel/259-6624) to determine level of intervention necessary
 - ___ Designate rooms for private counseling areas
 - ___ Escort affected student's siblings, close friends and other “**Highly Stressed**” individuals to counselors
 - ___ Assess stress level of staff/recommend counseling for those who need it
 - ___ Identify and communicate with other affected schools
 - ___ Follow-up with student(s) & staff who received counseling
- ___ **11. Principal notifies staff & students of emergency termination “ALL CLEAR” – may resume normal operations**
- ___ **SUICIDE ATTEMPT or THREAT DRILL FORM COMPLETED – (IF ONLY A DRILL)**

LOCKDOWN

(Stay in Room Procedures)

V. Bomb Threat: This section details plans for a delayed bomb threat (two to three hour's minimum)

ADMINISTRATIVE DUTIES

- > Assess the situation.
- > Turn off bells.
- > Students remain in rooms.
- > Call 911.
- > Call the Jackson Parish School Board office.
- > Have Crisis Management Team report to office and have members pass the word “**LOCKDOWN**” to faculty/staff.
- > When call comes in saying that there is a bomb located in the building, staff is to complete “Bomb Threat Checklist.”
- > If all area is clear- remove “**LOCKDOWN.**”
- > If an area is not clear, go to “**EVACUATE**” procedure.

STAFF DUTIES

- > **Do not** use any type of transmitting devices such as cell phones, intercom, and walkie-talkies.
- > Upon notification of “**LOCKDOWN**” check assigned area(s) for any suspicious objects.
- > If area is clear, notify office.
- > If area is not clear, notify office and prepare to go to “**EVACUATE.**”

CRISIS MANAGEMENT TEAM DUTIES

- > Meet to assess situation.
- > Notify faculty/staff.
- > Coordinate and document staff inspections.
- > Coordinate with Emergency Response personnel to go to “**LOCKDOWN**” or resume normal schedule.
- > Debrief and evaluate after crisis is resolved.

BOMB THREAT CHECKLIST

Date of Call _____

Time of Call _____

Person Receiving Call _____

Caller Identification:

Name _____

Sex _____

Approximate Age _____

Bomb Facts:

Where will bomb go off? _____

When will bomb go off? _____

What area is bomb located in? _____

Exact location of bomb? _____

Voice Characteristics: Circle all that apply

TONE

LOUD
SOFT
HIGH PITCH
LOW PITCH
RASPY
PLEASANT

SPEECH

FAST
SLOW
DISTINCT
DISTORTED
STUTTER
NASAL

ACCENT

LOCAL
NOT LOCAL
FOREIGN
CAUCASIAN
AFRICAN
LATIN

MANNER

CALM or ANGRY
RATIONAL or COHERENT
INCOHERENT
EMOTIONAL
LAUGHING
INTENTIONAL

Background Noises: Circle all that apply

OFFICE MACHINES
CHILDREN'S VOICES
MUSIC (TYPE) _____

QUIET
BEDLUM

ADULT VOICES
AIRPLANES
OTHER _____

FACTORY MACHINES
ANIMALS

STREET TRAFFIC
TRAINS

Points to Remember:

KEEP THE CALLER TALKING
ASK CALLER TO SPEAK LOUDER

DO NOT INTERRUPT
WRITE DOWN DIALOGUE

Documentation of dialogue: _____

EVACUATE

(Evacuation Procedures)

I. BOMB THREAT (IMMEDIATE/FOUND)

ADMINISTRATIVE DUTIES

- > Assess the situation. If necessary, plan for alternative evacuation.
- > Call 911.
- > Call Jackson Parish School Board office.
- > Have Crisis Management Team pass the word “EVACUATE.”
- > If further evacuation is needed a safe area will be designated by the Jonesboro Police department or the Jackson Parish Sheriff’s office.
- > Crisis Management Team reports to office, if possible.
- > Accompany authorities to ensure total evacuation of building.
- > Direct all injured to EMT personnel.
- > Notify parents/family of any injured person who needs medical attention.

STAFF DUTIES (IMPLEMENT SAME PROCEDURES AS FIRE DRILL)

- > **DO NOT TOUCH ANYTHING.**
- > **DO NOT USE ANY TRANSMITTING DEVICES.**
- > Teachers pick up roll book and keys.
- > Move students to the designated area.
- > Take roll.
- > Report head count and any missing students/teachers.
- > Wait for further instructions before re-entering building.

CRISIS MANAGEMENT TEAM DUTIES

- > Meet to discuss and describe best procedure to follow.
- > Direct media to the assigned area/location.
- > Direct media to Superintendent or designated spokesperson.
- > Direct families to the assigned area.
- > Debrief and evaluate after crisis is resolved.

Bomb Threat Documentation Form # 2 - Questions Asked:

By: _____ Date: _____

WHAT IS BOMB MADE OF? _____

WHEN WILL IT GO OFF? _____

WHO IS THIS CALLING? _____

HOW OLD ARE YOU? _____

IS IT IN A LOCKER? _____

IS IT IN THE PRE-K – 4TH GRADE WING? THE 5TH GRADE WING? THE 6TH GRADE WING? _____

WHERE IS IT LOCATED? _____

WHAT DOES IT LOOK LIKE? _____

WHY DID YOU PLACE IT IN THE SCHOOL? _____

Bomb Threat Check List

- ___ 1. Listened closely to caller's voice, speech patterns and noises in background - (document if possible)
- ___ 2. Dialed *57 to trace call upon hanging up phone
- ___ 3. Notified Principal or Designee – (do not share information with others at this time)
- ___ 4. Principal or Designee – initiated EVACUATE!
- ___ 5. Principal or Designee – notified Police (call 911!)
- ___ 6. Principal or Designee – notified Mr. WAYNE ALFORD, Superintendent – (259-4456 ext. 29)
- ___ 7. Principal or Superintendent – notified Fire Marshal
- ___ 8. Obtained the sign-in & sign-out forms (both Faculty & student) & taken to evacuation site
- ___ 9. Relocation center(s) notified of possible use

Note: Do not use radios or cellular phones! Radio beams can cause detonation of a bomb.

EVACUATE

(Evacuation Procedures)

II. FIRE

ADMINISTRATIVE DUTIES

- > Assess the situation. If necessary, plan for alternative evacuation.
- > Call 911.
- > Assign staff member to flag down the direct responding agencies to the area of entrance to the fire.
- > Announce- “There will be a **GREEN** meeting after school for the (location) teachers.”
- > If necessary, direct evacuation of the building.
- > Crisis Management Team reports to the office, if possible.
- > Call the Jackson Parish School Board office.
- > Assign hall monitors.
- > Accompany authorities to ensure total evacuation of building.
- > Direct all injured to a specific area.
- > Wait for further instructions from Emergency Response personnel.
- > Notify parents/family of any injured students who need medical attention.
- > Prior to evacuation assess perimeter of holding area for a threatening or hostile situation.

STAFF DUTIES (IMPLEMENT EVACUATION PROCEDURE)

- > Pick up roll book and keys.
- > Close windows and doors.
- > Cut off air conditioners and lights.
- > Move students to Fire Drill areas.
- > Take roll.
- > Report head count and any missing students/teachers to the appointed staff member.
- > Wait for further instructions from the office.
- > Do not re-enter building until a bell signal.

CRISIS MANAGEMENT TEAM DUTIES

1. Meet to discuss and describe best procedure to follow.
2. Direct media to the assigned area/location.
3. Direct all media to the Superintendent or designated spokesperson.
4. Direct families to an assigned area.
5. Debrief and evaluate after crisis is resolved.

By: _____

Date: _____

I.) In the event of a fire, smoke from a fire or a gas odor detected:**FIRE Check List:****___ 1. Assess situation. If necessary, plan for alternate evacuation:**

- * Do not use water on electrical fires
- * Do not attempt to fight fires involving toxic chemicals/oxidizers
- * Do not attempt to fight fires involving explosives!

___ 2. Principal or Designee duties:

- a. ___ Announce –“There will be a “GREEN” meeting after school for teachers in Library after school
- b. ___ Assign staff member to direct responding agencies to the area of the entrance to the fire
- c. ___ If necessary , **Fire alarm pulled & EVACUATE the building** – (Building evacuated to safe designated area)
- d. ___ Initiate Crisis Management Team – duties:
 - 1. Meet to discuss and describe best procedure to follow
 - 2. Direct media to assigned area/location/
 - 3. Direct media to Superintendent (Mr. Alford) or other authorized personnel! Teachers are not to speak with media!
 - 4. Direct parent/guardian to assigned area
 - 5. Debrief and evaluate after crisis is resolved
- e. ___ Principal or Designee – notified Mr. Wayne Alford, Superintendent - (259-4456 ext. 29)
- f. ___ Principal or Designee – notified Fire Marshal/Police/Fire (call 911), if necessary.
- g. ___ Assign hall monitors
- h. ___ Accompany authorities to ensure total evacuation of building
- i. ___ Direct all injured to a specific area
- j. ___ Principal/designee and crisis team attend to injured until EMS arrive
- k. ___ Wait for further instructions from Emergency Response personnel
- l. ___ Notify parent/guardian of any injured student who need medical attention
- m. ___ Prior to evacuation assess perimeter of holding area for threatening or hostile situation
- n. ___ Building power & gas turned off
- o. ___ Map of Campus, location of fire & Master Key provided to appropriate personnel
- p. ___ Obtained Superintendent Permission to move students to relocation center (JHHS Auditorium) - (if necessary)
- q. ___ Remain in Safe Area until “ALL CLEAR” issued by police and/or fire personnel
- r. ___ Principal notifies staff & students of emergency termination – may resume normal operations
- s. ___ Fire Drill Form Completed – (If only a drill)

___ 3. Teacher/Staff duties - BUILDING EVACUATED TO SAFE DESIGNATED AREA

- a. ___ Teacher/staff – obtain grade book/roster
- b. ___ Teacher/staff – close windows/doors
- c. ___ Teacher/staff – cut off air conditioners/heaters/lights
- d. ___ Teacher/staff – move students to fire drill area
- e. ___ Teacher/staff – check roster and account for students
- f. ___ Teacher/staff - advised Principal or Designee of missing student(s)
- g. ___ Teacher/staff – wait for further instructions from office
- h. ___ Teacher/staff – do not re-enter building until “ALL CLEAR” signal is given

Note: OEP – Office of Environmental Protection

EVACUATE!

(Evacuate to the Designated Safe Area)

III. GENERAL GUIDELINES FOR ANTHRAX SITUATION

Sound alarm: “**EVACUATE-CODE HEALTH ALERT.**”

Evacuate using the fire escape plan.

PLAN FOR ANY SUSPICIOUS LETTER, PACKAGE MARKED AS ANTHRAX

- > **Do not** shake or empty any suspicious container or letter.
- > Place the envelope or package in a plastic bag or some type of container to prevent leakage.
- > **LEAVE THE ROOM AND CLOSE THE DOOR** to prevent others from entering.
- > Wash your hands with soap and water to prevent spreading powder to your face.
- > Call 911.
- > Call the Jackson Parish School Board office-Superintendent.
- > Turn off the ventilation system to the area.
- > Remove contaminated clothing.
- > List all people that were in the room when the envelope or package arrived.

HOW TO IDENTIFY SUSPICIOUS ENVELOPES OR PACKAGES

Excessive postage

Incorrect titles

Excessive weight

Misspelled common words

Oily stains, discoloration, odor

No return address

Ticking sound

Protruding wire or foil

Marked with restrictive endorsement.

By: _____ Date: _____

I.) In the event of Anthrax Situation:**ANTHRAX SITUATION Check List:**

- 1. Assess situation**
- 2. Initiate “EVACUATION – CODE HEALTH ALERT”**
- 3. PLAN FOR ANY SUSPICIOUS LETTER, PACKAGE MARKED AS ANTHRAX**
- a. Do Not shake or empty any suspicious container or letter
- b. Place the envelope/package in plastic bag or some type of container to prevent leakage
- c. LEAVE ROOM AND CLOSE THE DOOR to prevent others from entering
- d. Wash your hands with soap and water to prevent spreading powder to your face
- e. Call 911
- f. Contact Superintendent,(Mr. Alford – (259-4456 ext. 29) or JPSB office
- g. Turn off the ventilation system to the area
- h. Remove contaminated clothing
- i. List all people that were in the room when envelope/package arrived
- 4. Principal or Designee – Notified Police and/or Fire - (call 911)**
- a. Principal /Designee (secretary) obtain Faculty & Student sign-in/sign-out forms as they exit to evacuation site
- 5. Principal or designee – obtained Superintendent permission to move students to relocation center - (if necessary)**
- a. Relocation center (JHHS – Auditorium) notified of possible use
- 6. Principal/designee and crisis team attend to injured until EMS arrives**
- 7. Map of Campus & Master Key provided to appropriate personnel**
- 8. Remain in Safe Area until “ALL CLEAR” issued by police and/or fire personnel**
- 9. Principal notifies staff & students of emergency termination – may resume normal operations**
- ANTHRAX SITUATION FORM COMPLETED – (IF ONLY A DRILL)**

Incident Occurred Off Campus - (If Chemical or Hazardous materials leak/spill):

- 1. Fire/Police will notify Mr. Wayne Alford, Superintendent and/or Principal/Designee!**
- 2. Principal or Designee – Initiates LOCKDOWN! - (SEAL OFF DOORS/WINDOWS)**
- 3. Principal or Designee – Activate Emergency Crisis Team – informed instructions to Faculty/students by Intercom**
- 4. Fire/Police Departments in charge of area will recommend shelter or evacuation actions**
- 5. Follow recommended shelter or evacuation actions & notify parent/guardians of evacuation**
- 6. Fire/Police/OEP officer will recommend when to issue “All Clear” signal**
- 7. Complete practice drill form (if a drill)**

Note: OEP – Office of Environmental Protection

SHELTER – IN – PLACE!

(Evacuate to the Designated Safe Area)

I. TORNADO/SEVERE THUNDERSTORM WARNING

ADMINISTRATIVE DUTIES

- > Determine whether school is in or near the path of a severe weather situation as advised by the National Weather Service through the Emergency Radio System.
- > If threat is imminent activate the Tornado/Severe Weather Plan by moving the students into the hallway of the building and getting into the tornado drill crouched position.
- > Monitor movement.
- > Once warning has been removed by the National Weather Service advise staff to resume regular schedule.

NOTE: If warning is made near the end of the school day students are to be held at school.

STAFF DUTIES

- > Implement evacuation plan to move students into the hallway.
- > Check roll and report any missing students to the office.
- > Continue monitoring students.

CRISIS MANAGEMENT TEAM DUTIES

- > Assist in monitoring hallway.
- > Assist in receiving parents.
- > Assist in handling phone calls.
- > Debrief and evaluate after crisis is resolved.

By: _____ Date: _____

**Tornado/Severe weather
Which plan of action used?**

**A. ___ Drop & tuck - (Plan 1) Check List:
Tornado spotted – little or no reaction time!**

- ___ 1. Monitor Emergency Alert Stations or NOAA Weather Stations
- ___ 2. All persons inside building(s)
- ___ 3. Windows, blinds closed & stay away from doors/windows
- ___ 4. Faculty & Students “DROP & TUCK” OR “DUCK & COVER” IMMEDIATELY WHERE THEY ARE – MOVE to safe area(s) IF TIME PERMITS.
- ___ 5. Teachers/Staff have class roster or grade book at evacuation site
- ___ 6. Students accounted for
- ___ 6. REMAIN IN AREA & “DROP & TUCK”/ “DROP & COVER” POSITONS UNTIL “ALL CLEAR” ISSUED
- ___ 7. TORNADO DRILL FORM COMPLETED – (IF ONLY A DRILL)

**B. ___ Drop & tuck - (Plan 2) Check List:
Tornado watch issued – some reaction time!**

- ___ 1. Monitor Emergency Alert Stations or NOAA Weather Stations
- ___ 2. All persons inside building(s)/SHUT OFF ALL GAS
- ___ 3. Windows, blinds closed & stay away from doors/windows
- ___ 4. MOVE IMMEDIATELY TO SAFE area(s) location - (DESIGNATED IN HALLS OR GYM)
- ___ 5. Tornado drill procedures & safe area(s) location reviewed
- ___ 6. “Drop & Tuck” or “Duck & Cover” procedures reviewed
- ___ 7. Remain in safe area & position until “All Clear” is issued
- ___ 8. Tornado Drill Form Completed – (if only a drill)

Insert Tornado Drill Diagram here.

Procedures to Use at the Evacuation Site

- **Assistant Principal or Lead Teacher commands the Student Release Evacuation Site (JHHS Auditorium).**
- **Secretary and assigned team members command the release of students.**
- **Clergy, volunteers, school nurse, counselors and law enforcement needed at site.**
 - 1) Teachers and students are to move to assigned areas at evacuation site (JHHS Auditorium).
 - 2) Teachers list student's present and unaccounted names and numbers.
 - 3) List is given to Secretary (Ms. Vera Booker) and her assigned team members.
 - 4) Release station is set up close to area where parents have been told they can pick up their child.
 - 5) Assigned team members or volunteers list names of parent waiting to pick up their child.
 - 6) As each parents enters at release – ID is presented, Names verified as a person allowed to pick up the student. Students Name is verified on list of students that have been verified as being present.
 - 7) Parent signs release form and team members escorts parent to entry of area where students are waiting and student will be brought to parent for dismissal.
 - 8) **NO** child will be released to anyone if their name is not on the emergency card held by the school. **NO** student will be sent home on the bus until Superintendent gives permission, parents have been notified and student's names are verified.
 - 9) Signs with arrows indicating location for student release should be posted outside instructing parents where release area will be located and instructing them to line up and have ID available.

Procedures to Use at the Evacuation Site continued:

- 10) Bus parking location should be in a separate area from parent parking and where students will be released to parents.
- 11) Be sure you have your **“TO GO EMERGENCY BOX(S)”**
- 12) Be sure Assistant Principal (Mr. Randal Harrington) has a bull horn for instructions.
- 13) Be sure Secretary (Ms. Vera Booker) has all necessary forms and a walkie talkie.
- 14) Suggestions - Battery operated lap top containing the following;
 1. School roster of students
 2. Emergency card information
 3. Medical information
 4. Contact information
- 15) Designate a room or area for parents to wait whose children were not on the list as being present at the evacuation site.

Consideration for this room should be where it is quiet and away from media contact. Clergy and school nurse should be present. (These are the parents of students who are missing or in the hostage situation at the school. The unknown at this time).
- 16) Food, coffee, cokes should be considered if the situation continues for several hours.
- 17) Principal (Norman Amos) and additional team members should report to evacuation **IF INCIDENT IS CONTAINED AT THE SCHOOL!**
- 18) Once students are released, either through parent pick up or sent home on the bus, parents still waiting in the designated room (#15 above) will be allowed to move into the larger room where students were released. If this situation continues into the night, you should have **volunteers to bring food.** Parent will be waiting here until their child has been found or released.
- 19) Keep them away from the media if possible.
- 20) Counselors (Mrs. Shelia Smith, JHMS & Mrs. Jan Coffeman, JHHS) will be needed.

Triage Areas

Medical Triage Members

- CPR/First Aid trained staff --- Kathy Eichler, Teacher
Debra Paggett, Teacher
Kim Garner, Para
Franky Dobbins- Para
- School Nurse ----- Willene Evans
- Crisis Team Members ----- Kathy Eichler, Teacher
Ken Jones, P.E. Teacher

Medical Triage Supplies Needed: Blankets First aid supplies Gloves Water
 Pen & paper Markers Name tag(s)

Medical Triage Location: Work with law enforcement, EMS and custodian on locations for EMS arrival

Medical Triage (Crisis Team members) Duties:

- Assist injured until EMS arrives
- Identify injured
- Record names & hospital location
- Send names of injured & hospital locations to the command post via walkie talkies

Triage Areas

Parent Triage Area (type 1 – during search/rescue)

- Members ----- Jerome Bush, Crisis Team Member - Teacher
Cherise Bryan, Crisis Team Member – Teacher
- Volunteers ----- Olivia Carson – Parent
Lisa Jackson - Parent
- Clergy ----- Pastor Ronnie Sanders, McDonald Baptist Church
Pastor Zettie Moore, Travelers Rest Baptist Church
- School Nurse ----- Willene Evans
- School Counselor ----- Shelia Smith
- Mental health professionals --- Unable to get anyone one to commit at this time

Parent Triage (type 1) materials needed: Blankets Coffee Food Water
 Walkie Talkie Pens & Paper Name tags or hand stamp Books or games for children

Parent Triage (type 1) Location: Off-Site location – Old Wal-Mart shopping center

Parent Triage (Crisis Team members – type 1) Duties:

- Comfort parents
- Restrict area
- Record names of parents & children involved in the incident as well as staff members
- Provide parents or staff members’ families with updated information on the rescue effort
- Inform parents or staff members’ families when loved ones have been found and hospital location
- Utilize volunteers for activities with younger children and to serve food

Triage Areas

Parent Triage Area (type 2 – during student release)

- Members ----- Rachelle Mason, Crisis Team Member – Teacher
Debra Paggett, Crisis Team Member – P. E. Teacher
- Staff Members ----- Jura Mack – Teacher
Andre’ Henderson – Teacher
- School Counselor ----- Shelia Smith

Parent Triage Area (type 2 – student release area) materials needed: List (class roster) of students List of staff members
Release forms Emergency cards
Bull horn

Parent Triage Area (type 2) Location: Jonesboro Hodge Middle School Gym and/or Library
Old Wal-Mart shopping center – Alternate Evacuation Site

Parent Triage Area (Crisis Team - type 2) Duties:

- Check identities of persons picking up children
- Maintain list of students riding buses and/or released to parents

Command Post

- Members ----- Norman Amos, Principal - (Crisis Team)
Vera Booker, Secretary – (Crisis Team)
- Law Enforcement ----- Wesley Horton, JHPD Chief
Andy Brown, JPSD Sheriff

Command Post (Crisis Team) Duties: Maintain Documentation
Monitor request from parents or medical triage area

Portable two-way radio issued to:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Signature</u>	<u>Date</u>	<u>Radio Base #</u>
Veria Booker	Secretary	Main Office	_____	_____	539
Norman Amos	Principal	Principal Office	_____	_____	538
Renaë Thomas	Cafeteria Manager	Manager Office	_____	_____	540
Ken Jones	Coach	Gym	_____	_____	541
Mark Jones	Janitor	School Grounds	_____	_____	542
Ola Evan	Maid	School Grounds	_____	_____	581
Randal Harrington	Asst. Principal	Main Office	_____	_____	580

Radio Base # 538 – SN: 0278JNA526
Radio Base # 541 – SN: 0278JNA525
Radio Base # 580 – SN: 0278JY7513

Radio Base # 539 – SN: 0278JNA823
Radio Base # 542 – SN: 0278JNA519

Radio Base # 540 – SN: 0278JNA814
Radio Base # 581 – SN: 0278JY7530

JONESBORO-HODGE MIDDLE SCHOOL

Faculty and Staff Directory

Norman A. Amos- Principal
Sheila Smith- Counselor
Willene Evans- School Nurse

5th Grade:

Jerome Bush- Math
Rachelle Mason- Science
Nettie Russell- Social Studies
Paula Williams- Reading/ELA

7th Grade:

Carolyn Davis- Math
Rhonda Ferguson- Reading/ELA
Jamie Myles- Science, Journeys-to-Careers
Mary Cooper- Social Studies

Lisa Bosch- Speech
Clarise Brown- Library/Keyboarding
Andre' Henderson- Special Needs
Adrian Hester- P.E.
Phyllis Huckaby- Connections Program
Ken Jones- P.E.
Maeteal Jordan- In School Suspension (ISS)
Debra Paggett- P.E.

Special Education Paras:

Kim Garner, Wren Jones, Bonita Rabon,

Title I Paras:

Wanda Chatman, Frankie Dobbins, Evertte Johnson, and Taranita Moore

Food Services:

Rena Thomas (Manager), Kathy Barhight, Ionela Haymon, Janet Loyd, Sherri Malone

Custodial: **Mark Jones, Ola Evan, Vickie Williams**

Randal Harrington- Asst. Principal
Vera Booker- Secretary/Bookkeeper

6th Grade:

Cynthia Cole- Social Studies
Yulonda Conley- Math
Kathy Eichler- Science
Bobbie Ginn- Reading/ELA

8th Grade:

Cherrise Bryan- ELA
Jura Mack- Reading
Mickey Martin – Math
Yvette Pearce- Science
Mary Smith- Social Studies

**JONESBORO - HODGE MIDDLE SCHOOL
FIRE ESCAPE PLAN
2011-2012**

The fire alarm system is designed to warn the people in schools of fire and smoke danger. The following plan will be used to evacuate the building should danger arise. This written plan should accompany the school drawing which visually displays the escape route from each classroom. Both the visual and the written plan must be posted in classrooms and all school rooms that students occupy.

The following rooms will exit through the EAST door of the building at the end of the 6th grade hall:

81	84
82	85
83	86
Choir Room	Computer Lab

The following rooms will exit through the NORTH door of the building at the end of the 5th grade hall:

70	75
71	76
72	77
73	80
74	

The following rooms will exit through the SOUTH door of the building at the end of the 7th grade hall:

60	64
61	65
62	66
63	Library

The following rooms will exit through the EAST door of the building at the end of the 8th grade hall:

50	53
51	54
52	55

Insert Fire Drill diagram here.

Jonesboro-Hodge Middle School

440 Old Winnfield Hwy.
Jonesboro, Louisiana 71251

Phone: (318) 259-6611
Fax: (318) 259-9699

Date: _____

Dear Parent/Guardian,

Due to the recent incident at Jonesboro Hodge Middle School, we will have mental health counselors at our school on the dates and times listed below. If you feel your child needs to speak with a counselor, please check the appropriate date and time listed at the bottom and return to the school by _____.

___ Yes, I would like for a counselor to speak with my child.

Child's Name: _____

Parent's Signature: _____

Check a Time	Date(s)	Conference Time

If you have any questions you may contact me at the school (259-6611). Thank you for your support.

Sincerely,

Samuel D. Strozier
Principal

Please return this sheet to the office or guidance counselor and someone will contact you with a date and time to meet.

Jonesboro-Hodge Middle School

440 Old Winnfield Hwy.
Jonesboro, Louisiana 71251

Phone: (318) 259-6611
Fax: (318) 259-9699

Crisis Response Procedure Review Form

School: Jonesboro Hodge Middle Crisis Date: _____ Review Date: _____

Type of Crisis: _____

Brief description of crisis situation: _____

What crisis response procedures were most effective? _____

What worked well? _____

What procedures need to be improved/modified or changed? _____

Other comments: _____

Crisis Team Members who participated in review:

- | | | |
|----------|----------|----------|
| 1. _____ | 3. _____ | 5. _____ |
| 2. _____ | 4. _____ | 6. _____ |

Norman A. Amos
Principal

Jonesboro-Hodge Middle School

440 Old Winnfield Hwy.
Jonesboro, Louisiana 71251

Phone: (318) 259-6611
Fax: (318) 259-9699

Medical Information & Release Form

Date: _____
Time: _____

Student: _____
Teacher: _____

Released from: _____
(Signature of person releasing child)

Released to: _____
(Signature of person receiving child)

Staff Member at Parent Table: _____

Child sent to: _____

For Treatment of: _____

Signature of Parent/Guardian: _____

Norman A. Amos
Principal

Norman A. Amos, Principal

Randal Harrington, Assistant Principal

Shelia Smith, Counselor

*J*onesboro-*H*odge *M*iddle *S*chool

440 Old Winnfield Hwy.
Jonesboro, Louisiana 71251

Phone: (318) 259-6611
Fax: (318) 259-9699

Faculty/Staff Special Concerns

Please indicate below if you have any special concerns you would like to discuss.

Date: _____

Faculty/Staff Member Name: _____

Area of concern you would like to address and discuss:

NOTE: Please return to the office or guidance counselor and someone will be in contact with you concerning the day and time of meeting.

Samuel D. Strozier
Principal

Norman A. Amos, Principal

Randal Harrington, Assistant Principal

Shelia Smith, Counselor

Jonesboro-Hodge Middle School

440 Old Winnfield Hwy.
Jonesboro, Louisiana 71251

Phone: (318) 259-6611
Fax: (318) 259-9699

RELEASE FORM

Date: _____ **Time:** _____

Student: _____ **Teacher:** _____

Released from: _____

Released to: _____
(Signature of person receiving child)

Staff Member at Parent Table: _____

Signature of Parent/Guardian: _____

Comments:

NOTE: No child will be released to anyone who is not listed on the student data information form!

Samuel D. Strozier
Principal