

MOKENA SCHOOL DISTRICT 159

Safety & Crisis Plan

Revised July 26, 2019

TABLE OF CONTENTS

<u>Introduction</u>	<u>4</u>
<u>Confidentiality.....</u>	<u>4</u>
<u>Plan Review</u>	<u>4</u>
<u>Safety & Security Team</u>	<u>4</u>
<u>Emergency Response Flowchart</u>	<u>5</u>
<u>Communication</u>	
<u>Communication Options</u>	<u>6</u>
<u>Contacts / Community Resources.....</u>	<u>7-8</u>
<u>School Crisis Management Teams (SCMT).....</u>	<u>9</u>
<u>Staff and Student Emergency Announcements</u>	<u>10</u>
<u>Principal Checklist (Annual)</u>	<u>11</u>
<u>Incident Guides</u>	
<u>Abduction.....</u>	<u>12</u>
<u>Bomb Threat</u>	
<u>Email/Fax or Other Form of Communication.....</u>	<u>13</u>
<u>Mailed/Posted</u>	<u>13</u>
<u>Suspicious Item</u>	<u>13</u>
<u>Phone</u>	<u>14-15</u>
<u>Bomb Threat Checklist.....</u>	<u>16-17</u>
<u>Bus Incidents</u>	
<u>Bus Accident and/or Bus Medical Emergency Procedures</u>	<u>18-19</u>
<u>Child Left on Bus</u>	<u>20</u>
<u>Deferrals of Bus Student Drop Off or Pick Up.....</u>	<u>21</u>
<u>Child Left At School</u>	<u>22</u>
<u>Death of a Current or Former Student or Staff Member</u>	
<u>Off Campus</u>	<u>23</u>
<u>On Campus.....</u>	<u>24</u>
<u>Early Dismissal for Emergency</u>	<u>25</u>
<u>Earthquakes</u>	<u>26-27</u>
<u>Emergency Preparedness Drills</u>	<u>28-29</u>
<u>Evacuation Procedures</u>	
<u>General.....</u>	<u>30</u>
<u>Evacuation during Athletic Event from a School Building or Sports Field</u>	<u>31</u>
<u>Evacuation of Schools during Scheduled or State Mandated Testing</u>	<u>32</u>

Continued in next page...

Fights/Aggressive Activity	33
Fire Emergency	34
Gas Leaks (Natural)	35
Hazardous Material and/or Air Quality Incidents (e.g., Carbon Monoxide, Chemical Spill)	36-37
Hostage Situation	38
Large Group/Mob Action	39
Lockdown Procedures	
Soft Lockdown.....	40
Hard Lockdown / Active Shooter	41
Hard Lockdown / Active Shooter Checklist.....	42-43
Media Relations	44
Medical Emergency Plan	
On Campus.....	45
Seizures	46
Medical Emergency Off Campus	47
Missing Child	48
Reunification	49-52
Shelter in Place.....	53
Student Release Procedure and Form	54
Suicide Threat	55
Threatening Person Inside /Outside Building	56
Tornado/Take Cover Procedure.....	57
Transportation: Active Shooter, Suspicious Person, Student Assailant.....	58
Utility, Structural or Other Failure (Water, Electricity, etc.).....	59
Weapons at School	60
Addendums: Building Specific Information	61
Mokena Elementary School	
Mokena Intermediate School	
Mokena Junior High School	
*Incident Debriefing Form	62-63

**All incidents should be debriefed with appropriate school, district, and external partners using the form at the end of this document.*

Counselors/Social Workers will be asked to assess the situation and provide services in all crisis situations.

INTRODUCTION

The Mokena School District 159 is committed to the safety and security of students, staff and visitors. In order to support that commitment, the Board of Education, the District administration and the community partners supporting District 159 have developed this Safety & Crisis Plan. The contents herein provide procedures and protocols that guide swift and effective action for any event or concern related to the safety and well-being of the people and facilities of the District.

CONFIDENTIALITY

The Mokena School District 159 Safety and Crisis Plan is a confidential document and should be treated as such by all staff members. The release of ANY portion of this plan must be approved in writing by the Superintendent.

PLAN REVIEW

This plan is a fluid document and will be annually reviewed by the D159 Safety & Security Team.

D159 SAFETY & SECURITY TEAM

The Mokena School District 159 Safety & Crisis Plan has been established to provide guidelines in the event of an emergency or crisis situation. The Plan was developed by a multidisciplinary team. The District 159 Safety & Security Team will complete an annual review of the Plan. The 2019-2020 Safety & Security Team members include:

- Dr. Don White, Superintendent (Facilitator) (whited@mokena159.org)
- Dr. Teri Shaw, CSBO (shawt@mokena159.org)
- Rachel Chorley, MES Principal (Recorder) (chorleyr@mokena159.org)
- Dave McAtee, MIS Principal (mcateed@mokena159.org)
- Dr. Mike Rolinitis, MJHS Principal (rolinitism@mokena159.org)
- Dr. Eric Melnyczenko, MJHS Assistant Principal (melnyczenkoe@mokena159.org)
- Jake Smith, Director of Technology (jake@mokena159.org)
- Rachael Aguirre, Lead Bus Driver (aguirrer@mokena159.org)
- Chief Steve Vaccaro, Mokena Police (svaccaro@mokenapd.com)
- Chief Howard Stephens, Mokena Fire (hstephens@mokenafire.org)
- Assistant Chief Richard Campbell, Mokena Fire (rcampbell@mokenafire.org)
- Commander Chris Carlson, Mokena Police (ccarlson@mokenapd.com)
- Mary Ann Ornelas, MIS Administrative Assistant (ornelasm@mokena159.org)
- Therese Dydo, MES Nurse (dydot@mokena159.org)
- Assistant Chief Joe Cirelli, Mokena Fire (jcirelli@mokenafire.org)
- Carrie Biding, School Social Worker (bidingerc@mokena159.org)
- Allison Cirone, Director of Student Services (cironea@mokena159.org)
- Chris Crawford, ABM (crawfordc@mokena159.org)

Mokena District Administrative Team members, school, and/or district staff may need to be utilized to open buildings after hours or to assist with transportation or help control traffic. Specific schools may need to consider a lockdown, relocating classes, or closing access to entrances or parking lots as the situation may indicate.

The Superintendent or his/her designee will assume the role of Incident Commander until First Responders arrive at the scene and establish the Incident Command Post (ICP). An ICP will be established and a designated administrator from the District office (e.g., Chief School Business Official or Assistant Superintendent) or school (e.g. Principal or Assistant Principal) will be assigned as a member of the ICP. Additional personnel will be assigned the following roles:

- **Operations:** Addresses injuries and works with paramedics. The nurse will typically assume this role.
- **Maintenance:** Responds to and provides information about structural, facility, and utility issues.
- **Logistics:** Organizes communications and procedures for student reunification with parents.
- **Planning:** Responds to counseling needs and monitoring of students and staff.

EMERGENCY RESPONSE FLOW CHART

All District 159 staff are authorized to call 9-1-1 if an emergency and/or safety issue is identified. The following steps should be followed during most safety and security situations.

- 1. Address Immediate Safety Needs (Contain the Situation)**
 - The first priority is always to protect students, staff, and visitors.
- 2. Announce Immediate Actions Needed of School Staff**
 - Use the public address (PA) system to notify school staff of any immediate actions to be taken.
- 3. Contact 9-1-1**
 - If the situation does not warrant calling 9-1-1, determine if local police or fire should be contacted. Contact the Building & Grounds Director if the situation involves a facility failure or utility issue.
- 4. Notify On-Site Administrator (Administrator Leads Subsequent Steps)**
 - If initial steps are completed by a non-administrator, notify the on-site administrator as soon as possible.
- 5. Notify District Office**
 - Contact the Superintendent's office. Share critical details; seek support as needed (i.e., preparing communications to families). Contact the Assistant Superintendent or Chief School Business Official if the Superintendent is not available.
- 6. Update School Staff**
 - Communicate to school staff to share an update on the situation. Email information that should not be announced via the PA.
- 7. Prepare / Review and Send Communications**
 - Work with the Superintendent or designee to prepare or review messages to be shared with families, media, and/or community. Include school staff as recipients, if appropriate.
- 8. Develop Action Plan**
 - Prioritize next steps. Assign responsibilities to School Crisis Management Team Members. Identify resources or supports needed and who will provide them.
- 9. Monitor the Situation / Bring Crisis to Closure**
 - Offer counseling, if appropriate. Determine and send final communications. Evaluate all aspects of the crisis and debrief the crisis and response.

COMMUNICAITON OPTIONS

In a critical incident, it is important to work closely with first responders so that conflicting or premature information is not disseminated.

In the event of an emergency or crisis situation, modes of communication options are necessary. Any or all of the options may be utilized depending on the situation. The options used to relay information to staff, parents/guardians, or students are situation dependent. The options include:

- Mokena School District website (www.mokena159.org)
- Mokena School Student Information System (Skyward)
- SkyLert to Staff (email, phone, and/or text)
- SkyLert to Parents (email, phone, and/or text)
- District Ratios
- Police Department Everbridge System
- Fire Department Everbridge System

CONTACTS / COMMUNITY RESOURCES

Mokena School District..... 708-342-4900 / Fax: 708-479-3143

11244 Willowcrest Lane, Mokena, IL 60448

Dr. Don White, Superintendent Cell: 779-435-2772 whited@mokena159.org
Ms. Cathy Jandak, Administrative Assistant Cell: 708-257-6751 jandakc@mokena159.org
Dr. Kathleen Wilkey, Assistant Superintendent.... Cell: 708-473-0693 wilkeyk@mokena159.org
Dr. Teri Shaw, CSBO Cell: 815-343-0447 shawt@mokena159.org
Ms. Allison Cirone, Director of Student Services .. Cell: 708-738-0676 cironea@mokena159.org
Mr. Jake Smith, Director of Technology..... Cell: 708-342-4948 jake@mokena159.org
Mr. Chris Crawford, ABM Maint Foreman Cell: 708-446-5548 crawfordc@mokena159.org
Ms. Rachael Aguirre, Lead Bus Driver Cell: 815-463-8398 aguirrer@mokena159.org

Mokena Elementary School..... 708-342-4850 / Fax: 708-479-3120

11244 Willowcrest Lane, Mokena, IL 60448

Mrs. Rachel Chorley, Principal Cell: 708-738-1192 chorleyr@mokena159.org
Mrs. Cathy Lark, Assistant Principal Cell: 708-475-2854 larkc@mokena159.org

Mokena Intermediate School..... 708-342-4860 / Fax 708479-3103

11331 West 195th Street, Mokena, IL 60448

Mr. David McAtee, Principal Cell: 708-528-3963 mcateed@mokena159.org

Mokena Junior High School 708-324-4870 / Fax 708-479-3122

19815 Kirkstone Way, Mokena, IL 60448

Dr. Mike Rolinitis, Principal Cell: 815-370-0058 rolinitism@mokena159.org
Dr. Eric Melnyczenko Cell: 708-466-2992 melnyczenkoe@mokena159.org

Mokena Fire Protection District 708-479-5371 / Fax: 708-479-2970

19853 Wolf Rd., Mokena, IL 60448

Chief Howard Stephens Cell: 708-243-7277 hstephens@mokenafire.org
Assistant Chief Joe Cirelli Cell: 708-846-3606 jcirelli@mokenafire.org
Assistant Chief Rick Campbell Cell: 708-921-1676 rcampbell@mokenafire.org

Mokena Police Department 708-479-3912 / Fax: 708-479-0989

Chief Steven Vaccaro Cell: 708-935-1392 svaccaro@mokenapd.com
Commander Chris Carlson Cell: 708-732-6836 ccarlson@mokenapd.com
Laraway Dispatch (for Police service) 708-479-3911 In an emergency, DIAL 911

COUNTY AND STATE

Will County Sheriff 815-727-8575
State Police District #5 815-726-6377
State Fire Marshall 217-782-2696

MEDIA

Mokena Messenger TJ Kremer (tjamokenamessenger.com) 708-326-9170 x29

UTILITY PROVIDERS AND OTHER

Electricity Nextera (Dave Feeman) 561-691-7171
ComEd (Emergency; Acct MES 0558025004) 800-376-7693
ComEd (Acct Mgr; Acct MIS 0802037010) Cell: 630-234-3238

Elevator Repair (MES) Otis Elevator 630-889-2800

Elevator Repair (MJHS) Thompson Elevator 847-296-8211

Equipment Rental Sunbelt Rentals 888-428-6105

Emergency Repairs Contractor Chris Crawford (ABM) Cell: 708-446-5548

Fire Alarm Systems Affiliated Customer Service 630-434-7900

Fire Extinguisher E.F.R. Fire & Safety 708-479-1889

Food Services Ann Lewandowski Cell: 708-473-1256

Gas Nicor 888-642-6748

Heating, Ventilation & Air Conditioning McCauley 708-598-9131

Mokena Park District Director Mike Selep Cell: 708-560-4559

Mokena Public Library Director Cell:

Plumbing Calumet City Plumbing 708-868-0074

Portable Toilets Portable Toilet Co. 866-432-1297

Propane Alsip Nursery 815-469-1044

Public Address (PA) Systems ITR 630-417-4229

Refuse Removal Republic Services 708-385-8252

Roof Repair Tremco 216-292-5000

Parking Lots Rose Paving 708-430-1100

Sprinklers Cybor 630-810-1161

Security Systems/Alarms ITR 630-512-0044

Village of Mokena Village Administrator John Tomasooski Cell: 708-476-1309

SCHOOL CRISIS MANAGEMENT TEAMS (SCMT)

MOKENA ELEMENTARY SCHOOL

- Principal Rachel Chorley
chorleyr@mokena159.org
- Assistant Principal Cathy Lark
larkc@mokena159.org
- Administrative Assistant Lin Silvestri
silvestril@mokena159.org
- Nurse Therese Dydo
dydot@mokena159.org
- Social Worker Kelly DiFiore
difiorek@mokena159.org
- Director of Facilities Chris Crawford
crawfordc@mokena159.org
- School Psychologist Nancy Rodighiero
rodighieror@mokena159.org

MOKENA INTERMEDIATE SCHOOL

- Principal David McAtee
mcateed@mokena159.org
- Administrative Assistant Rita Ulrich
ulrichr@mokena159.org
- Nurse Jill Moran
moranj@mokena159.org
- Social Worker
email@mokena159.org
- Director of Facilities Chris Crawford
crawfordc@mokena159.org
- Other
email@mokena159.org
- Other
email@mokena159.org

MOKENA JUNIOR HIGH SCHOOL

- Principal Dr. Mike Rolinitis
mrolinitis@mokena159.org
- Assistant Principal Dr. Eric Melnyczenko
melnyczenkoe@mokena159.org
- Administrative Assistant Cheryl Paben
pabenc@mokena159.org
- Nurse Nicole Sullivan
sullivann@mokena159.org
- Social Worker Victoria Totsch
totschv@mokena159.org
- School Psychologist Jordan Steyskal
steyskalj@mokena159.org
- Director of Facilities Chris Crawford
crawfordc@mokena159.org
- Other
email@mokena159.org
- Other
email@mokena159.org
- Other
email@mokena159.org

STAFF AND STUDENT EMERGENCY ANNOUNCEMENTS

The steps below are a guide for staff to ensure that appropriate procedures are followed for the safety and welfare of students, staff, and visitors. The expertise of present individuals and knowledge of relevant facts should ultimately be used to make informed decisions. It is important to listen for changes in direction that may be given by the Incident Commander and/or emergency personnel.

Armed Intruder / Lockdown	Evacuation / Fire Alarm	Shelter in Place / Severe Weather
<ul style="list-style-type: none"> ✓ The appropriate PA message (to be repeated) is as follows: <i>“Attention all staff. Lock your doors now.”</i> ✓ Check the hallways. Direct students to move to or stay in a secure room; move to the designated area of the room. ✓ Lock the door and turn off the lights. Close shades if safe to do so. ✓ Stay out of sight, moving away from glass and doors. ✓ Take attendance and be prepared to report missing and extra students, staff, and visitors. ✓ If gunshots are heard, lie on the floor. ✓ Be prepared to stay in position for an extended period of time. ✓ Do not open the door for anyone. ✓ Do not leave the room if the fire alarm is activated. ✓ Do not leave the room or lockdown position unless the condition becomes life threatening or if law enforcement opens the door with a key to signal all clear. 	<ul style="list-style-type: none"> ✓ Upon signal / announcement, direct students to the designated exit. Use an alternate route if necessary or if directed. ✓ Take pen and attendance list. ✓ Move to the designated area or an alternate area if necessary or if directed. ✓ If students were in a special, locate them with the specials teacher. If working with a pull-out group of students, take them to the rest of their class. ✓ Take attendance. ✓ Report missing and extra students and staff, visitors not already gathered with a class, anyone needing medical care, and anyone in an area of refuge. ✓ Be ready to evacuate to an alternate site if directed. ✓ Return to the building / room only if directed. 	<ul style="list-style-type: none"> ✓ Upon signal / announcement, close and lock exterior doors and windows. If instructed, cover mouth and nose with cloth, paper towel, or tissues. ✓ Do not allow students to leave unless absolutely necessary. Do not allow students to go outside for recess or activities. ✓ Maintain additional staff presence in hallways and by the fire alarm. ✓ Be prepared to direct students to a safe / designated area. Use an alternate route if necessary or if directed. ✓ For a tornado, have students assume protected position facing the wall. ✓ Report missing and extra students and staff, visitors not already gathered with a class, anyone needing medical care, and anyone in an area of refuge. ✓ Continue to follow the Shelter in Place Procedure and stay in the designated area until instructed otherwise.

PRINCIPAL CHECKLIST (ANNUAL)

- ✓ Notify the Superintendent's office of changes to your **contact information**.
- ✓ Notify the Superintendent's office of changes to the **School Crisis Management Team (SCMT)**.
- ✓ Update the list of staff needing **CPR training** and works with the Director of Student Services to schedule said training.
- ✓ Visit your school's **relocation site** and verify it will be appropriate for the coming school year; notify the Superintendent's office of any changes.
- ✓ Notify the Superintendent's office of any need for **additional safety and crisis materials/supplies**.
- ✓ Work with your school custodians to ensure that **hand-held radios and weather radio battery power** are sufficient.
- ✓ Work with your school custodians to ensure **doors can be rapidly closed and locked** in the event of a safety threat (i.e. magnets in place).
- ✓ Review information that will come from the Superintendent's office noting **changes in the Safety & Crisis Plan**, and re-familiarize yourself and your School Crisis Management Team with the procedures as needed.
- ✓ Replace the updated Safety & Crisis Plan pages in all of your school's **Plan binders** (one per principal, assistant principal, and front office).
- ✓ Save the updated **Safety & Crisis Plan binder PDF** to your computer.
- ✓ Ensure the updated Safety & Crisis Plan binder PDF is **accessible from your mobile phone**.
- ✓ Update your **mobile phone contacts** to include any changes in administrators and/or emergency responders.
- ✓ Schedule and lead a **meeting with your school's School Crisis Management Team (SCMT)**; make them aware of your expectations for the year and ensure they are aware of any changes to the Safety & Crisis Plan. Invite members of the police and fire departments as needed.
- ✓ Ensure the **Bomb Threat Checklist is easily accessible** for school administrators and secretaries.
- ✓ Work with local fire and police departments to **schedule drills for the year**. Challenge your staff to participate in an active shooter drill during recess, lunch, or another more unique time of day.
- ✓ Work with local fire and police departments to **schedule staff tabletop trainings**.
- ✓ Work with school nurse to **check emergency bin supplies**.
- ✓ Notify the Superintendent if you or your secretary need **SkyLert training support**.

ABDUCTION (WITNESSED)

INSTRUCTOR/STAFF PROCEDURES

1. If a student who has been present during school hours, seen on school grounds, seen leaving, observed being taken, or leaving against their will, is deemed missing, contact the main office and take attendance.
2. If the student returns, notify the main office.

SCHOOL ADMINISTRATIVE PROCEDURES

1. Principal/Designee is informed to verify situation.
2. Call 911 and describe situation.
3. Information is sought from staff and students to determine when the student was last seen or what was observed.
4. Announce missing student's name over the PA system, "Student's name, please report to the office."
5. Proceed with Soft Lockdown of school.
6. Search of school campus and grounds will be conducted for missing student.
7. Notify the Superintendent/District Office.
8. Administrative Team will secure the area where abduction took place as indicated.
9. Contact missing student's parent or legal guardian and advise of the situation and that the police have been notified.
10. Assemble available members from the School Crisis Management Team (SCMT).
11. School Crisis Management Team members keep witnesses, adults or students, in separate offices for interview.
12. Assemble student photos from school file or family.
13. Superintendent, in coordination with Unified Command, addresses media at appropriate time.
14. When police arrive at school, advise them of all known facts relating to the missing student and present photos.
15. If student is located, contact parent or legal guardian, police, and cancel lockdown.
16. Lockdown will be maintained/canceled as directed by Incident Command or Law Enforcement
17. A staff debriefing will be held immediately after school.

BOMB THREAT

EMAIL, FAX OR OTHER FORM OF COMMUNICATION BOMB THREAT

1. Preserve evidence
2. Make a hard copy or photograph immediately
3. See Bomb Threat Checklist for directions.

MAILED/POSTED MAIL BOMB THREAT

1. If a bomb threat were to be delivered by mail, it should be treated with the same priority as one received over the telephone.
2. Set the letter aside. The fewest people possible should handle the written threat, as not to destroy possible physical evidence.
3. This type of threat usually contains more specific information and should not be ignored.
4. See next page for directions.

SUSPICIOUS ITEM FOUND

1. DO NOT touch or move item.
2. Immediately move away from area and notify principal/designee.
3. See next page for directions.
4. The School Crisis Management Team (SCMT) may secure the area until Law Enforcement arrives.
5. SCMT will follow further directions from Incident Command.

Continued in next page...

BOMB THREAT VIA PHONE

1. Listen carefully - DO NOT INTERRUPT. Remain calm.
2. Try to take down the entire message.
3. If another person is present, develop a signal to alert that person to notify the principal/designee immediately.
4. Try to keep the caller talking. Obtain as much information as possible about the caller and situation. Be alert to background noises. Complete the attached form ASAP.
5. Notify the principal/designee immediately.
6. Prepare for a soft/hard lockdown. If in a hard lockdown, ignore the bell system.
7. Ensure that all of the following are considered as the activity may detonate the device.

DO NOT

- PULL THE FIRE ALARM. USE CELL PHONES (STUDENTS OR STAFF) (*talking or text messaging*)
- USE WALKIE-TALKIES/RADIOS TO COMMUNICATE

DO

- USE THE PA SYSTEM TO MAKE ANNOUNCEMENTS.
- USE THE TELEPHONE OR BULL HORNS may also be used.

8. 911 will be called. They will alert police, fire, and emergency medical services. They will automatically run silent. Police will arrive at the school. Fire and emergency medical services will be located nearby or on standby.
9. Assemble available members from the School Crisis Management Team (SCMT).
10. Notify the Superintendent/District Office who will notify the ROE.
11. The Principal with assistance of Law Enforcement will either announce evacuation of the building, relocation to another part of the building, or maintain a lockdown. The School Crisis Management Team will give directions by going room to room.
12. All staff members will be instructed by email to visually examine their rooms for any unusual packages, objects or abandoned backpacks; and report suspicious items to the office immediately using the "Scan Method".
 - Stop, look, listen. Observe or hear anything that appears or sounds out of place.
 - Divide the room into four sections visually - floor to waist height, waist height to chin, chin height to ceiling, and ceiling.
 - Do not touch or move any suspicious items.
13. Law enforcement will be notified of suspicious items by the Principal/Designee.
14. SCMT will check all restrooms, open areas, unoccupied rooms, and hallways while doing a visual search of the building. They will report any suspicious items. DO NOT touch or move items.

Continued in next page...

15. If it is determined that an immediate evacuation is necessary, a crisis team member will go to each classroom and contact outdoor classes giving instructions for exiting the building/area and where to relocate. An administrative team member will escort staff and students to the different location.
16. The secretary will take the evacuation bag. The nurse will take the red suitcase.
17. Teachers should stay with their students and take the class list with them to the designated evacuation area. Teachers will then take attendance after relocating.
18. Students and staff may not return to school grounds, including the parking lot until the area is secure as deemed by Incident Command.
19. The building MAY be re-entered ONLY with clearance from a School Crisis Management Team member, under the direction of Incident Command.
20. Consider activating parent/guardian callout system.
21. Incident debriefing will occur and the form completed.
22. Building and Grounds staff/Mokena Police Department/Local Law Enforcement may be needed to secure the area.

BOMB THREAT CHECKLIST

(Need to provide training in each building for staff who answers phones; provide list of questions at each phone)

1. When is bomb going to explode? _____

2. Where is the bomb right now? _____

3. What does the bomb look like? _____

4. What kind of bomb is it? _____

5. What will cause it to explode? _____

6. Did you place the bomb? _____

7. Why? _____

8. What is your address? _____

9. What is your name? _____

EXACT WORDING OF BOMB THREAT:

Sex of caller: _____ Race: _____ Age: _____

Length of call: _____ Telephone number at which call is received: _____

Time call received: _____ Date call received: _____

Continued in next page...

CALLER'S VOICE (circle all that apply)

Calm	Nasal	Soft	Angry	Stutter	Loud
Excited	Lisp	Laughter	Slow	Rasp	Crying
Rapid	Dep	Normal	Distinct	Ragged	Clearing Throat
Deep	Cracked	Disguised	Breathing	Accent	

Familiar (if voice is familiar, who did it sound like?) _____

BACKGROUND SOUNDS:

Street Noises	Factory Machinery	Voice	Crockery	Animal Noises
Clear	PA System	Static	Music	House Noise
Long Distance	Local	Motor	Office	Machinery Booth

Other (Please specify) _____

BOMB THREAT LANGUAGE:

Well Spoken	Incoherent	Foul	Message Read	Taped Irrational
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REMARKS (Additional comments):

Your name: _____ Your position: _____

Your telephone number: _____ Date checklist completed: _____

BUS ACCIDENT and/or BUS MEDICAL EMERGENCY PROCEDURES

District Bus Service

1. If possible, bus driver calls 911.
2. Bus driver notify Transportation Director of accident
3. If not done by bus driver, Transportation Director calls 911 to request emergency personnel
4. Transportation Director contacts District Office Receptionist including which school principals are to be notified
5. Transportation Director to send another bus to transport students if needed
6. If medical attention is not needed, students may be released to parents at scene or students will be released by Incident Command at a specified location.

District Office Receptionist

1. Contact Chief School Business Official, Building Principal, and District Superintendent who will notify Regional Office of Education.
2. Refer media to Superintendent

Transportation Director

1. Proceed to accident scene with Bus List/Seating Charts.
2. Work with emergency personnel to determine staging location for student release
3. Work with bus driver and dispatcher to develop list of students involved
4. Advise building principals of appropriate emergency action
 - a. Meet at staging location to contact parents
 - b. Meet incoming ambulances at hospital if students are taken to hospital
5. Ensure pictures are taken of site
6. Complete Incident Debriefing Form.

Continued in next page...

Building Principals

1. Take direction from Transportation Director and/or first responders:
 - a. Proceed to hospital if students are sent to hospital
 - b. If necessary, assign other administrators/staff to proceed to additional hospital(s) if students are transported to more than one hospital.
 - c. Proceed to staging area to assist with contacting parents for release
 - d. Presence of Building Principal at scene may be required
2. If students are required to go to the hospital, the building principal will direct the nurse and/or social worker(s) to contact parents
3. Work with emergency personnel to contact parents of students involved from staging area for parental release

Building Secretary

1. Tell any callers that there has been an accident and that you do not have full information, but expect a report from the Superintendent soon (which will be coordinated with Unified Command)
2. Refer media to Superintendent
3. Stay in building office to handle incoming phone calls

Cc: Coaches Handbook

CHILD LEFT ON BUS

Before School

1. Bus driver identifies the child and escorts him/her to the school's Main Office. The child will not be left unattended.

After School

1. The bus driver identifies the child and notifies the school office, who will notify the building administration. The child will not be left unattended.
2. The parents/guardians will be notified by the school office or building administration. Contact of all persons listed on the emergency information sheet will be attempted until one is reached.
3. The child will be dropped off at a mutually agreed upon location with direct hand off with the parent/guardian/contact. Identification must be presented.
4. If no parent/guardian or contact has been reached after one hour, the child will be taken to the Mokena Police Department. Local Law Enforcement may assume responsibility of the situation and custody of the child.
5. If negligence is suspected, Principal/Designee will contact DCFS.

Unable to Depart Bus

1. In accordance with State guidelines, a student under 12 years old will not knowingly be left off at home alone. If the student is first grade or younger, a parent/guardian is required to be at the bus stop.
2. The bus driver will notify the school office, who will immediately notify Building administration.
3. Contact of all persons listed on emergency information sheet will be attempted until one is reached.
4. The bus driver will finish the route and check the drop off point once again.
5. The child will not be left unattended.
6. The child will be dropped off at a mutually agreed upon location with direct hand off with the parent/guardian.
7. If no parent/guardian or contact has been reached after one hour, the child will be taken to Mokena Police Department. Local Law Enforcement may assume responsibility of situation and custody of the child.
8. If negligence is suspected, Principal/Designee will contact DCFS.

DEFERRALS OF BUS FOR STUDENT DROP OFF OR PICK UP

Purpose:

- To reduce or eliminate student or vehicle traffic congestions during an emergency situation.
 - To allow emergency vehicles access to school grounds or buildings during an emergency situation.
 - To assist in providing safety and security to school grounds or buildings during an emergency situation.
 - To provide for safety of students and staff during a severe weather situation.
1. In the event of a critical situation, it may be determined to stop busses from dropping off or picking up students.
 2. The Transportation Director/Designee will direct buses heading to a regularly assigned location to stop and/or pull over to a safe location and wait for further directions.
 3. The buses should be located a safe distance away from direct traffic leading to the school.
 4. The bus dispatcher will direct the buses to proceed when the emergency has been cleared or be given specific alternative directions.
 5. Communication of bus deferral and information of the situation may occur through appropriate “Communication Options” such as SkyLert Mokena School District website, radio or telephone calls.
 6. The Superintendent/Designee will initiate communication to parents/guardians.
 7. When it is too late to defer the arrival of buses at school, a determination can be made at that time for an alternative site for pickup/drop-off.
 8. To ensure scene safety, oncoming traffic may be blocked via Mokena School District maintenance vehicles or Mokena Police Department.
 9. In the event of a severe weather emergency near the end of the school day, it may be determined to hold students at school until the severe weather clears.
 10. The Superintendent/ Designee will make the decision to release students or to establish shelter in place.
 11. In the event of a severe weather emergency after the buses have departed, the Transportation Director will direct the drivers to the closest safe shelter, or to return to school.

CHILD LEFT AT SCHOOL

1. Identify child and escort to Main Office. Do not leave child unattended.
2. Notify the principal/designee of the situation even if after the fact.
3. Check the student's emergency information and call the parents/guardians.
4. Call any and all persons listed on emergency information, if the parent/guardian cannot be reached.
5. If no parent/guardian or contact has been reached after one hour, notify Building Principal, Mokena Police Department, and Superintendent/Designee.
6. Local Law Enforcement may assume responsibility of situation and custody of the child.
7. If negligence is suspected, Principal/Designee will contact DCFS.

DEATH OF A CURRENT OR FORMER STUDENT OR STAFF MEMBER (OFF CAMPUS)

Refer to Critical Incident Response Team

1. The Principal/Designee is informed and verifies the situation.
2. He/ She verbally informs the Superintendent/Designee and the other Principals in the district.
3. If the death of a former student or staff member or the death of a current student or staff member occurs when school is not in session, during weekends, holidays etc., the District Administrative Team will contact principals and the principals will contact their respective building School Crisis Management Teams (SCMT).
4. If necessary, the Principal will arrange for personal belongings of the deceased to be secured in place (e.g., locked in locker or kept in book bag, etc.) until law enforcement authorizes the collection and/or release of belongings to the next of kin.
5. The Principal/Designee will make a decision regarding the scheduling of a meeting with the School Crisis Management Team. At this meeting:
 - a. A team leader based on the expertise of the group will be designated.
 - b. A counseling support center will be established
 - c. All building staff will be contacted personally.
 - d. Consider contacting neighboring Schools to activate their Crisis Response Teams for assistance.
 - e. Consider contacting the Community Clergy Association.
6. If necessary, the SCMT and/or Superintendent will draft an announcement to be read to the students and staff. A copy will be sent to District Office Staff.
7. Principal/Designee and SCMT will meet with the building staff as necessary and as soon as possible.
8. The Superintendent and/or principal will verify and make available to students and staff any funeral visitation information with family permission.
9. Media and other calls will be referred to the Superintendent.

DEATH OF A STUDENT OR STAFF MEMBER (ON CAMPUS)

1. The person finding the body immediately calls 911. (This witness must remain available for the police.)
2. The nurse should be contacted to come to the location of the body to facilitate appropriate medical attention and/or determine if person is deceased.
3. Immediately notify the Main Office.
4. Secretary or person notified in main office contacts the Principal/Designee/Administrative Team.
5. Secure the area involved. Immediately isolate the scene. Do not touch or remove anything as this is possibly a crime scene. Do not allow anyone in the immediate area.
6. Keep any witnesses in separate offices for interview by Law Enforcement.
7. Consider Soft Lockdown if before or during school hours. (During school hours, a Hard Lockdown should be initiated and maintained until law enforcement 1) determines that the location is not a crime scene and 2) can ensure staff and student safety.)
8. Principal/Designee informs the Superintendent/Designee who will inform others as indicated.
9. Debrief with Law Enforcement.
10. Maintain Lockdown until Incident Command/Law Enforcement directs otherwise.
11. If the death occurs when school is not in session, during weekends, holidays etc., the District Administrative Team will be contacted.
12. The Principal/Designee will arrange and meet with the School Crisis Management Team (SCMT). At this meeting:
 - a. A team leader based on the expertise of the group will be designated.
 - b. A counseling support center will be established.
 - c. All building staff will be contacted personally.
 - d. Principal/SCMT meets with the building staff ASAP.
 - e. The SCMT and/or Superintendent will draft an announcement to be read to the students and staff. A copy will be sent to District Office staff.
13. If released by law enforcement, the principal will arrange the removal of the personal belongings of deceased to a family member.
14. Verify and make available to students and staff any funeral visitation information with family permission.
15. Refer any media or other inquiries to the Superintendent.

EARLY DISMISSAL FOR EMERGENCY OR WEATHER SITUATION

1. The Superintendent's office will notify the schools, the ROE, the Police Department, and the public in the event of an early school closing due to severe weather or an emergency.
2. The Superintendent's Office will disseminate this information through the District website, automatic call system to staff and parent/ guardians.
3. Parents should be reminded that students need to know where they are to go if this occurs and to update the school when phone numbers change.

EARTHQUAKES

Because earthquakes can strike without warning, the immediate need is to protect lives by taking the best available cover. A building alarm may not be possible. All other actions must wait until the tremor subsides. The school and students should be guided by the following:

IF INSIDE:

1. Protect from falling objects and take cover:
 - a. Get beneath a desk, table, or bench. If possible, cover head with a coat or other padding to minimize injury.
 - b. If no cover is available, crouch against an inside wall and cover your head.
 - c. Stay away from outside walls, windows, or other expanses of glass.
2. All doors should be left OPEN to avoid being jammed if the building shifts.
3. Stay put and take cover. Do not attempt to run through the building or to the outside because falling objects are found near outside doors and walls.
4. When the tremor stops, remain calm, stay put, and await direction from Principal, Administrative Team, or Emergency Response Personnel who will have reviewed the building and surrounding area for safety.
5. Evacuation procedures may occur pending safety inspections. (See Evacuation procedures on next page.)
6. The building should not be reentered until after it has been checked for safety by a structural engineer or other trained personnel.
7. Follow Evacuation, Student Release, or Shelter in Place procedures as indicated.

IF OUTSIDE:

1. Move quickly away from building and away from overhead electrical wires.
2. Lie flat, face down protecting head and face, and wait for shocks to subside.
3. Take attendance of students, keep together in a secure area, and report to principal as soon as safe.
4. Follow directions of Principal, Administrative Team, or Emergency Personnel to relocation site, if needed.
5. Do not light fires or touch fallen wires.
6. The building should not be reentered until after it has been checked for safety by a structural engineer or other trained personnel.
7. Follow Evacuation, Student Release, or Shelter in Place procedures as indicated.

Continued on next page...

The District Bus Service will follow their established procedures and consult with the Mokena School District Transportation Director.

Reference: www.NCTSN.org (National Child Traumatic Stress Network)

- Tips for Parents on media coverage of the earthquake
- Teacher guidelines for helping students after an earthquake
- Guidance for School Personnel and Students who had a loved one die as a result of the earthquake

EMERGENCY PREPAREDNESS DRILLS

Drill Scheduling Requirements

105 ILCS 128 Section 20. **Number of drills; incidents covered; local authority participation**

1. **Three evacuation drills.** Schools must conduct a minimum of 3 school evacuation drills to address and prepare students and school personnel for fire incidents during each academic year.
 - **Fire department or fire district participation.** One of the 3 school evacuation drills shall require the participation of the appropriate local fire department or district.
 - **September 1.** Each local fire department or fire district must contact the appropriate school administrator or his or her designee no later than September 1 of each year in order to arrange for the participation of the department or district in the school evacuation drill.
 - **September 15.** Each school administrator or his or her designee must contact the responding local fire official no later than September 15 of each and propose to the local fire official 4 dates within the month of October, during at least 2 different weeks of October, on which the drill shall occur. The fire official may choose any of the 4 available dates, and if he or she does so, the drill shall occur on that date.
 - **Any other date.** The school administrator his or her designee and the local fire official may also, by mutual agreement, set any other date for the drill, including a date outside of the month of October.
 - **Participation waived but strongly encouraged.** If the fire official does not select one of the 4 offered dates in October or set another date by mutual agreement, the requirement that the school include the local fire service in one of its mandatory school evacuation drills shall be waived. Schools, however, shall continue to be strongly encouraged to include the fire service in a school evacuation drill at a mutually agreed-upon time.
 - **Certify participation.** Upon participation of the local fire service, the appropriate local fire official shall certify that the school evacuation drill was conducted.
 - **Waive B), C) and D).** When scheduling the school evacuation drill, the school administrator or his or her designee and the local fire department or fire district may, by mutual agreement before September 14, choose to waive the provisions of subparagraphs B), C) and D) of the paragraph
 - **Additional evacuation drills.** Schools may conduct additional school evacuation drills to account for other evacuation incidents, including without limitation suspicious items or bomb threats.

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2. **One bus evacuation drill.** Schools must conduct a minimum of one bus evacuation drill. This drill must be accounted for in the curriculum in all public schools and in all other educational institution in this State that are supported or maintained, in whole or in part, by public funds and that provide instruction in any of the grades k-12. This curriculum shall include instruction in safe bus riding practices for all students. Schools may conduct additional bus evacuation drills. All drills shall be conducted at each school building that houses school children.
3. **Law enforcement drills.** Schools must conduct a law enforcement drill to address a school shooting incident. Such drills must be conducted according to the school districts or private school's emergency and crisis response plans, protocols, and procedures, with the participation of the appropriate law enforcement agency. Law enforcement drills may be conducted on days and times when students are not present in the school building.
 - **Criteria.** A law enforcement drill must meet all of the following criteria:
 - **Local law enforcement participation.** During each academic year, the appropriate local law enforcement agency shall contact the appropriate school administrator to request to participate in a law enforcement drill and may actively participate on-site in a drill.
 - The drill shall require an on-site participation of the local law enforcement agency. If a mutually agreeable date cannot be reached between the school administrator and the appropriate local law enforcement agency, then the school shall still hold the drill without the participation from the agency.
 - **Certify participation.** Upon participation of a local law enforcement agency in a law enforcement drill, the appropriate local law enforcement official shall certify that the law enforcement drill was conducted. ISBE/OSFM Guidance One-Page Review of Drill Scheduling Requirements III. C.
 - **Additional law enforcement drills.** Schools may conduct additional law enforcement drills with or without the participation of a local law enforcement agency.
4. **One severe weather and shelter-in-place drill.** Schools must conduct a minimum of one severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents and may conduct additional severe weather and shelter-in-place drills to account for other incidents, including without limitation earthquakes or hazardous material drills.

EVACUATION PROCEDURES (General)

The purpose of an evacuation is to be able to evacuate the building or area quickly and quietly in case of a fire or other emergencies.

The Evacuation should be silent.

1. An alarm or announcement will be made to evacuate the building/area. Directions may be given for specific classrooms or areas to evacuate or relocate.
2. The teacher ensures that everyone is out of the area or classroom, takes a class list and/or grade book, closes and locks the door, and takes attendance upon reaching the designated area.
3. All staff and students should clear the classroom immediately with their class according to the exit instructions posted in the room. WALK QUICKLY to the designated area or location.
4. If the event occurs during a passing period, students should report to the previous classroom/teacher.
5. The Main Office secretary takes a radio and their red suitcase which includes student emergency contact list (for PreK-5 a class list). Copies of Student Release Forms are Updated and included in the red suitcase.
6. The nurse takes any students and the emergency red suitcase to the designated area.
7. Building Principal ensures the District Office is notified.
8. An "All Call" will be made by District Office to Director of Building and Grounds, Principals, staff, and others as indicated. Building and Grounds will respond to the school area, securing roads and evacuation sites as directed.
9. Whenever a building is evacuated, the School Crisis Management Team will ensure that all students and personnel have left the building. If indicated, SCMT members will sweep assigned areas and report to an Administrator.
10. No one is to re-enter the building until directed by Principal/Designee under the direction of Incident Command.
11. If re-entry to the school building is not possible, the Principal/Designee/SCMT will direct:
 - a. The teachers will stay with and walk their students to a designated area or relocation site. Attendance will again be taken. Any missing students will be reported to the Administrative Team.
 - b. The Transportation Director/Designee will notify the bus drivers/bus service of relocation site if indicated.
 - c. Parents/Guardians will be notified via parent/guardian callout system.
 - d. The Superintendent will contact media with information regarding where the students are and how they will be transported home as indicated.
 - e. Parents who come to school or relocation site to pick up their child must provide identification and sign out their child(ren).

EVACUATION DURING AN ATHLETIC EVENT FROM A SCHOOL BUILDING OR SPORTS FIELD FOR A WEATHER RELATED OR CIVIL DEFENSE ALERT

In the event of a civil defense or weather alert occurring during an athletic event at a school or on a sports playing field, the following will occur:

The Mokena School District Head Coach, Coaches, and/or Administrative Team members present will meet to discuss options: Delaying competition, postponing competition, or evacuating the building(s) or playing field.

- Situation dependent, the competition may be temporarily delayed/cancelled for the necessary projected time.
- Situation dependent, the competition may be rescheduled for an agreed upon date.
- Situation dependent, the students, staff, and spectators, will be relocated to an alternative site. This site may be within the school building or as indicated in that school's regular Crisis Plan.

cc: Coaches Handbook

EVACUATION DURING SCHEDULED OR STATE MANDATED TESTING

In the situation of a disruptive event occurring at a school or schools during scheduled or state mandated testing, the following will occur:

1. The Mokena School District Administrative Team will meet to discuss options:
 - a. Delaying testing
 - b. Postponing testing
 - c. Evacuating the building
2. Incident dependent, the testing may be temporarily delayed for the necessary projected hours.
3. Incident dependent, the testing may be rescheduled for an agreed upon date.
4. Incident dependent, the students, staff, and supplies will be relocated to an alternative site. This change may be critical specifically for state mandated standardized testing.
 - a. The site will be conducive to testing. The students will be transported to the location, with nutrition and hydrations needs addressed.
 - b. The Mokena School District Administrative Team will plan for that site.
5. The test administrator must contact/consult the sponsoring agency to discuss details and options.

FIGHTS/AGGRESSIVE ACTIVITY

Do not physically intervene, if physical harm can come to you. If the principal is not available, teachers/supervisors should stay on the scene at safe distance until assistance arrives.

STAFF MEMBERS:

Be aware of the fight:

1. Observe area and who is involved.
2. Verbally direct them to stop.
3. Notify main office - Call for assistance via phone, radio, or runner. "Administrative assistance needed at (location) for (fight)".
4. Do not physically intervene if physical harm can come to you.
5. Make note of any witnesses for reports.
6. Remove any audience. Consequences should be issued for students who refuse to leave the scene of a fight when requested.

ADMINISTRATIVE TEAM

1. Intervene and stop the fight.
2. Investigate incident. Review security camera footage, if available.
3. First Aid will be provided as needed by nurse/designee. Further medical care will be initiated as indicated.
4. Administrator will notify Mokena Police Department or Mokena Fire Protection District as necessary.
5. Parents will be notified by administrator/designee.
6. Do not release student to parent/guardian until the police have arrived and authorizes the release.

FIRE EMERGENCY

1. If you have any knowledge of a fire in the building pull the fire alarm immediately. If possible, call the main office using the closest emergency call button.
2. Do not attempt to extinguish the fire by yourself. Never enter the room/area where the fire may be located.
3. Evacuate the area immediately.
4. Close all doors and windows.
5. Follow building evacuation procedures.
6. Incident Command Management Team will check their assigned areas and report to administration, being cautious of the critical area.
7. Principal/Designee will consult with Fire Department Command and/or Incident Command as to further evacuation from grounds or re-enter options.
8. Do not re-enter the building until the Principal/Designee/Incident Command has given the all clear.
9. Evacuation of the building MUST occur with EVERY sounded alarm.

EXCEPTION:

During a Lockdown staff and students should remain in place and wait for direction from administration/designee or Law Enforcement.

GAS LEAKS (NATURAL)

Gas leaks may be identified by an odor similar to rotten eggs or substantial reporting of headache and nausea from a confined area. If a gas leak is suspected, refer to the following directives:

Gas Leak INSIDE

1. Do not pull fire alarm.
2. Contact building Principal/Designee, who will call 9-1-1.
3. Principal/Designee will notify Building and Grounds and District Office.
4. Incident Command will determine if evacuation is necessary.
5. Do not turn on or off any electrical equipment or light switches, or light any flames.
6. Do not use the PA, cell phones, walkie talkies, or phone systems. Consider a bull horn or door-to-door communication.
7. If directed, evacuate area or building using evacuation procedure, avoiding contaminated area. The evacuation route may be an alternate due to the leak.
8. If possible, allow fresh air ventilation.
9. Buildings and Grounds staff will turn off gas line as indicated for the particular school.
10. A dedicated wrench will be available at each building near the gas turnoff valve.

Gas Leak OUTSIDE

1. Do not pull Fire Alarm.
2. Move upwind and away from any odor.
3. Contact building Principal/Designee, who will call 9-1-1.
4. Consider shutting off any fresh air exchange for the rooms or building ASAP until the situation is resolved.
5. Principal/Designee will notify the District Office who will notify Building and Grounds
6. Building and Grounds will turn off gas line if indicated.
7. Stay outside until directed by Incident Command/Administrative Team to re-enter.

HAZARDOUS MATERIALS INCIDENT – CHEMICAL SPILL

The main threat is toxic fumes. The goal is to minimize exposure. Major hazardous materials incidents are most likely to occur on major transportation roads and railroads.

IF SPILL IS OUTSIDE

1. Call 9-1-1. Describe condition, what substance, what has happened, number exposed, and location of spill.
2. Move upwind and away from the spill.
3. Immediately notify Principal/Designee.
4. Principal/Designee ensures 911 is called.
5. Notify Buildings and Grounds how to shut off any air exchange in the building or classroom.
6. A Lockdown will be considered to prevent exposure.
7. The area will be secured as indicated.
8. Refer to the MSDS Sheet (Material Safety Data Sheet are widely used system for cataloging information on chemicals, chemical compounds, and chemical mixtures). MSDS information will include instructions for the safe use and potential hazards associated with a particular material or product along with precautions and recommended actions in the event of an exposure. The MSDS should be available for reference in the area where the chemicals are stored or in use and in nurses office) if necessary, or call Poison Control at 1-800-222-1222.
9. The Principal/Designee will notify the District Office who will then notify the Director of Building and Grounds, Superintendent, and other building principals.
10. Ensure shut down of ventilation system.
11. An evacuation or relocation will be considered as directed by Principal/Designee.
12. Control vehicle and foot traffic. Consider using Buildings Grounds/Maintenance vehicles or Law Enforcement.
13. Anyone contaminated will be contained in a designated area. Incident Command will determine release of involved individuals.
14. Maintain security of area and involved individuals until scene is declared safe by Mokena Fire Department/Incident Command.
15. Follow directions of Incident Commander as to treating anyone who has been exposed or contaminated. Decontamination should be handled by trained personnel.

Continued in next page...

IF SPILL IS INSIDE

1. Call 911 and describe condition, what substance, what has happened, number exposed, and location of spill.
2. Avoid direct or indirect contact with the material spill.
3. Contact Principal/Designee.
4. Refer to the MSDS Sheet if possible, or call Poison Control at 1-800-222-1222.
5. Consider lockdown. Secure area.
6. Notify the District Office who will then notify the Director of Building and Grounds Superintendent, and other building principals.
7. The ventilation system will remain on unless directed otherwise.
8. Extinguish any open flames.
9. DO NOT TURN ON OR OFF ANY ELECTRICAL EQUIPMENT RISKING ANY SPARK.
10. Police, Fire, and Emergency Medical Services will respond. The Fire Department will be Incident Commander.
11. Follow directions of Incident Commander as to when, where, and how to evacuate the area or building.
12. After evacuation, anyone contaminated will be held and decontaminated in a designated area. Incident Command will determine release of involved individuals. Decontamination should be handled by trained personnel.
13. A staff debriefing may occur as indicated. The Incident debriefing form will be completed (see Appendix).

The wash locations for each school are listed below.

- Mokena Elementary School
 - Eye-Wash: Nurses Office
- Mokena Intermediate School
 - Eye-Wash: Science Lab and Nurses Station
- Mokena Junior High School
 - Eye-Wash: Science Labs and Nurses Station

HOSTAGE SITUATION

In the event a student, staff, or visitor becomes a hostage, the following will occur. REMEMBER: Time is your ally. Don't attempt to defuse the situation yourself. If you witness the event, identify involved persons if possible.

1. Call 9-1-1. Contact Principal/Designee immediately. Inform 911 that there is a hostage situation, the location, and any known details. Report any injuries. Police, Fire, and EMS may respond without sirens. Law Enforcement will become Incident Command.
2. Principal/Designee will immediately call a hard lockdown.
3. Principal/Designee will ensure 9-1-1 is called.
4. Principal/Designee will inform the Superintendent/Designee of the situation, who will notify others as indicated. District Office will contact Director of Building and Grounds to control traffic into the area.
5. Follow Incident Command directives for holding/dismissing classrooms.
6. The Director of Building and Grounds will have detailed building floor plans available for Incident Command upon their arrival or as requested.
7. If situation is not quickly resolved, options will be discussed with Incident Command/School Crisis Management Team, Law Enforcement, and Superintendent.
8. Refer any media or calls to the Superintendent.
9. Following resolution of situation, a staff debriefing will occur ASAP.
10. The Principal/Designee will consider contacting S.A.S.S. (School Assistance Support System) for their Crisis Response Team if follow-up services are indicated.
11. A parent/guardian callout system call shall be made by Superintendent/Designee to inform parents/guardians of the situation.

LARGE GROUP / MOB ACTION

In the event that a large group or mob action is occurring or if there is potential for harm to person or property, the following will occur.

1. Contact Main Office/Building Principal/Designee.
2. Stay on the scene unless you feel threatened, or move to a safer location.
3. Identify all participants.
4. The Principal/Designee will assess seriousness of the situation.
5. Principal/Designee will consider calling 911 or calling a hard/soft lockdown.
6. Principal/Designee will contact Superintendent/Designee as indicated.
7. Follow directions of Law Enforcement/Incident Command for continuation of lockdown, group disbursement, or Emergency Medical Response.
8. Administrative Team will determine appropriate interventions and disciplinary actions.
9. Incident debriefing may occur.
10. Superintendent/Designee shall consider activating parent/guardian callout system.

LOCKDOWN - SOFT

A LOCK DOWN is called when a serious event has occurred or could occur in order to ensure that students and staff are safe, accounted for, and remain in classrooms or other designated areas.

“SOFT LOCKDOWN” is a serious event such as a missing student, a medical emergency or a situation outside of the school that warrants that staff and students remain secured within the school building. “SOFT LOCKDOWN” may turn into “HARD LOCKDOWN.” (HARD LOCKDOWN procedures are on next pages.)

1. A “SOFT LOCKDOWN” alert will be paged 3 times.
2. Appropriate police, fire, or EMS personnel shall be summoned by calling 9-1-1 and giving specific details for lock down (location, problem, injuries, etc.)
3. The bell system is ignored.
4. Teachers will close and lock their doors and close windows/blinds/shades.
5. All exterior doors will be locked and blinds drawn where possible.
6. Teachers/Staff may continue class activities as indicated.
7. Cell phone and text messaging use shall be limited to emergency use only, unless otherwise directed.
8. The principal/designee will ask the School Crisis Management Team to report to the office, unless otherwise directed. School Crisis Management Team will assist Incident Command Center as needed. Incident Command Center may be outside of building.
9. Teachers who have their classes outside will be contacted and instructed to stay outside or relocate as directed.
10. The district office will be notified of the situation via phone, radio, or email.
11. The district office will notify all district schools, and the building and grounds department. Building and grounds will notify all its staff using the district’s radio system.
12. Teachers should use their judgment as to whether or not to admit a student into their classroom after a lock down has commenced. During the lock down teachers should develop a list of any students coming into their room and make note of the time.
13. Teachers should use the emergency call button to contact the office for assistance of any emergency occurring in the room.
14. Teachers with no students should remain in the classroom.
15. School Crisis Management Teams may check the building and report as indicated.
16. If a fire alarm sounds during a lock down, staff and students should remain in place and wait for direction from School Crisis Management Teams or Law Enforcement.
17. An incident debriefing/staff meeting may occur.

LOCKDOWN - HARD/ACTIVE SHOOTER OR CRITICAL INCIDENT ALERT

In the event an armed person is seen in a school building an alert will be made. An announcement will be made over the PA system.

1. A message will be paged 3 times. "HARD LOCKDOWN - ACTIVE SHOOTER (or description of the aggressive actions) in the building located _____." If the location of the person is known, also announce this. A specific location should be given.
2. Building Principal/Designee will call 9-1-1.
3. Principal/Designee will notify District Office who will then notify Building and Grounds and all other schools.
4. Building specific; classroom phones via intercom/building intercom may be utilized to give progression of the person throughout the building. If possible, the person manning building cameras may announce the progression of shooter through building.
5. Staff will utilize "RUN-HIDE-FIGHT".
 - a. **RUN** - Pending location of the shooter/situation; if it appears that it is safer outside the building, staff may choose to evacuate the building by using the closest door/ window. They will then escort their students to a location of safety using the safest, most direct route. When arriving at the new location communicate back to original building or the District Office via radio, cell phone or email, who arrived and to which location
 - b. **HIDE** - consider setting up a barricade of tables, desks, books or chairs in front of door way. Turn off all lights and silence phones. Keep quiet and out of sight.
 - c. **FIGHT** –As a last measure of action; specific examples – throwing book or other objects, to distract the aggressor. If the person is intent on hurting/killing staff or students, use any measure necessary to terminate the threat.
6. Incident Command will determine if/when it is safe to evacuate from your location.
7. If you remained in lock down, DO NOT COME OUT. Law Enforcement will come to you.

LOCK DOWN/ACTIVE SHOOTER CHECKLIST

PRINCIPAL/DESIGNEE

- Immediately acknowledge the situation.
- Ensure 911 is called giving specific details of lock down/incident.
- Announce on the PA system and radio “HARD lock down” 3 times.
- Turn off the PA system.
- Assemble available members of the School Crisis Management Team.
- Assist Incident Command as needed.
- Consider notifying District Bus Service to defer drop off or pick up.
- Consider activating the parent/guardian callout system.

SECRETARY

- Ensure 911 is called as directed giving specific details of lock down/incident.
- Notify District Office as to situation. The District Office will notify Superintendent/Designee, all district schools, and the Building and Grounds department.
- Take a radio and red suitcase and prepare to secure self into an office or safe area where an emergency phone is located.
- Keep a log containing times notifications are made, and actions that are taken.
- Consider the following for emergency situations. Respond to any phone calls by saying,
“We are in Lock down, and have activated our safety plan. We need to keep our phone lines open”. If a parent says “I’m coming to get my child”, say, “We have a lock down. No one is permitted to come in or out of the school.”

BUILDINGS & GROUNDS/MAINTAINANCE

- Secure outer perimeter, parking lots, and control traffic.
- Follow directions from Incident Command/Law Enforcement.

SUPERINTENDENT’S/DISTRICT OFFICE SECRETARY

- The District Office will notify the Superintendent, all District schools, and the Building and Grounds Department of lock down time, reason, and if other building lockdowns are needed.
- Direct other principals/staff for further assistance.
- Consider notifying District Bus Service to defer student drop off or pick up.

Continued in next page...

CUSTODIANS

- Lock all exterior doors and monitor main entrance and other doors as directed; allowing only authorized personnel into the building.

SCHOOL CRISIS MANAGEMENT TEAM

- Report to the main office with radio as directed.
- Sweep assigned areas, report to Administrative Team as directed.
- Follow directions of Incident Command/Law Enforcement.

TEACHERS

- Close and lock the classroom doors and close the blinds as indicated.
- If the situation is that of a HARD LOCKDOWN, i.e. an intruder or a weapon, consider “Run, Hide, Fight”
- If hiding, keep the students quiet and away from all doors and windows.
- Take attendance and keep the list with you at all times.
- Enforce that cell phone calls and text messaging are limited to emergency use only.
- Keep a log of events. Note (if any) when a student requests entry to the door after lock down has begun. Use your judgment as to allow entrance to the room.
- Students in the cafeteria should go to the designated area (i.e. teachers’ lounge, chorus/band room, gymnasium).
- Students in the gym should go to nearest locker room, storage room, or designated areas.
- Those students and staff who are outside should stay a safe distance away from the building, until they are told relocate or re-enter and report location to Administrative Team.
- Every student who is out of class and not under supervision of an adult, but in visible sight when the lockdown is called, should report or be escorted to the nearest classroom.

MEDIA RELATIONS

The Superintendent will be the only person to report to the media. Staff should not talk with media in person or on the phone unless authorized by the Superintendent.

At times the only means to inform the general public is by the mass media (radio, television, and newspaper). We must provide prompt accurate information. Any misinformation can create confusion. Isolated quotes from individuals are usually incomplete or misleading, and therefore, **MUST BE AVOIDED**.

Superintendent/Building principals will identify location where the press can be gathered and addressed in coordination with Unified Command. All representatives of the media are to be sent to the designated location.

The Superintendent directs Tech Support to place information on the District website www.mokena159.org and the parent/guardian callout system.

MEDICAL EMERGENCY - ON CAMPUS

1. Call 9-1-1.
2. Make sure the scene is safe.
3. Do not move the injured/ill person, except when situation requires movement.
4. Clear bystanders.
5. Notify nurse or main office via phone, radio or runner. NEVER LEAVE THE INJURED
6. PERSON ALONE, except when notification of injury requires you to leave the area.
7. Give the following information:
 - a. location of person injured
 - b. type of injury/illness
 - c. person's name
8. First aid and/or CPR are initiated as indicated.
9. Nurse/administrator brings emergency medical supplies and/or AED as indicated and evaluates the status of the injured/ill person.
10. Principal/Designee notifies parent, guardian or emergency contact person of situation.
11. Staff to attend door and/or elevator to escort EMS to scene.
12. Alert staff to hold students in their room if necessary (soft lock down for medical emergency) to allow EMS to get to the scene quickly.
13. The main office is updated via phone, radio, or runner.
14. Nurse attends injured/ill person, assists EMS personnel by providing background health information of student, assists in the transfer if required by the severity of the situation, and maintains communication with administration.
15. Nurse/designee may accompany ambulance to the hospital, meets with parents/guardians and maintains communication with the school.
16. Administrator/designee notifies district office if indicated.
17. An incident report is completed as indicated.
18. Details of the incident remain confidential.

MEDICAL EMERGENCY/SEIZURES*

Seizure

The person may fall, stiffen, or make jerking movements. They may not be conscious or be responsive to verbal commands. Pale or bluish complexion may result.

During the seizure

1. Call 911 first and next call for the nurse/designee. Note the time and keep track of how long the seizure lasts.
YOU CANNOT STOP A SEIZURE.
2. Clear the area of any hard, sharp objects. Ease person to floor if possible.
3. Protect their head from injury. DO NOT RESTRAIN THE PERSON.
4. Remove glasses and loosen any tight clothing.
5. DO NOT force anything into the person's mouth.

After the seizure

1. Assist the person to a side lying position. The person may be sleepy, confused, or disoriented.
2. Do not offer the person any food or drink.
3. Stay with the person until nurse/designee arrives, or until they are fully awake.
4. Consider calling 911 again for any new, unusual, or prolonged seizure activity.
5. The parent/guardian may be notified of any new, unusual, or prolonged seizures.

MEDICAL EMERGENCY – OFF CAMPUS

1. Call 911 if indicated.
2. Administer first aid or prescribed medications if ordered and present and/or CPR are initiated as indicated.
3. Make sure the scene is safe.
4. Do not move the injured /ill person, except when situation requires movement.
5. Clear by standers.
6. Notify main office, main teacher/coach via phone, radio, or runner. NEVER LEAVE THE INJURED PERSON ALONE, except when notification of injury requires you to leave the area. Give the following information:
 - a. location of person injured
 - b. type of injury
 - c. injured person's name
7. If the parent/guardian is present, consult with them as to the protocol for treating child. Follow that protocol. Parent/Guardian may choose to take child to hospital, doctor, or home. Inform School Principal/Designee as to the situation. Administrator, School Nurse, or District Head Nurse may report to scene if in area, if indicated.
8. Principal/Designee notifies parent/guardian or emergency contact person, if indicated.
9. Suggest assistance to come to scene and escort back to school as indicated.
10. Nurse attends to injured/ill person, assists EMS personnel, and assists in the transfer if necessary required by the severity of the situation, and maintains communication with administration.
11. Nurse/Designee may accompany ambulance to the hospital, meets with parents/ guardians, and maintains communication with the school.
12. Principal/Designee notifies District Office.
13. An Incident Report is completed as indicated.
14. Details of the incident remain confidential.

cc: Coaches Handbook

MISSING OR ELOPING CHILD

INSTRUCTOR / STAFF PROCEDURES

1. After a student who has been present during school hours is deemed missing contact main office.
2. If student returns, notify main office.

SCHOOL ADMINISTRATIVE PROCEDURES

1. Principal/designee informed and verify situation.
2. Seek information from staff and students to determine if the student is missing.
3. Announce missing student's name over the PA system, "Student's name" please report to the principal's office.
4. If no response, call a SOFT Lockdown.
5. Call 9-1-1, Mokena Police Department (708-479-3911) and District Office at (708)-342-4900.
6. Search campus and grounds for missing student using School Crisis Management Team (SCMT).
7. The Superintendent/Designee will notify all schools and the Building and Grounds Department.
8. Contact missing student's parent or legal guardian.
9. Assemble the student's photos.
10. Superintendent will address the media at the appropriate time if needed.
11. When police arrive at school, advise them of all known facts relating to the missing student, and present photos.
12. If student is located, contact parent or legal guardian, police, and cancel Lockdown.
13. Staff meeting/debriefing may be held after school, if indicated.
14. Superintendent/Designee will consider activating parent/guardian callout system.

REUNIFICATION Procedures

The reunification procedures will be dependent on the specific incident (e.g., active shooter, fire, etc.). The Superintendent and/or designee will determine the need to move students from their assigned school to the *Assembly Site* and/or *Reunification Site*.

Additional Resources

- The “I Love You Guys Foundation” Standard Reunification Method <https://iloveguys.org/srm.html>
- Readiness and Emergency Management for Schools Family Reunification Annex <https://rems.ed.gov/K12FamilyRAnnex.aspx>
- Safe and Sound Schools Family Reunification Guide <https://safeandsoundschools.org/wpcontent/uploads/2018/09/FamilyReunificationmin.pdf>

- Reunification Site Memorandum of Understanding
 - The Superintendent and/or designee will be responsible for making the decision to move students from their assigned school to an *off-site location (a.k.a., assembly site)*. This could include having the students walk from their assigned school to another location (e.g., from MES to MIS, from MIS to MES, from MES or MIS to the Mokena Public Library, from MJHS to the inside grass area of the MJHS track, from MJHS to The Oaks, etc.). The *assembly site* may be used as the reunification location.
 - The Superintendent and/or Incident Command will be responsible for making the decision to transport students to one or more of the reunification sites listed below.
 - The district has a *Reunification Site Memorandum of Understanding* with the following organizations:
 - Mokena Park District: The Oaks
 - Address: 10901 W La Porte, Mokena
 - Phone: 708-390-2401
 - Emergency Phone:
 - Mokena Library
 - Address: 11327 195th St., Mokena
 - Phone: 708-479-9663
 - Lincoln Way Central High School Field House
 - Emergency Phone: 815-342-7445
 - Address: 1801 E. Lincoln Highway, New Lenox
 - Phone: 815-462-2100
 - Emergency Phone: 815-693-2135

Continued on Next Page...

- Communication to Parents

- The Superintendent and/or designee is responsible for sending mass communication to parents and the media. The communication will be coordinated with Incident Command so that the logistics of the reunification process are carefully considered.
 - The Reunification Site Administrator and/or the Building Principal will be notified as information becomes available.
 - The Reunification Procedures will be communicated to parents in the Parent Student Handbook. The Reunification Procedures will also be posted to the district's Safety & Security webpage, and made available on social media as the need arises.
- Parent/Guardian Reunification
 - The Superintendent will appoint an administrator to serve as the *Reunification Site Administrator*.
 - During the reunification process, only parents/guardians or those listed on the student's emergency contact list will be authorized to take custody of a student.
 - The parent's/guardian's or adult listed as an emergency contact photo ID should be checked against those who are authorized on the student's paperwork to pick-up the student. If district staff recognize the adult wishing to take the student from the reunification site, the photo ID check is not necessary but documentation of who took the student should be completed.
 - The checklist/documentation of who picked up the student should be maintained and submitted to the Superintendent's office upon completion of the reunification process.
 - The *Reunification Site Administrator* should establish a *secured student area* at the reunification site where students will be supervised by district employees. No other adults/parents should be allowed to enter this area of the reunification site.
 - The *Reunification Site Administrator* should establish a *reunification verification area* for parents to line up so that the reunification process can be completed.
 - The *Reunification Site Administrator* should establish a *reunification area* where the parents go to after the reunification verification process so that the student can be reunited with the parent/guardian or verified adult authorized to take student.
 - The *Reunification Site Administrator* should designate one person to be in charge of the *secured student area*, another person to be in charge of the *reunification verification area*, and another person to be in charge of the *reunification area*.
 - The *Reunification Site Administrator* should assign one or more district employees to serve as *Staff Runners* to retrieve students from the secured student area and bring them to the reunification area.

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- Students and/or Staff Transported to Hospital

- Check with Law Enforcement and/or Fire to determine what hospitals might be involved in a mass crisis event. Don't forget those hospitals that students may need to be air lifted to, such as Good Samaritan or Loyola.
 - If some students are sent to one or more hospitals, the Superintendent will direct at least one district employee to be at each hospital to serve as the hospital liaison. All media and communication will be coordinated by the Superintendent and/or Incident Command.
 - The hospital liaison from your schools/district will need to keep the Superintendent abreast of who is at the hospital and the condition of the students as much as the liaison can gather.
 - The hospital liaison can also serve as a support for parents who show up there looking for their children.
- Information Privacy
 - During a crisis and reunification, only the Superintendent and/or Incident Command are authorized to send out mass communication(s) to parents, community, and media outlets.
 - Individual or group information related to one or more students should not be shared with anyone other than the student's parent(s)/guardian(s) or the adult verified to take the student from the *secured student area*.
 - The respective leader of each participating organization will be responsible for communicating with their respective staff and/or elected officials (e.g., Superintendent to Board of Education members and district employees, Chief of Police to Village Manager, Fire Chief to Village Manager, etc.). Communication to each entity or other individuals should be coordinated with Incident Command.
- Language Barriers
 - The Assistant Superintendent of Curriculum and Instruction will be responsible for assigning at least one district employee and/or trusted parent who can serve as a translator for parents with limited English proficiency.
 - Students may be enlisted to serve as translators.
 - Use a computer generated translation program if necessary.
- Addressing Needs of Students with Special Needs
 - The Director of Students Services and/or Assistant Director of Student Services will be responsible for coordinating the needs of students and district employees with special needs. This includes but may not be limited to coordinating the use of communication devices, providing a safe location for select students and employees, communicating directly with parent(s)/guardian(s), and working with the *Reunification Site Administrator* to select staff to assist with meeting the needs of students and employees with special needs.

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- Communication of Difficult Information to Parents, Staff, Families of Staff, and/or Media
 - If students are transported to hospitals, the district will work with hospital personnel to communicate with the parent(s)/guardian(s) of students at the respective hospital(s).
 - If necessary, the Superintendent will work with district social workers, first responders, and selected counselors to communicate difficult information to parent(s)/guardian(s).

SHELTER IN PLACE

In the event of a natural disaster or community crisis and students cannot be dismissed or bussed at the end of the school day, the following should occur.

1. The building principal/designee will assess the building safety/security. Communication with the Superintendent/Designee and other building principals shall occur.
2. Attendance will be taken of all students and staff.
3. The School Crisis Management Team will meet as soon as possible to discuss situation and plan.
4. If the building is safe and secure, the students shall remain in their building. If the building is not secure the students may need to be relocated to the next closest school or evacuation location. A notice will be posted on main entrance and exit doors of relocation location.
5. All exits of the building will be secured by a staff member, who will notify the SCMT of anyone insisting on leaving.
6. The Superintendent shall use available communication options such as website, parent/guardian callout system, and communicate the District's plan for student location and pickup.
7. Student medical, nutrition, and hydration needs will be addressed.
8. Students will be supervised by Mokena School District staff.
9. After 24 hours, an assessment will be made district wide. Remaining students may need to be relocated into one building. Information as to student location will again be posted on the doors of each building as well as covered via communications resources available.
10. Students will be released according to the district's student release procedure.

STUDENT RELEASE PROCEDURE

Incident Command will inform the School Crisis Management Team that the situation is over or clear. Student release may be from their school or relocation site.

STUDENT RELEASE PROCEDURES

1. Student Information System will be utilized via laptop computers or a hard copy of the student contact list or class lists.
2. A list will be made of any student(s) injured/or detained and given to an administrator at the school.
3. Emergency Student Release Forms will be used for release of students.
4. A Mokena School District staff member or Local Law Enforcement should be outside the relocation site to help direct parents and control traffic.
5. A “double gate” system will be implemented at each evacuation site. Runners (unassigned staff will go to the “entrance gate” to assist with the release of students. (Based on the situation, a “single gate” system may be used.)
6. Signage will be placed at those entrances and exits.
7. Parents/Guardians will approach a designated entrance requesting to pick up their student and sign the release form log page. Any unidentified adult will be required to present a photo ID.
8. A runner will then go to the student location and escort the student to the “exit gate”.
9. The Emergency Student Release Form will be filed alphabetically at entrance. This is for reference if other contacts come to pick up student.
10. Staff will remain at the relocation site until every student has been released. For all remaining students, staff will contact and document who is coming to get the student.
11. Law enforcement may need to be notified if there is no contact available to pick up the student.
12. Building & Grounds Staff/Mokena Police Department/Local Law Enforcement may be needed to secure the area.

SUICIDE – THREAT AT SCHOOL

If the person IS in immediate danger:

1. Notify Nurse and/or principal/designee
2. Call 911. Consider requesting that the response be made without sirens.
3. Stay with the person; talk calmly until appropriate personnel arrive. Be positive and engage the person in conversation. DO NOT be confrontational.
4. Consider contacting SASS for additional support.
5. Consider activating the School Crisis Management Team for debriefing.
6. Keep all incident information confidential.
7. Continue to express interest in the person after the crisis is over.

Nurse /Social Worker/Principal:

1. Call 911.
2. If ingestion has occurred, determine the substance, amount, and time of ingestion; and if time allows, call poison Control 1-800-222-1222. Follow their recommendation.
3. Escort person to the Emergency Room as directed.
4. Notify principal/designee on situation and actions taken.
5. Notify parent/guardian of transport or situation.
6. Stay with the person until parent/guardian arrive.

II. If the person IS NOT in immediate danger, but has expressed the thought of suicide:

1. Escort the person to the school social worker, nurse, or principal.
2. Social Worker will follow district mandated protocol.
3. Do not leave the person alone.
4. Listen to the person and take the threat seriously.
5. Do not be sworn to secrecy and do not handle the situation yourself, unless trained.
6. Consider escort to Hospital Emergency Room.
7. Call police if indicated.
8. Notify parent/guardian of situation, as indicated.

THREATENING PERSON INSIDE OR OUTSIDE BUILDING

***Refer to SOFT/HARD LOCKDOWN procedures**

Notify building administration and refer to directives given.

THREATS MADE TO THE SCHOOL OR STAFF

For the safety and protection of all students and staff, it is important to take seriously any threats made to the school or school population.

1. Call 911.
2. The threat may be verbal, written, or electronic (in the form of a letter, graffiti, overheard conversation, phone call, answer machine message, cell phone text, etc.)
3. Report the threat immediately to the Principal/Administrative Team member and give a description or as much information as possible.
4. The Principal/Designee shall immediately investigate the threat and notify the Superintendent/Local Law Enforcement.
5. The School Crisis Management Team may be assembled.
6. The Superintendent/Designee will be notified and others contacted as necessary.
7. The level of response will be determined by Administrative Team.
8. A Lockdown or canceling school may be considered.
9. A staff meeting will be held, if indicated.
10. The Superintendent will address the media at the appropriate time, if indicated.
11. Appropriate disciplinary actions will be taken by the Principal/School District.
12. Superintendent/Designee will consider activating parent/guardian callout system.

TORNADO/TAKE COVER PROCEDURE

Severe weather, Civil Defense alert

In the event of a Mokena School District alert signal (a steady blast of horns/sirens) and/or the Weather Alert Radio warning is activated, the Building Administrator/Designee will sound the “Disaster Alarm”.

Severe weather/Tornado warning

A warning means that a funnel cloud or severe storm has actually been sighted. The approximate location and direction of travel is usually given when the warning is broadcast. Be aware that you may get little or no warning with some storms.

1. The “Disaster Alarm” will be sounded.
2. The take cover alert will be announced over the intercom system. If the intercom does not work, the alert will be given door to door.
3. Move to the rooms designated safe area and assume the take cover position.
4. Remain quiet and calm, staying in the position until an “All Clear” or other directions have been given.

Teachers

1. Take students to designated location in your building and stay away from windows.
2. Seat them on the floor facing lockers/walls, covering their heads.
3. Close all classroom/hallway/fire doors.
4. PE students should go to locker rooms or other designated area. If no times allow, move to one wall in gym. Avoid auditoriums or any room with a wide, high roof.
5. Cafeteria students should be directed to closest internal hallway.
6. If there is a tornado warning at dismissal, teachers will keep their students in the designated area until an all clear is given.
7. Deferral of boarding busses may be needed.
8. If the alarm occurs during passing period or before or after school, students should stop where they are and follow administrative/teacher/staff directions.

Civil Defense Alert

1. In the event a civil defense emergency alert is activated, the “Disaster Alarm” will be sounded in all schools. Use weather alert radio.
2. The Tornado/Take Cover procedure will be followed.
3. Remain in the position until an “All Clear” or other directions are given.

TRANSPORTATION: ACTIVE SHOOTER, SUSPICIOUS PERSON, STUDENT ASSAILANT

Active Shooter, Assailant, or Unlawful Entry to Bus

- Remain calm and do not allow anyone other than authorized staff and/or first responders to enter the bus.
- If approaching a designated stop and someone of suspicion is within stop area, proceed without stopping at said location; even if students are present at the stop.
- Immediately contact Transportation Department and school that you are continuing with your route without picking up said stop. (e.g., *Transportation. I have just passed my stop at Kirkstone and Willow, due to a suspicious individual. Please call 9-1-1.*)

Active Shooter or Emergency in School

- Transportation will alert drivers to proceed to the South side Metra lot next to Wolf Road (on gravel area).
- Immediately cease picking up or continuing route.
- Do not allow children to get off at school if you are at the school. Leave the school with students on the bus and continue to Metra lot.
- Once at Metra lot, start to take attendance of students on your bus. Use your family list as a guide. Also make notation of students that have not been picked up.
- Wait for Transportation and/or first responders to arrive.
- Keep radio communications open. No unnecessary chatter on the radio.

Suspicious Person in Transportation Facility

- Leave facility if possible.
- Immediately call 9-1-1.
- Do not attempt to communicate with suspicious person.

Student Assailant

- If possible, immediately contact Transportation or school via radio.
- If necessary, call 9-1-1.
- Pull over and disengage bus.
- Notify over radio your location and bus number.
- Place the bus keys in your pocket.
- Calmly try to reason with student to de-escalate situation until administrator and/or first responders arrive on scene.
- Do not put yourself or other students at risk.

UTILITY FAILURE / WATER / ELECTRICITY

INSTRUCTOR / STAFF PROCEDURES

1. Notify principal/designee or custodian.
2. Teachers conducting class remain in classroom and wait for further instructions.
3. Teachers without classes and other staff may need to report to main office for instructions.
4. If occurs during lunch, all available teachers and staff will assist in supervision of students.

PRINCIPAL / DESIGNEE PROCEDURES

1. Notify Superintendent/District Office and Director of Building and Grounds.
2. Consider SOFT lockdown.
3. Building and Grounds will assist in the determination of time/extent of loss of utilities. The Administrative Team will determine evacuation and/or closing school procedures.
4. Student relocation may occur only with instructions from the Principal/Designee/Incident Command.
5. See "Early Dismissal for Emergency" procedure, if needed.
6. Superintendent/Designee will consider activating parent/guardian callout system.

WEAPONS AT SCHOOL

Possession of a weapon on school property is against School Board Policy. The safety of students and staff is always first. Apprehension of violators and weapon retrieval is second.

Teacher:

1. Notify the Main Office/Principal immediately. This may be accomplished by sending another teacher/staff to report the situation or by sending a note to the Office secretary. Investigation will be handled by administration, do not investigate yourself.
2. If you must speak to the person, address him/her from the side (not front approach). Avoid confrontation.
3. Do not approach/confront the suspected person in the classroom or a crowded area. Make every effort to keep your eyes on the person/suspect until help arrives.
4. Do not attempt to stop suspect if flight from building is attempted. Allow to flee from building, visually observing direction.
5. If the incident occurs after school hours [e.g. athletic event, dance, etc.] contact administrator in charge or Law Enforcement.
6. Treat all firearms as if they were loaded. If a firearm is found, DO NOT PICK IT UP; secure the area and call Principal/Designee.

Principal/Designee:

1. Confirm the situation.
2. CALL 911.
3. If the person is uncooperative, determine the level of response which may include: Isolate, Separate, Evacuate the area/room, or Lockdown.
4. Consider a HARD/SOFT Lockdown.
5. The principal/designee and/or Law Enforcement may go to the area and get the suspect/student. If possible DO NOT go into the classroom to avoid a hostage situation. Give an excuse to distract the suspect/student. Keep talking and walking behind the suspect/student at all times.
6. If time allows, it is best to have police officer at the school prior to confronting the suspect and conducting the search. Consider searching the suspect's locker and/or vehicle.
7. Notify parent/guardian.
8. Proceed with any disciplinary action as indicated.
9. Treat all firearms as if they were loaded. If a firearm is found, DO NOT PICK IT UP. Secure the area. Allow local law enforcement to obtain weapon.

ADDENDUMS

INDIVIDUAL BUILDING INFORMATION TO BE ADDED

- Accident Injury Report
- Bell Schedule
- Calendar
- Evacuation (Within School Grounds)/Alternative Site
- Fire Exits
- Map of Building
- Map of Area/Aerial View
- Master Teacher Schedule
- Para-Professional/Building Aide Schedule
- Phone Directory – General
- Phone Extensions

INCIDENT DEBRIEFING*

After a critical or emergency event or emergency drill, a debriefing may be done with the Administrative Team or entire school staff as soon as possible. Administrative, District, or community resource personnel may assist in conducting the debriefing.

1. The Incident Debriefing Form will be completed, and attendance taken if indicated.
2. Events of the incident will be described.
3. Actions that were successful will be discussed.
4. Areas for improvement will be listed.
5. Any policy/procedure changes recommended will be discussed. Recommendations for the specific changes will be documented.
6. An area for other comments is included on the form.
7. Any recommended follow up will be recorded.
8. The attendance record will be attached, if indicated.
9. A copy of the Debriefing Form will be sent to the Superintendent of Mokena Public Schools. The information then may be sent to the Crisis Plan Review Committee.

*See Incident Debriefing Form on next page

INCIDENT DEBRIEFING FORM

Date: _____ School: _____

Incident: _____

What went right? _____

What can be improved? _____

Any policy/procedure changes recommended? _____

Other comments: _____

Follow-Up: _____

- Attach attendance record as indicated.
- Please send copies of form to the Superintendent.