



# **PRAIRIE-HILLS ELEMENTARY SCHOOL DISTRICT 144**

## **CRISIS RESPONSE INTERVENTION PLAN 2022-2023**

<b>Name of Drill</b>	<b># required</b>	<b>Notes</b>
Fire Drill Evacuation	3 annually	1 shall involve the fire dept.
Bus Evacuation	1 annually	
Law Enforcement (active shooter)	1 annually	No later than 90 days into the year
Severe Weather/Shelter in	1 annually	Place Shall address weather (tornadoes, sheer winds, lightning) and external gas/chemicals

### **Crisis Response Intervention Team (CRIT)**

<b>Responsibility</b>	<b>Staff Person</b>	<b>Name</b>	<b>Location</b>
<b>CRIT Team Administrator</b>	<b>Superintendent</b>	<b>Dr. Kimako Patterson</b>	<b>Central Office</b>
<b>Site Coordinators</b>	<b>Superintendent Asst. Superintendent Asst. Superintendent</b>	<b>Dr. Kimako Patterson Dr. Kenneth Scott Dr. BurnettJohnson</b>	<b>Central Office</b>
	<b>Dir. Build. &amp; Grounds</b>	<b>Foy Bryant</b>	<b>Central Office</b>
	<b>Custodian</b>	<b>Marvin Douglas</b>	
<b>Sweep Team Coordinators</b>	<b>CRIT Team Member</b>	<b>Building Administrators</b>	<b>School Buildings</b>
	<b>CRIT Team Member*</b>	<b>2nd in command</b>	<b>School Buildings</b>
	<b>CRIT Team Member*</b>	<b>Social Workers/Counselors</b>	<b>School Buildings</b>
	<b>CRIT Team Member*</b>	<b>Psychologist</b>	<b>School Buildings</b>
	<b>CRIT Team Member</b>	<b>Music Teachers</b>	<b>School Buildings</b>
	<b>CRIT Team Member</b>	<b>Media Specialist</b>	<b>School Buildings</b>
	<b>CRIT Team Member*</b>	<b>Resource Teachers</b>	<b>School Buildings</b>
<b>Media Coordinator</b>	<b>Superintendent</b>	<b>Dr. Kimako Patterson</b>	<b>Central Office</b>
<b>Parent Coordinators</b>	<b>Social Worker</b>	<b>Each building social worker</b>	<b>School Buildings</b>

## **Crisis Response Intervention Team Responsibilities (CRIT)**

<b>Administrator-in-Charge:</b>	Will coordinate emergency response effort. Directs that necessary notifications are made. Coordinates police, fire, medical response. <i>Remains in the Command Center (office) and manages the crisis.</i>
<b>First-Aid Responders:</b>	Will provide emergency first aid until medical assistance arrives.
<b>Site Coordinators:</b>	Will respond to site of emergency and control access to the affected area. Preserves the crime scene until police arrive and assume control.
<b>Police/Fire/Medical:</b>	Will meet emergency personnel and direct them to the scene. Returns to front of school and directs media, parents and central office personnel to appropriate locations.
<b>Sweep Team Coordinators:</b>	Will assemble adults who do not have supervisory duties into three-person sweep teams who will check the restrooms, hallways, and other non-classroom areas for students and/or outsiders. They will also pick up "missing student" lists from each teacher in their assigned sweep area. <b>Coordinators</b> will assemble the lists of missing students and forward to the Command Center.
<b>Parent Coordinators:</b>	Will be responsible for dealing with parents who may respond to the school. They will advise parents of the situation and advise them whether their child is or isn't involved in the emergency. After the Code red has been rescinded, assist those parents who wish to take their child home.
<b>Secretary</b>	Maintains emergency related records. Keeps running record with times of events. (See Form)

## Emergency Telephone Numbers

<b>EMERGENCIES-911</b>	<b>Phone Number</b>
Police Department	708-335- 9640
Fire Department	708-335-9630
E-COM	708- 799-6403
Hazardous Materials	800-424-8802
Protective Services/ Child Abuse	800-422-4453 800-252-2873
Poison Control Center	800-222-1222
Gas Company/ NICOR	888-642-6748
Electrical Power Company/ COMED	800-334-7661
Telephone/ SBC-AT & T	888-611-4466
Superintendent's Office	210-2898 x2108
Attorney	Mr. Bob Riley
Director of Transportation/ Road Conditions	Carrie Ablin 708-210-0281
Ingalls Hospital	333-2300
South Suburban Hospital	799-8000
St. James-Olympia Fields Hospital	708-747-4000
Public Health Depart./ Chgo Hghts	753-5800
Mental Health Dept./ Grand Prairie	331-0500 (Harvey) 800-345-9049 (Chicago)
American Red Cross/ Chgo	800-337-2338
Weather Bureau	815-834-1435

## Code Red- General Procedures

A **CODE District 144** is declared when, in the opinion of the Administrator-in-Charge, a situation exists that threatens the safety of students and staff and requires that they remain in their classrooms.

### **Code District 144**

The Crisis Response Intervention Team (CRIT) responds to the Command Center. **All Adults** not having supervisory responsibilities for students will report to the Media Center for assignments.

### **Code District 144 - IN**

**NO ONE MOVES.** The situation is unstable, and the risks are too great to have anyone moving about the school until the police arrive and assist in the assessment of the incident.

### **Special Note:**

There will always be a need to have restrooms checked for students during a crisis. This task will have to fall to an administrator during a **CODE 144 - IN**

## Administrator-in-Charge Responsibilities

- Direct 911 be called
- Declare **CODE 144 - IN**
- Direct school bells be turned off
- Directs **First-Aid Responders** to scene
- Briefs CRIT on the situation
- Secures accident/crime scene
- **Remains in the Command Center and manages the crisis**

## Classroom Teachers/Aides Responsibilities

- Clear the hallways and bathrooms. Move everyone into the classroom.
- Close & lock classroom door (if possible), turn off lights, close curtains.
- Make a list of all students **not** in the classroom when **CODE 144 - IN** is declared. Make a list of any extra students in the classroom when a **CODE 144 - IN** is called. Note if any guests are present.

- After attendance procedures place **GREEN / RED** Status Card in position.
- Maintain order and keep students silent in the far corner of the classroom- away from the doors and windows, along an interior wall.
- Do not allow anyone to leave until the "All Clear" is given.
- Ignore all bells and alarms unless otherwise instructed.
- Be prepared to immediately exit if the situation dictates.
- If directed to evacuate the classroom, take the emergency **FOLDER** with you
- If sent outside, move students to the designated off-campus assembly area and wait.
- Do not attempt to contact the office **unless** an emergency arises in your classroom or you have pertinent information concerning the current emergency
- When you hear **CODE OK** resume normal day

# BOMB THREATS CODE 144 - OUT

## Procedures: Phone Threat

1. Listen to the message without interrupting the caller
2. Write down the message, noting time of call, unusual background noises, and estimated age of caller - use **YELLOW** caller cards
3. Try to keep the caller talking
4. Attempt to ascertain from the caller the type of bomb, where placed, time of detonation, and reason school has been targeted.
5. If school has **Caller ID**, note the number from which call was made.
6. Immediately notify the Administrator-in-Charge of the call and content of the message.

Administrator's Responsibilities	Teacher's/Staff Responsibilities
<ol style="list-style-type: none"> <li>1. If the threat is deemed valid:               <ul style="list-style-type: none"> <li>▪ Call 911- advise building is being evacuated because of a bomb threat</li> <li>▪ Activate CRIT</li> <li>▪ Turn off bell system</li> <li>▪ Turn off all two-way radios</li> </ul> </li> </ol> <p>Do not utilize the fire alarm system to evacuate the building</p> <ol style="list-style-type: none"> <li>2. Dispatch CRIT to notify each classroom of the need to evacuate the school. While completing this task conduct a limited search of common areas of the school.</li> </ol> <p>In consultation with police/fire officials, determine when it is safe to re-enter the school.</p>	<ol style="list-style-type: none"> <li>1. Upon receipt of notification <b>"CODE 144- OUT"</b>, conduct a limited search of classroom to determine if any strange or unknown objects are in the room. <b>If something found, do not touch- notify team.</b></li> <li>2. Proceed to pre-designated evacuation point with emergency <b>FOLDER</b></li> <li>3. Maintain control of students and advise CRIT members of any missing children using <b>GREEN</b> or <b>RED</b> card system.</li> <li>4. Do not re-enter the building until directed to do so by a CRIT member or someone in authority.</li> </ol>

## Code Red Respond-Responsibilities of CRIT Members/Sweep Team

Report to Principal

In teams, check the restrooms, hallways, and other non-classroom areas for students and/or suspicious packages/devices.

# BUS ACCIDENTS

## PROCEDURES

1. Upon receipt of notification of accident, obtain the following information:
  - a) Bus number or route number
  - b) Location of accident
  - c) Number of injured students and adults
  - d) Time of accident
  - e) Whether police/fire/ambulance is on scene
  - f) Location of where injured parties have been taken
  - g) Whether additional buses are needed to transport non-injured students
2. Notify the Administrator-in-Charge

Administrator's Responsibilities	Responsibilities of Bus Supervisor
<ol style="list-style-type: none"> <li>1 Dispatch CRIT to accident scene with Emergency Response Kits.</li> <li>2 Notify the Superintendent's office</li> <li>3 Obtain a list of students who were on the bus and have Emergency Notification Sheets pulled.</li> <li>4 Determine if siblings of bus-riding students are still at school. (It may be necessary to advise them of the accident and arrange for parent pick-up.</li> <li>5 When advised by CRIT members on the scene of the current status, direct appropriate notifications be made.</li> <li>6 If appropriate, respond to the hospital</li> </ol>	<ol style="list-style-type: none"> <li>1 Assess the situation and call <b>911</b></li> <li>2 If danger of fire or vehicle is in precarious position, evacuate the bus and direct students to safe location.</li> <li>3 Have older students assist younger students.</li> <li>4 Notify the school of the accident and the extent of any injuries.</li> <li>5 Keep children under control. Have adults in area assist with tasks.</li> <li>6 If students are transported to hospitals, determine which student(s) are going to which hospitals.</li> </ol>

### Responsibilities of CRIT Members responding to the Scene

Assess the current situation and advise the principal  
 Assist in the movement and/or control of non-injured students.  
 If parents arrive on the scene and wish to remove their child/children, record this information on the Emergency Student Release Form.  
 Designated CRIT Member(s) respond to the hospital(s) and provide support to injured students and their parents.  
 Keep the principal updated on all medical conditions of students and staff  
 The Superintendent will handle media inquiries at the accident scene. The hospital spokesperson will handle any inquiries regarding treatment of the injured.



# Kidnapping/Missing Student

<b>Procedures</b>
1 Upon learning that a child has been abducted or missing, immediately notify the Administrator-in-Charge.
2 Obtain a detailed description of abductor, including physical appearance, and color of clothing, and make, model, color, license number of any vehicle used in the abduction.
3 In the case of a missing child, obtain a detailed description of clothing, and the time and location when the child was last seen.
4 Await arrival of police.

<b>Administrator's Responsibilities</b>	<b>Teacher's/Staff Responsibilities</b>
<p style="text-align: center;"><i><b>Abduction</b></i></p> <ol style="list-style-type: none"> <li>1 Call <b>911</b> and advise of abduction</li> <li>2 Provide the <b>911</b> operator with a description of the vehicle with license plate number, if known.</li> <li>3 Notify custodial parent.</li> <li>4 Provide support services as needed</li> <li>5 If other students witnessed this abduction, it may be necessary to notify their parents, as the children will be upset.</li> <li>6 It may be advisable to brief CRIT Members on the situation and arrange for counselors the next day.</li> </ol> <p style="text-align: center;"><i><b>Missing Student</b></i></p> <ol style="list-style-type: none"> <li>1 Activate CRIT and conduct an immediate search of school and school grounds.</li> <li>2 Call <b>911</b> and parents of missing student.</li> <li>3 Check student's locker and desk for any indication of why incident occurred.</li> <li>4 Interview student's friends for information</li> </ol>	<p style="text-align: center;"><i><b>Abduction</b></i></p> <ol style="list-style-type: none"> <li>1 If abduction occurs while class is in session, attempt to persuade the abductor not to commit the act.</li> <li>2 If unsuccessful, do not place yourself or other children in harm's way.</li> <li>3 Immediately notify office and provide as many details as possible.</li> <li>4 Maintain control of students.</li> </ol> <p style="text-align: center;"><i><b>Missing Student</b></i></p> <ol style="list-style-type: none"> <li>1 Immediately notify the office when advised a student is missing.</li> <li>2 Assist administrator with questioning of friends and fellow classmates as to why the student is missing.</li> <li>3 Maintain control of remaining students.</li> </ol>

<b>Code Red Respond-Responsibilities of CRIT Members/Sweep Team</b>
<p>Report to principal</p> <p>In teams, check the restrooms, hallways, and other non-classroom areas for students and/or outsiders.</p>

## Death of a Student/ Staff Member

### Procedures

*Not occurring on school property*

Upon notification of death, arrange for an emergency staff meeting where procedures will be reviewed and current information be provided.

Arrange for counseling services for staff and students.

Prepare a notice to be sent home to parents with particulars regarding any arrangements that may have been decided by the family of the deceased.

*If death occurred during the school day, on school property, follow the **CODE 144 - IN** procedures.*

Administrator's Responsibilities	Teacher's/Staff Responsibilities
<ol style="list-style-type: none"> <li>1 Call a meeting of CRIT Members to formulate the school's response to the notice.</li> <li>2 Activate the telephone tree to school staff if notification is received after school hours or during non-school days.</li> <li>3 Contact family-friends of the deceased to offer support and obtain information regarding arrangements.</li> <li>4 Arrange for appropriate counseling services.</li> <li>5 Update information to staff and parents as it becomes available.</li> <li>6 Work with family (ies) on funeral/memorial plans.</li> <li>7 If the student or staff member had personal property in school, secure the property including locker contents, until authorized to release it to family or a relative.</li> </ol>	<ol style="list-style-type: none"> <li>1 Keep informed of plans and procedures that may be implanted in response to the death.</li> <li>2 Be observant of students' and fellow staff members' reaction to news. If required, refer the person(s) to counseling.</li> <li>3 Do not deny your own emotional response to this situation, and seek appropriate help.</li> <li>4 Assist in bringing closure to this event.</li> </ol>

### **CRIT Members/Sweep Team Responsibilities**

Keep a copy of the Crisis Plan at home and at school for ready access

## Hostage/Armed Intruder

### Procedures

- 1 Assess the situation and remain calm.
- 2 Notify the Administrator-in-Charge of situation and call **911**.
- 3 Obtain accurate information:
  - a. Where in the building is the event occurring?
  - b. How many are involved (both perpetrators and hostages)?
  - c. What demands, if any, have been made?
- 4 Render appropriate assistance

<b>Administrator's Responsibilities</b>	<b>Teacher's/Staff Responsibilities</b>
<ol style="list-style-type: none"> <li>1 Direct <b>911</b> be called.</li> <li>2 If appropriate, declare a <b>Code 144-IN</b>. Follow established procedures for a <b>Code 144 - IN/OUT</b></li> <li><b>3 Isolate the area.</b></li> <li>4 Direct that all appropriate notifications be made.</li> <li>5 Await the arrival of the police, and provide needed assistance.</li> <li>6 If the decision is made to evacuate the unaffected portion of the school, accountability for all evacuated students and staff becomes a critical issue.</li> <li><b>7 Remember that the job of resolving the incident belongs to the police. The administrator's job is to facilitate their efforts.</b></li> </ol>	<ol style="list-style-type: none"> <li>1 If directly involved, follow the instructions of the intruder.</li> <li>2 Attempt to summon help if it can be accomplished without placing yourself or others in further danger.</li> <li>3 Await the arrival of the police.</li> <li>4 Remember, time is on your side. Don't threaten or attempt to intimidate or disarm the intruder.</li> <li>5 If students are involved as victims, attempt to keep them calm and minimize their involvement with the intruder.</li> <li>6 If not directly involved, follow instructions quickly and without comment.</li> <li>7 When notified of the <b>Code 144 - IN/OUT</b>, follow established procedures.</li> <li>8 Be able to account for all students under your control.</li> </ol>

### **Code Red Respond-Responsibilities of CRIT Members/Sweep Team**

In teams, check the restrooms, hallways, and other non-classroom areas for students and/or outsiders. They will also pick up "missing student" lists from each teacher in their assigned sweep area. **Coordinators** will assemble the lists of missing students and forward to the Command Center.

# Natural/ Environmental Disasters

## Fires/Tornadoes/Earthquakes/Gas Leaks/Toxic Spills

### Fires

#### Procedures

- 1 Students will form a line quickly, quietly, and in an orderly manner.
- 2 There should be no running and all movement should be according to the prearranged fire exit plan that is posted in each classroom.
- 3 Take Emergency Go Kit.
- 4 Windows and doors should be closed. The last person out of the classroom will close the door.
- 5 No one should stop to retrieve coats or materials.
- 6 Each class will proceed to a pre-determined point outside of the building.

Administrator's Responsibilities	Teacher's/Staff Responsibilities
<ol style="list-style-type: none"> <li>1 Pull Fire Alarm if not already activated.</li> <li>2 Disseminate CRIT</li> <li>3 Assist/Supervise safe evacuation of building</li> <li>4 In consultation with police/fire officials, determine when it is safe to re-enter the building.</li> </ol>	<ol style="list-style-type: none"> <li>1 Pull Fire Alarm if not already activated</li> <li>2 Assist in safe evacuation of students by following posted fire exit plan.</li> <li>3 Take Emergency Go KIT with you.</li> <li>4 Proceed to designated evacuation location with <b>Class Attendance Log</b></li> <li>5 Maintain control of the students</li> <li>6 Hold up Green or Red status card to advise CRIT members of any missing or unaccounted-for students</li> <li>7 Do not enter the school until directed to do so by an administrator, CRIT Member or Police/Fire authority</li> </ol>

#### Responsibilities of CRIT Members/Sweep Team

Assess the current situation and advise the principal  
 Assist in the movement and/or control of non-injured students.  
 If parents arrive on the scene and wish to remove their child/children, record this information on the Emergency Student Release Form.  
 Designated CRIT Member(s) respond to the hospital(s) and provide support to injured students and their parents.  
 Keep the principal updated on all medical conditions of students and staff  
 The Superintendent will handle media inquiries at the scene. The hospital spokesperson will handle any inquiries regarding treatment of the injured.

# Natural/ Environmental Disasters

## Fires/Tornadoes/Earthquakes/Gas Leaks/Toxic Spills

### Tornadoes

#### Procedures

- 1 Students will form a line quickly, quietly, and in an orderly manner.
- 2 There should be no running and all movement should be according to the prearranged Tornado exit plan that is posted in each classroom.
- 3 Take Emergency Go Kit.
- 4 Windows and doors should be open. The last person out of the classroom will leave the door open.
- 5 No one should stop to retrieve any materials.
- 6 When the alarm sounds, each class will proceed to their designated areas as instructed.
- 7 Students will kneel on the floor in the hallway with heads down, facing a wall or locker away from any glass.
- 8 Students are to place their hands over their heads.
- 9 Absolute silence must be maintained

Administrator's Responsibilities	Teacher's/Staff Responsibilities
<ol style="list-style-type: none"> <li>1 Sound Alarm (3 long bells- pause, 3 long bells, pause, 3 long bells)</li> <li>2 Supervise/monitor hallways</li> <li>3 Determine when it's safe to issue an all clear</li> <li>4 In the event of a disaster activate CRIT</li> </ol>	<ol style="list-style-type: none"> <li>1 Open classroom doors, windows and turn off lights</li> <li>2 Assist students to designated area as instructed on tornado map.</li> <li>3 Take Emergency Go KIT and proceed to designated location with <b>Class Attendance Log</b></li> <li>4 Assist students in assuming the required safety position.</li> <li>5 Do not dismiss students until warning has been lifted by Emergency Management and school district administration</li> </ol>

#### Responsibilities of CRIT Members/Sweep Team

Assess the current situation and advise the principal  
 Assist in the movement and/or control of non-injured students.  
 If parents arrive on the scene and wish to remove their child/children, record this information on the Emergency Student Release Form.  
 Designated CRIT Member(s) respond to the hospital(s) and provide support to injured students and their parents.  
 Keep the principal updated on all medical conditions of students and staff  
 The Superintendent will handle media inquiries at the accident scene. The hospital spokesperson will handle any inquiries regarding treatment of the injured.

# Natural/ Environmental Disasters

## Fires/Tornadoes/Earthquakes/Gas Leaks/Toxic Spills

### Gas Leaks/Toxic Spills

#### Procedures

Administrator-in-Charge will call **911**

**If gas leak DO NOT activate fire alarm or any other electrical equipment -  
EVACUATE IMMEDIATELY**

Administrator will determine if evacuation is needed

Administrator's Responsibilities	Teacher's/Staff Responsibilities
1 If vapor or fire is present evacuate immediately	1 Notify the Administrator-in-Charge
2 Call <b>911</b>	2 Wait for instructions from Administrator
3 <b>Describe condition and type of hazardous material if known</b>	3 If evacuating, take Emergency Go KIT and proceed to designated location with <b>Class Attendance Log</b>
4 Notify Superintendent/Director of Buildings & Grounds	4 Supervise students
5 If possible have custodian shut off supply line to tank or system	5 If parents arrive wanting to take students home do not release them until they have signed proper form (see CRIT member)
6 Confine area by closing doors and floor drains	
7 Activate CRIT	
8 Evacuate to Safe Haven Location if needed	
9 Take Emergency Kit with you if evacuating	

#### Responsibilities of CRIT Members/Sweep Team

Assess the current situation and advise the principal

Assist in the movement and/or control of non-injured students.

If parents arrive on the scene and wish to remove their child/children, record this information on the Emergency Student release Form.

Designated CRIT Member(s) respond to the hospital(s) and provide support to injured students and their parents.

Keep the principal updated on all medical conditions of students and staff

The Superintendent will handle media inquiries at the accident scene. The hospital spokesperson will handle any inquiries regarding treatment of the injured.

# Electrical Malfunction

## Procedures

Administrator-in-Charge will contact building custodian  
 Administrator will notify teachers to hold classes until further notice  
 Call **911** if concerned about a fire or safety hazard  
 Administrator will call local electrical company with concerns/inquires (COMED 800-334-7661)  
 Administrator will contact district office and advise of situation and any assistance needed

Administrator's Responsibilities	Teacher's/Staff Responsibilities
<ol style="list-style-type: none"> <li>1 Contact Building Custodian</li> <li>2 Contact Director of Buildings &amp; Grounds</li> <li>3 Notify teachers to hold classes until further notice</li> <li>4 Call <b>911</b> if fire/safety concern arises</li> <li>5 Activate CRIT if needed</li> <li>6 <b>Possible Considerations:</b>                Closing school                Cafeteria food preparation capabilities                Transportation adjustments                Parent notification</li> </ol>	<ol style="list-style-type: none"> <li>1 Hold classes until further notice</li> <li>2 Retrieve flashlight from Emergency Go Kit if needed</li> <li>3 Keep students calm and on task</li> <li>4 Continue normal routine as best as possible</li> </ol>

## Responsibilities of CRIT Members/Sweep Team

Report to Administrator-in-Charge for direction  
 Monitor hallways, bathrooms, and unsupervised areas of the building  
 Check in with teachers to see if they have any needs or concerns

# Field Trip Incident

## Procedures

Be Prepared; Before leaving on the field trip make sure the building secretary has the following:

- Students list by assigned bus
- Supervision list by assigned bus
- Chaperone list and vehicle
- Map of intended route
- List of medical needs/conditions & first aid kit

Administrator's Responsibilities	Teacher's/Staff Responsibilities
1 Upon notification, determine whether to deploy additional personnel to the scene	1 Attend to any medical needs if there are injuries or complaints of pain. Call <b>911</b> if appropriate
2 Notify District Office of incident and action being taken	2 Contact administrator immediately and provide update and actions being taken
3 Contact parents of injured students to inform them of the incident and status of their child and which hospital their being transported to	3 Stay with injured students and assign uninjured students to join another group
4 Determine whether to activate CRIT Members to the scene	4 Accompany injured students to the hospital if needed
5 Contact remaining parents with update and actions being taken. Indicate any meetings or pick-up times at the school	5 Keep administrator informed of process
6 Determine whether to meet injured students at the hospital or stay and speak with parents	6 Stay at hospital until administrator arrives

## Responsibilities of CRIT Members/Sweep Team

Assess the current situation and advise the principal  
 Assist in the movement and/or control of non-injured students.  
 If parents arrive on the scene and wish to remove their child/children, record this information on the Emergency Student Release Form.  
 Designated CRIT Member(s) respond to the hospital(s) and provide support to injured students and their parents.  
 Keep the principal updated on all medical conditions of students and staff  
 The Superintendent will handle media inquiries at the scene. The hospital spokesperson will handle any inquiries regarding treatment of the injured.



# Suicide - Attempted/Actual

<b>Procedures</b>
<ul style="list-style-type: none"> <li>● Always assume the victim is alive!</li> <li>● Administer emergency first aid</li> <li>● Notify Administrator-in-Charge</li> <li>● Stay with victim until help arrives</li> <li>● Limit access to immediate area until police arrive</li> </ul>

<b>Administrator's Responsibilities</b>	<b>Teacher's/Staff Responsibilities</b>
<p style="text-align: center;"><b>Actual</b></p> <ol style="list-style-type: none"> <li>1 Assess the situation</li> <li>2 Direct that <b>911</b> be called</li> <li>3 Declare a <b>CODE 144 - IN, no lock</b></li> <li>4 Direct the appropriate notifications are made</li> <li>5 Isolate all witnesses, if students, notify their parents</li> <li>6 Direct that personal property of the victim be secured. This includes items in classroom and in locker</li> <li>7 If victim has siblings in other area schools, notify their administrators</li> <li>8 Be prepared to deal with media</li> <li>9 Arrange for counselors for students and staff</li> <li>10 Make contact with parents of deceased student</li> </ol> <p style="text-align: center;"><b>Attempted</b></p> <ol style="list-style-type: none"> <li>1 Assess situation</li> <li>2 Direct that appropriate notifications are made</li> <li>3 If required, call <b>911</b></li> <li>4 Deal with siblings (see above)</li> <li>5 If Code Red was not called, hold an emergency staff meeting at close of school to brief staff.</li> <li>6 Arrange for additional counselors if needed</li> </ol>	<p style="text-align: center;"><b>Actual/Attempted</b></p> <ol style="list-style-type: none"> <li>1 Immediately notify Administrator-in-Charge</li> <li>2 Administer first aid/CPR (if knowledgeable)</li> <li>3 Secure the area until an administrator arrives on the scene</li> <li>4 Once relieved, teacher responds to his or her classroom and maintains order</li> </ol> <p style="text-align: center;"><b>Rumors of</b></p> <ol style="list-style-type: none"> <li>1 Treat all verbal and written threats as a serious matter</li> <li>2 Immediately notify the Administrator-in-Charge about the information</li> <li>3 Assist in the evaluation of the threat with other staff.</li> </ol> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center;"><b>CRIT/Sweep Team Responsibilities</b></p> <ol style="list-style-type: none"> <li>1 Report to Administrator-in-Charge for directions</li> <li>2 Help secure area</li> <li>3 Help with interviews of student witnesses</li> <li>4 Help secure victim's personal property</li> </ol> </div>

## Evacuation/ Reverse Evacuation

### Procedures

- **When the announcement/alarm is made:**

<b>Administrator's Responsibilities</b>	<b>Teacher's/Staff Responsibilities</b>
<p style="text-align: center;"><b>Evacuation</b></p> <p>Pull Fire Alarm if not already activated. Disseminate CRIT Assist/Supervise safe evacuation of building In consultation with police/fire officials, determine when it is safe to re-enter the building.</p> <p style="text-align: center;"><b>Reverse Evacuation</b></p> <p>Announce over the intercom that a reverse evacuation is in effect Direct 911 be called Declare <b>CODE 144 - IN</b> Direct school bells be turned off Direct <b>First-Aid Responders</b> to scene Briefs CRIT on the situation Secures accident/crime scene <b>Remains in the Command Center and manages the crisis</b></p>	<p style="text-align: center;"><b>Evacuation</b></p> <p>Grab Emergency Go Kit on the way out of your room Take the closest and safest way out as posted Do not stop for student/staff belongings Go to the designated area and wait for instructions Check for injuries Take attendance. Hold up GREEN card if all present. Report missing students to command post by holding up RED card. If you have any other questions or problems hold up RED card</p> <p style="text-align: center;"><b>Reverse Evacuation</b> <i>(For emergencies requiring shelter that occur during recess or PE class)</i></p> <ol style="list-style-type: none"> <li>1 Move students/staff inside as quickly as possible</li> <li>2 Report to classroom</li> <li>3 Take attendance</li> <li>4 Use intercom system to report missing students</li> <li>5 Wait for further instructions</li> </ol>
<b>Responsibilities of CRIT Members/Sweep Team</b>	
<p>Assess the current situation and advise the principal Assist in the movement and/or control of non-injured students. If parents arrive on the scene and wish to remove their child/children, record this information on the Emergency Student Release Form. Designated CRIT Member(s) respond to the hospital(s) and provide support to injured students and their parents. Keep the principal updated on all medical conditions of students and staff The Superintendent will handle media inquiries at the scene. The hospital spokesperson will handle any inquiries regarding treatment of the injured.</p>	

# Evacuation Procedures for Students with Disabilities

## Procedures

- At the beginning of each school year all teachers who have students with special needs will meet with PPS staff and review each child's IEP as a team
- Crisis intervention/response strategies will be developed with input from each member of the teaching team
- An implementation drill will be conducted shortly thereafter

## Hearing Impaired

- Alert the students that there is an emergency—switch lights on and off to gain attention or gesture what is happening or what to do
- With simple direct gestures or sign language, point them to safety
- 

## Wheelchair Confined

- Students in wheelchairs who have respirators must have priority assistance if there is smoke, as their ability to breathe is jeopardized
- Determine if there are limitations on moving the students or if lifting may be dangerous to their health
-

## Addressing the Media

**Only the Superintendent, Assistant Superintendent or Director of Student Services speaks to the media.**

Everyone should be advised about the risks of talking to media representatives. The efforts of ambitious reports can psychologically damage vulnerable staff, students, and cripple administrative efforts.

Be aware that the media may approach students. Suggest to students they not comment, and refer the media to the school.

# Safe Haven/Rally Points For Fieldcrest Elementary School

(Evacuation Site: South of staff parking lot, Off-Campus: Don Gorman Fieldhouse, Fieldcrest Park, 4412 Henry Street, Oak Forest, IL 60452, Contact ~ Carol Foss: 708/687-8882).

**Purpose:** *Whenever it is determined that it is safer outside than inside the building (I.E., fire, explosion, hazardous material spill inside, structural failure, etc.)*

## **School Commander:**

- Once made aware of a situation, Ms. Coleman will set the alarm announcing the need for evacuation and then proceed to call all 9-1-1, identify the name of the school, describe the emergency, and state the school is evacuating. (Evacuation Site: South of staff parking lot, Off-Campus: Don Gorman Fieldhouse, Fieldcrest Park, 4412 Henry Street, Oak Forest, IL 60452, Contact ~ Carol Foss: 708/687-8882).
- When in the office area, Ms. Cook, Mrs. Lewis, Mrs. Sweeney, or Ms. Coleman will activate the alarm and/or make the following announcement using the building Public Address system, 2-way radio, telephone, or megaphone:

**“YOUR ATTENTION, PLEASE! YOUR ATTENTION PLEASE! WE NEED TO INSTITUTE AN EVACUATION OF THE BUILDING. TEACHERS ARE TO TAKE THEIR STUDENTS TO THEIR DESIGNATED ASSEMBLY AREA. TEACHERS TAKE YOUR CLASS ROSTER AND TAKE A HEADCOUNT AT THE ASSEMBLY AREA.”**

## Crisis Response Follow-Up

- Principal notifies Supervisor and Crisis Team Coordinator of situation.
- Crisis Team Coordinator activates CRIT.
- Superintendent and/or Director of Student Services activates emergency phone tree for notification of situation and prepares for media contact.
- Principal and Crisis Team Coordinator brief CRIT.
- Principal prepares a formal statement for teachers to read to their classes at a specified time. Updated announcements will be given as necessary.
- Principal briefs faculty.
- Principal determines need for student/ parent message.
- Superintendent & Director of Student Services determine need to host a parent meeting.
- Principal, Crisis Team Coordinator & CRIT conduct an after school faculty/staff review of the day in the Media Center.
- CRIT will debrief after meeting.
- Depending on the level of crisis, length of school closing and how to manage return of staff and students will be determined. 2<sup>nd</sup> & 3<sup>rd</sup> day intervention will be determined.
- Superintendent or principal designates staff personnel to attend wake/funeral or to visit hospital (consistent with level of crisis).

# Annual Considerations/ CRIT

The effective management of crisis intervention requires an ongoing training review and revision process. The members of the teams and management may change depending on the specific crisis.

- Crisis Response Intervention Plan will be distributed and reviewed with staff at the beginning of each school year
- Recruitment of faculty and staff volunteers will be conducted for the CRIT each year or as needed
- All schools will conduct a lockdown drill (**CODE 144 - IN**) for staff members during the first month of school
- Coordinate CPR/AED/First Aid training for all staff members
- Conduct staff trainings using NIMS Courses On-Line
- Update emergency call lists, class rosters, check/replace materials for Emergency Go Kits, update CRIT member assignment lists, Buddy Teacher Lists, update Building Crisis Kits
- Complete yearly staff survey to update Staff Skills Inventory List
- Hold monthly meetings to discuss/update plan

# Evacuation routes and procedures

- During an emergency, teachers should conduct a classroom check and buddy teachers should check with each other to determine each other's health status, the need to assist with injuries, the need to stay with injured students, etc. If possible, injured students should not be left alone.

***Remember: The teachers' responsibility is to all students, but in situations that threaten the lives of all, teachers should do the greatest good for the greatest number.***



**EMERGENCY TIME/ SITUATION/ RESPONSE REPORT**

*TO BE COMPLETED BY BUILDING SECRETARY*

<b>TIME</b>	<b>SITUATION</b>	<b>RESPONSE</b>	<b>INITIAL</b>
-------------	------------------	-----------------	----------------


Date \_\_\_\_\_ Time \_\_\_\_\_ Period \_\_\_\_\_

Teacher \_\_\_\_\_ Room \_\_\_\_\_

Students **NOT** Present:  
**CODE 144 - IN**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Students who entered after  
**CODE 144 - IN**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Period \_\_\_\_\_

Teacher \_\_\_\_\_ Room \_\_\_\_\_

Students **NOT** Present  
**CODE 144 - IN**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Students who entered after  
**CODE 144 - IN**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

## Emergency Student Release Form

**Please Print**

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Teacher \_\_\_\_\_

Release Requested By \_\_\_\_\_

Proof of I.D. \_\_\_\_\_

Name on Emergency Card \_\_\_\_\_

(YES) (NO)

**Student's Status**

O.K. for Release \_\_\_\_\_ Transported to Hospital \_\_\_\_\_  
(administered at School) \_\_\_\_\_ Missing \_\_\_\_\_

First Aid

**Requester Signature** \_\_\_\_\_

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

Destination \_\_\_\_\_

Contact Number(s) \_\_\_\_\_



### SITE STATUS REPORT

PERSON COMPLETING FORM \_\_\_\_\_

LOCATION \_\_\_\_\_ DATE \_\_\_\_\_

TIME \_\_\_\_\_ PERSON IN CHARGE AT SITE \_\_\_\_\_

	Absent	Injured	# sent to hospital.	Dead	Missing	Unaccounted for (away from site) at LIST SITE	# released to parents	# being supervised
<b>Students</b>								
<b>Staff</b>								
<b>Others</b>								

Structural Damage (Check damage/problem and indicate location)

Check off	Damage/Problem	Location(s)
	Gas leak	
	Water leak	
	Fire	
	Electrical	
	Communications	
	Heating/Cooling	
	Other (list):	

**NOTES:**



# Principal's Crisis Checklist

*Mark if done and initial*

- \_\_\_\_\_ When the principal is notified about a crisis, he/she immediately contacts the superintendent
- \_\_\_\_\_ The principal confers with the designated contact person in the police department with whom facts may be verified
- \_\_\_\_\_ The principal briefs and disseminates CRIT if needed
- \_\_\_\_\_ The principal sends personnel as needed to assist in the crisis or emergency
- \_\_\_\_\_ The principal notifies outside agencies as needed (police, fire, hospitals, other medical personnel)
- \_\_\_\_\_ The principal determines the need to secure school campus from outside visitors
- \_\_\_\_\_ The principal directs or collaborates with the assistant principal and the Director of Building and Grounds
- \_\_\_\_\_ If needed the principal will notify staff by calling an emergency faculty meeting
- \_\_\_\_\_ The principal remains available to parents

## Assistant Principal's Crisis Checklist

*Mark if done and initial*

- \_\_\_\_\_ The assistant principal collaborates with principal about decisions as needed
- \_\_\_\_\_ The assistant principal determines safe haven areas for large groups and instructs teachers in class movements
- \_\_\_\_\_ The assistant principal determines whereabouts of all adults in the building
- \_\_\_\_\_ The assistant principal coordinates with police to release students to parents
- \_\_\_\_\_ The assistant principal notifies police to establish post at entrances to building
- \_\_\_\_\_ The assistant principal provides direction to outside P.E. classes
- \_\_\_\_\_ The assistant principal arranges for bus transportation



## Secretary Checklist

*Mark if done and initial*

*Telephone calls:*

*A scripted announcement for parents who call into the school's switchboard will be used.*

- \_\_\_\_\_ Complete Emergency Time Situation Response Report
- \_\_\_\_\_ Media calls should be referred to the superintendent
- \_\_\_\_\_ If parents call to question or suggest school action, take name and number and offer to call back
- \_\_\_\_\_ If parents call for information, respond with facts
- \_\_\_\_\_ If parents call concerning the whereabouts of their child, or concern for their child's safety, encourage parents to remain at home. Assure them that the school has the same concern for all children, and is taking steps to protect them.
- \_\_\_\_\_ Document all phone calls and contacts with parents
- \_\_\_\_\_ Secretaries will make all necessary phone calls in contacting parents to pick up their child in case of emergency school closing

## Maintenance Crisis Checklist

*Mark if done and initial*

- \_\_\_\_\_ Designates the ground access perimeters for news media around the site. This includes designating parking areas for news media people to avoid blocking emergency vehicles from arriving and leaving the scene
- \_\_\_\_\_ Activates pre-planned building security measures as needed ( e.g. locking outside security doors)
- \_\_\_\_\_ Arranges for physical blocking of parking lots
- \_\_\_\_\_ Directs student traffic within building
- \_\_\_\_\_ Designates Operations and Maintenance Staff to place directions and signs to mark key locations during crisis (e.g., Media, Parents, Outside Crisis Counselors)
- \_\_\_\_\_ Mark perimeter of building with yellow **Do Not Cross Tape** to prevent intrusions

## Crisis/Sweep Team Checklist

*Mark if done and initial*

- \_\_\_\_\_ Teams should be based on available manpower; minimum 2 persons. One experienced person on each team if possible
- \_\_\_\_\_ Team should have orange Crisis Team vests on (located in building kit) and walkie-talkies
- \_\_\_\_\_ Team should be advised of current situation and any known injuries
- \_\_\_\_\_ Team should be attentive to any communications coming over the radio
- \_\_\_\_\_ Team should make a note on search and rescue form of any injured students and indicate room number & seriousness/type of injury
- \_\_\_\_\_ Team should report back to administrator-in-charge immediately after sweep is completed or should they discover a seriously injured student and/or staff member

Rm# \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

**Emergency Go Kits  
Inventory Checklist**

- 1 Clear Back Pack
- 1 Emergency Safety Vest
- 1 Flashlight
- 1 Safety Whistle
- 1 Clipboard
- 25 Band-Aids 1x3
- 5 Band-Aids 2x4
- 2 Pairs of Latex Gloves
- 1 roll Latex Tape
- 1 Pair Bandage Scissors
- 1 Splinter Remover
- 4 Antibiotic Ointment
- 4 Alcohol Prep Pads
- 6 4x4 Gauze
- 1 Eye wash
- 30 Pens
- Worksheet Activities/Paper
- Current Class Roster
- Student IDs or Classroom set(s) Labels
- Copy of Code Red Procedures
- Buddy Teacher List

**Emergency CODE 144 - IN  
Inventory Checklist**

- 1 Magnetic Clip**
- 1 Poly-Envelope
- 1 Sheet Protector**
- 2 Laminated Red Cards w/Rm#
- 2 Laminated Green Cards w/Rm#
- 4 Student Attendance Record Forms
- 1 CODE 144 - IN General Procedures Sheet**

Principal \_\_\_\_\_

School \_\_\_\_\_

**Crisis Response Intervention Team  
Building Kit  
Inventory Checklist**

- 1 Red Emergency Tote Bin**
- 1 Hand-Crank Radio/Flashlight**
- 1 Bull Horn**
- 1 Flashlight**
- 5 Safety Vests w/ Insert Identifying CRIT Member**
- Building Floor Plans/Blue Prints**
- Placards with Directional Words (Media, Medical Services, Parents, etc.)**
- Student Release Forms**
- Copy of Crisis Plan**
- Bus Roster w/ listed routes**
- Master Set of Class Lists**
- Staff Directory**
- Student Emergency Data Forms**