

Immaculate Conception School Emergency Preparedness Plan

Introduction

Purpose

Immaculate Conception School aims to meet moral, as well as legal, responsibilities to assist in providing a safe school environment. This Emergency Preparedness Plan is designed to provide a framework for protecting students, staff and school facilities, as well as describe the responsibilities of staff members, for a wide range of emergency and disaster situations that may occur. It is kept in compliance and cooperation with the Monmouth Police Department and the Peoria Office of Catholic Education.

The following written procedures are to minimize problems and confusion that accompany disaster. The purpose of this plan is to outline a three-step process for emergency preparedness:

- I. Prevention Strategies
- II. Crisis Action Plans
- III. Post-Crisis Response Guidelines

This guide cannot possibly cover all aspects of emergency preparedness. We do seek:

- To make school personnel more aware and involved in emergency planning.
- To stimulate the development of a system for staff training and for inclusion of safety concepts more specifically within the curriculum.

Continuity of Administration

A continuity of administration is established and kept updated for any type of emergency situation. Decisions will be made by the pastor or associate and the principal or designated person.

Pastor:	Msgr. Tom Mack	Phone: 734-7533
Principal:	Mr. Randy Frakes	School Phone: 734-6037
		Home Phone: 309-368-4768
Designee:	Mrs. Laurie Painter	School Phone: 734-6037

The Pastor and priests of Immaculate Conception Parish, the Superintendent of Catholic Schools, and other appropriate persons are notified in each specific crisis event as soon as possible by the principal.

Plan Implementation

The Plan will be:

- ❖ Initiated by the principal or delegated person when conditions warrant its execution.
- ❖ Implemented by all staff that will remain at school and provide those duties as assigned until released by the principal.
- ❖ Reviewed annually in which functions are identified and pre-assigned.

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Staff Orientation / Training

All school staff will be oriented to this Plan by the principal and/or designee at the beginning of each school year. Training for CPR and First Aid will be offered to all staff members. At least two staff members must be trained in first aid and CPR certification. Immaculate Conception School will pay the fee for certification.

School Incident Team

A School Incident Team comprised of staff members is organized and activated on an annual basis.

The role of the staff team is to be knowledgeable regarding:

- ❖ The details of Immaculate Conception School and Church buildings (entrances and exits)
- ❖ School routines
 - Access: inside and outside
 - Class schedules: stable or changing
 - Current status of school activities: class lunch, gym
- ❖ Locations: gas, electric, water, phone
- ❖ Communication with police, medical personnel, and parents

Personal Preparedness

When a major emergency occurs, every employee should be prepared and committed to serving their students. To do this each employee must:

- ❖ Know and complete those assignments for which they are assigned
- ❖ Have the confidence that they have prepared their families regarding how to respond in emergencies.

Evacuation Routes

The principal and Emergency Incident Team is responsible for establishing safe evacuation routes from all school exits. These evacuation routes are to be posted in all classrooms and throughout the building.

Alternative safe areas are Immaculate Conception Church and West Park.

Emergency File

An Emergency File containing Student Permission Emergency Release Slip information for all students will be maintained in the school office. This Emergency File will be taken by the school secretary, Dawn Steele, whenever the school building is evacuated.

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Parent Communication / Responsibility

Pertinent components of this Plan will be included in the beginning of school parent packet and other means of communicating with parents.

All parents will complete a student release form for their children and designate other persons who are authorized to pick up their children in the event of an emergency.

Parent Telephone Alert System

The procedure used is the usual system implemented for parent communication - particularly when homeroom contacts are necessary.

The Immaculate Conception School Directory lists each family, student, and teacher according to homeroom designations. Room parents are also listed with the head room parent being indicated by an asterisk.

This Parent Telephone System is applicable when the principal finds it necessary at vital times to contact key parents.

Staff Functions / Roles

The Immaculate Conception School disaster preparedness plan shall be available to staff, parents, and the students in the office of the rectory and the school. Individual building disaster plans shall be provided to each teacher. The principal shall make certain that students and staff are familiar with the plan and shall conduct preparedness drills in accordance with state requirements to ensure effective behavior in the event of an actual emergency or disaster.

1. Principal

The principal or designee shall assume overall direction of disaster procedures. The principal shall prepare written disaster plans for his/her school and present a copy to the pastor.

The Principal shall:

- Direct evacuation of buildings, using fire signals and procedures as required for fire, threatened explosion, or following cessation of earthquake tremors, and using alternate systems in case of power failure.
- Arrange for transfer of students when their safety is threatened by floods or approaching fires.
- Issue orders to teachers if children are to assemble in pre-selected safer areas within the school.
- Schedule required fire drills and keep appropriate records.
- Use discretionary judgment in emergencies which do not permit execution of prearranged plans.
- Inform the pastor and superintendent of Catholic schools of all emergency actions taken as soon as possible.
- Post directions for fire and outside siren drills in classrooms and multipurpose rooms.
- Arrange training for CPR, first aid, use of fire extinguishers, and other specialized areas.

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2. Teachers

Teachers shall be responsible for supervision of students in their charge.

Teachers shall:

- Direct evacuation of students in their charge to inside or other assembly areas in accordance with signals, warning written notification, or intercom orders.
- Give the “DUCK, COVER, AND HOLD ON” command during an earthquake, or in any surprise form of attack.
- Take roll when the class is relocated in an outside or inside assembly area or at another location.
- Report missing students to the principal or designee.
- Send students in need of first aid to the school nurse on duty.

3. Maintenance Personnel

Maintenance Personnel are responsible for the use of emergency equipment, the handling of supplies and the use of available utilities. Maintenance director, Tim Neubauer, shall:

- Survey and report damage to the principal.
- Keep tools at each utility shut-off for gas, water and electricity and ascertain that no hazard results from broken gas lines, water mains, or fallen electrical lines.
- Provide damage control if possible.
- Keep the principal informed of the condition of the school.
- Assist as directed by the principal.

4. School Secretary

The school secretary, Dawn Steele shall:

- Report a fire or disaster to the appropriate authorities.
- Assist the principal as needed.
- Provide for the safety of essential school records and documents.

5. 2nd Grade Teacher

Andrea McVey, shall:

- Operate telephones.
- Monitor radio emergency broadcasts.
- Act as messengers and carriers when so directed.

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6. Cafeteria Manager

The cafeteria manager, Sandy Cavanaugh, shall:

- Direct the use and preparation of the cafeteria stock and water supply whenever the feeding of students becomes necessary during a disaster.

7. School Incident Team

The school based incident team oversees the implementation of the crisis plan. The team not only plans for what to do when disaster strikes, but it ensures that staff and students feel secure in knowing how to respond.

In response to notification of an emergency or disaster, the principal immediately assembles in the office the school incident.

Members:

- ❖ Administration – Randy Frakes
- ❖ Secretary – Dawn Steele
- ❖ 2nd Grade Teacher – Andrea McVey
- ❖ Middle School Coordinator – Amy Kelley
- ❖ Maintenance Personnel – Diana Godina
- ❖ Cafeteria Director – Sandy Cavanaugh
- ❖ Computers Teacher/Technology Coordinator Teacher – Jeremy Simmons

Functions:

Effective response assumes that the school community secures support and involvement before a crisis occurs. Contingency provisions include:

- Orderly evacuation procedures to safe area for students and staff.
- Effective communication system.
- Process for securing immediate external support.
- Promptly share information with staff and students by means of intercom or room - to - room messages (may provide a written statement which teachers may use to announce event to students).
- Help determine appropriate actions for students, i.e. evacuate school building or school site, return to class, etc.
- Implement assigned emergency functions.
- Collect report information concerning student / staff injury, facility damage.
- Determine the need for, and request, outside assistance.

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Areas:

- Communications
- First Aid
- Maintenance / Supply Management
- Student Release

I. Prevention Strategies

1. Prevention

- ❖ Identify appropriate strategies that provide school safety:
 - Policy and Guidelines
 - Annual checklist: Safety of Educational Facility
 - Annual training for teachers and staff in range of skills
 - Tornado Drills regularly scheduled
 - Fire Drills scheduled monthly
 - Earthquake Drills scheduled once per semester
- ALICE Training
 - Staff training
 - Classroom training
 - Scenario based training

ALICE

- ❖ • **ALERT: Use plain and specific language to Alert others to the danger.**
 - ❖ • **LOCKDOWN: Barricade the room. Prepare to Evacuate or Counter if needed.**
 - ❖ • **INFORM: Communicate the violent intruder's location and direction in real time.**
 - ❖ • **COUNTER: Create Noise, Movement, Distance and Distraction with the intent of reducing the shooters ability to shoot accurately. Counter is NOT fighting.**
 - ❖ • **EVACUATE: When safe to do so, remove yourself from the danger zone.**
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- ❖ Resources:
 - In-services
 - Links to Websites
 - Local First responders
 - Diocesan Emergency Plan

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2. Intervention

- ❖ Recognize early warning signs and encourage (these are not equally significant or in order of seriousness):
 - Social withdrawal
 - Excessive feelings of isolation and being alone
 - Excessive feelings of rejection
 - Being a victim of violence
 - Feelings of being picked on and persecuted
 - Low school interest and academic performance
 - Expressions of violence -- writings and drawings
 - Uncontrolled anger
 - Patterns of impulsive and chronic hitting, intimidating, and bullying behavior
 - History of discipline problems
 - Past history of violent and aggressive behavior
 - Intolerance for differences and prejudicial attitudes
 - Drug use and alcohol use
 - Inappropriate access to, possession of, and use of firearms.
- ❖ Inform parents of concerns immediately and involve them in meaningful ways.
- ❖ Make referrals for troubled students.

School Safety Guidelines

1. Immaculate Conception School prohibits the use of tobacco in the school gym and cafeteria, when such property is being used for any school purposes.
2. Supervision policy is specially expressed in the Faculty Handbook. Supervision of students is maintained at all times.
3. Lunchtime activity is supervised at all times by adult personnel. Teachers and supervisors inform students of specific recess / noon-time playground rules.
4. Student participation in extracurricular activities is supervised by adults who must inform parents of scheduled times for activities.
5. Indoor and outdoor premises are properly maintained during inclement weather to insure the safety of children and adults.
6. All handrails, steps in corridors and stairwells are regularly checked for safety. All are encouraged to report potential hazards to the office.

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7. Playground, school and gym equipment are periodically checked for safe performance; playground areas are checked for hazardous conditions.
8. Parents should inform the principal/teacher if there is any medical reason why their child cannot participate in gym class or in any other particular activities.
9. An emergency file is maintained in the office. Parent or guardian fills out a family form, indicating who to be called in an emergency.
10. If a child becomes ill or injured, parent(s) or delegated persons are notified immediately.
11. Medication for students is maintained in the nurse's office. Parents must authorize the administration, complete the appropriate forms, and are responsible for keeping the supply renewed according to the guidelines.
12. Parents are asked to have an alternative plan for children to use in case of an emergency dismissal. As requested in the Parent-Student Handbook, parents discuss this plan with their child(ren) and make appropriate arrangements in the event that a parent may not be home if an emergency occurs.
13. Tornado drills are annually conducted and children are prepared by word and practice. Drill routes are likewise posted. Earthquake procedures are also reviewed and posted.
14. Fire drills are held regularly according to state and local regulations. Evacuation includes all persons from the building. Students have emergency procedures thoroughly explained to them. Drill routes are posted in each room and other areas.
15. Signed field trip permission slips are obtained for each student before a trip is taken and these are kept on file by the teacher.
16. The school has established specific directions for parent / drivers when they bring children to school or pick them up.
17. If a student is absent, a parent/guardian is asked to notify the school office between 7:30 and 8:30 a.m. If the parent/guardian has not called in, the school office will call the home after 9:00 to confirm the absence.
18. Students are not to arrive on school grounds before 7:30 a.m., since teacher supervision is not provided until 7:30 a.m.
19. Children will be released from school only on the personal written request of parent or guardian.
20. Students are taught never to accept a ride from a stranger and to report any communication from a stranger to the office.

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21. Students riding the bus are informed of rules and behavior guidelines. Students are taught bus safety annually.
22. Students who ride bicycles are expected to follow Bicycle Rules of the Road. Specific rules are printed in the Handbooks for riders and walkers.
23. Doors to the school building are locked. Parents and visitors may enter the main entrance on B Street - the extreme right door.
24. All employees of Immaculate Conception School have been trained according to OSHA Blood borne Pathogen Standard. Besides being in accordance with the Exposure Control Plan, the Administration provides in-service education.
25. All school and state equipment and supplies are inventoried and stored in properly secured areas.
26. Procedures are observed whereby pupils, staff, and volunteers may submit suggestions regarding hazardous conditions and practices.

II. Crisis Action Plans

When an emergency occurs, it is critical that every staff member take immediate steps to protect themselves and others. Each staff member must become familiar with each emergency action and be prepared to do assigned responsibilities.

All students are to be taught what their actions are when the following Emergency Actions are implemented.

- ❖ **All Clear** - This action signifies the end of the action that had been initiated.
 - ☐ **Announcement:** In person by principal or designee
 - ☐ Teachers should immediately begin discussions, activities, etc. to assist students in addressing fear, anxiety, etc.
 - ☐ Communicate with parents when appropriate.
- ❖ **Leave Building** - This action should be taken for the following:
 - ☐ Fire, bomb threat, chemical incident, explosion or threat of explosion, post earthquake
 - ☐ **Announcement:** fire alarm or bell signal
 - ☐ Provided that time is available, make an announcement in person or over the intercom, which will indicate the nature of the emergency.

Students and staff move in an orderly manner along pre-designated routes from inside building to an outside area of safety.

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The Action should be followed by another action or return to school buildings and normal class routine.

Communicate with parents when appropriate.

- ❖ Secure Building - Teachers / staff should initiate this action any time they hear extremely violent behavior, i.e., shots outside their classroom.
 - Announcement: In person or over the intercom: “Please secure your rooms initiate ALICE lockdown at this time, follow ALICE procedures”

Teachers and other staff members are to immediately lock all classroom doors and cover classroom door windows. If students are able teachers and students should barricade door, then listen for shooter. Then students should sit down and listen for announcements. While students are getting on floor, close any shades if it appears safe to do so.

- This action will not normally be preceded by any warning.

Initiate ALICE procedures:

- **ALERT: Use plain and specific language to Alert others to the danger.**
- **LOCKDOWN: Barricade the room. Prepare to Evacuate or Counter if needed.**
- **INFORM: Communicate the violent intruder’s location and direction in real time.**
- **COUNTER: Create Noise, Movement, Distance and Distraction with the intent of reducing the shooters ability to shoot accurately. Counter is NOT fighting.**
- **EVACUATE: When safe to do so, remove yourself from the danger zone.**
- Communicate with parents when appropriate.

Medical Crisis

1. Injury or illness

In the event of an injury or illness, the immediate concern is to aid the injured or ill student. After identification of injury or illness the following guidelines are to be implemented.

Principal’s Office

- Determine the seriousness of injury or illness, rendering care and consideration to the injured / ill.
- Immediately attempt to contact the parent or legal guardian using the emergency card.
- Based on assessment and in consideration for the injured / ill, one of the following procedures may be used to transport injured / ill to the hospital:
 - Parents--The parent will come to school and transport in personal car.
 - Principal--Obtain the services of an ambulance by calling 911.
- Appoint a staff member to secure emergency health information and to accompany students to the hospital, or (principal will) take to the hospital.
- In the event of a serious injury, report the situation immediately to the pastor / assistant.
- An incident report is filled out for all serious injuries.

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Teacher or Noon Supervisor

- Notify the principal with the name of the injured / ill student.
- Remain with the student and keep him / her as stable as possible and/or secure the help of the school nurse.
- Complete incident report as soon as possible.

2. In-School Death of a Student

Principal's Office

- Immediately contact police and ambulance (911).
- Secure the immediate area and personnel.
- Notify the Pastor and the parents of the student.
- Determine if any siblings are enrolled and ask the Pastor to meet with them.
- Notify faculty and staff in writing of the incident and procedures to be followed.
- Facilitate any investigations by civil authorities.
- Counseling procedures will be implemented with professional personnel.

Teacher

- Notify Principal's Office immediately.
- If no perpetrator, remove students from the area and calm them.
- If perpetrator, speak and remain calm until police arrive.
- Isolate witnesses (do not allow them to talk to anyone).
- Await administrative personnel for further instructions.
- Return students to classroom when advised.
- Identify students in need of counseling.
- Complete incident report as soon as possible.

3. Verbal or Written Threats of Suicide

Principal's Office

- Notify police and Emergency Response Services (ERS).
- Notify parents to come and get student.
- With the student and parents assess the seriousness of the threat.
- Parents must show proof of psychological consultation before student is permitted to return to school.

Teacher

- Send for principal who will notify police.
- Take threat seriously.
- Tell the student you are concerned.
- Do not leave the student alone.
- Continue to express an interest in the student after the threat is over.

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4. Food Poisoning

Principal's Office

- ☐ Collect all appropriate emergency health information from enrollment cards.
- ☐ Notify cafeteria to take appropriate actions.
 - Close cafeteria.
 - Secure food preparation items for examination and testing.
 - Store samples of any suspected food item for examination and testing.
 - Remain available to work with Public Health personnel.
 - Follow directions from the City/County Public Health Department.
- ☐ If problem is serious:
 - Call 911 for ambulances.
 - Administer first aid until medical personnel arrive.
 - Notify parents.
 - File appropriate reports with public health agencies.
- ☐ If problem is not serious:
 - Notify parents.
 - File an incident report as soon as possible.

5. Suspected Physical Abuse of a Student

School Personnel

- ☐ Observe and assess if any suspected abuse or neglect has occurred.
- ☐ If any abuse or neglect is determined or even suspected, inform the principal of the assessment.
- ☐ Contact the police and parents of the student.
- ☐ If a staff member is approached by a student,
 - Call the DCFS (Child Abuse and Neglect) Hotline at 1-800-252-2873
 - Follow the instructions on the hotline.
 - Notify the principal immediately after the report has been made.
 - Complete the mandated reporter form within 48 hours after the phone report. This form is available in the Office.

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6. Illicit Drug Selling or Use

The following are absolutely prohibited:

- ✓ the possession, sale or use of illegal drugs as defined by the Illinois state law;
- ✓ the possession or consumption of alcohol; and
- ✓ the possession or use of any prescription/non-prescription medication for which the person does not have applicable physician / parent authorization.

Teacher / Staff

- Notify principal if you think you have witnessed a drug sale, usage, or possession.
- Complete incident report as soon as possible.

Principal

- ✓ Call 911 (or 734-8383, the non-emergency number) for police
- ✓ If a student appears to be under the influence, contact emergency services personnel.
- ✓ Have police officer bring students to the office with a backpack, purse, books, and other possessions.
- ✓ Ensure that at least two adults and police officer are present at the meeting.
- ✓ Tell the student what is suspected and ask the student to produce the drugs.
- ✓ If student denies or refuses:
 - Ask the student to empty pockets and all other containers.
 - If the student yields nothing, two adults, police officer, and students go to the student's desk, book bag, purse and coat for a search.
- ✓ If drug is found or sale is witnessed:
 - Police will remove students from school grounds.
 - Notify parents.
 - Follow disciplinary action in accordance with the school's student conduct code.
- ✓ If no drug is found:
 - Notify the parent.
 - Meet with student and parent.
- ✓ Complete Incident Report as soon as possible.

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Severe Weather Crisis

1. Tornadoes or Severe Wind Storms

A Tornado Watch simply means that conditions are favorable for tornadoes to develop. In this case, precautions need to be taken to monitor weather conditions.

Principal's Office

- ☐ Activate pre-designated staff to monitor radio and TV for warnings / notify maintenance personnel that a utility shut down may occur and **GAS ONLY SHOULD BE SHUT DOWN** if he hears a tornado **WARNING**.
- ☐ During a tornado **WATCH**, a student may be released to a parent or to someone listed on the student's emergency release form.
- ☐ If at dismissal time the weather is threatening, consideration should be given to retain students until the threatening period is over.

Teachers

- ☐ Close windows where necessary.
- ☐ Remind students of tornado drill procedures.
 - Define shelter area to be moved to.
 - Review “drop and tuck” position facing wall.
 - If immediate action is called for over Intercom, drop and tuck **UNDER DESKS** if instructed to do so.

A **TORNADO WARNING** means that a tornado has actually been sighted. An outdoor warning siren is activated and may be repeated if necessary.

Principal's Office

- ☐ Immediately make Intercom announcement:
 - Move all occupants to tornado shelter, in bathrooms and locker rooms.
 - **IMPORTANT**: If a tornado is spotted or is imminent, issue a command to “drop and tuck” immediately where they are, under desks.
- ☐ Parents arriving at school to pick up students should be invited to shelter inside, but not allowed to remove students.
- ☐ Keep all exterior doors **CLOSED**.
- ☐ Monitor the weather conditions.
- ☐ A battery operated AM/FM radio receiver should be maintained in the secretary's office to receive updated weather reports and instructions.

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Teachers

- ☐ Evacuate students to designated shelter areas.
 - Take roster to shelter.
 - Leave classroom door open.
- ☐ Have students sit quietly on the floor.
- ☐ Take roll and account for all students.
- ☐ If you are given a “drop and tuck” command, ensure that students face the wall in the disaster position.

2. Blizzard or Severe Snowstorm

Principal’s Office

- ☐ Assess impact of severe snowstorm on the operation of the school day.
- ☐ Notify television / radio stations if school will be canceled:
 - WMOI (FM) 734-9452
 - WRAM (1332 AM) 734-9452
 - WHBF TV Channel 4 (Quad Cities) 888-817-1845
 - KWQC TV Channel 6 (Quad Cities) 319-383-7048
 - WQAD TV Channel 8 (Quad Cities) 309-736-3300
- ☐ Notify staff of weather decision.
- ☐ If during school day, the principal shall assess situation and inform staff.

3. Earthquakes

Since earthquakes occur without warning, students are taught methods of protecting themselves.

When an earthquake strikes, for one or two minutes, the solid earth may pitch and roll. While the motion is frightening, unless something shakes down on you, it is harmless. Other signs of an earthquake include: Low rumbling noise, like thunder; objects sliding or crashing together; and difficulty in standing.

Duck, Cover and Hold on Procedure

Students and staff members **DROP** to their knees, take **COVER** under a table or desk, take hold of the desk, and face away from the windows.

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Drill procedures are practiced each semester.

- Implement earthquake safety procedures.
 - ✓ **Classroom** - DROP and crawl beneath desks or tables. COVER head with both arms, face away from glass.
 - ✓ **Hallways** - Move to an interior wall, DROP and COVER head with both arms.
 - ✓ **Gym**- Set up cafeteria tables, CRAWL beneath tables, and COVER head with both arms.
 - ✓ **Bus / Car** - STOP the vehicle, DROP to the floor until the tremor stops, exit the vehicle, and move to an open space.
 - ✓ **Outdoors** -MOVE AWAY from buildings, trees, and utilities. LIE DOWN or SIT covering head with both arms. Stay together in open space and await further instructions.

- Follow other safety precautions and instructions
 - ✓ When signs of earthquakes are felt or heard, the teacher should shout DROP” and safety procedures implemented.
 - ✓ Do not strike a match (possible gas leaks).
 - ✓ Do not evacuate the building until instructed.
 - ✓ To evacuate, use the fire escape routes established.
 - ✓ If possible, proceed to open areas.

After the Earthquake

Principal’s Office

- ❖ Assess evacuation necessity and whether 911 needs to be called for rescue personnel.
- ❖ If necessary, signal evacuation with means available.
 - Alert staff to any hazards along evacuation route.
 - Take Emergency Plan with you.
 - Assemble incident team and be prepared to respond to injuries, fires, hazardous materials, and trauma.
- ❖ Alert maintenance and cafeteria personnel to shut off gas and electricity at the main switches, if possible. All gas appliances and motors need to be shut off.

Teachers

- ❖ Stay under shelter until shaking stops.
 - Be prepared to evacuate immediately if fire is a danger.
 - Stay calm and review evacuation procedures with students.
- ❖ Report any critical injuries to principal and account for all students.
- ❖ When instructed to evacuate, move students along evacuation route to the outdoors.
 - Remain with critically injured students.
 - Arrange to evacuate other students.
 - Take roll again and account for all students.
 - Stay calm and reassure students.

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Facility Crisis

1. Fire

Principal's Office

- ✓ Sound the fire alarm to commence evacuation upon any discovery of a fire. Use Intercom if alternate evacuation route is to be used.
- ✓ Call 911 for fire department notification. Use fire extinguisher, if appropriate.
- ✓ Evacuate all staff and students to pre-designated areas.
- ✓ Pre-appointed staff members should search all areas of building for those left behind.
- ✓ Ensure that maintenance and cafeteria personnel have turned off all motors, fans, and other power-driven equipment.
- ✓ After total roster is collected, notify firemen of any missing persons.
- ✓ If students are to be dismissed, Immaculate Conception Church will be the check-out area.
- ✓ If students are to return to school, a recall bell signal will be given - one long ring.
- ✓ Signal "all clear - return to class" when appropriate.
- ✓ Fire drills are to be conducted in accordance with the school code and Immaculate Conception School's policy.

Teachers

- ❖ Evacuate when the fire alarm is sounded.
 - Be aware of pre-designated evacuation route.
 - Take grade book with you.
- ❖ Close the classroom door and turn out the lights.
- ❖ Leave the building in an orderly, quiet manner.
- ❖ Take roll at the evacuation site to ensure that all students are accounted for.
 - Report any missing students IMMEDIATELY to firemen.
 - Keep students at least 500 feet from building and out of the way of emergency vehicles.
- ❖ Render first aid as necessary.
- ❖ Maintenance staff and teachers trained in the use of fire extinguishers may fight small fires.
 - Do not endanger life.
 - Do not neglect to sound fire alarm.
 - Confine the fire by closing the door to the area involved.

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- ❖ Staff and students are not to return to the building until the fire department officials declare the area to be safe.

2. Hazardous Materials

Warning of a hazardous materials incident is usually received from fire, police, or emergency services officials. When such an incident is close to the school, a threat to the safety of the school may occur. Some hazardous material releases may include an overturned tanker truck, or train as well as a broken fuel line, gas leak, or a commercial establishment that uses chemicals which may be hazardous. Whether the incident occurs at the school or off the school grounds, the following procedures are to be followed.

Principal's Office

- ✓ Call 911 for Police and Fire Departments.
- ✓ The Fire Department's HAZ-MAT officers will assess the need to evacuate the building or the school grounds.
- ✓ If told to evacuate, move crosswind, not directly with or against the wind which may carry fumes.

Teachers

- ✓ Follow instructions of the principal.
- ✓ If evacuation is necessary, follow evacuation route as determined by the principal.
- ✓ Take class grade book and take roll.
- ✓ Do not return to the building until directed to do so by the principal.

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3. Utility Emergencies

Principal's Office

- ❖ In the event of ELECTRIC POWER FAILURE:
 - Call Ameren Illinois at 1-800-755-5000.
 - Call Water Company at EMC-Monmouth Water and Sewer at 734-6028.
 - Instruct staff / students to either remain in place or evacuate the building.

- ❖ In the event of a GAS LINE BREAK:
 - Evacuate the building immediately, if necessary.
 - Call Ameren Illinois at 1-800-755-5000.
 - Call 911 for Police and Fire Department.
 - Inform cafeteria director.
 - Evacuate to church and use assigned areas.

Teachers

- ❖ Follow instructions from the principal.

4. Bomb Threat

Principal's Office

- ❖ Call 911 and report a threatening call has been received. Do not mention a bomb, if possible, to avoid media coverage. Tell dispatcher not to put it out over the regular frequency. Make the notification to police by Mobile Data Terminal.

- ❖ Make the decision to evacuate the building or not.

- ❖ Do not use radios or electronic bells. (Bombs can be activated by radio signals and electronic devices.)

- ❖ Pass information to teachers.

- ❖ If evacuation is made, the following should be considered:
 - It should be a minimum of 500 feet.
 - Teachers will make visual checks of their classrooms reporting anything unusual to police.
DO NOT TOUCH ANYTHING SUSPICIOUS.

- ❖ Wait for "all clear" from police before allowing students back into the building.

- ❖ File an incident report.

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Teachers

- ✓ Evacuate when advised.
- ✓ Bring grade book with you and take roll call at evacuation holding area.
- ✓ Take attendance when students are assembled outside. Give attendance report to principal.

Person Receiving Phone Call

- ❖ Keep the caller on line for as long as possible and do not hang up.
- ❖ If a student receives the call, students should get an adult to the phone as quickly as possible.
- ❖ Signal someone to alert the principal.
- ❖ Write down all the information given by the caller.
- ❖ Use a Bomb Threat Checklist. (Appendix E)
- ❖ Attempt to guess caller's age, sex, race, and any accent.
 - Identify any background noises.
 - Write down any impressions of caller.

5. Vandalism

Principal's Office

- ❖ Notify the pastor / priests of the damage.
- ❖ Assess the damage.
 - Cordon off area.
 - Call 911 for police if vandalism is occurring at the time; otherwise use Non-Life Threatening number 734-8383.
 - Take photos of the damage.
 - Note time, location, extent, and kind of damage.
 - After the police have seen the damage, call maintenance to clean up or repair damage.
 - Attempt to identify vandal(s).
- ❖ Find witnesses, if possible.
 - File appropriate charges against vandal(s).
 - If student(s), notify parents.
 - Follow disciplinary action according to school's student code of conduct.
- ❖ File complete report of losses and damages.

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Teachers

- ✓ Notify principal of damage.
- ✓ Report names of vandal(s), if known.

Violence Crisis

1. Violent Actions

Violent actions are defined as a physical assault, fights, verbal assaults, and / or verbal threats, wears, and / or threat of weapons

All faculty members can have a calming effect by their actions and reactions to the situation. Good judgment and reasoned action will minimize the disturbance. Individual fear or emotion must be controlled and not communicated to students.

Principal's Office

- ❖ Assess situation.
- ❖ Call 911 if an individual(s) refuse to cooperate, Initiate ALICE Procedures
- ❖ Assist police in any way requested.
- ❖ Follow disciplinary action in accordance with the school's code of student conduct.
- ❖ File an incident report.

Teachers

- ❖ Make verbal contact in a calm, low toned voice.
- ❖ If behavior does not cease, shout "Stop," then lower your voice and encourage student(s) to go to the principal's office with you.
- ❖ If the student(s) refuses to cooperate, notify the principal that you need assistance with a problem.
- ❖ If weapons are involved initiate ALICE lockdown procedures

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2. Sexual Assault

Principal's Office

- ❖ Isolate victim and assess for need of emergency personnel.
- ❖ Isolate suspect, if possible. Call 911 if there is a risk of violence or fleeing.
- ❖ Isolate witnesses and do not allow them to talk to anyone or each other.
- ❖ Protect the crime scene if done on school property.
- ❖ Obtain victim's emergency health information.
- ❖ Notify parents of students involved.
- ❖ Call police: 734-8383.
- ❖ Inform staff; seek counseling services; and facilitate any investigations by civil authorities.

3. Weapons or Hostage

Teachers / Staff

- ✓ Notify principal immediately.
- ✓ Complete incident report as soon as possible.

Principal's Office

- ❖ Call 911 for police.
- ❖ If weapon is suspected:
 - Have police officer bring the student to the office with a backpack, purse, books, and other possessions.
 - Ensure that at least 2 adults and a police officer are present at the meeting.
 - The police officer will search for the weapon.
 - If a weapon is found, police will remove student.
 - Notify parents.
 - Follow disciplinary action in accordance with the school's code of student conduct.

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- ❖ If weapon is visible:
 - Initiate ALICE Lockdown Procedures
 - **ALERT: Use plain and specific language to Alert others to the danger.**
 - **LOCKDOWN: Barricade the room. Prepare to Evacuate or Counter if needed.**
 - **INFORM: Communicate the violent intruder's location and direction in real time.**
 - **COUNTER: Create Noise, Movement, Distance and Distraction with the intent of reducing the shooters ability to shoot accurately. Counter is NOT fighting.**
 - **EVACUATE: When safe to do so, remove yourself from the danger zone.**
 - ◆ Announcing a lockdown at this time on the Intercom. All teachers are to lock doors, close blinds and cover door window.
 - ◆ Have administrative staff evacuate any students in public areas or locked out of classrooms to a safe area outside the building.
 - ◆ Evacuate building by Intercom announcement.
 - ◆ **DO NOT USE FIRE ALARM SYSTEM.**

Teachers

- ❖ Notify the principal as soon as possible and advise whether a weapon is suspected or visible.
- ❖ Try to calm student and others.
- ❖ STOP
 - Do not approach the student.
 - Do not attempt to confiscate the weapon.
- ❖ If weapon is visible or student is threatening:
 - Initiate ALICE Lockdown/Procedures
 - **ALERT: Use plain and specific language to Alert others to the danger.**
 - **LOCKDOWN: Barricade the room. Prepare to Evacuate or Counter if needed.**
 - **INFORM: Communicate the violent intruder's location and direction in real time.**
 - **COUNTER: Create Noise, Movement, Distance and Distraction with the intent of reducing the shooters ability to shoot accurately. Counter is NOT fighting.**
 - **EVACUATE: When safe to do so, remove yourself from the danger zone.**
- ❖ Advise staff police are on the scene
- ❖ When police arrive, do as they advise.
- ❖ After incident, file report as soon as possible.

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4. Disturbances or Demonstrations

Teachers / Staff

- ❖ Notify principal immediately. Step back and wait for assistance.

Principal's Office

- ❖ Evaluate severity of situation as soon as possible.
- ❖ If serious problem:
 - Call 911 for police.
 - Be prepared to:
 - Bring all students / staff indoors.
 - Lock all doors.
 - Intercom announcement of a lock down.
 - Deny unauthorized access to building.
 - Advise students / staff of situation.
 - Hold students past dismissal, if necessary.
- ❖ If conflict is within building, make verbal contact, calmly.
 - If behavior does not cease, shout “**Stop**,” then lower voice.
 - Separate factions and try to move to a more isolated area.
 - Await arrival of police and cooperate.
 - Identify participants.
 - Notify parents.
 - Take disciplinary action in accordance with the school’s student code of conduct.
- ❖ File an incident report.

NOTE

- ☐ Understand that violence is time-lined. If you can delay long enough, it will subside.
- ☐ Never grab or touch violent students unless they are causing harm to themselves or others.
- ☐ Try to get the area emptied of other students so there is less audience and less danger.

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5. Intruders

Teachers / Staff

- ❖ Report any suspicious person to the principal immediately.
- ❖ Initiate ALICE Procedures

Principal's Office

- ❖ If they refuse to leave and do not mean harm to anyone:
 - Remind them that they are in violation of the law.
 - Alert them that police will be called.
 - If continued refusal, call non-emergency number: 734-8383.
 - If severe situation, call 911 and announce a lock down.
- ❖ File an incident report.

III. Post-Crisis Response Guidelines

Teachers

- ❖ Provide a safe place -- give them safety and acceptance.
- ❖ Tell child early and after that you are available to listen and to talk.
- ❖ Help students brainstorm what they can do to help themselves feel safe and more comfortable.
- ❖ Keep in contact with the parent.

Administration

- ❖ Coordinate community response.
- ❖ Help parents understand reactions to crisis.
- ❖ Help teachers and other staff deal with their reactions to crisis.
- ❖ Help students and faculty adjust after the crisis.

Activities to Calm Children

A first step for parents is to understand the kinds of fear and anxiety a child experiences. Recognize that a child who is afraid is afraid! Parental understanding and helpful intervention can reduce the severity of fears and prevent more serious problems from developing. Listen to what your child tells you about his / her fears. Explain as well as you can about the disaster and about the known facts and encourage your child to ask questions or describe what they are feeling.

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Immediately following a quake, fire, flood or other disaster:

- ✓ Keep children as quiet as possible.
- ✓ Encourage deep breathing exercises.
- ✓ Sing familiar songs, such as carols, nursery rhymes, etc. (Primary only)
- ✓ Play word guessing games.
- ✓ Talk about happy memories that they can recall.
- ✓ Make a plan for what they will do over the next 24 hours.
- ✓ Whenever possible, give children tasks to perform as part of the response.
- ✓ Mostly, keep children in their area, quiet, seated, and breathing deeply and regularly.

Additional Follow-Up:

- ✓ Make a deliberate effort to avoid inactivity and get back to routine, indicate to the child that you are maintaining control.
- ✓ Be understanding but firm, be supportive, and make decisions for the child.
- ✓ Maintain discipline which sets boundaries that provide stability.
- ✓ As much as possible, **STAY TOGETHER.**