

---

ST. AGNES  
CATHOLIC SCHOOL  
CRISIS  
MANAGEMENT  
PLAN



**REVISED JANUARY, 2011**

## TABLE OF CONTENTS

ST. AGNES MEDICAL EMERGENCY CONTACT LIST .....	4
PERSONNEL AT ST. AGNES SCHOOL WHO ARE TRAINED AND CERTIFIED TO ADMINISTER FIRST AID /CPR .....	4
<b>LOCAL EMERGENCY PHONE NUMBERS .....</b>	<b>5</b>
EMERGENCY ASSISTANCE NUMBERS: .....	5
UTILITY COMPANIES: .....	5
NEWS MEDIA: .....	5
ST. AGNES SCHOOL PERSONNEL AND POSITION .....	6
ST. AGNES SCHOOL EMERGENCY EQUIPMENT LISTING .....	7
<b>INTRODUCTION .....</b>	<b>9</b>
PURPOSE .....	9
PLAN IMPLEMENTATION .....	9
STAFF ORIENTATION AND TRAINING .....	9
CRISIS MANAGEMENT TEAM .....	9
EMERGENCY FILE .....	10
PARENT COMMUNICATION/RESPONSIBILITIES .....	10
PARENT ALERT SYSTEM.....	10
STAFF FUNCTIONS/ROLES.....	11
PREVENTION STRATEGIES .....	12
SCHOOL SAFETY GUIDELINES.....	13
GENERAL BUILDING SECURITY .....	14
During School .....	14
After School.....	15
BUILDING EMERGENCIES.....	15
Major Fire or Explosion.....	15
Small Fire .....	16
Hazardous Material Release .....	16
Establish Incident Command Station.....	17
If Told to Shelter in Place .....	17
If Told to Evacuate .....	18
If Told to Dismiss for the Day.....	18
UTILITY FAILURES.....	18
Inside Gas Leak.....	18
Power Outage .....	19
Power Line Down on School Property .....	20
Water Shortage/Boil Water Order .....	20
Bomb Threat.....	20
Earthquake.....	21
In the Event of an Earthquake.....	21

St. Agnes School  
Crisis Management Plan

MEDICAL EMERGENCIES .....	22
Injury or Illness.....	22
Verbal or Written Threats of Suicide.....	23
In-School Student Death .....	24
Food Poisoning .....	25
Illicit Drug Use or Overdose .....	25
Suspected Physical Abuse of a Student.....	26
Food Allergies .....	26
VIOLENCE AND CRIME .....	28
Violent Actions By Students .....	28
Armed Student or Hostage .....	29
Intruders.....	30
Vandalism or Graffiti .....	30
Drive-by Shooting .....	31
Sexual Assault .....	32
EVACUATION (TO SHG'S WEST CAMPUS).....	32
Incident Command Station (Office and Administrative Personnel) .....	33
SHELTER IN PLACE .....	33
DISASTER RESPONSE .....	34
Evacuation.....	34
DRILLS .....	35
Fire Drill: .....	35
Tornado Drill: .....	36
Earthquake Drill: .....	36
POST CRISIS .....	37
APPENDIX .....	38
CRITICAL INCIDENT EMERGENCY REPORT FORMS .....	38
CHECKLIST FOR RECIPIENTS OF BOMB THREAT TELEPHONE CALLS .....	46
ACCIDENT / INCIDENT REPORT FORM .....	47
REPORT OF COMMUNICABLE DISEASES .....	48
GUIDELINES FOR CALLING THE CHILD ABUSE HOTLINE .....	49
FOOD ALLERGY ACTION PLAN .....	50
EMERGENCY DRILL RECORD .....	52
FIRE DRILL DIRECTIVES.....	53
TORNADO DRILL DIRECTIVES .....	56
ST. AGNES FLOOR PLAN.....	57

## EMERGENCY IDENTIFICATION PROCEDURES

**FOR ASSISTANCE IN A MEDICAL OR SAFETY EMERGENCY, CALL 911 OR THE LOCAL EMERGENCY NUMBERS LISTED BELOW.**

When you call follow these Identification Procedures:

- a. Identify yourself and the specific location of the emergency.
  - Give the street address St. Agnes School: 251 North Amos Avenue, Springfield, Illinois 62702.
  - Identify your location: area of the building or premises, office / area / classroom area
- b. Tell what has occurred. Be concise and factual.
- c. Relate type known or suspected injuries or fatalities.
- d. Identify immediate help needed.

Notify: Principal shall be main contact for all Medical Emergencies and Individuals on following St. Agnes School Medical Emergency Contact List.

### **ST. AGNES MEDICAL EMERGENCY CONTACT LIST**

Individuals who should be contacted in a Medical emergency are:

	Name/Title	Work Number
1.	Sr. M. Joan Sorge, Principal (Main Contact)	793-1370
2.	Fr. Robert Jallas, Pastor	793-1330
3.	Mrs. Karen White, Administrative Assistant	793-1370
4.	Ashley Levan, School Counselor	793-1370

### **PERSONNEL AT ST. AGNES SCHOOL WHO ARE TRAINED AND CERTIFIED TO ADMINISTER FIRST AID /CPR**

Name	First Aid	CPR
Sr. Angelene Biderbost		X
Darcie Cullers		X
Karen Cummins		X
Johanna Grandchamp		X
Carolyn Harris		X
Joette Manning		X
Doug Morgan		X
Pam Patton		X
Cindy Pigg		X
Les Pope		X
Jackie Rocco		X
Sr. Joan Sorge		X
Rita Stuewe		X
Connie Tozer		X
Karen White		X

## LOCAL EMERGENCY PHONE NUMBERS

### EMERGENCY ASSISTANCE NUMBERS:

Fire Department – EMERGENCY	911
Police Department – EMERGENCY	911
Ambulance - EMERGENCY	911
Springfield Fire Dept. (Business)	788-8444
Springfield Police Dept. (Business)	788-8311
Sangamon County Sheriff's Dept. (Business)	753-6666
Sangamon County ESDA	789-2280
Sangamon County Health Department	535-3100
Poison Information Center	785-2080
St. John's Hospital	544-6464
Memorial Medical Center	788-3000
Illinois Dept. of Children & Family Services (Abuse)	1-800-252-2873
Springfield Diocese Office for Catechesis	698-8500
Sacred Heart-Griffin High School	787-1595

### UTILITY COMPANIES:

City, Water, Light, and Power (CWLP)	Electric	789-2121
City, Water, Light and Power (CWLP)	Water	789-2323
CILCO	Gas	888-672-5252

### NEWS MEDIA:

Newspapers:

State Journal-Register	788-1300
------------------------	----------

Radio Stations:

WDBR	525-9327
WFMB	528-3033
WMAY/WNNS	629-7077
WQLZ	629-8200
WTAX/WYMG	753-5400

Television Stations:

WICS TV20	753-5620
FOX 55	523-8855
WAND 17	544-0997

**ST. AGNES SCHOOL PERSONNEL AND POSITION**

Grade	Teacher	Classroom Aide
Preschool	Mrs. Andrea Rupnik	Mrs. Patty Hagen
KA	Miss Trish Penning	Mrs. Kerrey Pressler (a.m.) Mrs. Patti Schafer (p.m.)
KB	Mrs. Karen Cummins	Mrs. Pam Kink (T, W, F) Mrs. Patti Schafer (p.m.)
1A	Mrs. Andrea Narup	Mrs. Jennifer McGee
1B	Mrs. Jackie Hartman	Mrs. Jennifer McGee
2A	Mrs. Katie Mirkovic	Mrs. Jenny Taylor
2B	Mrs. Sue Patterson	Mrs. Jenny Taylor
3A	Mrs. Lyn Drainer	Mrs. Kathy Vizral (M, W, F) Mrs. Sarah McCart (T, Th)
3B	Mrs. Joette Manning	Mrs. Kathy Vizral (M, W, F) Mrs. Sarah McCart (T, Th)
4A	Mrs. Denise Vogt	Ms. Caitlin Broida (M, T, Th pm) Ms. Margaret Friedel (W, F)
4B	Mrs. Karen Pererro	Ms. Caitlin Broida (M, T, Th pm) Ms. Margaret Friedel (W, F)
5A	Mrs. Pam Patton	Mrs. Kathleen Martinez
5B	Mrs. Connie Tozer	Mrs. Kathleen Martinez
6A	Mrs. Darcie Cullers	Mrs. Kathleen Martinez
6B	Sr. Angelene Biderbost	Mrs. Kathleen Martinez
7A	Mrs. Rita Stuewe	
7B	Mrs. Johanna Grandchamp	
8A	Ms. Carolyn Harris	
8B	Ms. Ashley Rang	
Art	Ms. Kimberly Magowan	
Computer	Mrs. Nancy Braker	
Music	Mrs. Jamie Cour	
P.E.	Mr. Doug Morgan	
Resource	Mrs. Dawn Caveny	
Librarian	Mrs. Cindy Pigg	
Counselor	Ms. Ashley Levan	
Speech	Mrs. Maria Twaddle	

Staff

Principal	Sr. Joan Sorge
Pastor	Fr. Bob Jallas
Administrative Assistant	Mrs. Karen White
Secretary	Mrs. Jackie Rocco
Office Aide	Mrs. Rosemary Gall
Development Director	Ms. Nancy Peterson
Cafeteria	Mrs. Janet Rhodes
Cafeteria	Mrs. Rhonda Adams
Cafeteria	Mrs. Kathleen Rollman
Custodian	Mr. Les Pope
Custodian	Mr. Gary Clark
Custodian	Mr. Matt Fitzgerald

**ST. AGNES SCHOOL EMERGENCY EQUIPMENT LISTING**

**Fire Extinguisher Locations**

First Floor – Northeast Wall Outside Classroom 3B	First Floor – West Exit Door in Boiler Room
First Floor – North Wall in Computer Lab	First Floor – North Wall in Kitchen Storage Room
First Floor – Northeast Corner in Library	First Floor – West Wall in Kitchen
First Floor – Northwest Wall Outside Classroom KA	First Floor – Northeast Wall in Cafeteria
First Floor – East Wall in Administration Area Next to Restroom	First Floor – South Wall in Main Entrance Hallway
First Floor – West Wall in Faculty/Staff Lounge	First Floor – Northeast Wall in Gym
First Floor – South Wall in Maintenance Room	First Floor – Southwest Wall in Gym
First Floor – North Wall in Maintenance Room	First Floor – Southeast Wall Outside of Gym
First Floor – East Wall in Boiler Room	First Floor – West Wall Inside of Maintenance Room Across from Gym
Second Floor – Northwest Wall in Classroom 7A	Second Floor – Northwest Wall Outside of Classroom 8A
Second Floor – South Wall Outside of Classroom 5B	Second Floor – Northeast Wall Outside of Classroom 4A

**First Aid Kit Locations**

**Gas Turn Off Locations**

Every Classroom	Kitchen – North Wall to right of steam kettle
Administration Area Inside Karen White’s Office	Boiler Room – Water heater – North Wall
P.E./Athletic Director’s Office	Boiler Room – 2 Boilers – North Wall (one shut off for each) Maybe painted for distinction.

**Automatic External Defibrillator Locations**

**Electrical & Water Turn Off Locations**

Northeast Wall by Gym Entrance nearest the Cafeteria	Electrical - Boiler Room – West Wall – Handle pulled down to the left to shut off.
Southwest Wall in Church Sacristy Just Inside Doorway	Water – Boiler Room – East Wall – Labeled as shut off with green knob.

**Bio-hazardous Material Container Locations**

First Floor – Cafeteria – Northeast corner
First Floor – Outside Library Office – East Wall
Second Floor – Southwest Wall closest to Boys bathroom

**Fire Alarm Locations**

First Floor – All Classrooms - Preschool through 3 <sup>rd</sup> grade	First Floor – Boiler Room – West Exit Door
First Floor – Music Room	First Floor – East Exit Doors by 2 <sup>nd</sup> grade classrooms
First Floor – South Gym Door Entrance	First Floor – Bottom of East Stairwell before the 2 <sup>nd</sup> grade classrooms
First Floor – Gym – South Wall next to Stage	First Floor – Library – 1 at each of the North side Exit Doors
First Floor – Gym – 1 at each of the West side Exit Doors	First Floor – Bottom of West Stairwell by 3 <sup>rd</sup> grade classrooms
First Floor – East Doors - Main School Entrance	Second Floor – West end of hallway next to stairwell
First Floor – Cafeteria – West Exit Door	Second Floor – West wall next to elevator
First Floor – West Service Entrance	Second Floor – East end of hallway next to stairwell

## **INTRODUCTION**

### **PURPOSE**

St. Agnes School strives to meet the moral and legal responsibilities involved in providing a safe school environment. This Crisis Management Plan is designed to provide a framework for protecting students, staff and school facilities. It describes the responsibilities of staff members for a wide range of emergency and disaster situations that may occur. The Plan is reviewed yearly to be sure it is in compliance with the Police Department, American Red Cross, Springfield, Illinois Office for Catechesis Policies and the Illinois State Board of Education.

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

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

This guide cannot anticipate all aspects of emergency preparedness. We constantly seek:

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

### **PLAN IMPLEMENTATION**

This Plan will be:

- Initiated by the principal or delegated person (hereafter Principal) when conditions warrant its execution.
- Implemented by all staff who will remain at school and provide those duties as assigned by the principal.
- Reviewed yearly to promote awareness of identified functions and pre-assigned responsibilities.

### **STAFF ORIENTATION AND TRAINING**

All school staff will be oriented to this Plan by the Principal at the beginning of each school year. Training for CPR will be offered to staff members. At least two staff members must be trained in first aid and CPR certification. St. Agnes School will pay for this training.

### **CRISIS MANAGEMENT TEAM**

The Crisis Management Team shall consist of the Principal, Pastor, Administrative Assistant, Secretary, Counselor, Head of Maintenance, Music teacher, P.E. teacher and Development Director.

The Crisis Management Team oversees the implementation of the crisis plan. The team not only plans what to do when disaster/crisis strikes, but it ensures that staff, students and parents feel secure in knowing how to respond.

The role of the team is to be knowledgeable regarding:

- The details of the school and Church building (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

In response to notification of an emergency or disaster, the Principal immediately assembles in the office the Crisis Management Team.

Emergencies include: medical emergencies, the death of a student, death of a teacher, an act of physical violence, significant injury in the school, armed student and hostage situations, natural disaster, weather and/or facility crisis.

### **EMERGENCY FILE**

An Emergency File containing Student-Permission Emergency Release information for all students will be maintained in the school office. All parents will complete an Emergency information form for their child which designates other persons who are authorized to pick-up their child in the event of an emergency.

This Emergency File will be taken by the school secretary whenever the school building is evacuated.

### **PARENT COMMUNICATION/RESPONSIBILITIES**

This Crisis Management Plan can be accessed through the St. Agnes web site. A copy is available in the school and Parish office.

Components of this Plan will be communicated to parents through the Thursday Newsletters.

All parents will complete an Emergency information form for their child which designates other persons who are authorized to pick-up their child in the event of an emergency.

### **PARENT ALERT SYSTEM**

The School Reach telephone communication system, the school web site and local media communications will be used when the Principal finds it necessary to contact key parents regarding a crisis situation.

## **STAFF FUNCTIONS/ROLES**

Individual crisis plans will be provided to each teacher at the first faculty meeting in August. The Crisis Plan is included in the Staff Handbook. The principal will make sure 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 crisis/disaster procedures. The principal shall prepare written disaster/crisis plans for his/her school and present a copy to the Pastor.

The Principal shall:

- Direct evacuation of the building, using fire signals and procedures as required for fire, threatened explosion, or following cessation of earthquake tremors or 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 preselected 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 specified areas.

### 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 area 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 attendance 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 office or person trained in first aid.

### 3. Maintenance Personnel

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

- Survey and report damage to the principal
- Keep tools at the shut-off for gas, water and electricity and ascertain that no hazard results from broken gas, 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 Secretaries  
School secretaries 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.
  - Operate telephones.
  - Monitor radio emergency broadcasts.
  - Act as messengers and carriers when so directed.
5. Cafeteria Manager  
Cafeteria manager shall:
- Direct the use and preparation of the cafeteria stock and water supply whenever the feeding of students is necessary during a disaster.

## **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
  - City Tornado Drill: regularly scheduled drill
  - Fire Drills: monthly
  - Earthquake: semester
- Resources:
  - Classroom safety units
  - In-services
  - Speakers
  - Links to Web Sites

### **2. INTERVENTION**

- Recognize early warning signs of problems and offer encouragement and support:
  - 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. St. Agnes School prohibits the use of tobacco in the school, gym and cafeteria.
2. Supervision policy is outlined in the Faculty Handbook. Supervision of students is maintained at all times.
3. Lunch time 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 extra-curricular activities is supervised by adults who must inform students 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 hallways are regularly checked for safety. All are encouraged to report potential hazards to the office.
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 other particular sports.
9. Emergency information is maintained in the office. Parent or guardian fills out a family emergency form at the beginning of the school year, 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 school office. Parents must authorize the administration and are responsible for keeping the supply renewed according to the guidelines. A doctor's permission form must be on file for medication administered at school.
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 should 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 and Crisis drills are annually conducted and children are prepared by word and practice. Drill routes are also 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. Specific directions are given to parent/drivers when they bring children to school and pick them up.
17. If a student is absent, parent/guardian is asked to notify the school office by 8:30 a.m. If the parent/guardian has not called in, the school office will call the home to confirm the absence.
18. Students are not to arrive before 7:35 a.m. since teacher supervision is not provided until that time.
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.
21. Students riding the bus are informed of rules and behavior guidelines. A bus evacuation is conducted yearly for all students.
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 by 8:15 a.m. Parents and visitors may enter the main entrance on the east side of the building or the back door on the west side of the building where there is a bell to ring for admittance and report directly to the office.
24. All school and State equipment and supplies are inventoried and stored in properly secured areas.
25. All employees of the school have been trained according to OSHA Bloodborne Pathogen Standards. Besides being in accordance with the Exposure Control Plan the administration provides in-service education.
26. Procedures are observed whereby students, staff and volunteers may submit suggestions regarding hazardous conditions and practices to the Principal.
27. Attendance at the Diocesan required "Protecting God's Children" program and compliance with Diocesan Policy on Sexual Abuse of Minors is required for parents and others who volunteer and/or attend classroom parties, field trips, etc. St. Agnes requires both parents of preschoolers and students new to St. Agnes to attend this program during the first year of attendance at St. Agnes. The program may be completed at any session offered in the Diocese.

## **GENERAL BUILDING SECURITY**

### **DURING SCHOOL**

1. ALL VISITORS (including parents, relatives, friends, alumni, parent volunteers, sales personnel, etc.) will be required to buzz in at office entrance on the east side

of the school or at the back door on the west side of the school where a one-way camera is in operation. Visitors must report and sign in at the office.

2. During lunch when students are outside, the doors remain locked; students must be buzzed back in with a playground supervisor.

#### **AFTER SCHOOL**

1. The school building should be locked by 5:45 p.m. It may be necessary to make exceptions for after school activities such as club meetings or sports. These situations should be dealt with on an individual basis.
2. DO NOT PROP THE DOORS OPEN. It is the responsibility of each teacher to ensure that windows are shut and the classroom door is locked.

### **BUILDING EMERGENCIES**

#### **MAJOR FIRE OR EXPLOSION**

##### PRINCIPAL:

1. Activate fire alarm. Use P.A. announcement if alternate evacuation route or assembly area is to be used.
2. Call 911 to report fire emergency.
3. Advise appropriate staff to administer first aid.
4. Pre-appointed staff members (principal, counselor) should search all areas of building for stragglers.
5. Determine if primary evacuation point is safe. If not, evacuate to SHG's West Campus.
6. Ensure that custodian and cafeteria have turned off all motors, fans, and other power driven equipment.
7. Designate a staff member to meet the incoming emergency vehicle(s) and notify them of exact location of fire/emergency.
8. Principal shall compile total roster of missing or unaccounted for students.
9. Notify Emergency Personnel of unaccounted for students.
10. Evaluate need to re-enter building for unaccounted for students with Emergency Personnel.
11. Signal "All Clear-Return to Class" when appropriate.
12. File a Critical Incident Emergency Report along with supporting documents as necessary. (Appendix #1A-1G)

##### TEACHER:

1. Activate Fire Alarm.
2. Evacuate students when you hear fire alarm sound.
  - a. Follow pre-designated primary and alternate evacuation routes noted in FIRE DRILL DIRECTIVES.

- b. Take seating chart and grade book with you.
3. Close classroom door and turn out lights accounting for all students in the room before leaving room.
4. Leave the building in an orderly manner without rushing or crowding.
5. Walk from building in the stated course.
  - a. Try to evacuate students upwind or crosswind away from danger.
  - b. Make sure students are out of the way of emergency vehicles.
6. If deemed necessary, evacuate students to SHG's West Campus according to EVACUATION guidelines on pages 31-32.
7. Reassemble the students and check roll. **Account for all students.**
8. Report any missing students immediately to Principal.
9. Do not return to room until instructed to do so.
10. Ensure appointed caretakers assist those students that require help.

### **SMALL FIRE**

#### PRINCIPAL:

1. If not already activated, activate alarm system.
2. Dial 911 to report fire emergency.
3. Attempt to determine location and nature of fire. Immediately relay all information to Fire Department.
4. Designate a staff member to meet the incoming fire truck and provide the location and nature of the fire.
5. Retain staff and students outside until the Fire Department declares that the building is safe to return.

#### TEACHER:

1. Activate alarm system.
2. Immediately evacuate class.
3. Use a fire extinguisher, if there is no additional danger to yourself.
4. If fire cannot be extinguished:
  - a. Immediately follow instructions for "Major Fire or Explosion."
  - b. Notify office and/or arriving emergency personnel of the location and nature of the fire.
5. If fire is extinguished:
  - a. Notify the office of the location and nature of the fire and that it has been extinguished.
  - b. Retain class outside until the fire department declares that it is safe to return.
  - c. Restore calm and resume the education process as quickly as possible.
6. File an Incident Report.

### **HAZARDOUS MATERIAL RELEASE**

A Hazardous Materials Incident could come in the form of a material release outside the school grounds or inside the school building.

A release of hazardous materials inside the building could be in the form of an accidental combination of cleaning materials or chemicals from the science lab.

**A DECISION MUST BE MADE TO SHELTER IN PLACE OR TO EVACUATE DURING A HAZARDOUS MATERIALS RELEASE.** Most likely first notification of an external Hazardous Materials incident will come from Fire, Police, or Emergency Services Department.

### **ESTABLISH INCIDENT COMMAND STATION**

1. Provide communication link between Emergency personnel and Principal.
2. Determine if students are to:
  - a. Remain at evacuation area;
  - b. Evacuate to new location; or
  - c. Be dismissed for the day.
3. Determine any special instructions from Emergency Personnel to outline potential risks to the school.
4. Collect Emergency Contact Information.
5. When crisis situation has ended, provide staff and students with necessary instructions such as any changes to the daily schedule and what class to return to.

### **IF TOLD TO SHELTER IN PLACE**

#### PRINCIPAL:

1. Contact, or remain in contact, with Fire Department or Emergency Services personnel to determine duration of the shelter-in-place order or if any changes to order occur.
2. Follow the general Shelter in Place procedures as outlined on page 33 this manual.
3. Convey all special instructions to classroom Teachers. e.g. close doors and windows, turn off electrical equipment, etc.
4. Ensure that custodian and cafeteria staff have turned off all motors, fans, and other power driven equipment.

#### TEACHER:

1. Collect class grade book.
2. Listen to special evacuation instructions.
3. Assemble class and take attendance.
4. Report any missing students to administration.

5. Listen for announcements or further directions.

## **IF TOLD TO EVACUATE**

### PRINCIPAL:

1. Request help from Fire Department and Emergency Services Personnel in determining a safe location and safest route of evacuation.
2. Sound pre-designated alarm to signal evacuation. Use P.A. if special instructions need to be given, such as which exits to use.
3. Advise staff to administer first aid as necessary.
4. Evacuate all staff and students to pre-designated evacuation area. (Routes should be illustrated or outlined in rooms.)
5. Evacuate the classroom using the "partner teacher" system and begin following the general disaster procedures as outlined in "DISASTER RESPONSE" section of this manual.

### TEACHER:

1. Take grade book, close classroom door, and turn out lights.
2. Make sure students are out of way of emergency vehicles.
3. Reassemble the students and check attendance to ensure that all students are accounted for.
4. Report any missing students to administration immediately.
5. Note on roster any students who are released to parents.

## **IF TOLD TO DISMISS FOR THE DAY**

### PRINCIPAL:

1. Establish a checkout area.
2. Use School Reach call and school web site.

### TEACHER:

1. Release students to office when requested by the principal.
2. Remain with class until all students are dismissed.

## **UTILITY FAILURES**

### **INSIDE GAS LEAK**

#### PRINCIPAL:

1. **STOP:** Do NOT use electrical switches.
2. **STOP:** Do NOT use the fire alarm as it may take students into areas of highest gas concentration.
3. Notify staff and students by PA or oral announcement to evacuate to the assembly point whenever a strong gas odor is reported, routing students around and away from areas of gas odor or leak. Call 911 using cell phone if possible from outside

of the building and tell dispatcher you smell gas (be specific as to where the odor is located and what has been done with the staff and students).

4. Notify gas company (Ameren CILCO 888-672-5252).
5. Oversee evacuation.

TEACHER:

1. Evacuate students to the assembly point when informed to do so (area of origin of the gas leak may need to be avoided).
2. Use fire drill procedures for evacuation.
3. Route students around and away from areas of gas odor or leak.
4. Take attendance call at assembly point.
5. Ensure that medical care is given to anyone injured or overcome by gas.

HEAD OF MAINTENANCE:

1. Ventilate the area (leave as many doors and windows open as possible, especially where gas concentration is the highest.)
2. Operate manual controls to shut off open flame devices.
3. Assist gas company in finding and fixing gas leak.
4. Advise Principal when building is safe for re-occupancy.

**POWER OUTAGE**

PRINCIPAL:

1. Inform electric company of the outage (CWLP: 789-2121).
2. Instruct students and staff to either remain in place or to evacuate by using a messenger.
3. Notify the cafeteria personnel of the outage.

TEACHER:

1. Follow instructions from office to remain in place or evacuate.
2. If electrical failure interrupts educational process, find an activity for students to do that will keep them occupied and under control.

HEAD OF MAINTENANCE:

1. Distribute available flashlights.
2. Assist the electric company in restoring power.

CAFETERIA:

1. Consult with Principal for direction.
2. Prepare cold food menus if necessary.
3. Monitor food storage temperatures.

## **POWER LINE DOWN ON SCHOOL PROPERTY**

### PRINCIPAL:

1. Notify staff and students to avoid problem area.
2. Designate a staff member to guard the area of the downed power line.
3. Call 911.
4. Notify electric company (CWLP 789-2121).
5. Notify health department (Sangamon County Department of Public Health 535-3100).

### TEACHER:

1. Follow instructions from office as to remain in place or to evacuate.
2. If electrical failure interrupts educational process, find an activity for students to do that will keep them occupied and under control.

### HEAD OF MAINTENANCE:

1. Distribute available flashlights.
2. Assist the electric company in restoring power.

## **WATER SHORTAGE/BOIL WATER ORDER**

### PRINCIPAL:

1. Notify staff, students and cafeteria.
2. Call the water company (CWLP 789-2323).

### HEAD OF MAINTENANCE:

1. Turn off drinking fountains if possible.
2. Assist the water company in determining the cause and in making the repairs.

### CAFETERIA:

1. Boil ALL water used in cooking process.
2. Follow directives from the Principal.

### TEACHER:

1. Continue normal educational duties.
2. Follow directives from the Principal.

## **BOMB THREAT**

### PHONE CALL RECIPIENT:

1. Keep caller on the phone as long as possible and do not hang up.
2. Write down everything the caller says.
3. Use "Bomb Threat Checklist" and ask the questions on the checklist. (Appendix #2)
4. After call is over, write down any impressions of the caller.
5. Notify the Principal.

6. Do not discuss the call with anyone until the Principal (Designee used at beginning) is notified in-person.

PRINCIPAL:

1. Call 911 and report that a threatening call has been received.
2. Instruct the staff not to use two-way radios or cell phones.
3. Pass information and instructions to the teachers by messenger.
4. Supervise the immediate evacuation of the building to SHG's West Campus.
5. Wait for Police and Fire Personnel and assist as requested with search.
6. Wait for "All Clear" from Police and Fire Personnel before allowing students back in the building.

TEACHER:

1. Collect class roster.
2. Evacuate immediately to SHG's West Campus when advised.
3. Take attendance when students are re-assembled.
4. Give attendance count and report any missing students to administration.

**EARTHQUAKE**

WHAT TO EXPECT DURING AN EARTHQUAKE

1. The first indication of a damaging earthquake may be a gentle shaking. You may notice the swaying of hanging plants and light fixtures, hear objects wobbling on shelves, be jarred by a violent jolt (similar to a sonic boom), or hear a low (and perhaps very loud) rumbling noise.
2. It is important to take "quake safe" action at the first indication of ground shaking. Do not wait until you are certain an earthquake is occurring. As the ground shaking grows stronger, danger increases.
3. The noise that accompanies an earthquake cannot cause physical harm. However, it may cause considerable emotional stress - especially if you are not prepared to expect the noisy clamor of moving and falling objects, shattering glass, wailing fire alarms, banging doors, and creaking walls.
4. Take action at the FIRST indication of ground shaking!
5. Be prepared for aftershocks and adjust disaster plans (such as evacuation point) accordingly to avoid potential dangers from aftershocks.

**IN THE EVENT OF AN EARTHQUAKE**

IF INDOORS:

1. **Stay Inside**; move away from windows, shelves, and heavy objects. Take cover under a table or desk, or in a strong doorway. Remain silent so that instructions may be heard.

2. In halls, stairways, or other areas where no cover is available, move to an interior wall. Turn away from windows, kneel alongside the wall and bend head close to knees, cover side of head with elbows, and clasp hands firmly behind the neck.
3. In Library, immediately move away from windows and bookshelves and take appropriate cover.
4. In laboratories, all burners should be extinguished (if possible) before taking cover. Stay clear of hazardous materials that may spill.
5. In large areas such as cafeteria, gym, or auditorium, any form of shelter should be sought (auditorium seats, cafeteria tables and chairs or bleachers). If possible, the middle of large rooms should be avoided.
6. As soon as the shaking stops and things settle down, teachers should evacuate the classroom using the "partner teacher" system and begin following the general disaster procedures as outlined in "DISASTER RESPONSE" section of this manual.

**IF OUTDOORS:**

1. Get clear of all buildings, trees, exposed wires, or other hazards that may fall. The safest place is in the open.
2. Keep looking around for dangers that force you to move.

FURTHER INSTRUCTIONS ARE LISTED IN THE "DISASTER RESPONSE" SECTION OF THIS MANUAL AND SHOULD BE FOLLOWED!

**MEDICAL EMERGENCIES**

A medical emergency is any situation – actual or imminent – that endangers the safety and/or lives of any person(s).

**INJURY OR ILLNESS**

In the event of an injury or illness, or other medical emergency, the immediate concern is to aid the injured or ill student. After identification of injury or illness, the following procedures are to be immediately implemented:

**PRINCIPAL:**

1. Call 911 to obtain or provide immediate on-site qualified first aid and determine the seriousness of injury or illness; render care and consideration to the injured or ill person by obtaining any emergency medical instructions after consulting the Emergency File for student or staff (e.g., diabetic, allergic reactions, etc.).
2. Immediately contact or direct secretary to immediately contact parent or legal guardian using the Emergency File information.
3. 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:
  - a. Principal – Obtain services of ambulance by calling 911.
  - b. Parent / Legal Guardian – Parent or legal guardian will come to school and transport in personal car.

4. Appoint a staff member to accompany student to hospital if parent or legal guardian has not arrived.
5. Make certain teacher or staff member is in the school parking lot to direct the emergency team.
6. In the event of a serious injury or illness, report situation immediately to Pastor and School Counselor.
7. Complete an Accident / Incident Report Form and document the communicable disease, if applicable. (Appendix #3 & 4)

TEACHER / STAFF MEMBER:

1. Notify Principal with name of the injured/ill student.
2. Remain with student and keep student as stable as possible.
3. If after school hours, call designated individuals listed in St. Agnes Medical Emergency Contact List above.
4. Complete an Accident / Incident Report Form (Appendix #3).

**VERBAL OR WRITTEN THREATS OF SUICIDE**

The possibility of a student suicide exists on a daily basis. Sometimes teachers and/or staff become aware of a student's intent to harm himself/herself through either verbal or written means.

PRINCIPAL:

1. Take threat seriously.
2. Notify police and Emergency Response Services and School Counselor.
3. Notify parents to come and get student and recommend School Counselor and/or appropriate resources outside of school.
4. With the student and his/her parents and School Counselor, assess seriousness of the threat. Parents must show proof of psychological consultation before student is permitted to return to school.
5. Complete an Accident / Incident Report Form (Appendix #3).

TEACHER:

1. Take threat seriously.
2. Notify Principal immediately.
3. Make a positive contact with the student telling him/her you are concerned.
4. Do not leave student alone.
5. Continue to express interest in the student after the threat is over.
6. Complete an Accident / Incident Report Form (Appendix #3).

SCHOOL COUNSELOR:

1. Take threat seriously.

2. Talk with the student and assess the seriousness of the threat.
3. Recommend to student's parents appropriate resources outside the school.
4. Continue to provide counseling and support the student and inform the student of your recommendations.
5. In the case of acute threat, do not leave the student unattended.
6. Inform the Principal of all actions taken.
7. Document all actions taken.
8. Complete an Accident / Incident Report Form (Appendix #3).

### **IN-SCHOOL STUDENT DEATH**

The death of a student shall be regarded as a critical event in all cases. Depending on the circumstances of the death, the Crisis Management Team may be convened. Violent deaths such as homicide, suicide, and natural disasters pose very difficult response problems for administrators and faculty, and therefore, the Crisis Management Team can be a valuable contributor to an effective approach.

In the event of a student's death, the following steps shall be taken:

#### PRINCIPAL:

1. Immediately call 911.
2. Secure the immediate area and personnel.
3. Notify the parents of the student and Pastor.
4. Determine if any siblings are enrolled and ask the Pastor and/or School Counselor to meet with them.
5. Notify faculty and staff in writing of the incident and procedures to be followed.
6. Facilitate any investigations by civil authorities.
7. Implement counseling procedures with professional personnel in consultation with School Counselor.
8. Inform Development Director or other appropriate School spokesperson not to release any information to the media.
9. Complete an Accident / Incident Report Form (Appendix #3).

#### TEACHER:

1. Notify Principal immediately.
2. If no perpetrator in the area, remove other students from the area and maintain a level of calm in the environment.
3. If perpetrator is in area, speak and remain calm until police arrive.
4. Isolate witnesses (do not allow them to talk to anyone).
5. Await administrative personnel for further instructions.
6. Return other students to classroom when advised.
7. Assist in identification of students in need of counseling.

8. Complete an Accident / Incident Report Form (Appendix #3).

## **FOOD POISONING**

### PRINCIPAL:

1. In the event of serious incident, call 911 and follow Injury/Illness procedures located on page 22.
2. Collect all appropriate Emergency health information from Emergency File information.
3. Notify cafeteria to take appropriate actions, including without limitation:
  - a. Close cafeteria.
  - b. Secure food preparation items for examination and testing.
  - c. Store samples of any suspected food item for examination and testing.
  - d. Remain available to work with Public Health personnel.
  - e. Follow directions from State/City/County Public Health Department(s).
4. Complete an Accident / Incident Report Form (Appendix #3).

### CAFETERIA STAFF:

1. Follow Principal's instructions above including without limitation:
  - a. Close cafeteria.
  - b. Secure food preparation items for examination and testing.
  - c. Store samples of any suspected food item for examination and testing.
  - d. Remain available to work with Public Health personnel.
  - f. Follow directions from State/City/County Public Health Department(s).
2. Complete an Accident / Incident Report Form (Appendix #3).

## **ILLICIT DRUG USE OR OVERDOSE**

The following are absolutely prohibited:

- the possession, sale or use of illegal drugs as defined by 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 and parent authorization.

### PRINCIPAL:

1. Call 911.
2. Obtain or provide immediate on-site qualified first aid until Emergency Services personnel arrive.
3. If student is alert, obtain and document name of drug, how administered, and at what time it was administered.
4. Provide a copy of the documented information to Emergency Services personnel for hospital personnel.

5. Immediately contact or direct secretary to immediately contact parent or legal guardian using the Emergency File information.
6. In emergency, follow emergency medical procedures for Injury/Illness above.
7. In non-emergency, Principal brings student to the office with backpack, purse and other personal possessions.
8. Ensure that at least two (2) staff and police officer (if present) are present at meeting with student.
9. Tell student what is suspected and ask student to produce drugs or alcohol.
  - a. If student denies or refuses:
    - Ask student to empty pockets and all other containers.
    - Principal, two staff, police officer (if present) and student go to student's desk for appropriate search.
  - b. If drug or alcohol is found:
    - Police (if present) will follow lawful procedures.
    - Parent will be informed by Principal.
    - Facilitate law enforcement investigation.
    - School disciplinary action will be administered in accordance with School Policy Handbook.
    - Follow-up by School Counselor will be directed by Principal.
  - c. If no drug or alcohol is found:
    - Principal will inform parent and meet with student and parent.
10. Complete an Accident / Incident Report Form (Appendix #3).

TEACHER:

1. Notify Principal immediately with name of student.
2. Keep student as stable as possible.
3. Isolate witnesses and DO NOT allow them to talk to anyone or each other.
4. In emergency, follow Injury/Illness procedures above.
5. Complete an Accident / Incident Report Form (Appendix #3).

**SUSPECTED PHYSICAL ABUSE OF A STUDENT**

PRINCIPAL, TEACHERS AND STAFF:

1. Observe and assess if any suspected abuse or neglect has occurred.
2. If any abuse or neglect is determined or even suspected, in the case of teachers and staff, immediately notify the Principal.
3. Principal will contact police and parents of student.
4. If a staff member is approached by a student, Principal will call the DCFS Hotline 1-800-252-2873 within 24 hours. (See Appendix #5)
5. Complete the Mandated Reporter Form within 24 hours after the telephone report. The form is available in the School office.

**FOOD ALLERGIES**

Food allergies can be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students.

FAMILY'S RESPONSIBILITY:

1. Notify the school of the child's allergies.
2. Work with the school team to develop a plan (Appendix #6) that accommodates the child's needs throughout the school including in the classroom, in the cafeteria, in the late-day after-care program, and during school-sponsored activities.
3. Provide to the school a written medical documentation, instructions, and medications as directed by a physician.
4. Provide properly labeled medications and replace medications after use or upon expiration.
5. Educate the child in the self-management of their food allergy including:
  - a. safe and unsafe foods
  - b. strategies for avoiding exposure to unsafe foods
  - c. symptoms of allergic reactions
  - d. how and when to tell an adult they may be having an allergy-related problem
  - e. how to read food labels (age appropriate)
6. Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
7. Provide emergency contact information.

SCHOOL'S RESPONSIBILITY:

1. Review the health records submitted by parents and physicians.
2. Identify a core team of, but not limited to, principal, teacher, school food service and counselor (if available) to work with parents and the student (age appropriate) to establish a prevention plan. Changes to the prevention plan to promote food allergy management should be made with core team participation.
3. Assure that all staff who interact with the student on a regular basis understand the food allergy, can recognize symptoms, knows what to do in an emergency, and work with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts.
4. Ensure medications are appropriately stored, and that an emergency kit is available in the office that contains a physician's standing order for epinephrine.
5. Designated school personnel are properly trained to administer medications in accordance with procedures governing the administration of emergency medications. All medications administered to students must be logged in the medication log book.

6. Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location.
7. Review policies/prevention plan with the core team members, parents/guardians, student (age appropriate), and physician after a reaction has occurred.
8. Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy.
9. Include food-allergic students in school activities. Students will not be excluded from school activities solely based on their food allergy.
10. Follow federal/state/district laws and regulations regarding sharing medical information about the student.
11. Take threats or harassment against an allergic child seriously.

STUDENT'S RESPONSIBILITY:

1. Should not trade food with others.
2. Should not eat anything with unknown ingredients or known to contain any allergen.
3. Should be proactive in the care and management of their food allergies and reactions based on their developmental level.
4. Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

The foregoing guidelines were adapted from The Food Allergy & Anaphylaxis Network (FAAN). They are included in this St. Agnes Crisis Management Plan with permission.

**VIOLENCE AND CRIME**

**VIOLENT ACTIONS BY STUDENTS**

INCLUDES: Physical Assault, Fights, Verbal Assault, or Verbal Threat.

PRINCIPAL:

1. Assess the situation and intervene if requested by the teacher.
2. Call 911 for Police if student(s) refuses to cooperate.
3. Assist police in any way requested.
4. Follow disciplinary action according to handbook.
5. File a Critical Incident Emergency Report along with supporting documents as necessary. (Appendix #1A-1G)

TEACHER:

1. Make verbal contact in calm, low-toned voice.

2. If behavior does not cease, shout "STOP" and then lower voice and encourage student to talk about the issues some place else.
3. Try to get offending student(s) to a more secure area so they can calm themselves without losing face; or try to get the area emptied of other students so there is less audience and less danger.
4. If the offending student(s) refuse to cooperate, notify the Principal that you need help with a violence problem.
5. Do NOT leave the offending student(s) alone.
6. Never grab or touch a violent student unless he/she is causing harm to himself/herself or others.
7. File a Critical Incident Emergency Report. (Appendix #1A)

### **ARMED STUDENT OR HOSTAGE**

#### PRINCIPAL:

1. Call 911 for police.
2. **IF WEAPON IS VISIBLE:**
  - a. Escort police to scene.
  - b. STAY OUT OF VIEW OF STUDENT.
  - c. Work with police as directed.
  - d. Announce code, "Code Nine On in (place)" to alert staff to lock their doors. Have administrative staff evacuate any students who have been locked out of their classroom or who are in public areas to a safe area outside the building.
  - e. Maintain calm.
  - f. Refer media calls to the Media Spokesperson. (Principal)
3. **IF WEAPON IS SUSPECTED:**
  - a. Have the police bring the student to the office with book bag, purse, books, and other possessions.
  - b. Ensure that at least 2 adults and the police officer are present.
  - c. Tell the student what is suspected and ask the student to produce the weapon. If the student denies or refuses, ask the student to empty pockets and all other containers.
  - d. If the search yields nothing, the 2 adults, police, and the student go to the student's desk for a search.
  - e. If a weapon is found, the police will remove the student.
  - f. Notify the parents. Follow disciplinary action in the Handbook.
4. File a Critical Incident Emergency Report along with supporting documents as necessary. (Appendix 1A-1G)

#### TEACHER:

1. Notify office immediately and advise whether a weapon is suspected or visible.
2. Try to calm the students and others.
3. **STOP**...Do NOT approach the student...Do NOT attempt to confiscate the weapon.

4. If a weapon is visible, or student is threatening ask the student in a calm voice for permission to evacuate the rest of the class.
5. Evacuate QUIETLY, if allowed. (Take attendance book with you).
6. If evacuation is not allowed, keep talking with the student until police arrive.
7. When police arrive do as they advise.
8. Lock doors when you hear the "Code Nine On" code.
9. File a Critical Incident Emergency Report. (Appendix #1A)

## **INTRUDERS**

### PRINCIPAL:

1. Approach the intruder (with another adult, if possible) and determine the nature of their presence.
2. Ask for identification.
3. Direct and/or escort them to the proper office.
4. If they have no acceptable purpose, ask them to leave.
5. If they refuse to leave:
  - a. Remind them they are in violation of the law.
  - b. Alert them that the police will be called.
6. If they continue to refuse to leave, call 911 for police.
7. If the situation is very severe, announce "Code Nine On", on the P.A. system, which means all teachers lock their doors.
8. Have administrative staff evacuate any students who have been locked out of their classroom or who are in public areas to a safe area outside the building.
9. When the situation is resolved, announce that "Code Nine Off".
10. File a Critical Incident Emergency Report and supporting documents as necessary. (Appendix #1A-1F)

### TEACHER:

1. Report any suspicious person to the office immediately by using the emergency button. (Referred to as Code One in the St. Agnes Staff Handbook)
2. Tell the office that you need assistance in or on (place).

## **VANDALISM OR GRAFFITI**

### PRINCIPAL:

1. Assess the extent of the damage.
2. If damage appears LESS than \$750:
  - a. Take a photo.
  - b. Make notes on the kind, extent, location, and approximate time of the damage.
  - c. Attempt to identify vandals.

- d. If a student has been identified as the vandal, notify parents.
  - e. Call maintenance for repairs.
3. If damage appears MORE than \$750:
- a. Cordon off the area.
  - b. Call 911 for police.
  - c. Take a photo of the damage.
  - d. Make notes on the kind, extent, location, and approximate time of the damage.
  - e. After the police have seen the damage, call maintenance for clean-up and repairs.
  - f. Attempt to identify the vandals, if known, notify parents and follow disciplinary action in Handbook.
  - g. File a Critical Incident Emergency Report and Damage Report & Assessment. (Appendix #1A & 1G)

TEACHER:

1. Notify office of damage and names of vandals if known.
2. File a Critical Incident Emergency Report. (Appendix #1A)

**DRIVE-BY SHOOTING**

PRINCIPAL:

1. Call 911 for the police, and if needed an ambulance.
2. Give as much information reported by the teacher as possible.
3. Bring all students and staff indoors immediately.
4. Secure building by locking doors and windows.
5. Consider making an announcement for teachers with windows near the street to have their students "Drop to the floor."
6. Have teachers remain with their classes and continue the educational process, insofar as possible.
7. Hold students beyond dismissal time when necessary.
8. Staff should remain with the students until the emergency is over.
9. Provide counseling to any student as needed.

TEACHER:

1. When shots are heard, yell to students to "Drop to the Ground."
2. As car exits area, yell to the students to "Run into the building."
  - a. Be alert for car returning to area.
  - b. Be prepared to yell again "Drop to the ground."
3. Notify the Office as soon as possible.
  - a. Report any known injuries.
  - b. Give description of car and license plate number, if possible.
  - c. Give description of persons in car (race, sex, hair color/length, etc.

- d. Last known direction of travel (street and direction).
4. Organize students within building and try to restore calm.
5. Return students to classroom.
  - a. Take attendance and report any missing students.
  - b. Arrange for a classroom monitor.
  - c. Return to Office and answer questions from the police.
  - d. File a Critical Incident Emergency Report. (Appendix 1A)

## **SEXUAL ASSAULT**

### PRINCIPAL:

1. Call 911 for the police and if necessary an ambulance.
2. Pull emergency health information and administer First Aid.
3. Call the counselor to stay with the victim.
4. Isolate suspect, if possible.
5. Isolate witnesses and do not allow them to talk to anyone or each other.
6. Secure area where assault occurred.
7. Appoint someone to call parents.
8. Call parents.
9. File a Critical Incident Emergency Report. (Appendix #1A)

### TEACHER:

1. Alert Office **IMMEDIATELY**.
2. Remain with victim.
3. File a Critical Incident Emergency Report. (Appendix #1A)

## **EVACUATION (TO SHG'S WEST CAMPUS)**

### PRINCIPAL:

1. Issue evacuation order over P.A. and advise of any special instructions (which exits to use or not use).
2. Call 911 for police, ambulance, and/or fire.
3. Establish an Incident Command Station at SHG's West Campus.
4. Ensure that custodians and cafeteria workers have turned off all motors, fans, and other power driven equipment.

### TEACHER:

1. Evacuate when you hear announcement.
  - a. Take roster sheet and grade book with you.
  - b. Instruct students to stay on sidewalk all the way to SHG's West Campus.

2. Close classroom door and turn out lights as students leave.
3. Leave the building in an orderly manner without rushing or crowding.
4. Listen for announcements or directions pertaining to evacuation.
5. Reassemble the students at SHG's West Campus Gym and check attendance to ensure that all students are accounted for.
  - a. Report any missing students immediately.
  - b. Give attendance count and names to Command Station at SHG's West Campus.
6. DO NOT return to school until instructed to do so.

### **INCIDENT COMMAND STATION (OFFICE AND ADMINISTRATIVE PERSONNEL)**

1. Collect attendance from teachers and compile list of possible missing students.
2. If students are missing, designate staff member(s) to attempt to locate them.
3. Determine if students are to:
  - a. Remain at evacuation area.
  - b. Be evacuated to another area.
  - c. Be dismissed for the day. If students are to be dismissed for the day, establish a checkout area in SHG's West Campus Gym.
4. When crisis situation has ended, provide staff and students with necessary instructions such as any changes to the daily schedule and what class to return to. Principal shall issue a press release in regards to reunification details.

### **SHELTER IN PLACE**

This is done when you receive information and instructions to shelter in place, rather than evacuate, due to a nearby hazardous material release.

#### **PRINCIPAL:**

1. Notify school to shelter in place by using P.A. system.
2. Require all persons outside to come into building immediately.
3. Ensure that maintenance immediately shuts off heating, cooling, and ventilating if situation warrants.
4. Allow NO ONE to leave the shelter during the emergency.
5. Use reasonable judgment in allowing outsiders into a shelter during the incident.
6. Maintain contact with emergency personnel.
7. Announce the current status frequently to building occupants.

#### **TEACHER:**

1. Move all students indoors.
2. Close all windows and doors to the shelter area if warranted.
3. If there appears to be air contamination, place a wet handkerchief or paper towel over the nose and mouth.
4. DO NOT allow anyone to leave until given the "ALL CLEAR."

## **DISASTER RESPONSE**

To be used as general guideline for all types of major disasters.

### **EVACUATION**

#### **PRINCIPAL:**

1. Announce any special instructions.
2. Evacuate all staff and students to designated area. (SHG's West Campus, Parking Lot, etc.)
3. Take Crisis Plan.
4. Ensure that maintenance has turned off all power driven equipment.
5. Establish an INCIDENT COMMAND STATION (PRINCIPAL should remain at Command Station to make decisions).
6. Designate qualified persons to establish First Aid station.
7. Assign a staff member to be in charge of:
  - a. Collect attendance from teachers and establish list of the missing
  - b. First Aid
  - c. Search/Rescue
  - d. Check-Out Station to release students to parents.
8. If buildings are damaged, appoint guards to see that no unauthorized person goes in.
9. Post traffic control at school entrances (3) to keep parking free for emergency vehicles.

#### **TEACHER:**

1. Evacuate with "Partner Teacher" when you hear alarm, announcement, or it is obvious that evacuation is necessary.
  - a. Take roster sheet and grade book.
  - b. Do not move seriously injured students unless they are in a life threatening situation.
  - c. If a student(s) is left behind, the partner teacher should stay with the student(s) and the other shall evacuate with BOTH attendance books and assume responsibility for both classes. A note should be made of exactly who is left behind and their exact location.
2. Leave the building in an orderly manner. MAKE SURE TO KEEP CLASS TOGETHER.
3. Listen for instructions.
4. Assemble students at a pre-designated area. (With partner class)
5. Take attendance and list names of students missing.
  - a. Attempt to recall last known location of missing students. (i.e. went to bathroom, library)
  - b. Report attendance to Command Station.
6. Send injured persons to First Aid Station.
7. Note in grade book anyone who leaves group for any reason.

8. Take attendance periodically.

STAFF IN CHARGE OF COLLECTING ATTENDANCE:

1. Collect attendance from teachers.
2. Compile list of possible missing persons and their last known location.
3. Pass along list of the missing to staff in charge of Search/Rescue.
4. Keep a running log (Appendix #1A-1G) of who a) is okay, b) has minor injuries, c) has serious injuries, d) is missing and e) is deceased.

STAFF IN CHARGE OF FIRST AID:

1. Gather first aid supplies.
2. Assess the seriousness of the injuries.
3. Document all persons with injuries and any treatment administered. (Appendix #1A).
4. After all injuries have been taken care of, locate private area to establish temporary morgue, if necessary.
5. Record the names of all deceased.
6. Pass all records to Command Station.

STAFF IN CHARGE OF SEARCH/RESCUE:

1. Obtain a list of missing and last known location from Incident Command Station.
2. Begin a systematic search of the building.

STAFF IN CHARGE OF CHECK OUT STATION:

1. Keep record of each student released.
2. Note time and person released to.

**DRILLS**

Although it is necessary to keep classroom interruptions to a minimum, it is also imperative that Faculty, Staff, and Students know how to react in a disaster. It is for this reason that each of the following drills be conducted at least TWO times each year. Each drill should be evaluated for problems or areas in which could be improved. Drills are documented (Appendix #7).

**FIRE DRILL:**

Fire drills practice the evacuation of Staff and Students from the building in an effective, prompt, and orderly manner. The Fire Department should be notified BEFORE each drill.

SAMPLE CLASSROOM FIRE DRILL:

(See Appendix #8 for complete drills) Objective: During a fire drill or at the first sign of fire, students demonstrate their ability to react immediately and

appropriately during the evacuation process. The drill may be timed for an exact measurement of how well the drill was performed.

Following the teacher's command students will:

- a. Immediately proceed in an orderly manner along the posted route.
- b. Be silent and listen to instructions.

During the Fire Drill teachers will:

- a. Gather attendance book.
- b. Instruct students to evacuate.
- c. Check attendance once class is outside the building.
- d. Listen to further instructions.

## **TORNADO DRILL:**

### SAMPLE CLASSROOM TORNADO DRILL:

(See Appendix #9 for complete drills) Objective: During a tornado drill, students and staff should demonstrate their ability to react immediately and appropriately to reduce the risk of injury from a tornado.

Following the teacher's command, students will:

- a. Immediately move to pre-designated shelter location.
- b. Be silent and listen to instructions.
- c. Face the wall in the disaster position when the "Drop and Tuck" command is given.

During the Tornado Drill, teachers will:

- a. Take attendance book with them.
- b. Evacuate students to pre-designated shelter area.
- c. Give the "Drop and Tuck" command when necessary.

## **EARTHQUAKE DRILL:**

Effective Earthquake drills simulate (1) actions to be taken during an actual earthquake and (2) actions to be taken after the ground shaking stops. Building evacuation following an earthquake is imperative due to the potential danger of fires or explosions. Alternate exit routes may have to be utilized.

### SAMPLE CLASSROOM EARTHQUAKE DRILL:

Objective: During an earthquake drill or at the first sign of ground shaking, students demonstrate their ability to react immediately and appropriately.

**DROP AND COVER**

**TURN AWAY FROM WINDOWS**

**STAY UNDER SHELTER UNTIL SHAKING STOPS**

**LISTEN FOR INSTRUCTIONS**

Following the teacher's command, students will:

- a. Immediately TAKE COVER under desks or tables and TURN AWAY from windows.
- b. Remain in sheltered position for at least 60 seconds.
- c. Be silent and listen for instructions.

During the earthquake drill, teachers will:

- a. TAKE COVER.
- b. Talk calmly to students.
- c. Know procedure for evacuating classroom.

## **POST CRISIS**

### PRINCIPAL:

1. Coordinate school-wide response.
2. Consider calling in stress management professionals in consultation with school counselor to counsel staff, students and parents.
3. Assist staff and teachers with crisis aftermath.
4. Assist students and parents with crisis aftermath.
5. Put together an evaluation team soon after the crisis to analyze the crisis and response.
6. Draft a communication to be given to the parents.

### TEACHERS:

1. Provide students with a comfortable place for safety and acceptance.
2. Inform students that you are there to listen and talk about what happened.
3. Discuss with students what they can do to help be more safe and comfortable.
4. Communicate with parents at the direction of the principal.
5. Complete a Critical Incident Emergency Report. (Appendix #1A)

**APPENDIX**

**CRITICAL INCIDENT EMERGENCY REPORT FORMS**

(to be complete within 24 hours of the incident)

Date Incident Occurred: \_\_\_\_\_ Location: \_\_\_\_\_

**Type of incident:**

- \_\_\_\_\_ Weapons-related incident involving a student.
- \_\_\_\_\_ Use of physical force by student.
- \_\_\_\_\_ Incident involving student, staff or faculty member resulting in injury or death.
- \_\_\_\_\_ Physical or sexual assault of a student or faculty/staff member.
- \_\_\_\_\_ Death Threat to a student, staff or faculty member.
- \_\_\_\_\_ Hostage Situation involving a student, staff or faculty member.
- \_\_\_\_\_ Bomb threat to school (See checklist).
- \_\_\_\_\_ Building emergency.
- \_\_\_\_\_ Other (Please Specify) \_\_\_\_\_

Faculty/Staff Involved: \_\_\_\_\_

What Specifically Occurred: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(use attachments if additional space is required)

What, if any, administrative action resulted or is being considered: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(use attachments if additional space is required)

**CRITICAL INCIDENT EMERGENCY REPORT FORMS**  
(continued)

**Condition of School Building and Grounds:**

(e.g.: wall cracked, fallen light fixtures, shattered windows, broken waterpipes, flooding, etc.)

_____	_____
_____	_____
_____	_____

**Condition of Neighborhood:**

(e.g.: fallen power lines, debris-cluttered streets, etc.)

_____	_____
_____	_____
_____	_____

Completed by \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_





**CRITICAL INCIDENT EMERGENCY STATUS FORM**

**STUDENT RELEASE – PERMISSION SLIP**

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

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

Authorized Adult \_\_\_\_\_

Relationship to Student \_\_\_\_\_

Student Being Transported To \_\_\_\_\_

Phone Number \_\_\_\_\_

Released by \_\_\_\_\_  
(Signature)







**CHECKLIST FOR RECIPIENTS OF BOMB THREAT TELEPHONE CALLS**

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

**\*\*PRETEND DIFFICULTY WITH HEARING. KEEP CALLER TALKING!**

**\*\*WRITE OUT MESSAGE IN ITS ENTIRETY.**

**Questions to ask:**

When is the bomb going to explode? \_\_\_\_\_  
Where is it located? \_\_\_\_\_  
What does it look like? \_\_\_\_\_  
What type of bomb is it? \_\_\_\_\_  
What causes it to explode? \_\_\_\_\_  
What is your name? \_\_\_\_\_  
What is your address? \_\_\_\_\_  
Did you place the bomb? \_\_\_\_\_  
Why? \_\_\_\_\_

**Length of Call:** \_\_\_\_\_ **Sex of Caller:** Male \_\_\_\_\_ Female \_\_\_\_\_

**Background Sounds:**

Street Noises _____	Voices _____	PA System _____
Music _____	Bar Sounds _____	Motor Running _____
Gas Station _____	Office Machines _____	Factory Machines _____
Animal Noises _____	Clear _____	Static _____
Cafeteria Noise _____	Long Distance _____	

**Was the caller familiar with the area?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Caller's Voice:**

Calm _____	Excited _____	Angry _____
Slow _____	Rapid _____	Soft _____
Loud _____	Laughter _____	Crying _____
Normal _____	Slurred _____	Nasal _____
Lisp _____	Stutter _____	Raspy _____
Deep _____	Deep Breathing _____	Familiar _____
Disguised _____	Clearing Throat _____	Accent _____

If voice was familiar, who did it sound like? \_\_\_\_\_

Was the message read by the threat maker? Yes \_\_\_\_\_ No \_\_\_\_\_

If voice had an accent, describe: \_\_\_\_\_

<b>Race:</b> Hispanic _____	<b>Age:</b> Under 18 _____
Black _____	18 – 25 _____
Oriental _____	25 – 40 _____
White _____	over 40 _____
Other _____	over 60 _____

Person receiving call \_\_\_\_\_

**ACCIDENT / INCIDENT REPORT FORM**

Accident/Incident Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

Place injury occurred: \_\_\_\_\_

Witnesses: \_\_\_\_\_

Describe injury & how the injury occurred: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action taken to assist student: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian notified: \_\_\_\_\_

Phone: \_\_\_\_\_

Student Transported (if applicable) To where: \_\_\_\_\_

By whom: \_\_\_\_\_

Further information you would like to include regarding this accident/incident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name of staff/supervisor completing this report: \_\_\_\_\_

Signature: \_\_\_\_\_

**REPORT OF COMMUNICABLE DISEASES**

4

Week Ending \_\_\_\_\_

County \_\_\_\_\_ City \_\_\_\_\_

Disease	Sex	Age Breakdown					
		3 yr	4 yr	5-9 yrs	10-14 yrs	15-19 yrs	Over 20
Chickenpox	Male						
	Female						
Scarlet Fever	Male						
	Female						
Strep Throat	Male						
	Female						
Other	Male						
	Female						

Name & Address	Phone	Age	Sex	Disease Suspected	Physician Confirmed	
					Yes	No

Reported by \_\_\_\_\_

Position/Facility \_\_\_\_\_

Date \_\_\_\_\_

## **GUIDELINES FOR CALLING THE CHILD ABUSE HOTLINE**

### Guidelines for Calling the Child Abuse Hotline

Mandated reporters and other persons should call the Hotline when they have reasonable cause to suspect that a child has been abused or neglected. The Hotline worker will determine if the information given by the reporter meets the legal requirements to initiate an investigation.

#### Criteria needed for a child abuse or neglect investigation

- The alleged victim is a child under the age of 18.
- The alleged perpetrator is a parent, guardian, foster parent, relative caregiver or any person responsible for the child's welfare at the time of the alleged abuse or neglect.
- There is a specific incident of abuse or neglect or a specific set of circumstances involving suspected abuse or neglect.
- There is demonstrated harm to the child or a substantial risk of physical or sexual injury to the child.

#### Information the reporter should have ready to give to the Hotline

- Names, birth dates (or approximate ages), races, genders, etc. for all adult and child subjects.
- Addresses for all victims and perpetrators, including current location.
- Information about the siblings or other family members, if available.
- Specific information about the abusive incident or the circumstances contributing to risk of harm. The reporter should have information about when the incident occurred, the extent of the injuries, how the child says it happened, and any other pertinent information.

#### Child Abuse Hotline

1-800-25-ABUSE or 1-800-252-2873

1-800-358-5117 (TTY)

The Hotline operates 24 hours per day, 365 days a year. The Hotline is less busy in the early morning hours, and reporters may be able to get through more quickly during these times. Reporters should be prepared to provide phone numbers where they may be reached throughout the day in case the Hotline must call back for more information.

# FOOD ALLERGY ACTION PLAN

## Food Allergy Action Plan

Name: \_\_\_\_\_ D.O.B.: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Allergy to: \_\_\_\_\_

Weight: \_\_\_\_\_ lbs. Asthma:  Yes (higher risk for a severe reaction)  No

Place  
Student's  
Picture  
Here

Extremely reactive to the following foods: \_\_\_\_\_

**THEREFORE:**

- If checked, give epinephrine immediately for ANY symptoms if the allergen was *likely* eaten.
- If checked, give epinephrine immediately if the allergen was *definitely* eaten, even if no symptoms are noted.

**Any SEVERE SYMPTOMS** after suspected or known ingestion:

**One or more** of the following:

LUNG: Short of breath, wheeze, repetitive cough  
 HEART: Pale, blue, faint, weak pulse, dizzy, confused  
 THROAT: Tight, hoarse, trouble breathing/swallowing  
 MOUTH: Obstructive swelling (tongue and/or lips)  
 SKIN: Many hives over body

Or **combination** of symptoms from different body areas:

SKIN: Hives, itchy rashes, swelling (e.g., eyes, lips)  
 GUT: Vomiting, crampy pain



**1. INJECT EPINEPHRINE IMMEDIATELY**

2. Call 911
3. Begin monitoring (see box below)
4. Give additional medications:\*  
 -Antihistamine  
 -Inhaler (bronchodilator) if asthma

\*Antihistamines & inhalers/bronchodilators are not to be depended upon to treat a severe reaction (anaphylaxis). USE EPINEPHRINE.

**MILD SYMPTOMS ONLY:**

MOUTH: Itchy mouth  
 SKIN: A few hives around mouth/face, mild itch  
 GUT: Mild nausea/discomfort



**1. GIVE ANTIHISTAMINE**

2. Stay with student; alert healthcare professionals and parent
3. If symptoms progress (see above), USE EPINEPHRINE
4. Begin monitoring (see box below)

**Medications/Doses**

Epinephrine (brand and dose): \_\_\_\_\_

Antihistamine (brand and dose): \_\_\_\_\_

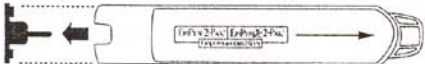
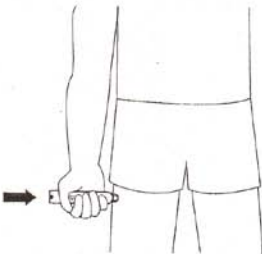
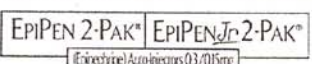






Other (e.g., inhaler-bronchodilator if asthmatic): \_\_\_\_\_

**Monitoring**

*Stay with student; alert healthcare professionals and parent.* Tell rescue squad epinephrine was given; request an ambulance with epinephrine. Note time when epinephrine was administered. A second dose of epinephrine can be given 5 minutes or more after the first if symptoms persist or recur. For a severe reaction, consider keeping student lying on back with legs raised. Treat student even if parents cannot be reached. See back/attached for auto-injection technique.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_ Physician/Healthcare Provider Signature \_\_\_\_\_ Date \_\_\_\_\_

TURN FORM OVER

<p><b>EPIPEN Auto-Injector and EPIPEN Jr Auto-Injector Directions</b></p> <ul style="list-style-type: none"> <li>First, remove the EPIPEN Auto-Injector from the plastic carrying case</li> <li>Pull off the blue safety release cap</li> </ul>  <ul style="list-style-type: none"> <li>Hold orange tip near outer thigh (always apply to thigh)</li> </ul>  <ul style="list-style-type: none"> <li>Swing and firmly push orange tip against outer thigh. Hold on thigh for approximately 10 seconds. Remove the EPIPEN Auto-Injector and massage the area for 10 more seconds</li> </ul>  <p><small>DEY™ and the Dey logo, EpiPen®, EpiPen 2-Pak®, and EpiPen Jr 2-Pak® are registered trademarks of Dey Pharma, L.P.</small></p>	<p><b>Twinject® 0.3 mg and Twinject® 0.15 mg Directions</b></p>  <p>Remove caps labeled "1" and "2."</p> <p>Place rounded tip against outer thigh, press down hard until needle penetrates. Hold for 10 seconds, then remove.</p> <p><b>SECOND DOSE ADMINISTRATION:</b> If symptoms don't improve after 10 minutes, administer second dose:</p> <p>Unscrew rounded tip. Pull syringe from barrel by holding blue collar at needle base.</p> <p>Slide yellow collar off plunger.</p> <p>Put needle into thigh through skin, push plunger down all the way, and remove.</p>   
<p><b>Adrenallick™ 0.3 mg and Adrenallick™ 0.15 mg Directions</b></p>  <p>Remove GREY caps labeled "1" and "2."</p> <p>Place RED rounded tip against outer thigh, press down hard until needle penetrates. Hold for 10 seconds, then remove.</p> 	<p>A food allergy response kit should contain at least two doses of epinephrine, other medications as noted by the student's physician, and a copy of this Food Allergy Action Plan.</p> <p>A kit must accompany the student if he/she is off school grounds (i.e., field trip).</p>

**Contacts**

Call 911 (Rescue squad: ( ) - ) Doctor: \_\_\_\_\_  
Parent/Guardian: \_\_\_\_\_

Phone: ( ) - \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_

**Other Emergency Contacts**

Name/Relationship: \_\_\_\_\_  
Name/Relationship: \_\_\_\_\_

Phone: ( ) - \_\_\_\_\_  
Phone: ( ) - \_\_\_\_\_



## **FIRE DRILL DIRECTIVES**

**Please keep in your faculty handbook and highlight your class directives.**

Staff Members: **please check the following -**

- ❖ Close all windows and turn off fans and lights.
- ❖ After all students are out of the room, close door. This includes the door to the hallway if you exit through an outside door.
- ❖ All classroom doors must be closed when we exit for a fire drill. Please be alert to any unoccupied classroom door(s) left open and close them as you evacuate the building.
- ❖ Take your grade book and attendance record for the day.
- ❖ When your class is in place outside the building, check attendance. Notify the principal immediately if a child is missing.
- ❖ Return quietly to the building when the “all clear” signal is given by the principal.

Preschool – Room 148	Exit single file through outside door, turning right and proceeding on sidewalk toward south parking lot.
KA – Room 116	Exit by outside north door, single file to sidewalk. Follow sidewalk to Amos. Proceed south toward rectory on sidewalk. Follow 2B.
KB – Room 117	Exit by outside south door, single file to sidewalk. Proceed down the sidewalk toward the front of the Church.
1A – Room 106	Exit by outside north door, single file to sidewalk. Follow sidewalk to Amos. Proceed south toward rectory on sidewalk. Follow KA.
1B – Room 115	Exit by outside door. Going straight ahead, follow sidewalk single file along side of school going towards Handicapped Parking. Turn toward church and follow sidewalk to the bell tower.
2A – Room 119	Exit by outside door. Proceed toward back of rectory. Turn south on Amos sidewalk as far as south entrance to blacktop in single file line.
2B – Room 118	Exit by outside door. Proceed to sidewalk. Follow sidewalk to Amos. Proceed south toward rectory on sidewalk in single file line.
3A – Room 101	Exit by outside door. Turn left, proceeding around the school to south parking lot area in single file line.

St. Agnes School  
Crisis Management Plan

- 3B – Room 102 Exit by outside north door, single file to sidewalk. Follow sidewalk to Amos. Proceed south toward rectory on sidewalk. Follow 1A.
- 4A – Room 204 Use west stairs. Exit single file to right of stairs. Exit building through west doors. Turn left and proceed around west side of school to south parking lot area.
- 4B – Room 201 Use west stairs. Exit single file to left of stairs. Exit building through west doors. Turn left and proceed around west side of school to south parking lot area.
- 5A – Room 206 Use west stairs. Exit single file to right of stairs. Exit building through west doors. Turn right and proceed around north side of building. Follow sidewalk to Amos.
- 5B – Room 213 Use middle stairs. Exit single file to left and right of stairs. Turn right down back hallway by maintenance room. Exit through outside door, turn left and proceed around west side of school to south parking lot area.
- 6A – Room 214 Use middle stairs. Exit single file to right of stairs. Turn left exiting building through library northeast door. Follow sidewalk to Amos. Proceed south toward rectory on sidewalk.
- 6B – Room 215 Use middle stairs. Exit single file to left of stairs. Turn left exiting building through library northwest door. Follow sidewalk to Amos. Proceed south toward rectory on sidewalk.
- 7A – Room 218 Use east stairs. Exit single file to right of stairs. At foot of stairs, turn left. Exit building using east doors, turn right, proceed toward back of rectory to Amos, walking on the grass beside Kindergarten on the sidewalk. Turn right on Amos sidewalk. Form partners with 7B.
- 7B – Room 219 Use east stairs. Exit single file to left of stairs. At foot of stairs, turn left. Exit building using east doors, turn right, proceed toward back of rectory to Amos, walking on the grass beside Kindergarten on the sidewalk. Turn right on Amos sidewalk. Form partners with 7A.
- 8A – Room 216 Use east stairs. Exit single file to left of stairs following 7B. At foot of stairs, turn left. Exit building using east doors, turning right

St. Agnes School  
Crisis Management Plan

proceed toward back of rectory to Amos. Turn right on Amos sidewalk forming partners with 8B.

8B – Room 217	Use east stairs. Exit single file to right of stairs following 7A. At foot of stairs, turn left. Exit building using east doors, turning right proceed toward back of rectory to Amos. Turn right on Amos sidewalk forming partners with 8A.
Administrative Area	Exit building using the closest exit.
Art/Band – Room 212	Use west stairs. Exit single file to left of stairs. Exit building through west doors. Turn right and proceed around north side of building. Follow sidewalk to Amos.
Cafeteria – Room 141	Exit single file through south gym entrance door. Turn left and proceed on sidewalk toward the south parking lot.
Computer – Room 103	Exit single file through front door of classroom, turn left exiting building through west doors. Turn left and proceed around west side of school to south parking lot area.
Gym – Room 143	Exit single file by west fire doors. Turn left and proceed on the sidewalk to the south parking lot.
Library – Room 112	Exit single file through northeast and northwest outside doors of library. Turn right, proceeding on sidewalk to Amos.
Music – Room 142	Exit single file by outside door, turning right and proceeding toward south parking lot.
Resource – Room 220	Use east stairs following 8B to right side of the stairs. At the foot of the stairs turn left. Exit building using east doors, turning right proceeding toward back of rectory to Amos. Turn right on Amos sidewalk.
Speech – Room 130	Exit single file through back hallway door, turn left and proceed around west side of school to south parking lot area.

## **TORNADO DRILL DIRECTIVES**

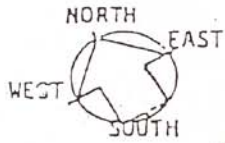
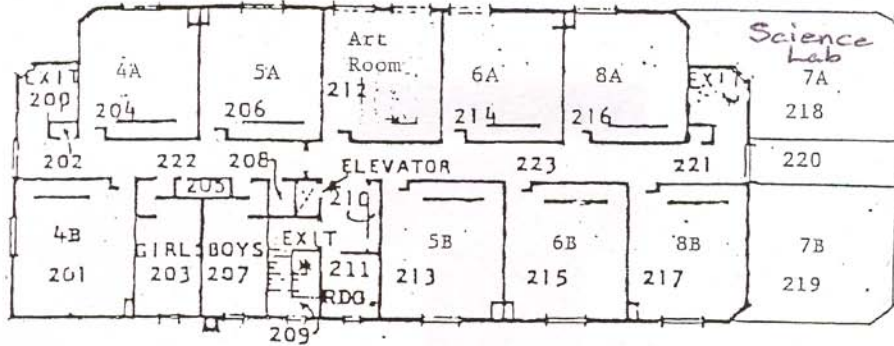
Please keep in your faculty handbook and highlight your class directives. The signal will be given over the P.A. with the announcement **THIS IS AN EMERGENCY. GO TO YOUR POSITION.** All students should walk single file as in a fire drill to their assigned area. After students are in their assigned position in the hallway, teachers are to close the fire doors at either end of the hallway.

KA – Room 116	Take position in coatroom
KB – Room 117	Take position in coatroom
1A – Room 106	Take position in coatroom
1B – Room 115	Take position in coatroom
2A – Room 119	Take position in coatroom
2B – Room 118	Take position in coatroom and girls' bathroom
3A – Room 101	Take position in coatroom
3B – Room 102	Take position in coatroom
4A – Room 204	Computer Room --- Use West stairs
4B – Room 201	Computer Room --- Use West stairs
5A – Room 206	Administration Hallway --- Use Middle stairs
5B – Room 213	Administration Hallway --- Use Middle stairs
6A – Room 214	Hallway outside 3A --- Use Middle stairs
6B – Room 215	Supply Window Hallway --- Use Middle stairs
7A – Room 218	Supply Window Hallway --- Use East stairs
7B – Room 219	Supply Window Hallway --- Use East stairs
8A – Room 216	Hallway outside 1B --- Use East stairs
8B – Room 217	Hallway outside KB --- Use East stairs
Resource – Room 220	Administration Hallway --- Use East stairs
Art/Band – Room 212	Hallway outside 3B --- Use Middle stairs
Speech – Room 130	Hallway outside Maintenance Room
Preschool – Room 148	Hallway outside Music Room
Cafeteria – Room 141	Hallway outside Cafeteria
Computer – Room 103	Remain in Computer Room
Gym – Room 143	Hallway outside Cafeteria
Library – Room 112	Students go to their homeroom's station
Music – Room 142	Hallway outside Music Room

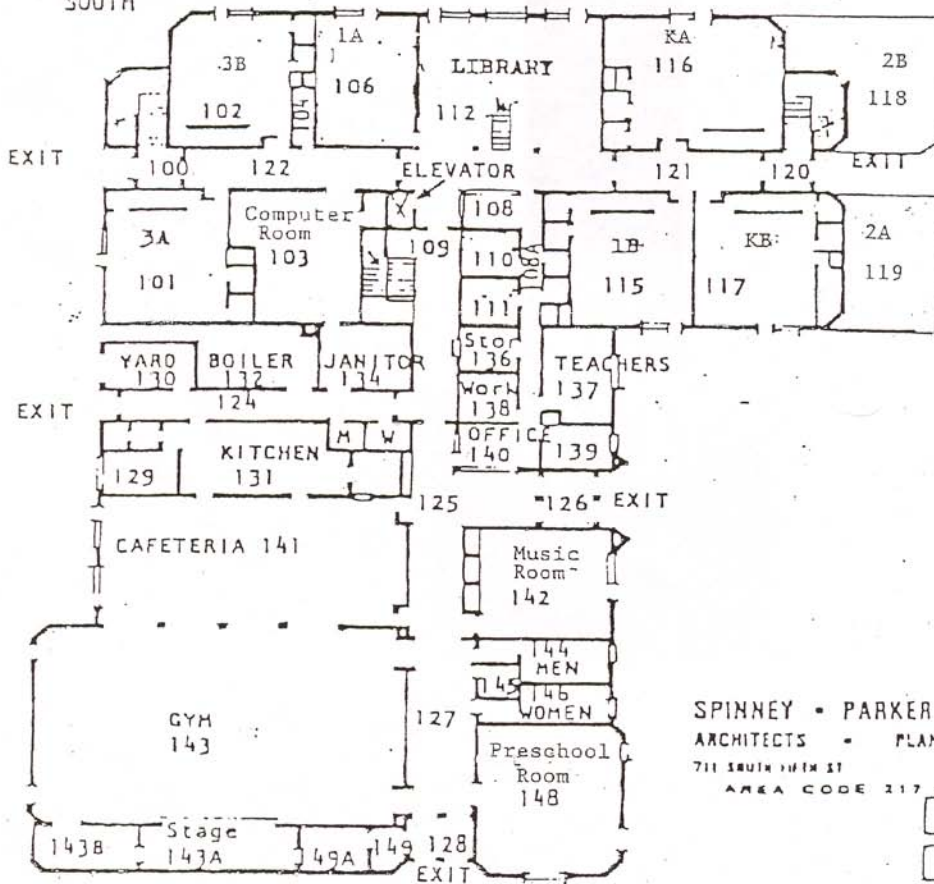
**CHILDREN ARE INSTRUCTED TO KNEEL AND COVER THEIR HEADS WITH THEIR HANDS. THEY ARE TO BE SINGLE FILE, ONE BEHIND THE OTHER. THERE MUST BE SILENCE SO THAT THEY CAN HEAR THE INSTRUCTIONS GIVEN.**

**ST. AGNES FLOOR PLAN**

ST. AGNES ELEMENTARY SCHOOL & PARISH CENTER  
251 NORTH AMOS SPRINGFIELD, ILLINOIS



SECOND FLOOR PLAN



SPINNEY • PARKER • ARCHITECTS, INC  
ARCHITECTS • PLANNERS • CONSULTANTS  
711 SOUTH HIGH ST SPRINGFIELD, ILLINOIS 62703  
AREA CODE 217 PHONE 528-3883



FIRST FLOOR PLAN