

Jackson County Middle School  
170 Blue Devil Lane  
Gainesboro, TN 38562

931-268-9779

CRISIS MANAGEMENT QUICK RESPONSE INFORMATION  
2018-19

Dr. Gail Myers, Principal  
Brandi Heady, Assistant Principal  
Joe D. Barlow, Director of Schools  
Kristy Brown, Director of Schools

Jackson County Board of Education

711 School Drive

Gainesboro, TN 38562

931-268-0119

Dodson Branch Elementary

16221 Dodson Branch Hwy

Cookeville, TN 38501

931-268-0761

Jackson County Middle School

170 Blue Devil Lane

Gainesboro, TN 38562

931-268-9779

Gainesboro Elementary

611 S. Main St.

Gainesboro, TN 38562

931-268-9775

Jackson County High School

190 Blue Devil Lane

Gainesboro, TN 38562

931-268-9771

Jackson County Alternative School

707 School Drive

Gainesboro, TN 38562

931-268-6762

JACKSON COUNTY SCHOOL SYSTEM

Jackson County Middle School

Crisis Team Members

Administrative/Team Leader: Gail Myers

Office Staff: Becky Dailey

Accountability: Keisha McCoin

Student Liaison: Kevin Thomas

Counselor: Keisha Donovan

Central Command Post: Gail Myers

Building Safety: Kim Denson

Communication Coordinator: Brandi Heady

Phone Triage: Keisha McCoin

First Aid Triage: Linda Hix

Media Liaison: Joe Barlow or Gail Myers

Family Liaison: Keisha Donavan

Orderly Checkout: Keisha McCoin

Gym: Bruce Heady

Faculty/Staff Liaison: Brandi Heady

The "Get Away Kit" will be kept by the assistant principal who will exit the building and transfer it to law enforcement. This kit should include extra floor plans, master keys, and an updated student roster.

## Ministerial Council

Chairperson: Keshia Donavon	931-268-9779
Terri Collins, JCHS Teacher	268-9771 or 397-3237
Keisha McCoin, JCMS Clerk	931-268-9779
Hedy Keterson, School Psychologist	528-7905 or 268-0119
Deb Whitaker, Supervisor of Inst.	528-7905 or 268-0119
Kevin King, JCHS Teacher	268-9771
Matthew Scoggins, GES Teacher	268-9775
Joan Sisco, Retired JCMS Counselor	268-9402

## EMERGENCY TELEPHONE NUMBERS

Jackson County Board of Education	931-268-0119 or 268-0268
Maintenance Department	931-268-0119 or 268-0268
School Bus Garage	931-268-0119 or 268-0268
Jackson County Sheriff Department	931-268-0180 or 268-9004
Jackson County Health Department	931-268-0219 or 268-8362
Gainesboro Police Department	931-268-0416
Jackson County Rescue Squad	931-268-3447
Emergency Ambulance Service	911
Poison Control Center	1-800-222-1222
Twin Lakes Telephone Cooperative	931-268-2151
Upper Cumberland Electric Cooperative	931-268-2123
Cookeville Regional Medical Center	931-528-2541
Cumberland River Hospital	931-243-3581
Livingston Regional Hospital	931-823-5611
Gainesboro Water Department	931-268-9315
Cumberland LP Gas	931-528-9000
WLIX Radio Station (Livingston)	931-823-1226
Clear Channel Radio (Cookeville)	931-526-7144
Country Giant Radio (Cookeville)	931-372-0094
Magic 98.5 Radio (Cookeville)	931-528-0985
Spivey's Cable TV Service	931-268-9612
Channel 2 News	615-259-2000
Channel 4 News	615-353-4444
Channel 5 News	615-244-5000
Fox News Channel 17	615-259-9000

## CPR/FIRST AID TRAINED

Linda Hix	Amanda Harris	Isaac Vincent
Bruce Heady	Tracy Terry	Connie Warden
Michelle Leonard	Sarah Butler	David Shelton
Jason Brown	Bobby Dale Thomas	Dana Clinard
Sandra Bowman	Keisha Donavon	Penny Allen
Amie Halfacre	Frankie Wilson	Tammy Wilson
Zac Cole	Christa Belle Moss	
Brandi Heady	Gail Myers	

## MEDIAL CRISIS TEAM

Linda Hix	Gail Myers	Bruce Heady
Keisha McCoin	Bobby Dale Thomas	Jeri Wilborn
Hope Scantland	Brandi Heady	Meredith Asbury
Sandra Bowman	Christa Belle Moss	Angelia Allen

Page: Medical Team report to \_\_\_\_\_. Soft Lockdown for all students.

## LOCKDOWN

LOCKDOWN #1: Announcement will be made “Soft lockdown for inspection”

- Soft Lockdown will be used in cases where students will need to remain in the classroom. For example, drug dog inspection or any outside activity where student do not need to be in the hallways. In these cases, teachers will continue with classroom instruction with lights on and door locked.

LOCKDOWN #2: Announcement will be made three times, “Lockdown, intruder in the building”.

- All students will go to their safe area. Supervising teacher will take precautions to make the environment as secure as possible (lights out and doors locked). Students in the lunchroom should be moved to the kitchen area. Students in the gym should be moved to the boys’ football locker room.
- In the event the fire alarm is initiated after the school is place in lockdown, it will be ignored favoring the school lockdown procedure. This is due to the possibility that the alarm could have been initiated by the intruder to get students and staff outside the building.

## FIRE PLAN

- Sound the fire alarm and initiate the fire evacuation plan.

## FIRE DRILL INFORMATION

Review the exit map and note the person you are liable to report to (Red/Green Card). Remember to take your roll book outside and check roll first. Be sure when you evacuate, your students are not standing in front of the fire hydrant.

Before you leave your room, be sure the lights are turned ON, and the door is SHUT.

JCMS Fire Drill Responsibility Checklist 2018-19

**Mr. Brandi (Gail Myers)**

- |   |  |
|---|--|
| <input type="checkbox"/> Keisha McCoin                  | <input type="checkbox"/> Debbie Ackers/ Cindy Morgan |
| <input type="checkbox"/> Becky Dailey                   | <input type="checkbox"/> Linda Hix                   |
| <input type="checkbox"/> Angelia Allen                  |  |
| <input type="checkbox"/> Glenda Mayberry or Sandy Sisco |  |

**Cindy Morgan (Glenda Mayberry)**

- |                                  |   |
|----------------------------------|---|
| <input type="checkbox"/> PE      | <input type="checkbox"/> Cafeteria          |
| <input type="checkbox"/> Band    | <input type="checkbox"/> Multi-Purpose Room |
| <input type="checkbox"/> Library |   |

**Glenda Mayberry ( Sandy Sisco )**

- |  |  |
|--|--|
| <input type="checkbox"/> Foxy Fours                                    | <input type="checkbox"/> Kasey Quinn (RTI ELA)                           |
| <input type="checkbox"/> Frankie Wilson, RTI Math                      | <input type="checkbox"/> Computer Lab 5 <sup>th</sup> Hallway (Room 504) |
| <input type="checkbox"/> 5 <sup>th</sup> Grade Meeting Room (Room 502) |  |

**Keisha McCoin (Becky Dailey)**

- |  |  |
|--|--|
| <input type="checkbox"/> Donnetta Smith                                | <input type="checkbox"/> Jessica Smith   |
| <input type="checkbox"/> Janet Allen                                   | <input type="checkbox"/> Lexi Chitwood   |
| <input type="checkbox"/> Jason Brown                                   | <input type="checkbox"/> Charlie Daigre  |
| <input type="checkbox"/> Sarah Sullivan                                | <input type="checkbox"/> April Ledbetter |
| <input type="checkbox"/> 4 <sup>th</sup> Grade Computer Lab (Room 403) | <input type="checkbox"/> Todd Petty      |

**Becky Dailey (Keisha McCoin)**

- |   |  |
|---|--|
| <input type="checkbox"/> Sandra Bowman    | <input type="checkbox"/> Amanda Harris     |
| <input type="checkbox"/> Michelle Leonard | <input type="checkbox"/> Sarah Butler      |
| <input type="checkbox"/> Zachary Cole     | <input type="checkbox"/> Bobby Dale Thomas |
| <input type="checkbox"/> Amie Halfacre    | <input type="checkbox"/> Tracy Terry       |

**Angelia Allen (Nurse Linda Hix)**

- |  |   |
|--|---|
| <input type="checkbox"/> Hope Savin    | <input type="checkbox"/> Connie Warden        |
| <input type="checkbox"/> Drew McMillan | <input type="checkbox"/> Christa Belle Moss   |
| <input type="checkbox"/> David Shelton | <input type="checkbox"/> Office Complex & ISS |

**Nurse Linda Hix (Angelia Allen)**

- |   |   |
|---|---|
| <input type="checkbox"/> 8 <sup>th</sup> Grade Meeting Room | <input type="checkbox"/> Toni Bowman  |
| <input type="checkbox"/> Jeri Wilborn                       | <input type="checkbox"/> Computer Lab 7 <sup>th</sup> /8 <sup>th</sup> Hallway (Room 804) |
| <input type="checkbox"/> Mindy Dennis                       | <input type="checkbox"/> Andrea Womack (Art)  |

\*\*\* Shut Door & Leave Lights On\*\*\*



\*\*\* Backup personnel for each person is listed in parenthesis. \*\*\*

### EVACUATION PLAN

For evacuation purposes other than when the school is in lockdown, students will be sent to homerooms, rolls will be verified for attendance, and identification tags will be passed out. These tags will include school name, student's name, parent's name, grade, and contact number.

1. Pick up lists will be checked for any students leaving the school with siblings or adults. Students must be signed out and be called from the individual homeroom.
2. The bookkeeper and receptionist will manage the front office and make sure all students are called and signed out.
3. The counselor and clerk will double check each student leaving against a master list of students at the front door.
4. Students will be transported via bus to the Hyder-Burke Pavilion. They will load by homerooms beginning with Foxy Fours followed by fourth through eighth grade. At least two teachers will accompany the students on each bus. Class roll books and contact lists are to be taken by each accompanying teacher.
5. Special Needs Students will be transported with the accompaniment of a special education teacher and assistant.
6. The principal will maintain a master list of all students, their contacts and a printout of absentee lists that day.
7. The assistant principal will check all classrooms as students are transported and tape doors to ensure which rooms have been cleared. In such a case as he is absent, the principal will be responsible for ensuring all students have been cleared from the building.
8. Upon arrival at Hyder-Burke, all students from JCMS will be directed to a common area and students will be released to parents as they are signed out.
9. Housing accommodations for students remaining at the Pavilion will be addressed by TEMA. Principal and Assistant Principal will remain with the students until all have been accounted for.

Teachers riding buses with students to Hyder-Burke:

4<sup>th</sup> Grade: Donnetta Smith, Sarah Sullivan, Janet Allen

5<sup>th</sup> Grade: All teachers

6<sup>th</sup> Grade: All teachers

7<sup>th</sup> Grade: Drew McMillan, Connie Warden

8<sup>th</sup> Grade: All teachers

## CLASSROOM DETAINMENT

(Bio-hazard/chemical spill, drug search)

- Keep all students in the classroom.
- Do not allow any students to leave the classroom.
- Teachers direct any extra student in hallway to move into the nearest classroom.
- Take roll and account for any missing or extra students. Report this information to the student liaison staff person.
- Continue with classroom activities.
- Await further instructions or the ALL CLEAR signal.

## INCLEMENT WEATHER

- Prepare for possible severe weather.
- In case of early dismissal, follow student's snow plan.

## JCMS Tornado Drill Procedure

1. An announcement will be made asking that everyone go to his or her designated tornado safety area.
2. Proceed to your area as noted below and remain until the all-clear signal is announced.
3. Students will crouch down facing the wall with their hands over their heads.
4. Classroom doors will be closed and no students will be closer than 10 feet from an exterior door.
5. Teachers will take their roll books and call roll when they get to their designated area.
6. Teachers and students will stay in their designated area until the “all clear” is given.

Teacher’s Work Area: S. Sullivan, D. Smith, J. Allen, and J. Brown

Girls’ Bathroom (4th Grade Hall): Z. Cole, S. Bowman

Main Hallway Outside Teacher’s Work Area (away from machines): Computer Lab (5th Gr Hall)

Boy’s Bathroom (4th Grade Hall): 4<sup>th</sup> & 5<sup>th</sup> Grade Meeting Room

Computer Lab (7th / 8th Grade Hall): D. Shelton, M. Dennis

Boys’ Bathroom (7th / 8th Grade Hall): D. McMillan & H. Savin

Girls’ Bathroom (7th / 8th Grade Hall): I. Vincent, C. Garrison

Main Hallway (Between Art Room and 7/8 Grade Hall): T. Bowman, C. Warden

K. Quinn’s RTI Room (6th Grade): A. Harris, S. Butler, T. Terry, F. Wilson, K. Quinn

Boys’ Bathroom (6th Grade Hall): B. Thomas

Girls’ Bathroom (6th Grade Hall): M. Leondard, A. Halfacre

Multipurpose Room: D. Davis, C. Moss, J. Wilborn

Storage Room: Chitwood, J. Smith, C. Charlie Daigre, T. Petty (Hall if no room)

Bathroom in Classroom: D. Clinard, A. Ledbetter

Band Room: Lunchroom Students

Bandroom or Bathrooms in Front Hall: C. Gotcher

Serving Line Area: Cafeteria Staff

ISS Room: Office Staff and Visitors

Art Room Closet: Andrea Womack

Girls’ Team Locker Room: PE Classes

Custodians: Nearest Custodial Closet

## ACCOUNTABILITY SYSTEM

It is very important that we know the whereabouts of every student and adult as quickly as possible.

1. Staff members check to see if other staff members are accounted for:
  - Grade level teachers
  - Special education
  - Rotation
  - Teacher assistants
  - Custodians
  - Cafeteria workers
2. Teachers take roll and prepare a list of mission or extra students.
3. LOCKDOWN means no movement on school site. Wait for contact from the command post. Student safety is of utmost importance when in the care of teachers.
4. Student Liaison will contact each room for missing students or extra persons.
5. When it is safe to do so, a runner from the Command Post will collect the missing/extra persons list. Information will be returned to the teachers as soon as possible. **KEEP ALL PHONE LINES CLEAR.**
6. Command Post Duties for Accountability:
  - a. When safe to do so, the Principal or Crisis Team Leader will activate the Accountability System.
  - b. Send an adult to get the list of missing students/adults and bring to command center as soon as possible.
  - c. Verify student attendance. (Office personnel should have all emergency data with them.) Check to see if missing students were at school, checked out, or with another teacher on the “extra list”.
  - d. Send an adult to escort students who are not where they belong back to the correct classroom when it is safe to do so.
  - e. Be prepared to begin the orderly checkout system.

## Orderly Checkout System

In the event of an emergency, it is imperative that all parents, school personnel and emergency personnel work together in order to insure that the checkout process will occur as safely and as efficiently as possible.

The Principal and Crisis Team will use media announcements and signs to direct parents to a direct location.

A. If the students are inside the building, the checkout will be:

Parents:

Students:

B. If the students are outside the building, the checkout will be:

Parents:

Students:

1. Students are only to be released to designated adults listed on their pick up list.
2. Parents report to checkout station and line up.
3. Parents will sign students out and record time.
4. Notice is sent to the teacher to release the student from their care or other personnel.
5. Teacher will note the time in roll book.
6. Parents of injured students will be sent to the first aid area for an update and to be checked out.

BOMB THREAT PROCEDURES

1. Upon receipt of a bomb threat, the person receiving the call will make every attempt to :
  - a. Prolong the conversation. **DO NOT ATTEMPT TO HANG UP THE PHONE.** Use another phone to call authorities.
  - b. Have someone check caller ID, or have call traced.
  - c. Identify any background noises and any voice characteristics
  - d. Ask the caller for a description of the bomb, where it is, and when it might explode.
2. The person receiving the call will notify administrators.
3. Call 911.
4. The Principal will consult with law enforcement officers whether to make a preliminary search or to evacuate the building.
5. The Principal will notify the Director of Schools at 931-268-0119.
6. Inform students and staff of the bomb threat and give immediate directions.
7. Ask staff to make a visual observation of the classroom/work area. Remind them not to open any doors, cabinets or move any objects. **DO NOT TOUCH ANYTHING SUSPICIOUS.** You will be searching for something that doesn't belong in that area.
8. Check absentee list from each class at the time the threat was reported. Account for all students. Check halls and restrooms.
9. Appoint someone to show police the layout of the building.
10. Meet with the police and search team to decide on the procedure for checking the building.
11. If any time the threat is determined to be valid, use standard **CODE YELLOW** procedure with any modifications to evacuate the building. Evacuate at least 300 feet from the building. Plan for alternate location in the case of inclement weather or prolonged search.
12. When building is reported safe, resume regular schedule and debrief students and staff.
13. If a written threat is received, copy the contents and protect the original from any other fingerprints and any other identifying marks.

---

**BOMB THREAT CHECKLIST**

Time: \_\_\_\_\_ Date: \_\_\_\_\_

**DO NOT HANG UP.** Use another phone to call police.

Record the exact words used by the caller: \_\_\_\_\_

What time is the bomb set for? \_\_\_\_\_

Where is the bomb? \_\_\_\_\_

What does the bomb look like? \_\_\_\_\_

Why are you doing this? \_\_\_\_\_

Who are you? \_\_\_\_\_

Evaluate the voice of the caller:

- |             |                         |
|-------------|-------------------------|
| _____ Man   | _____ Accent            |
| _____ Woman | _____ Speech impediment |
| _____ Age   | _____ Intoxicated       |
| _____ Child | Other _____             |

Background Noise:

- |                |             |
|----------------|-------------|
| _____ Music    |             |
| _____ Children | Other _____ |

## MEDIA PROCEDURES

The only means to inform the general public is by mass media, therefore, it is important to ensure the media receive prompt, accurate information. Isolated quotes from individual can be incomplete or misleading and should be avoided.

After calling appropriate emergency personnel and following safety procedures:

- \_\_\_\_\_ Notify the Director of Schools at 931-268-0994.
- \_\_\_\_\_ Refer media contacts to the Director's designee.
- \_\_\_\_\_ Inform office staff of the situation and how to handle phone inquiries.
- \_\_\_\_\_ Recommend that students and staff not talk to the media.
- \_\_\_\_\_ Do not allow media personnel in the building.

## TIPS FOR INTERVIEW

In the event that it is determined to be appropriate and/or in order for you to speak with the media:

- a. Be honest. If you do not know the answer to a question, be honest. Tell the reporter that you will get back to him/her with the answer as soon as you can. If you make a mistake in an interview, be honest and correct it.
- b. There is no such thing as "off the record".
- c. If you are in a room with a microphone or a camera, always assume they are turned on.
- d. Try to have a goal for the interview. What do you want to accomplish?
- e. Prepare for the interview. If you need more time, ask for it.
- f. Understand what you are going to say so that you can talk about the topic knowledgeably.
- g. Anticipate the "worst question" you may have to answer. Plan for it in advance.
- h. Bridge a question from where you are in the interview to where you want to be.
- i. Never say "no comment". This statement makes it sound like you have something to hide.
- j. Do not use jargon. You will not have a translator.

## SCHOOL BUS ACCIDENT PROCEDURES

1. The bus driver or student designee will use the two way radio to notify the transportation director supervisor or call 911. (The student designee would be used only when the bus driver is unable to call for assistance. The bus driver will need to designate at least two older students to assist with the radio in case of an emergency and demonstrate to those students how to use the two-way radio. The person in charge at the time of the emergency will identify the bus by number and give the location of the bus.)
2. The person in charge will notify the transportation supervisor if there are any injuries. If injuries are involved, the person in charge will get the emergency kit located on the bus and provide assistance to those injured.
3. The students will stay in their seat and remain on the bus unless told to evacuate the bus by the person in charge. If students are evacuated, they should locate students a safe distance from the bus.
4. The person in charge will get the student list located on the bus in the bus driver's possession to identify or check the names of the students on the bus at the time of the emergency. (The bus driver will need to let the two designees know where the student list is located on the bus.)
5. When emergency personnel arrive on the scene, they are to take charge and school personnel will follow their instruction. The school person in charge, at the time, will give emergency personnel a copy of the list of students on the bus with names of students on the bus at the time of the emergency occurred.
6. Another bus will be sent to the scene of the accident to transport uninjured students to the following locations for parents or guardian to pick up. JACKSON COUNTY MIDDLE SCHOOL STUDENTS WILL BE TAKEN TO JACKSON COUNTY MIDDLE SCHOOL.

Students will be released only to medical personnel, parents, or legal guardians.



## PARENT LETTER

TO: Parents/Guardians of Jackson County Middle School  
FROM: Dr. Gail Myers, Principal of Jackson County Middle School  
RE: Emergency Procedures for Jackson County Middle School

The Jackson County Middle School have developed an Emergency Response Plan that is designed to minimize danger to anyone occupying the school during an emergency. Our main objective is to attend to the health and welfare of your children in the event of a crisis.

In most emergencies, your child will remain and be cared for at the school. If the school building becomes so dangerous that re-entry is prohibited (gas leak, etc), you child will be transported to the most appropriate evacuation area/school.

We ask that you follow the procedure listed below if you hear of any school emergency.

1. TURN YOUR TELEVISION TO A NASHVILLE STATION OR TUNE YOUR RADIO TO A COOKEVILLE OR LIVINGSTON STATION.

We will keep the media informed of any emergency.

2. PLEASE DO NOT TELEPHONE THE SCHOOL.

We have limited phone lines. These lines must remain open for emergency response.

3. PLEASE DO NOT COME TO THE SCHOOL UNLESS REQUESTED TO PICK UP YOUR CHILD AT SCHOOL.

Any emergency involving you child's school may mean that emergency vehicles and workers need to be able to get to the building. If the emergency necessitates relocation of staff and students, you will be informed by media.