Community High School
District 94
West Chicago Community
High School
Crisis Action Plan
SCHOOL/DISTRICT INFORMATION

School Name: West Chicago Community High School
Building Street Address: 326 Joliet Street
City: West Chicago
County: DuPage
School District: Community High School District 94
Major Intersection: Joliet and Ann Street
Enrollment: 2000

Building Crisis Team

Members of the Principals Advisory Council – Deans, Division Heads, Directors, Assistant Principals
SAFETY PLAN

Basic Plan

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INTRODUCTION

Purpose of the Plan

The purpose of the Crisis Action Plan is to provide information on how to respond to emergency incidents by outlining the responsibilities and duties of West Chicago Community High School and its employees. Developing, maintaining, and exercising the plan empowers employees to act quickly and knowledgeably. The plan educates staff, faculty, students, and other key stakeholders on their roles and responsibilities before, during, and after an incident. This plan provides parents and other members of the community with assurances that West Chicago Community High School has established guidelines and procedures to respond to incidents/hazards in an effective way.

Scope of the Plan

The School Crisis Action Plan provides guidelines and procedures for dealing with existing and potential school incidents. The basic plan is an organized, systematic method to mitigate, prevent, prepare for, respond to, and recover from incidents. The plan discusses the expectations of staff; roles and responsibilities; internal and external communications; common and specialized procedures; and specific hazard vulnerabilities and responses/recovery.

Coordination with Emergency First Responders

Various agencies and services are involved in responding to school incidents, including emergency responders from law enforcement, safety, fire, emergency agencies, as well as mental health and other community organizations. An important component of the School Crisis Action Plan is advanced planning with various federal, state, and/or local agencies and community service providers to aid in timely communication and response to an incident.

Planning Assumptions and Limitations

Planning assumptions allow for deviation from the plan if certain assumptions prove not to be true during operations. The following are standard assumptions. Additional assumptions may be needed depending on your school’s circumstances:

- A major disaster could occur at any time and at any place. In some cases, dissemination of warning to the public and implementation of increased readiness measures may be possible; however, some emergency situations occur with little or no warning.
- A single site incident (e.g., fire, gas main breakage) could occur at any time without warning and the employees of the school affected cannot and should not, wait for direction from local emergency response agencies. Action is required immediately to save lives and protect school property.
There may be a number of injuries of varying degrees of seriousness to faculty, staff, and/or students. Rapid and appropriate response will reduce the number and severity of injuries.

Outside assistance from local fire, law enforcement and emergency managers will be available in most serious incidents. Because it takes time to request and dispatch external assistance, it is essential for the school to be prepared to carry out the initial incident response until responders arrive at the incident scene.

Proper prevention and mitigation actions, such as creating a positive school environment and conducting fire and safety inspections, will prevent or reduce incident-related losses.

Planning Limitations

No guarantee is implied by this plan of a perfect incident management system. As personnel and resources may be overwhelmed, West Chicago Community High School can only endeavor to make every reasonable effort to manage the situation with the resources and information available at the time.
ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A building principal and/or assistant principals are not always able to manage all the aspects associated with an incident without assistance. As indicated, the Crisis Action Plan uses a team approach to manage incidents and allows school officials to assign tasks to other key school personnel.

During an incident in which the Crisis Action Plan is deemed necessary; West Chicago Police Department and/or West Chicago Fire Department will establish an Incident Command Post. Authorities and school personnel at the Incident Command Post (ICP) will provide an assessment of the situation, identify resources required, and direct the on-scene incident management activities.

Principal/Building Administrator

The principal/designee may serve as the School Incident Commander or delegate that authority to a qualified individual. The principal shall coordinate between the Superintendent’s office and the School Building Administrative Team.

Principal Advisory Council Team

- Assuming overall direction of all incident management activities
- Taking steps deemed necessary to ensure the safety of students, staff and other individuals.
- Determining whether to implement Crisis Action Plan protocols as established
- Arranging for relocation of students, staff and other individuals when safety is threatened by a disaster.
- Working with and ensuring communication with emergency services personnel.
- Keeping the principal and other officials informed of the situation.
- Building level communication center will be established to communicate with building staff any necessary information. i.e. concession stand at the stadium.
- Coordinate transportation needs (Busing, specialized transportation, pick up areas, etc..)

Teachers

Teachers shall be responsible for the supervision of students and shall remain with students until directed otherwise.

Responsibilities include:
- Supervising students under their charge.
• Taking steps to ensure the safety of students, staff and other individuals in the implementation of incident management protocols established in the School Crisis Action Plan.
• Directing students in their charge to inside or outside assembly areas, in accordance with signals, warning, written notification or intercom orders according to incident management procedures established in the School Crisis Action Plan
• Reporting missing students to the administration.
• Executing assignments as directed by the administration
• Obtaining first-aid services for injured students from the school nurse or person trained in first-aid. Arrange for first-aid for those unable to be moved.

Instructional Assistants/Program Assistants

Responsibilities include assisting teachers as directed.

Counselors, Social Workers, and Psychologists

Counselors, social workers and psychologists provide assistance with the overall Crisis Action Plan procedures at the site. Responsibilities may include:

• Taking steps to ensure the safety of students, staff and other individuals in the implementation of Crisis Action Plan protocols as established
• Assisting in the relocation of students, staff and other individuals when their safety is threatened by a disaster.
• Executing assignments as directed by the Incident Commander.
• Assisting with crisis intervention and recovery processes.

School Nurses/Health Assistants

Responsibilities include:

• Administering first-aid or emergency treatment as needed.
• Organizing first-aid and medical supplies.

Custodians/Maintenance Personnel

Responsibilities include:

• Surveying and reporting building damage to the administration.
• Controlling main shutoff valves for gas, water and electricity and ensure that no hazard results from broken or downed lines.
• Providing facility damage control as needed.
• Assisting in the conservation, use and disbursement of supplies and equipment.
• Keeping the administration team informed of school conditions.

School Secretary/Office Staff

Responsibilities include:

• Answering phones and assisting in receiving and providing consistent information to callers.
• Providing for the safety of essential school records and documents.
• Executing assignments as directed by the administration team.
• Providing assistance to the principal.
• Assisting with health incidents as needed, acting as messengers, etc.

Food Service/Cafeteria Workers

Responsibilities include:

• Preparing, and serving food and water on a rationed basis when the feeding of students and staff becomes necessary during an incident.
• Executing assignments as directed by the administration team.

Other Staff (e.g., Itinerant Staff, Substitute Teachers)

Responsibilities include reporting to the administration team for assignments, if requested to do so.

Students

Responsibilities include:

• Cooperating during emergency drills and exercises and during an incident.
• Learning to be responsible for themselves and others in an incident.
• Understanding the importance of not being a bystander by reporting situations of concern.
• Taking an active part in school incident response/recovery activities, as age appropriate.

Parents/Guardians

Responsibilities include:

• Encouraging and supporting school safety, violence prevention and incident preparedness programs within the school.
Participating in volunteer service projects for promoting school incident preparedness.

Providing the school with requested information concerning the incident, early and late dismissals, and other related release information.

Practicing incident management preparedness in the home to reinforce school training and ensure family safety.

COMMUNICATIONS

Communication is a critical part of Crisis Action Plan. West Chicago Community High School supports its mission to provide clear, effective internal and external communication between the school, staff, students, parents, emergency responders, the community and media.

External

- In the event of a Crisis, Coordinator of Communications and Community Relations or designee will oversee the communication to parents, community and media, regarding crisis updates, release of information and the correction of all misinformation.

Internal

- The building crisis team will oversee communication to faculty, staff and students regarding procedures, updates and logistics pertinent to the crisis.
- Throughout the incident school personnel will be notified via intercom, email or text.

RECOVERY AFTER AN INCIDENT

After the safety and status of staff and students have been assured and emergency conditions have been abated following an incident, staff, teachers and school officials will assemble to support the restoration of the school’s educational programs.

West Chicago Community High School and the Community High School District 94 will designate appropriate personnel and collaborate with external resources to work in teams to accomplish the following:

- Conduct an assessment of the facilities and the operational recovery needs.
West Chicago Community High School Crisis Action Plan

- Assess physical security, data access and all other critical services (e.g., plumbing, electrical).
- Examine critical information technology assets and personnel resources and determine the impact on the school operations for each asset and resource that is unavailable or damaged.
- Document damaged facilities, lost equipment and resources and special personnel expenses that will be required for insurance claims and requests for state and federal assistance.
- Arrange for ongoing status reports during the recovery activities to: a) estimate when the educational program can be fully operational; and b) identify special facility, equipment and personnel issues or resources that will facilitate the resumption of classes.
- Educate school personnel, students and parents on available crisis counseling services.
- Establish absentee policies for teachers/students after an incident.
- Establish an agreement with mental health organizations to provide counseling to students and their families after an incident.
- Create a plan for conducting classes when facilities are damaged (e.g., alternative sites, half-day sessions, portable classrooms).
DROP, COVER AND HOLD/EARTHQUAKE

PURPOSE

Drop, Cover and Hold procedures are used to protect students and staff from flying or falling debris resulting from explosions, structural failures, severe weather or an earthquake.

NOTIFICATION

- Initial announcement via the intercom system or mass text communication.
- Secondary information will be sent via intercom, email or text

PROCEDURES

Indoor Procedures

When indoors, students/staff should:

- Drop to the floor.
- Cover by getting under a sturdy table, desk, or other piece of furniture. If there is no suitable furniture nearby, cover face and head with their arms.
- Hold on to the table or desk until directed to stop.
- When directed by the Principal/designee and/or when it is safe to do so, staff members will evacuate students to specified locations.
- Do not use the elevators to evacuate.

Outdoor Procedures

When outdoors, students/staff should:

- Move away from buildings, streetlights and utility wires.
- Drop to the ground.
- Cover their face and head with their arms.
- When directed by the Principal/designee and/or when it is safe to do so, staff members will redirect students to specified locations.
EVACUATION PROCEDURE

PURPOSE

Evacuation should take place if it is determined that it is safer outside than inside the building and staff, students and visitors can safely reach the evacuation location without danger.

NOTIFICATION

- Initial announcement via intercom or fire alarm
- Secondary information will be sent via intercom, email or text

TEACHER

- Instruct students to exit the building using the designated emergency fire evacuation routes or as directed by the administration team.
- Help those needing special assistance.
- Do not lock classroom doors when leaving, close door and turn off lights.
- Do not stop for student or staff belongings.
- Take electronic device that allows access to class roster and student information
- Go to specified evacuation area
- Wait for additional instructions.

STAFF

- Instruct students to exit the building using the designated emergency fire evacuation routes or as directed by the administration team.
- Help those needing special assistance.
- Do not lock classroom doors when leaving, close door and turn off lights.
- Do not stop for student or staff belongings.
- Take electronic device that allows access to class roster and student information
- Go to specified evacuation area
- Wait for additional instructions.
LOCKDOWN PROCEDURE

PURPOSE

The lockdown procedure provides a refuge for students, staff and the public inside the school building during an emergency.

NOTIFICATION

- Initial announcement using the building intercom system or mass text communication
- Secondary information will be sent via intercom, email or text

Teachers

- Clear the hallway by your room, moving everyone into the classroom.
- Lock your doors.
- Take attendance and be prepared to notify administration of missing students or additional students, staff or guests sheltered in your classroom.
- Allow no one outside of the classroom until the “All Clear” signal is given unless a life-threatening situation exists and a means to safe exit is available.
- Continue with lesson plan until or unless directed otherwise

Staff

- Clear the hallway by your location/area and move into a secure office space or classroom
- Take attendance and be prepared to notify administration of missing students or additional students, staff or guests sheltered in your classroom
- Allow no one outside of the office area or classroom until the “All Clear” signal is given unless a life-threatening situation exists and a means to safe exit is available.

Custodians

- Close and lock all delivery doors.
- Direct any contractors, delivery drivers, vendors or repairmen located inside the building into a safe area and lock the door.

If students and school personnel are outside of the school building at the time of a LOCKDOWN, teachers or other school personnel will move students to a safe area.
ACTIVE SHOOTER

PURPOSE

An active shooter or armed assailant on school property involves one or more individual's intent on causing physical harm and/or death to students and staff. Such intruders may also possess a gun, a knife, a bomb or other harmful device. An Active Shooter will result in law enforcement and other safety and emergency services responding to the scene.

Once law enforcement arrives, it is critical to follow the instructions of, and cooperate with, the law enforcement officer who will be the Incident Commander with jurisdiction over the scene. The school is a crime scene and will require a thorough search and processing.

NOTIFICATION

- Initial announcement using the building intercom system or text
- Secondary information will be sent via intercom, email or text

TEACHERS/STAFF

- Initiate RUN-HIDE-FIGHT procedures.
- If you are the first to encounter an armed intruder, immediately CALL 911, then notify administration, and execute RUN-HIDE-FIGHT procedures.
- Gather information about your classroom’s immediate situation. Account for all students or other individuals sheltered in your room.
- RUN - Assess your ability to evacuate the building. If clear, proceed to evacuate.
- HIDE - If there is no safe manner to evacuate the building, have students utilize lockdown procedures until personally given the “All Clear” by the Incident Commander or a law enforcement officer in uniform.
- FIGHT - If an active shooter or intruder enters the classroom use WHATEVER means necessary to keep your students safe. This may include any and all forms of resistance to the threat. If an intruder enters and begins shooting, any and all actions to stop the shooter are justified. This includes moving about the room to lessen accuracy, throwing items (books, computers, phones, book bags) to create confusion, exiting out windows, and confronting (assault, subdue, choke) to stop the intruder. Tell students to get out anyway possible and move to another location.
BOMB THREAT

PURPOSE

To ensure that there are procedures in place to protect staff, students and school property in the event of a communicated threat regarding the presence of destructive devices on school property. A bomb threat will result in law enforcement and other safety and emergency services responding to the scene.

Once law enforcement arrives, it is critical to follow the instructions of, and cooperate with, the law enforcement officer who will be the Incident Commander with jurisdiction over the scene.

RESPONSIBILITIES

Staff who received the bomb threat message:

- Make a record of the exact wording of the threat.
- If a bomb threat is received by phone:
  - Remain calm. Keep the caller on the line as long as possible. DO NOT HANG UP, even if the caller does
  - Listen closely to caller’s voice and speech patterns and to noises in background. Make a record of that information
- Listen carefully. Be polite and show interest
- Try to keep the caller talking to learn more information
- If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
- If your phone has a display, copy the number and/or letters on the window display
- Immediately upon termination of the call, do not hang up, but from a different phone, contact administration immediately with information and await instructions.

NOTIFICATION

- Notify law enforcement SRO’s, fire and emergency services by calling 911 if not already notified.
- Assign staff to meet and brief emergency responder agencies.
- Notify staff through the intercom system or text if appropriate
- If a suspicious item is located, determine if evacuation procedures should be activated, selecting routes and assembly areas away from the suspicious item. Determine if further response should await arrival of law enforcement and other emergency services.
- If evacuation occurs, students and staff must be evacuated to a safe distance outside of school building. (See Page 14)
• Arrange for person who found a suspicious item to talk with law enforcement official.
• Notify the Superintendent.
• Active communications plan to inform parents, media, and community of incident as determined in consultation with law enforcement.

Teachers/staff

• If a suspicious item is found-DO NOT TOUCH IT. Secure the area where the item is located.
• Account for students and be prepared to evacuate if ordered.
• Evacuate using evacuation procedures and exit routes to designated area.
• Leave classroom doors open when exiting.
• Take roll after being evacuated. Be prepared to report the names of any missing persons to school administration.
• Keep students together at the designated area until given further instructions. Be prepared to go to off-site relocation if ordered.
• If given the “All Clear” signal, return to the building and resume normal operations.

Incident Commander/Law Enforcement, Fire & Emergency Agencies

Once emergency responders are on scene, decisions must be made to:

• Evacuate immediately, if this has not already occurred and if warranted, selecting routes and assembly areas away from the suspicious item.
• Speak to staff who received the threat and obtain information.
• Search the building.
• If a search is to be conducted, assemble and brief a search team at a designated area. Assign search areas within the building, the emergency exit routes and the outside assembly areas.
• If a suspicious item is located, order an evacuation, if that has not already occurred.
• No one may re-enter the building until fire or police personnel declare it is safe to do so.
• After consulting with the Superintendent and School Incident Commander / Principal determine if staff and students should be relocated to an alternative safe site.
PURPOSE
To ensure that there are procedures in place to protect staff, students and school property in the event of a fire

- Any staff discovering fire or smoke will activate the fire alarm, and report the fire to administration, or call 911 if conditions require and/or injured are in need of medical assistance.
- Staff, students and visitors will immediately evacuate the building using prescribed routes or alternate routes
- No one may re-enter building until it is declared safe by the fire department.

Once an emergency Incident Commander arrives (fire department), it is critical to follow the instructions of, and cooperate with, the Incident Commander who has jurisdiction at the scene.

NOTIFICATION
- Fire Alarm
- Secondary information will be sent via intercom, email or text

TEACHERS/STAFF
- Take class roster and any other supplies or resources relevant to the incident and lead students as quickly and quietly as possible out of the building
- Use alternate escape routes if the regular route is blocked or there is a safety hazard.
- Keep class together and wait for further instructions.
- Remain in safe area until the “All Clear” signal has been issued.
- No one may re-enter building until it is declared safe by the fire department.
TORNADO/SEVERE WEATHER

PURPOSE
To ensure that there are procedures in place to protect staff, students and school property in the event of a tornado/severe weather.

NOTIFICATION
- Announcement using the building intercom system or text
- Secondary information will be sent via intercom, email or text.

TEACHERS/STAFF
- Direct students and staff inside the building to immediately move to interior safe areas, closing classroom doors after exiting.
- If outside, students and staff should move to the nearest interior safe area. If time does not permit, have students get down in the nearest ravine or open ditch or low spot away from trees or power poles.
- Remain in safe area until warning expires or until emergency personnel have issued an “All-Clear”