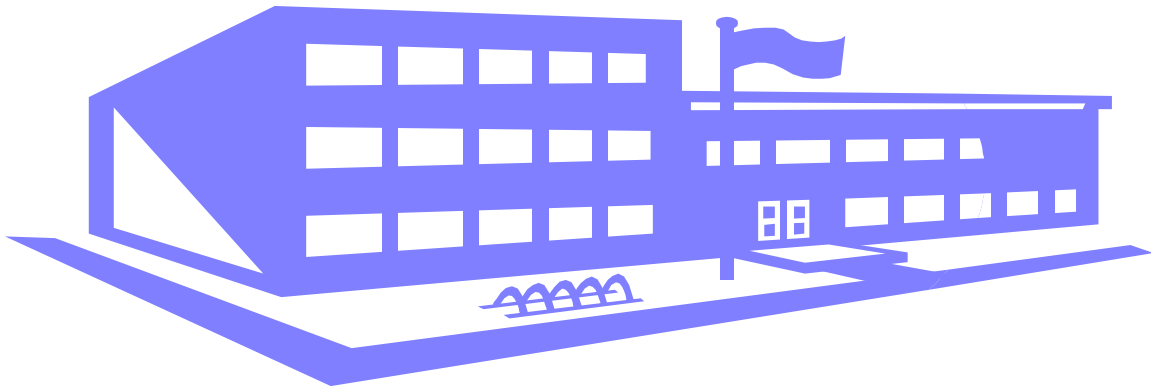


Durand CUSD #322



Crisis Plan Handbook



**2011-2012
SCHOOL YEAR**

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Crisis Plan Handbook

EMERGENCY PHONE NUMBERS

Community Police	911
Durand Police Emergency.....	(815) 248-4194
Police Non-Emergency	(815) 248-2606
State Police	(815) 239-1152
Fire.....	(815) 248-2100... 911
Poison Control Center.....	(815) 968-6898
Child Abuse Hotline	1-800-252-2873
Local Child Health and Welfare Office.....	(815) 987-7650
Nicor Gas Company.....	1-888-642-6748
Commonwealth Edison.....	1-800-334-7661

District Office

Superintendent.....	(815) 248-2171
Dolan Ed. Ctr. Principal.....	(815) 599-3975
Dolan Ed. Ctr. Secretary	(815) 599-3983

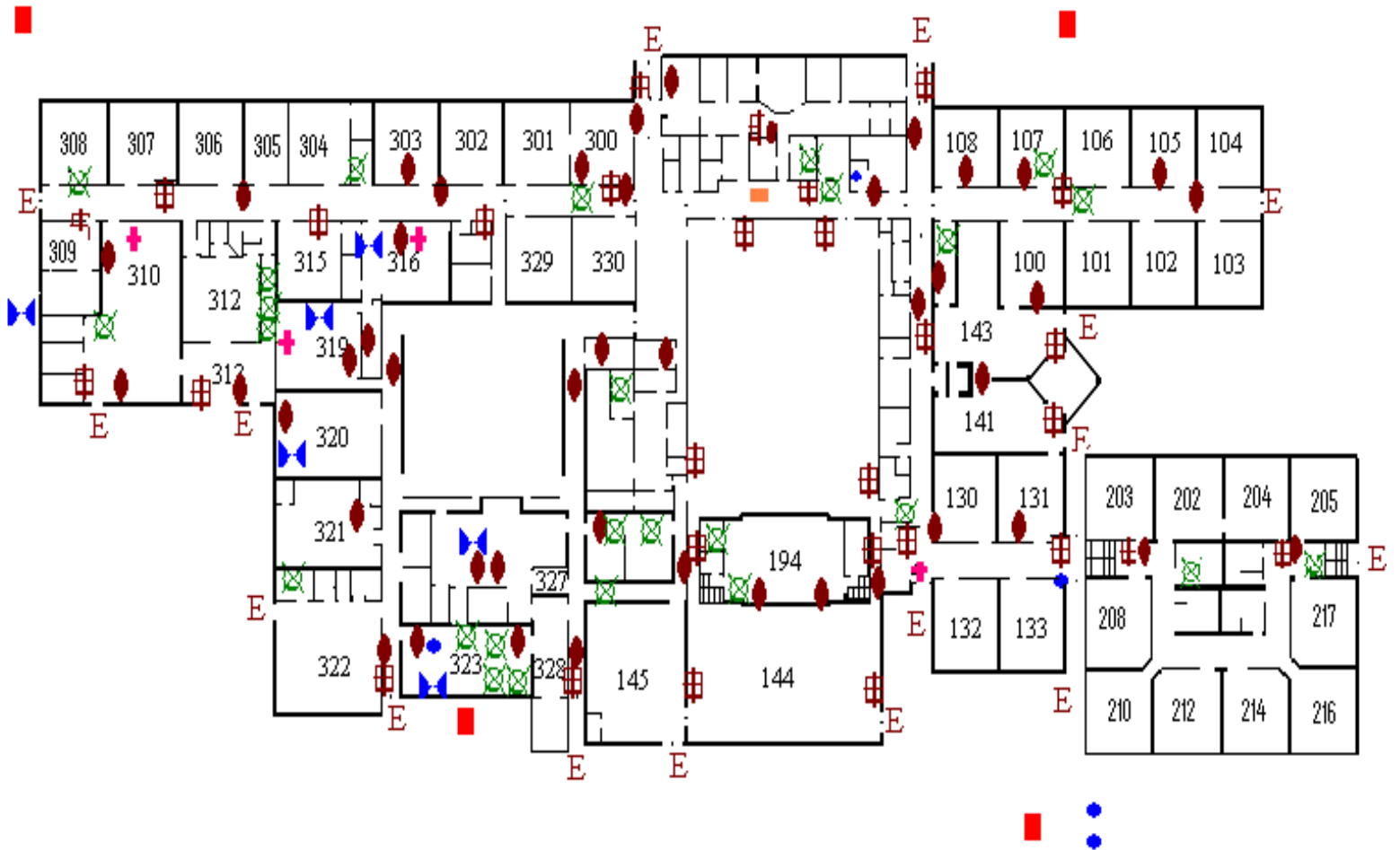
Durand High School Administrators Cell Phone #

High School/ J.R. High Principal	(815) 543-2850
Elementary Principal.....	(815) 543-2846
Dolan Principal.....	(815) 543-2849
Durand Superintendent	(815) 494-9597
Activities and Transportation Director	(815) 543-2847

Extensions (Teacher use classroom phone to notify main office.)

High School Secretary	110
Elementary Secretary	123
Nurse	120
Elementary Principal.....	122
High School and Jr. High Principal.....	113
Counselor.....	115
Elementary Social Worker	227
High School Social Worker	314
Superintendent.....	127
District Secretary	125
Business Director.....	129
Activities and Transportation Director	126

FLOOR PLANS

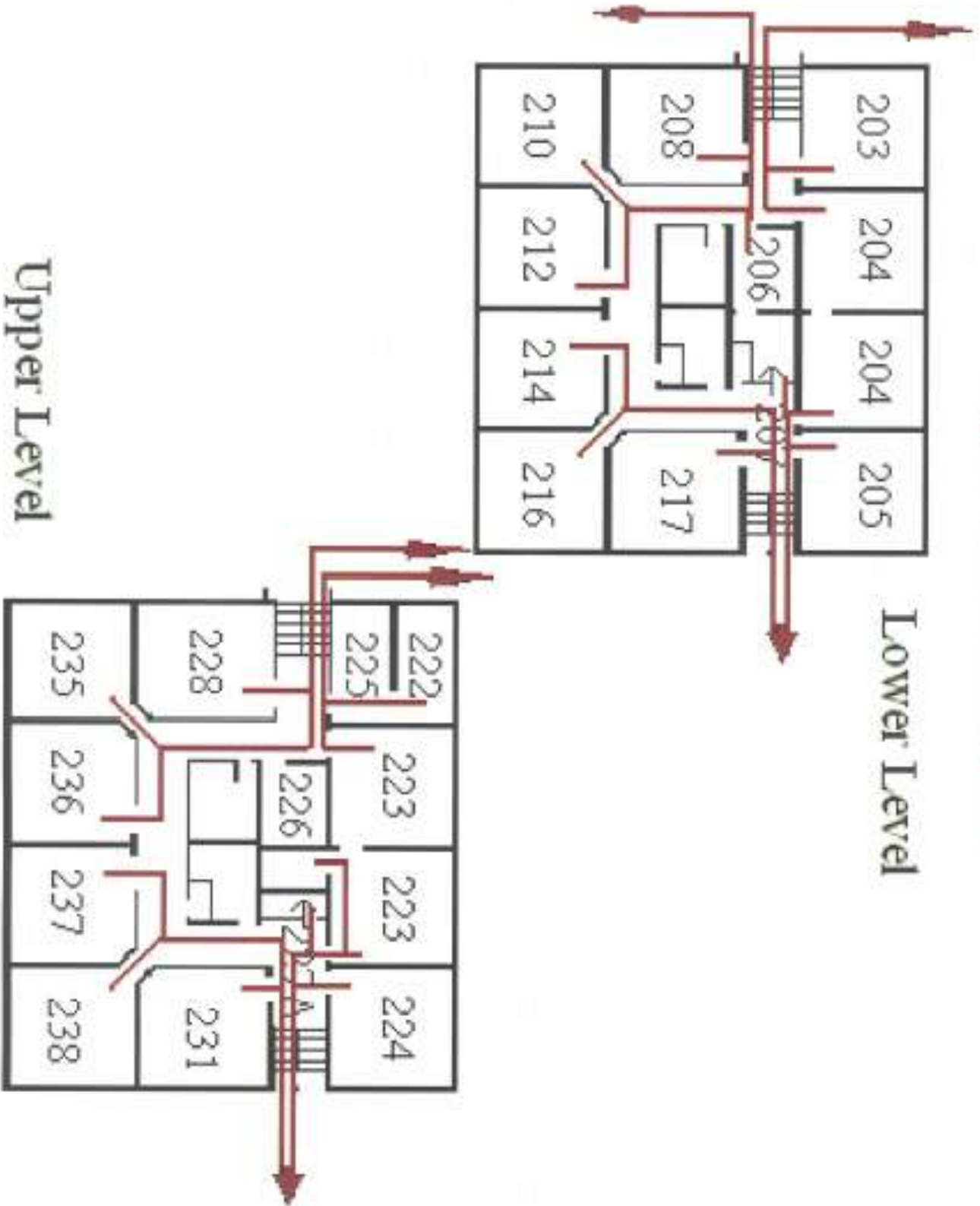


- ◆ = Fire Extinguisher
- ⊞ = Pull Station
- ↔ = Gas Valve
- ✚ = First Aid
- ⊞ = Electric Panel
- E = Fire Exit
- = H2O Shut Off
- = AED
- = Fire Hydrant



Upper Level

Fire Evacuation

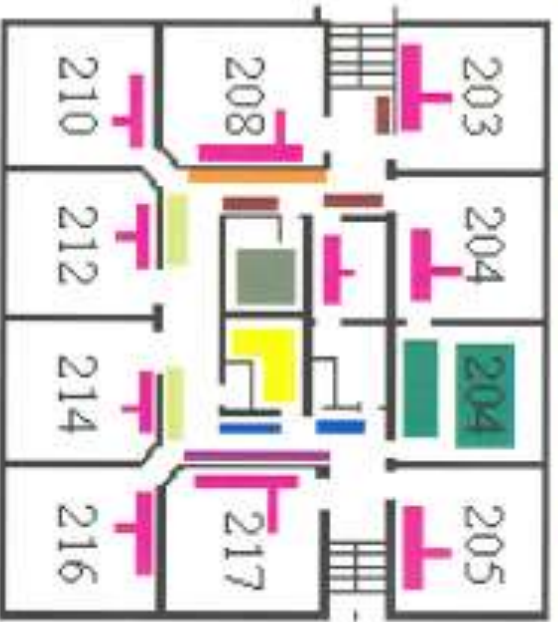


Fire Evacuation

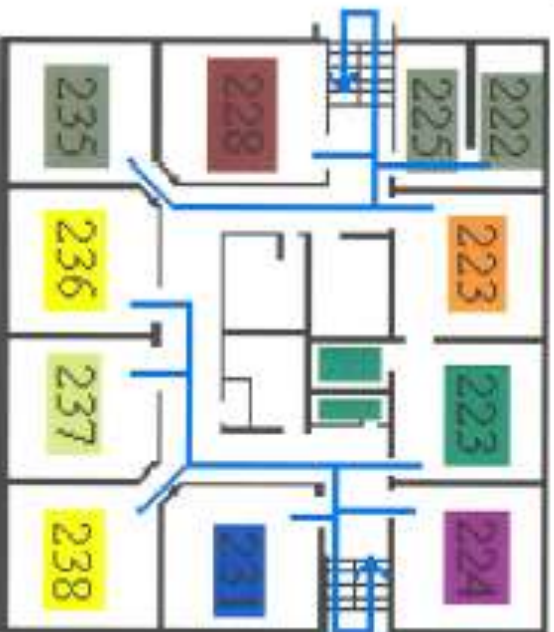


Tornado Shelter Plan

All Lower Level Classes Get In Crouch Position Under Desks,
Upper Level Classes Go Downstairs In An Orderly Fashion To Assigned Area



Lower Level



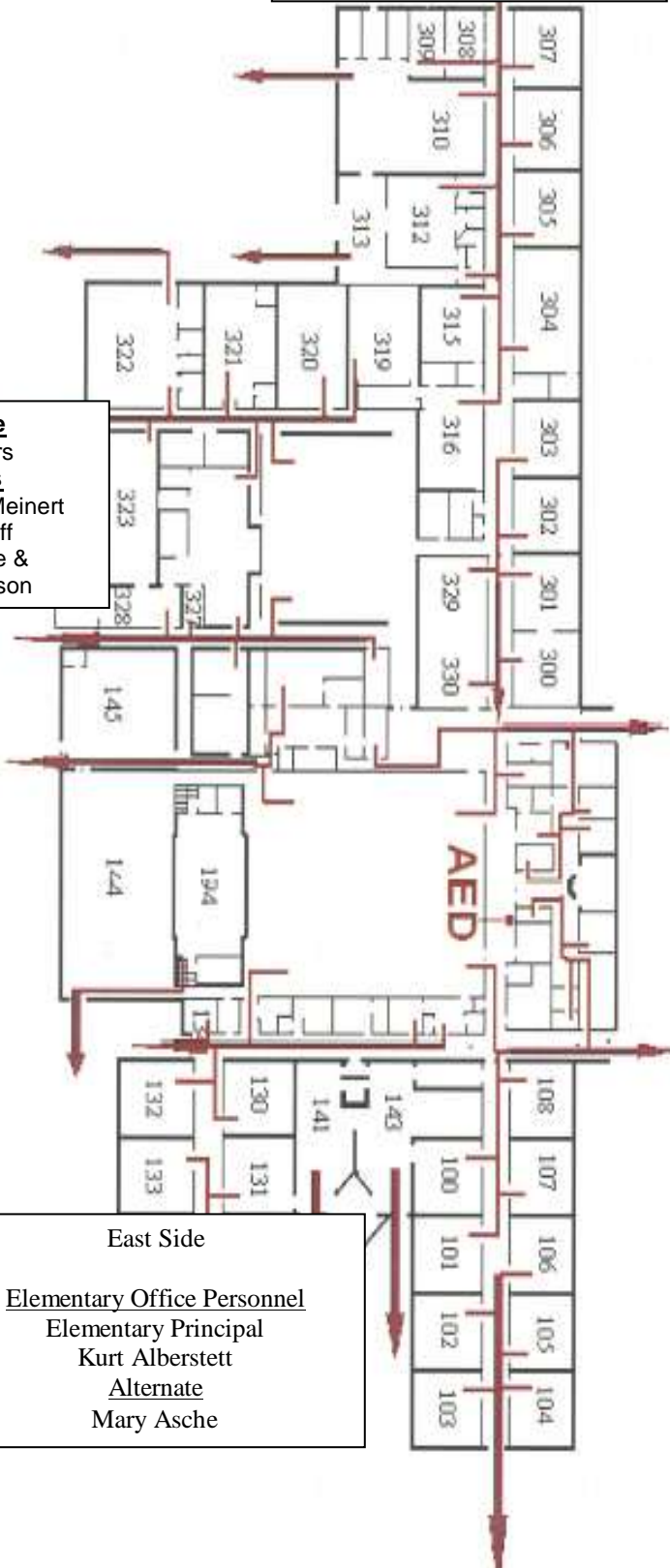
Upper Level

Tornado Shelter Plan



BUILDING EVACUATION SUPERVISION

West Side
Pete Robertson
Bill Damon



1. Report any safety issues to incident commander
2. Account for staff and students in your area
3. Implement instructions from Incident Commander

South Side
PE Teachers
Alternates
Nurse – Carrie Meinert
Kitchen Staff
Nancy Goode &
Karen Hutchison

Area Supervisors will report to the
Incident Commander
Jeff Pinker

Alternate Incident Commander
Superintendent Mike Duffy

North Side
Main Office Personnel
S. Waldschmidt &
K. VanDeWoestyne

East Side
Elementary Office Personnel
Elementary Principal
Kurt Alberstett
Alternate
Mary Asche

CRISIS MANAGEMENT TEAM

Every school should identify who will serve as members of the Crisis Team. This team should serve multiple purposes; planning for how to respond to emergency situations, help activate crisis plans, assist with the responsibilities for managing the crisis, and help monitor students at-risk for violent behavior. The team should meet regularly and plan to practice emergency plans. Members of the CT must be able to leave their assignment and report to the office immediately. This may mean arranging for back up coverage when a crisis occurs. **Each member of the team has specific responsibilities during every crisis.**

Some attributes to consider:

- First aid/CPR Training
- Trained in physical restraint
- Good communicators, respected by others, especially students
- Not afraid to act in a crisis, but able to keep calm

In each crisis situation, CT members should clearly know their responsibilities. One member of the team should be charged with keeping a time/sequence of events for use by authorities. One person should be responsible for meeting authorities at the door with a full set of keys. At the conclusion of any event, the EMT should meet to debrief and to plan for long-term support for those involved in the crisis.

CT Team Members

Superintendent
Principals
Guidance Counselor
Head Custodian
Activities & Transportation Director

Crisis Response Team Members

Superintendent
Principals (2)
Guidance Counselor
Nurse
Social Workers (2)
Activities & Transportation Director
Administrative Assistants (2)

INCIDENT COMMAND STRUCTURE

SCHOOL COMMANDER
JH/HS Principal - Jeff Pinker
Alternate School Commander(s)
 1. **Elementary Principal - Kurt Alberstett** 2. **Michael Duffy - Superintendent**

Public Information Officer
 Superintendent – Mike Duffy
Alternates
 Elem. Principal Kurt Alberstett
 Dir. Of Business - Bill Damon
Acts as a liaison between school and public (including media)

Safety Officer
 Athletic/Transportation Dir.
 Peter Robertson
Alternates
 Guidance Counselor - Marilyn Stinnett
 Director of Business - Bill Damon
Ensures the safety of the students, staff, and others on campus is the highest priority

Liaison - Officer
 Superintendent – Mike Duffy
Alternates
 Elementary Principal
 Kurt Alberstett
 JH/HS – Administrative Assistant
 Sue Waldschmidt
Acts as a point of coordination between the Incident Command and other public agencies

EVACUATION PLAN

Operations
Elem. Principal
 Kurt Alberstett

Alternates
Athletic/Trans. Director
 Pete Robertson
Guidance Counselor
 Marilyn Stinnett

Handles all emergency response jobs, including taking care of students as well as handling the challenges of the emergency

Planning
Guidance Counselor
 Marilyn Stinnett

Alternates
Elem. Office
 Mary Asche
JH/HS Office
 Sue Waldschmidt

Responsible for tracking both available and needed resources, assessing the changing situation, documenting the response, and managing the large site map at the Command Post

Logistics
Maintenance
 Chad Gassman

Alternates
Athletic/Trans. Director
 Pete Robertson

Manages personnel, supplies, and equipment. During a response, the Logistics Team is responsible for handing out supplies and equipment, deploying unassigned people for work.

Finance & Administration

Director of Business
 Bill Damon

Alternates
Payroll/Bookkeeper
 Laurel Buss
Superintendent
 Michael Duffy

Responsible for buying materials and keeping financial records of expenditures and employee hours

Crisis Plan Handbook

If there is a need for an extended school evacuation, teachers are to exit the school following the fire drill plan posted in their classroom. This notification may occur via an alarm or announcement.

Our announcement will be:

**“Staff and students, please EVACUATE the building.
I repeat please EVACUATE the building.”
(Hit Page 1 button—dial 80—ALL CALL)**

1. Teachers follow evacuation procedure located in their classroom.
2. Take attendance records, grade book, and red/green cards.
3. Once outside at the designated assembly area take attendance. If you have all of your students in attendance that day hold a green card above your head. If you are missing anyone in attendance that day hold a red card above your head.
4. Remain in your designated area until instructed to move.
5. Do not allow students to leave with **anyone**.

The Crisis Intervention Plan will be activated:

- The Superintendent will be advised of the situation.
- The Transportation Director will notify buses and redirect incoming routes.
- A log will be maintained containing the times notifications are made and actions taken.
- The media plan will be activated if needed.
- The reunification plan will be activated if needed.

EMERGENCY PROCEDURE “HARD LOCKDOWN” PLAN

When there is a crisis and the crisis calls for the halting of school activity, for at least a period of time, we will use simple, easily understood, non-ambiguous language. We want everyone to know that we are stopping the normal school day's activity because there is a situation that may pose a danger to students and staff. We want every staff person, substitute teacher, parent volunteer, and every student to know that a serious event has occurred or is about to occur.

Our announcement will be:

**“Staff and students, we have a HARD LOCKDOWN.
I repeat we have a HARD LOCKDOWN.”
(Hit Page 1 button—dial 80—ALL CALL)**

1. Teachers will clear the hallway and bathrooms near their room, moving everyone into the classroom.
2. Teachers will close and lock their doors, turn off their lights, shut blinds and windows if possible, and direct students to sit against an interior wall away from windows and doorways. If the threat is outside the building try to place students in a protected area not in view from outside windows.
3. Teachers will count the number of students in their room and write that number on a **green** card if everyone is ok, or a **red** card if emergency assistance is needed.
4. Teachers will slide the appropriate card under the door into the hallway, and place another in the window if applicable.
5. Ignore all bells and alarms unless instructed otherwise.
6. Keep everyone in the classroom until given an “All Clear” signal or instructed to do so by the proper authorities.

The Crisis Intervention Plan will be activated:

- Police and/or medical help will be summoned.
- The bell system and fire alarm system will be turned off.
- Notify staff and classes outside to immediately move to the off-campus assembly area.
- The Superintendent will be advised of the situation.
- The Transportation Director will notify buses and redirect incoming routes.
- A log will be maintained in the main office containing the times notifications are made and actions taken.
- The media plan will be activated.
- If students are in the cafeteria, cafeteria supervisors and kitchen staff will direct students to the west classrooms (Band room, Home Economics room, Art room, and Science room). Follow classroom lockdown procedures.
- If student are in the commons area, supervisors will direct them to the nearest classroom or office. Follow classroom lockdown procedures.
- If students are in P.E., the P.E. teacher will direct students to the girls’ locker room. Follow classroom lockdown procedures.
- If students are in the library, library staff will direct the students into the audiovisual room. Follow classroom lockdown procedures.

EMERGENCY PROCEDURE “SOFT LOCKDOWN” PLAN

When there is a crisis and the crisis calls for minimal halting of school activity, for at least a period of time, we will use simple, easily understood, non-ambiguous language. We want everyone to know that we are altering the normal school day's activity because there is a situation that requires everyone to stay in his or her classroom.

Our announcement will be:

**“Staff and students, we have a SOFT LOCKDOWN.
I repeat we have a SOFT LOCKDOWN.”
(Hit Page 1 button—dial 80—ALL CALL)**

1. Teachers will clear the hallway and bathrooms near their room, instructing students to immediately return to their classroom.
2. Teachers will close and lock their doors.
3. Normal classroom instruction may continue.
4. Ignore all bells unless instructed otherwise.
5. Keep everyone in the classroom until given an “All Clear” signal or instructed to do so by the proper authorities.

The Crisis Intervention Plan will be activated:

- Notify staff and classes outside to remain at their current location unless instructed otherwise.
- The Superintendent will be advised of the situation.
- Police and/or medical help will be summoned if needed.
- The Transportation Director will notify buses and determine whether or not to redirect incoming routes.
- If students are in the cafeteria, cafeteria supervisors and kitchen staff will direct students to the west classrooms (Band room, Home Economics room, Art room, and Science room).
- If student are in the commons area, supervisors will direct them to the nearest classroom or office.
- If students are in P.E., the P.E. teacher will direct students to the girls’ locker room.
- If students are in the library, library staff will direct the students into the audiovisual room.

Crisis Plan Handbook

ABDUCTION/MISSING CHILD

Witnessed

- Notify Principal **Immediately - 911**
- Notify Police **Immediately**
- Custodians secure all outside doors
- Gather all facts, description of abductor, vehicle - anything that could be helpful
- Identify witnesses - name them and hold them in isolation from each other
- Convene Crisis Team
- Provide follow-up counseling as needed
- Complete Incident Report

Not Witnessed

- Notify Principal
- Verify child is missing
- Search building and grounds
- Convene Emergency Management Team
- Complete Incident Report

Principal/Designee will:

- Notify Police with the following information
 - a) Child's name
 - b) Address
 - c) Physical and clothing description
 - d) Medical status if appropriate
 - e) Time last seen
 - f) Suspect information, vehicle information, direction of travel
- Notify Parents of missing child
 - a) Inform of situation and steps taken
- Have student information including picture, if possible, available to the police upon their arrival

Superintendent will:

- Handle media
- Notify district administration

Crisis Plan Handbook

ACCIDENTS/PHYSICAL INJURIES

Minor Accidents/injuries

- Assist the injured student to the nurse's office for assessment.

If the student is unable to be taken to the nurse's office, call the nurse at extension 120. If no answer, contact the main office and have the nurse with proper equipment (1st aid kit, wheelchair, etc.) sent to the student for assessment. The office will do an All Call for the nurse, indicating the location needed, if unable to contact by phone.

- Provide assistance to the nurse if needed.
- Nurse will contact parents from the emergency card and inform them of the injury.
- Complete an incident report.

Severe Injuries

- Teacher or person in charge should notify the main office.
- Call 911 for emergency assistance if needed (have assigned person waiting at the entrance to assist emergency personnel).
- The Principal/designee and nurse should report to the emergency scene.
- Nurse should assess the injuries
- Principal/designee and teacher should remove uninjured students from the accident site.
- Principal/designee should notify the parents of their child's injuries and the location of the child (at school, on the way to hospital, etc.).
- Inform teachers and students of the accident.
- Witnesses and close friends of the injured to be counseled by social workers and Principal/designee.
- Superintendent will contact School Community Relations for media statements.
- Principal/designee should visit the injured student in the hospital.
- Principal/designee will contact Area Superintendent.

Crisis Plan Handbook

DRUG OVERDOSE/POISONING

- Notify school nurse ext. 120
- Notify Principal
- Nurse will designate person to check school medical file
- Contact 911 if appropriate
- Call Poison control center if substance is known or potentially poisonous

Principal will:

- Contact Parents
 - a) Advise of situation and steps being taken
- Assure incident report is completed
- Contact Police if illegal drugs are suspected to see if investigation is warranted

Crisis Plan Handbook

ASSAULT ON STUDENT OR STAFF

- Notify Principal

Guidelines

Do not physically intervene if physical harm can come to you. If the Principal is not available, teachers/supervisors should do the following.

- Call for backup as soon as possible
 - Principals Office
 - Main Office
- Assess the stages of the altercation
 - Taunts and insults
 - Minor physical contact
 - Intense fighting

Do the following:

- Announce that the teacher is present and if this continues punishment will be more severe
- Make loud, diverting sounds
- Use short, clear commands using the student's names to stop the fighting remove the audience
- Remove potential harmful objects
- Without endangering your safety, carefully pull injured student away and escort to safety
- Contact school nurse if any medical treatment is needed
- Evaluate the incident for referral of school discipline and or police enforcement
- Attempt to place names with faces in the crowd.
- Complete an incident report.

Principal/designee will:

- Assign a staff member to get the names of suspect/s and any witnesses
- Assign a staff member to locate suspect and isolate, if this can be done in a non-confrontational manner
- Decide if the Police should be contacted to respond
- Assure a written account of the incident is completed

Crisis Plan Handbook

BOMB THREAT

Upon receipt of a bomb threat by **PHONE**:

1. Listen carefully - Do Not Hang Up or Interrupt.
2. Try to obtain as much information as possible. (See attached checklist on next two pages)
3. Try to take down as much information as possible.
4. Try to keep the caller talking.
5. After completing the call, hang up and immediately lift the receiver.
6. Press *69 (to trace call).
7. Listen for confirmation announcement and hang up.
8. Notify Superintendent immediately in person, avoid electronic and wireless communications.
9. Superintendent will notify Principals.
10. Notify Police and Fire Department.

Upon receipt of bomb threat by **E-Mail or FAX**:

1. Preserve evidence.
2. Make a hard copy immediately.

Call for a Code Yellow and indicate a lock down or an evacuation.

If evacuation is necessary, follow fire drill information in each room once exit routes are cleared.

Teachers take attendance books and create a list of students not in class.

Superintendent will:

- Notify district administration
- Handle media

Principal/Designee will:

- Notify head custodian and other administrators to respond to specified location to establish a command center
- Confer with Fire and Police Departments to refrain from releasing classes or begin evacuation (**Do Not use electronic devices for notification**)
- Lock down access to outsiders
- Complete a detailed report at the earliest opportunity

Crisis Plan Handbook

BOMB THREAT REPORT FORM

Make copies of this completed form for the security and police departments, the Area Superintendent, and the public information director.

Ask These Questions

- When is the bomb going to explode?
- Where is it right now?
- What does it look like?
- What will cause it to explode?
- What kind of bomb is it?
- Did you place the bomb?
- Why did you put it in the building?
- What is your address?
- What is your name?

Exact Wording of the Threat:

Details:

Date and Time _____

Caller's Sex _____

Age _____

Culture _____

Length of Call _____

Phone Number Called _____

BOMB THREAT CHECK LIST

Background Sounds

- Animal
- PA system
- Static
- Machinery
- Local
- Booth
- Street
- Music
- Motors
- Voices
- Toll

Language

- Well-spoken
- Irrational
- Foul
- Incoherent
- Taped
- Message read

Caller's Voice

- Calm
- Nasal
- Angry
- Had stutter
- Excited
- Had lisp
- Slow
- Raspy
- Rapid
- Deep
- Familiar
- Ragged
- Clearing throat
- Deep breathing
- Cracking voice
- Whispered
- Disguised
- Soft
- Slurred
- Distinct
- Normal
- Laughter
- Crying
- Accent

THREATENING PERSON (S) OUTSIDE OF BUILDING WITH A WEAPON

Our announcement will be:

**“Staff and students, we have a HARD LOCKDOWN – CODE RED.
I repeat we have a HARD LOCKDOWN – CODE RED.”
(Hit Page 1 button—dial 80—ALL CALL)**

1. Teachers will follow **Hard Lockdown** procedure.
2. If students are outside the teacher will direct them into the building and to the nearest classroom. In the event shots are fired, students and teachers should lie down on the ground immediately. An administrator or member of law enforcement will indicate when it is safe to move students into the building.

The Crisis Intervention Plan will be activated:

- Police and/or medical help will be summoned.
- The bell system and fire alarm system will be turned off.
- Notify staff and classes outside to immediately move to the off-campus assembly area.
- The Superintendent will be advised of the situation.
- The Transportation Director will notify buses and redirect incoming routes.
- A log will be maintained in the main office containing the times notifications are made and actions taken.
- The media plan will be activated.
- If students are in the cafeteria, cafeteria supervisors and kitchen staff will direct students to the west classrooms (Band room, Home Economics room, Art room, and Science room). Follow classroom lockdown procedures.
- If student are in the commons area, supervisors will direct them to the nearest classroom or office. Follow classroom lockdown procedures.
- If students are in P.E., the P.E. teacher will direct students to the girls’ locker room. Follow classroom lockdown procedures.
- If students are in the library, library staff will direct the students into the audiovisual room. Follow classroom lockdown procedures

INTRUDER IN BUILDING WITH A WEAPON

Our announcement will be:

**“Staff and students, we have a HARD LOCKDOWN – CODE RED.
I repeat we have a HARD LOCKDOWN – CODE RED.”
(Hit Page 1 button—dial 80—ALL CALL)**

1. Teachers will follow **Hard Lockdown** procedure.
2. Staff and classes outside should immediately move to the off-campus assembly area.

The Crisis Intervention Plan will be activated:

- Police and/or medical help will be summoned.
- The bell system and fire alarm system will be turned off.
- Notify staff and classes outside to immediately move to the off-campus assembly area.
- The Superintendent will be advised of the situation.
- The Transportation Director will notify buses and redirect incoming routes.
- A log will be maintained in the main office containing the times notifications are made and actions taken.
- The media plan will be activated.
- If students are in the cafeteria, cafeteria supervisors and kitchen staff will direct students to the west classrooms (Band room, Home Economics room, Art room, and Science room). Follow classroom lockdown procedures.
- If student are in the commons area, supervisors will direct them to the nearest classroom or office. Follow classroom lockdown procedures.
- If students are in P.E., the P.E. teacher will direct students to the girls’ locker room. Follow classroom lockdown procedures.
- If students are in the library, library staff will direct the students into the audiovisual room. Follow classroom lockdown procedures.

Crisis Plan Handbook

SUDDEN, TRAGIC OR OTHER UNFORESEEN DEATH

At School

- Principal will notify 911, the nurse and Superintendent simultaneously for emergency assistance.
- Secure area, disturb as little as possible, and limit access until police arrive.
- Determine whether a lock-down is necessary.
- Determine who should investigate the incident, how they will communicate with office, and who will stay in the office to manage the crisis.
- Clear the area of students.
- Convene Emergency Management Team.
- Separate all witnesses until Police arrive, **Do Not** conduct interviews with witnesses.
- Document any statements made by witnesses.

To/From School

- Contact 911
- Verify information
- Notify Superintendent
- Convene Emergency Management Team
- Convene Crisis Team
- Plan how to notify staff and students

Superintendent will:

- Handle media
- Contact district administration to inform of situation and steps taken

Principal will:

- Contact parents at appropriate time if given permission by law enforcement or district administration
- Complete incident report
- Send letter home with students briefly explaining what happened and that support will be available at school
- Have appropriate district personnel available for debriefing and planning for the next day
- Meet with faculty and students for support
- Encourage a return to normalcy

Crisis Plan Handbook

ENVIRONMENTAL HAZARD

Know the local warning and notification methods

(See page 2 for emergency phone numbers)

CHEMICAL FALLOUT

Definition: Explosion or industrial accident causing ash or hazardous chemicals to be released into the air.

HAZARDOUS MATERIAL SPILL/REACTION

Definition: Toxic material that is accidentally spilled inside or outside of the school building that is hazardous and required precautions due to toxic fumes. The categories are corrosives, which can inflict damage to skin, eyes and respiratory tract; flammables, which are liquids with a flash point below 100 F; toxins, which are poisonous substances.

A reactive is a substance that undergoes a chemical or other change resulting in an explosion, burning and corrosive or toxic condition.

Our announcement will be:

“Staff and students, we have a SOFT LOCKDOWN.

I repeat we have a SOFT LOCKDOWN.”

(Hit Page 1 button—dial 80—ALL CALL)

1. Teachers will follow soft lockdown procedure.

The Crisis Intervention Plan will be activated:

- Notify staff and classes outside to remain at their current location unless instructed otherwise.
- The Superintendent will be advised of the situation.
- Police and/or medical help will be summoned if needed.
- The Transportation Director will notify buses and determine whether or not to redirect incoming routes.
- If students are in the cafeteria, cafeteria supervisors and kitchen staff will direct students to the west classrooms (Band room, Home Economics room, Art room, and Science room).
- If student are in the commons area, supervisors will direct them to the nearest classroom or office.
- If students are in P.E., the P.E. teacher will direct students to the girls’ locker room.
- If students are in the library, library staff will direct the students into the audiovisual room.
- All central system and unit ventilators will be shut off and closed.
- Release students only to parents or their designee at reunification site if needed

In the event that a person comes in direct contact with suspected hazardous material, follow safety precautions posted onsite or listed on container, and call hospital emergency room at 815-971-6195 or poison control at 1-800-860-0620

Crisis Plan Handbook

Outside Spills

- Call 911
- Take students inside or away from spilled material
- If it is impossible to go inside, move upstream, uphill and upwind
- Prevent anyone from touching or stepping in spilled material

Inside Spills

- Call 911
- Close all windows and doors, sealing gaps under doorways and windows with wet towels and duct or thick tape
- Close all interior doors
- In situations threatened by explosion, close all shades and drapes and stay away from windows
- Turn off all central and unit ventilators and utilize 100% re-circulation
- Take shallow breaths through a cloth or towel if gas or vapors are suspected
- Consider evacuation

Special Conditions

- Corrosives
 - wash eyes for 15-20 minutes if affected
 - remove clothing and shower using soap and water
- Flammable
 - evacuate the area
 - turn off main electricity and gas jets
- Toxins
 - wash hands
 - discard contaminated clothing and objects
 - use appropriate antidote

AIR POLLUTANTS

Definition: any material in the air that causes severe irritation

- If outside:
 - Move upwind away from material or move inside
 - Contact nurse at extension 120
 - Inform Supervisor
 - Call 911
- If inside:
 - Avoid areas of contact and distress
 - Contact nurse
- Convene Crisis Team (CT)

Crisis Plan Handbook

EXPLOSION, FIRE, PLANE CRASH

Definition

Event that causes immediate threat to persons

Action Plan (if necessary)

- Activate fire alarm if not sounding
- Call 911
- Shut off all gas, fuel lines, HVAC
- Close all doors and windows
- Turn lights off
- Evacuate building/area according to fire evacuation procedure posted in classroom
- Teachers must have grade/attendance books, take attendance, stay in safe area with class
- Identify single source of communication
- Convene CT if appropriate

Superintendent will:

- Handle media
- Notify district administration and advise if any assistance is needed

Principal will:

- Check are of alarm to assess situation
- Have the following available for the Fire Department upon their arrival:
 - a) Head custodian
 - b) Location and type of fire, if known
 - c) Knowledge and location of anyone remaining in the building
 - d) Floor plan and internal systems information
- Notify Police if alarm was pulled falsely
- Complete detailed incident report at the earliest opportunity

Crisis Plan Handbook

GAS LEAKS

(Known or suspected)

Definition

One or more people report smelling the odor gas in the school. The odor of natural gas may indicate a leak in the building, which may cause an explosion. Natural gas is mixed with Mercapton to give it odor. The gas goes up and the odor goes down.

Action Steps

If the odor of natural gas is detected in or near the buildings

- Notify Principal and Superintendent and Head Custodian
- **Do Not** activate the fire alarm system or any other electrical equipment
- Evacuate the building immediately, following the fire evacuation plan. Move students a safe distance no less than one block away from the building to an upwind location. Teachers should take roll book and take roll once outside
- Turn off the main gas valve - Location – Outside of the building on the west sidewall.
- Call 911 to contact the local fire department
- Call the gas company
- Keep students at a safe distance no less than one block from the building until the problem has been corrected.

Superintendent:

- Handle media
- Contact district administration to inform of situation

Principal/designee will:

- Notify each class to evacuate building by sending personnel to each floor
- Have available for Fire Department upon their arrival:
 - a) Head custodian
 - b) Location/s of leaks, if known
 - c) Knowledge of anyone remaining in the building and where
 - d) Floor plans and internal systems information
- Notify district administration, advise of situation and any assistance needed
- Complete incident report at the earliest opportunity
- Ventilate affected area

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HOSTAGE INCIDENT

On Campus

- Call 911 for emergency assistance. Inform 911 that this is a hostage situation and request that Police respond without sirens
- Notify building administration
- Initiate hard lock down procedure
- Notify Superintendent
- Convene Crisis Team
- Establish single source of communication
- Remain available to law enforcement and negotiators
- Have an attendance roster available to use as a checklist when releasing students. Ask teachers to remain with their students until the situation is resolved or students are released to their parents. Use prearranged evacuation site to release students to parents if necessary.
- Prepare a fact sheet for phone calls from parents and the community.
- Make preparations for the local Crisis Team to provide follow-up services.
- Log all activities and decisions
- Do not release students if classes are in session. Follow Police directives for holding/dismissing students

Near Campus, but Campus not Involved

- Notify Superintendent
- Notify building administration, building administration will open communications with police, call 911 to assist in decisions at school
- Convene the Crisis Team
- Conduct normal classes, if it can be done without danger to students
- Depending upon the situation and the degree to which police have it contained, the decision may be made for a regular release or a delayed release
- Consult Superintendent prior to decision to delay release
- Document all activities
- Consider lock-down

Superintendent will:

- Inform district administration of situation
- Handle media

Principal will:

- Evaluate situation (not negotiate) until Police arrive
- Notify nurse if there are known injuries
- Have head custodian and building floor plans available upon Police arrival
- Designate someone to meet Police and Medical personnel to direct appropriate locations

LOSS OF UTILITIES

- Teachers are to remain in classrooms with students until further notice (no changing of classes)
- The building Principal/designee will contact Superintendent and head custodian
- Principal will accompany custodian to locate the problem and report findings
- All teachers/staff not in class, report to the main office for further information and assignments.
- Wait for instructions from Central Office if it is necessary to dismiss the students
- If the decision is made to close the building, the Principal/designee will contact transportation for bus service
- Administration will coordinate media announcements regarding when the school will re-open
- Classes located in rooms without windows or emergency lighting should be moved to a location with lighting
- Call 911 if concerned about a fire or safety hazard
- Principal/Custodian to call local electrical company with concerns/inquiries
- Superintendent will contact district administration and advise of situation and any assistance needed. Possible considerations:
 - a) Open/close school
 - b) Cafeteria food preparation capabilities
 - c) Move students to alternative site
 - d) Parent notification
 - e) Media notification
- Principal to complete detailed incident report at earliest opportunity
- **Check for flashlight in each room**
- **Leave on desk at the end of each school year**

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SCHOOL BUS ACCIDENT PROCEDURES

If you receive notification of a school bus accident please start the following procedure. Once started complete all steps.

Notify Transportation

Provide the following:

- Nature of Accident
- Location of the Accident
- Direction of the Bus
- Time Accident was reported
- Name of Bus Driver
- Number of Bus
- Number of Students on Bus

Notify Nurse

- Complete incident report

Based on the Above Information

- Call 911
- Notify Superintendent
- Notify the principals of the students that are on the bus at the time of accident

FIELD TRIP INCIDENT

The trip coordinator and the school should have the following:

- Student list by assigned vehicle
- Supervision list by assigned vehicle
- Chaperon list by assigned vehicle
- Map of intended route
- List of medical needs and conditions
- Name of bus company with contact person and phone number
- List of any important phone numbers significant to the trip, including principal/designee home phones and students home numbers
- Trip Coordinator should carry or have access to cellular phone if possible

IN THE EVENT OF AN INCIDENT:

1. Attend to any medical needs if there are injuries or complains of pain. Call 911 if appropriate.
2. Contact school administrator with update of and actions being taken
3. Principal/designee will contact parents with update and actions being taken. Also indicate any meetings or pick-up times at the school.
4. Principal/designee will contact district administration and provide update and actions being taken.
5. Superintendent will handle media
6. Principal will make sure a detailed incident report is completed at the earliest opportunity

WEAPONS ON CAMPUS

Guidelines:

1. Obtain as much information as possible about potential weapons on school property. Find out who has the weapon, what kind of weapon, the location of the weapon (i.e. book bag, locker, etc.). **Do not** announce that a weapon is in the classroom.
2. Notify the school administrators **immediately**. This may be accomplished by sending a sealed note to the office with a trusted student.
3. If the incident is after school hours (i.e. athletic events, dance, etc.) contact the supervising administrator and police.
4. **Do not** approach/confront a person suspected of having a weapon in a classroom or crowded area. Make every effort to keep your eyes on the person suspected of having a weapon until help arrives so that you may point him/her out to the administrator or police officer.
5. It is best to have the administrator or police officer present prior to having the person suspected of carrying the weapon confronted. Have the administrator or police officer confront the person and conduct the search of the person suspected of possessing a weapon. Let the administrator or police officer take custody of any weapons.
6. Treat all firearms as if they were loaded. If a firearm is found, do not pick up, but call the police.
7. To reduce the risk of injury and promote personal safety, avoid handling weapons. Remember that some weapons can be disguised in such things as pens, belt buckles, or even jewelry.
8. **Do not** attempt to stop suspect if flight from building is attempted. Let them flee.

Guidelines: Weapons –Visible

- Call 911 **immediately**
- Obtain as much information as possible
 - Who has the weapon?
 - What kind of weapon?
 - Location of the weapon?
- Notify
 - Police
 - Principal/designee
 - Superintendent
- **Activate the school's safety plan via PA system - (possible lockdown see page 7)**
- **Do Not** approach/confront the person
- Treat all firearms as if they are loaded. If a firearm is found, **do not** pick it up. Stand by until the administrator or police arrive
- Ask the police for copies of the police report and a copy of Polaroid picture of weapon
- Begin the suspension/expulsion process

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Guidelines - Confronted with a Weapon

If Outside:

- Remain calm. If you become visibly upset, you may actually prompt the use of the weapon
- Move slowly and deliberately
 - Turn your body sideways (this will narrow yourself as a potential target)
 - Step back 3 paces (the farther you are away, the better)
 - As you step back, lower your hands in a non-threatening manner
- Protect other students. Inform the assailant that you are clearing the area. Ask the students to slowly step back and leave the scene.
- Reassure the assailant. **"No one wants trouble. Please leave now." (Don't ask for the gun because that can prompt him/her to shoot)**
- Any person witnessing this situation calls 911 immediately
- **Activate the school's safety plan via PA system (lockdown see page 7)**
- Notify:
 - Police
 - Principal/designee
 - Superintendent

If inside the Classroom:

- Remain calm: essentially this is a hostage situation. Say, **"What do you want? What is wrong?"**
- Try not to escalate the situation. Ask permission to evacuate the class and do so, if not allowed, keep talking
- **Never** lunge for the weapon
- Any person witnessing the situation call 911 immediately
- **Activate the school's safety plan via PA system (lockdown see page 7)**
- Notify
 - Police
 - Principal/designee
 - Superintendent

Guidelines - Gun Discharge

- If gun discharge is close by, **EVERYONE** lie down on the floor immediately
- Call 911 **immediately**
- Call nurse at extension 120 if any injuries
- Obtain as much information as possible
 - Who has the weapon
 - What kind of weapon
 - Location of the weapon
- **Activate the school's safety plan via PA system (lockdown see page 7)**
- Notify
 - Police
 - Principal/designee
 - Superintendent
- **Do Not** confront the armed assailant
- Police will evacuate students from the school when clear.

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LARGE GROUP ALTERCATION

The goal is to contain escalation to the extent possible until Police arrive.

- Contact Principal
- Principal will contact Police
- Assign staff member to meet Police and escort them to the location of the disturbance
- **Do not** release classes if in session until situation is under control (Soft lock down)

Superintendent will:

- Inform district administration of situation steps being taken and any assistance needed

Principal will designate personnel to:

- Clear bystanders and encourage students not to get involved
- Intervene to defuse the situation to the extent possible without threatening the safety of the staff
- Complete incident report

WEATHER RELATED EMERGENCY **(Fire or Other Natural Disaster)**

Fire

For the protection of all occupants of the building, it is important that everyone is informed and understands what to do in the event of a fire or other type of disaster that would necessitate the evacuation of the building. The following evacuation procedures should be discussed with your classes.

- The signal is a long continual blast on the fire horn.
- The purpose of an evacuation drill is to be able to evacuate the building in case of a fire or other emergencies.
- Students should be silent. If teachers and students are talking, directions and other information cannot be heard.
- Everyone should clear the building immediately - WALK - do not run.
- Appoint one student to close the windows, door and see that everyone is out of your area or class.
- Under **No** circumstances will students stop at lockers before exiting the building.
- Students and staff are to stay 100 feet or more away from the building.
- Take your grade book to check roll outside.
- Exit according to the exit instructions posted in your room - if an area is barricaded, then the next nearest exit should be used
- An all-clear announcement will be made on the P. A. system. Until the all clear is given no one will enter the building.

Note the Following

- Use the fire extinguisher if safe to do so. Students should be evacuated first.
- Where is the nearest fire extinguisher?
- How does the fire extinguisher operate?
- What are your instructions for a fire drill?
- Does a potential fire hazard exist?
- Are all fire exits open? Are there any jammed doors or blocked passageways?

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Teacher Checklist

Indoors:

- If advised by the Principal to stay in your room, take a roll and count of students.
- Take the protective actions appropriate to the type of emergency.
 - Keep children away from windows and outside walls
 - Take shelter under desks, tables, and heavy furniture
 - Move from under light fixtures and other suspended objects
 - Be alert for any developing threats such as broken water pipes or electrical wires
 - Communicate roll count of students and situation to the Principal, if and when requested, as soon as it is safe
 - Be prepared to evacuate if advised to do so
 - EARTHQUAKE - leave doors to room open to prevent jamming
 - PLANE CRASH - be prepared to evacuate if advised to do so, following FIRE DRILL plans with possible modifications

Outdoors: (Earthquake)

- **Follow the training procedures for the specific types of emergencies, which may include some of the following.**
 - Move away from building to open space
 - Avoid overhead wires and utility poles
 - **Lie flat, face down - wait for Earth to stop moving. The rolling motion of the Earth is frightening, but not dangerous**
 - **Keep students assembled and take roll count of students - be prepared to provide this information to the Principal**
 - Do not light fires or touch any fallen wires
 - Do not enter building until authorized to do so
 - Be alert for instructions from Principal

Early Dismissal for Inclement Weather

- The Superintendent will change the schools answering service message in the event of an early school closing due to severe weather.
- Refer to the students' registration forms that state where they are to go in case of an emergency
- Principals and/or teachers should stay until all children are released or picked up by their parents/guardian/designee as stated on the registration form

Take Cover Procedures - Severe Weather, Civil Defense Alerts, Other Emergencies

For the protection of all occupants of the building, it is important that everyone is informed and understands what to do in the event of severe weather or other emergencies that necessitate the school taking cover. The take cover procedures should be discussed with your classes.

- The office will announce a take cover alert. When power is lost, the alarm will be given with a megaphone.
- When the take cover alert sounds, go to your take cover location

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Classroom Teachers

- Reduce lighting in rooms
- Take students to designated location. Seat them on the floor facing the walls or under desks.
- Instruct them to protect themselves by kneeling with their knees up under them, and covering the back of their heads with their hands

Tornado

Tornado Watch

Means no funnel clouds have been sighted, but tornadoes can be expected to occur. If a tornado watch is declared, be prepared to take cover in your designed area and be alert for special instructions.

Tornado Warning

Means a funnel cloud has actually been sighted. The approximate location and direction of travel is usually given when the warning is broadcast.

Tornado Alert

“Weather Alert – Take Cover” (Announcement)

Take These Specific Precautions

- Follow the procedures listed in your classrooms.
- Stay away from windows.
- Get beneath heavy furniture. Otherwise, kneel facing the wall with knees up under you and cover head with hands.
- Avoid auditoriums, gyms, or any room with a wide, free, high roof.
- If there is a tornado warning at dismissal, teachers will keep their students in their designated areas until warning has been lifted and confirmed by the principal

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Flooding

In cases of flooded streets, the Principal may be notified by the Superintendent to hold the students at school in this case, implement the emergency phone tree to contact parents.

Learn These Flash Flood Terms used by the National Weather Service Hydrologic Forecasts and Warnings

- Flash Flood - means the occurrence of a dangerous rise in water level of a stream or over a land area in a few hours or less caused by heavy rain
- Flash Flood Watch - means that heavy rains occurring or expected to occur may soon cause flash flooding in certain areas and citizens should be alert to the possibility of a flood emergency which will require immediate action
- Flash Flood Warning - means that flash flooding is occurring or imminent on certain streams or designated areas and those threatened should take immediate precautions.

When a Flash Flood Watch is Issued:

- The Principal/designee should listen to local radio or TV for possible flash warnings and flooding progress
- Be prepared to move from danger quickly if required
- If you are on a road, watch for flooding in highway dips, low areas and around bridges
- Watch for signs - thunder, lighten, of distant heavy rainfall

When a Flash Flood Warning is Issued:

- Do not attempt to cross a flowing ditch or stream on foot where water is above your knees
- Do not attempt to drive through dips of unknown depths. If your vehicle stalls, abandon it and seek high ground
- Be especially cautious when dark, when it is harder to recognize flood dangers

After the Flash Flood Warning - General:

- Recognize that flash flooding may have ended, but general flooding may come later in streams and rivers.
- Know the location of high ground and how to get there
- Stay out of flood areas, streets and intersections
- If able move vital records and equipment to highest accessible point

Flood inside the building

Identify the possible source

- Notify the Main Office
- Prepare to evacuate using fire evacuation plan
- Reoccupy when all clear given

Principal/designee will:

- Turn off water main and secure the area
- If necessary signal evacuation by sounding alarm

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Earthquakes

Because earthquakes can strike without warning, the immediate need is to protect lives by taking the best available cover. All other actions must wait until the tremor subsides.

The school and students would be guided by the following:

Inside

- Do not panic. If protected from falling objects, the rolling motion of the Earth is frightening, but not dangerous.
- To protect from falling objects, take cover in this manner.
 - Get beneath a desk, table, or bench - if possible, cover head with coat or other item to minimize injury.
 - If no cover is available, get against inside the doorway or crouch against inside wall and cover head. Stay away from outside walls, window, or other expanses of glass
- All doors should be left OPEN to minimize jamming if the building shifts
- Stay put and take best cover. Do not attempt to run through building or outside because falling objects are found near outside doors and walls. If in a lavatory or other room with no desks or furniture, get against inside wall or inside doorway and crouch.
- Quickly shut down any equipment if it is safe to do so.
- When the shaking stops: check for injured persons and provide first aid, put out any fires if able to do so, turn off equipment, stay alert for after-shocks, and wait for instructions

Outside

- Move quickly away from building and away from overhead electrical wires.
- Lie flat, face down, and wait for shocks to subside.
- Take roll count of students and report to the Principal as soon as safe.
- Do not attempt to enter building until authorized to do so.
- Do not light fires or touch fallen wires.
- Check for injured persons and provide first aid.
- Stay alert for after-shocks
- Be alert for instructions from Principal.

Post event

- Turn off external power, gas and water supplies if safe to do so
- Carry out an external check of the building
- Carry out an internal check of the building
- Assess reports and decide whether or not to reoccupy the building

EMERGENCY MEDICAL PLAN

PURPOSE:

To establish procedures for the administration of emergency first aid services and treatment. Procedures established in this policy shall be followed during the school day, at school-sponsored activities, and while on a bus or other school property.

GENERAL PROVISIONS

- 1) The provisions of this policy are intended to meet student, staff, and school visitors health needs during major injuries or medical emergencies.
- 2) The school recognizes that accidents and medical emergencies can and do happen during school campus hours and during school-sponsored events; therefore, Durand CUSD #322 has adopted guidelines to prepare trained staff members to provide first aid and emergency care during these unexpected events.

DEFINITION OF A MEDICAL EMERGENCY

A medical emergency is defined as the occurrence of a sudden, serious, and unexpected sickness or injury that would lead a reasonable person, possessing an average knowledge of medicine and health, to believe that the sick or injured person requires urgent or unscheduled medical care.

FIRST AID AND EMERGENCY TREATMENT

- 1) First aid shall be provided to students, school staff, and campus visitors.
 - a) Any school staff member designated by the principal to render care shall complete training in CPR and First Aid provided by the American Heart Association or another nationally recognized training organization.
 - b) Volunteers who may render care to sick or injured students must receive equivalent training by a registered nurse.
 - c) First aid supplies shall be kept in a central location where they will remain clean, dry, and available to all personnel.
 - d) If the injured individual is an adult campus visitor or staff member they may refuse medical treatment. If medical treatment is refused a refusal of medical treatment form must be signed.
- 2) Since students may have epileptic seizures and/or asthma attacks or other health conditions at school, teachers shall be made aware of appropriate procedures for handling these conditions and for calling 911, Emergency Medical Services (EMS). Each year, student's parents or guardians will be requested to update the Student Health Information Form with the student's current health condition and any known major health conditions or allergies that may require school personnel to provide emergency care.

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- 3) When an emergency exists, school staff members will implement appropriate emergency procedures, “activating the school’s Emergency Response Plan (ERP).”
 - a) Any staff member can contact 911, EMS.
 - b) Staff members at every school shall be trained to administer emergency procedures needed in life-threatening situations. In general, those trained shall be staff members most likely to be in immediate proximity to the student, staff person, or visitor in the event of an emergency.
 - c) A school “employee” includes any person employed by the school as a result of an agreement between the school and the school board.
- 4) At least two employees per building shall have current certification in cardiopulmonary resuscitation (CPR) and first aid or shall have received training, within the last two years, in emergency first aid and CPR through the American Heart Association or another nationally recognized training organization.
 - a) Additional staff may be trained in first aid and CPR so that all persons needing either CPR, rescue breathing, or other life-supporting first aid can be reached within three minutes of the school’s ERP being activated.
 - b) At least two employees per building shall be trained on CPR and AED use provided that an Automated External Defibrillator (AED) is maintained in the building.
- 5) Emergency injections: epinephrine auto-injectors prescribed for students with identified allergies:
 - a) When a licensed medical professional believes that epinephrine to treat an allergic reaction is necessary during school hours, it will be administered in school by persons who are taught by the school nurse to administer the injection if the school nurse is unavailable, following established training guidelines.
 - b) Only pre-measured doses of epinephrine (Epi-Pen or Epi-Pen Jr.) may be given. The injection will be given immediately after report of exposure to the allergen or at the prescribed student’s request due to onset of allergic reaction. Specific allergen must be indicated on the licensed medical professional’s order. Three persons in the School shall be trained in the procedure. These trained persons shall be regular members of the school staff, to ensure the presence of at least one of the three during school hours. The persons trained in this procedure must be able to access the student within two minutes of the onset of symptoms or notification.

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- c) In situations where students are approved by the principal to carry their own epinephrine, the three trained persons in addition to the school nurse must be instructed in the administration procedure in the event that the student is unable to self-administer. A second dose, to be used for back up, should be kept in the nurse's office in case the student's medication is not available.
 - d) The parent or guardian and licensed medical professional, as indicated, must complete the appropriate authorization form.
 - e) The school shall contact EMS immediately (if available, send another staff person to dial 911) and the parent or guardian when a student has been given epinephrine.
- 6) Inhalers:
- a) With a diagnosis of asthma, and orders from a licensed medical professional, a student may be permitted by the principal to carry and use an inhaler for asthmatic conditions.
 - b) At least three school employees shall be taught to assist in the administration of the inhaler.
 - c) A second inhaler, to be used as a back up, may be kept in the nurse's office accessible by the student with appropriate staff supervision as required.
- 7) Sudden Cardiac Arrest (CPR/AED usage):
- a) The AED may be used by: trained employees including administrators, nurses, athletic/activities director, athletic trainers and office staff; additional staff as identified by administration (examples: teachers, custodians, etc.) Any trained volunteer responder who has successfully completed an approved CPR/AED training program within the last two years and has a current successful course completion card.
 - b) Anyone can, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent to which these individuals respond shall be appropriate to their training and experience. These responders are encouraged to contribute to emergency response only to the extent they are comfortable. The emergency medical response of these individuals may include CPR, AED or medical first aid.
 - c) The school shall contact EMS immediately (if available, send another staff person to dial 911) and the parent or guardian will be notified.

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- d) A separate Emergency Medical Plan Information Form will be completed each year for Elementary, Jr. High, and High School wings. An Emergency Medical Plan Information Form will also be completed for the following: Any practice, game field or court and any playground facilities (These would include: Saelens Park, Elementary/JR. High playground area, large gym, small gym, weight room, cafeteria, baseball field, football practice field, Legion field, and any other area on campus required by the AED Program Coordinator).
 - e) The Emergency Medical Plan Forms will be kept in the appropriate offices and will be given to appropriate staff members (coaches, playground aids, P.E. teachers, athletic director, etc.) They will also be posted in the appropriate designated areas.
 - f) If an AED is not immediately available CPR will be performed, if indicated, until an AED arrives on the scene.
 - g) If an adult refuses treatment they will be required to sign a statement indicting their refusal (refusal of medical treatment form). If they are unable to sign proceed with emergency treatment if no Do Not Resuscitate indicator is noted.
- 8) Step by Step procedure for CPR/AED usage:
- a) Assess the scene for safety before approaching the victim.
 - b) Assess the victim for unresponsiveness.
 - c) Assess airway, breathing and circulation. If there are no signs of circulation (normal breathing, coughing or movement), call for or get the AED and call 9-1-1.
 - d) Perform CPR until the defibrillator (AED) arrives.
 - e) Turn on the AED.
 - f) Stop CPR.
 - g) Apply pads to the victim's bare chest. Area should be dry. Correct placement is shown on the AED pads. Electrodes may need to be attached.
 - h) Make sure no one is touching the victim.
 - i) Follow the AED's voice and/or screen prompts until EMS arrives. Follow the voice commands that will be heard and/or screen prompts that will be displayed while the AED is analyzing. Follow the voice commands that will be heard and/or screen prompts that will be displayed when a shockable rhythm is advised. The analyze-and-shock sequence will be repeated for a total of 3 times as long as a shockable rhythm is still assessed. Follow the voice commands that will be heard and/or screen prompts that will be displayed after the third shock. Begin 1 minute of CPR, if indicated. If more shocks are advised, repeat the procedure as outlined above. If at any time the rhythm is interpreted as "non-shockable," the following will be heard: No shock advised, begin CPR.
 - j) Transfer the victim to the EMS upon arrival.

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- k) The responding employee and/or the AED-trained employee or volunteer responder will complete an AED event summary report form (forms are located in the nurses office) within 24 hours of calling 9-1-1. A copy of AED use information shall be presented within 48 hours of the emergency to the Medical director of the AED program, Local EMS, School Nurse, and AED Program Coordinator. At a minimum, event information supplied shall include all recorded data, and all electronic files captured by the AED.

CONFRONTATIONAL PERSON

Attempt to defuse the situation

- **Do not** argue, use non-aggressive body language
- Remain on a professional level
- Offer to help the situation
- Request to continue conversation in an appropriate location away from students
- Show interest and be a good listener

If the situation does not calm down:

Notify the principal

Principal will:

- Notify Police if necessary
- Contact district administration if necessary
- Complete incident report

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CHILD/STUDENT ABUSE

Report abuse or suspected abuse to building principal

- Notify nurse to document appearance of victim, if physical abuse
- **Do not** interview victim, write down statements made by victim
- **Do not** call parents

Principal/designee will:

- Notify the DCFS Hotline (1-800-252-2873) if the abuse meets DCFS criteria
- Notify local health and welfare 1-815-987-7650
- Notify appropriate district administrator
- Make sure a mandated reporters form is completed and a copy is sent to the local health and welfare office at 200 S. Wyman Rockford, IL 61101

When a school employee is suspected of the abuse:

- Report abuse or suspected abuse to principal (If the suspect is the building administrator, notify the next highest superior)
- If necessary, in physical abuse, notify school nurse to document appearance of victim
- **Do not** interview victim or suspect
- Write down statements made by victim or suspect

Principal will:

- Notify DCFS Hotline if the abuse meets DCFS criteria
- Notify the local prosecuting attorney's office
- Notify appropriate district administrator
- Make parental contact

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RAPE/SUSPECTED RAPE

- Get victim to a private office free from any disruptions
- **Do not** leave victim alone
- Notify Principal
- **Do not** attempt to interview the victim; however make a note of any statements made by the victim
- **Do not** allow victim to wash or remove any items of clothing. If the victim has removed clothing, bag each piece in its own paper bag using latex gloves.

Superintendent will:

- Handle media if necessary

Principal will:

- Contact Police Department to respond
- Get permission from Police if the school is to contact parents
- Assure a written account of the school's actions are on file

THREATENED SUICIDE

If the person is in immediate danger:

- Notify the principal
- Principal to assign someone to call 911 to apprise of situation, ask that Police or Emergency Response be made without sirens
- Talk calmly with the person until appropriate personnel arrive
 - a) Be positive
 - b) Engage the person in conversation
 - c) **Do not** become confrontational
 - d) **Do not** make fast movements toward the individual
- When trained personnel arrive, defer to their judgment on the course of action to be taken

Superintendent will:

- Handle media
- Advise district administration of situation and actions being taken

Principal will:

- Be responsible for a written account of the event

If the person is not in immediate danger but has expressed thoughts of suicide:

- Escort person to trained school counselor/psychologist or have counselor/psychologist come to escort person to their office for appropriate intervention
- Notify principal of situation and actions taken
- Principal will assure that the situation will be documented

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DURAND CUSD #322 REFUSAL OF EMERGENCY MEDICAL TREATMENT FORM

I certify that, _____, I am clearly
(Name of injured victim)

indicating a decision, in relation to a medical emergency, to refuse
medical treatment. My decision was made voluntarily and
without inducement or compulsion. I contend to be of sound mind and I am
over 18 years of age. I do not hold Durand CUSD #322 liable for any
complications including death suffered as a result of my choice to refuse
treatment.

Date _____

Injured victim's signature _____

Signature of witness _____

PANDEMIC INFLUENZA PLANNING CHECKLIST

School District (K-12) Pandemic Influenza Planning Checklist

Local educational agencies (LEAs) play an integral role in protecting the health and safety of their district's staff, students and their families. The Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) have developed the following checklist to assist LEAs in developing and/or improving plans to prepare for and respond to an influenza pandemic.

Building a strong relationship with the local health department is critical for developing a meaningful plan. The key planning activities in this checklist build upon existing contingency plans recommended for school districts by the U.S. Department of Education ([Practical Information on Crisis Planning: A Guide For Schools and Communities \(PDF\)](#) (1.56MB)).

Further information on pandemic influenza can be found at www.pandemicflu.gov.

1. Planning and Coordination:

Tasks	Not Started	In Progress	Completed
<ul style="list-style-type: none">Identify the authority responsible for declaring a public health emergency at the state and local levels and for officially activating the district's pandemic influenza response plan.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none">Identify for all stakeholders the legal authorities responsible for executing the community operational plan, especially those authorities responsible for case identification, isolation, quarantine, movement restriction, healthcare services, emergency care, and mutual aid.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none">As part of the district's crisis management plan, address pandemic influenza preparedness, involving all relevant stakeholders in the district (e.g., lead emergency response agency, district administrators, local public health representatives, school health and mental health professionals, teachers, food services director, and parent representatives). This committee is accountable for articulating strategic priorities and overseeing the development of the district's operational pandemic plan.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<ul style="list-style-type: none">Work with local and/or state health departments and other community partners to establish organizational structures,	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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such as the Incident Command System, to manage the execution of the district's pandemic flu plan. An Incident Command System, or ICS, is a standardized organization structure that establishes a line of authority and common terminology and procedures to be followed in response to an incident. Ensure compatibility between the district's established ICS and the local/state health department's and state education department's ICS.

- Delineate accountability and responsibility as well as resources for key stakeholders engaged in planning and executing specific components of the operational plan. Assure that the plan includes timelines, deliverables, and performance measures.
- Work with your local and/or state health department and state education agencies to coordinate with their pandemic plans. Assure that pandemic planning is coordinated with the community's pandemic plan as well as the state department of education's plan.
- Test the linkages between the district's Incident Command System and the local/state health department's and state education department's Incident Command System.
- Contribute to the local health department's operational plan for surge capacity of healthcare and other services to meet the needs of the community (e.g., schools designated as contingency hospitals, schools feeding vulnerable populations, community utilizing LEA's healthcare and mental health staff). In an affected community, at least two pandemic disease waves (about 6-8 weeks each) are likely over several months.
- Incorporate into the pandemic influenza plan the requirements of students with special needs (e.g., low income students who rely on the school food service for daily meals), those in special facilities (e.g., juvenile justice facilities) as well as those who do not speak English as their first language.
- Participate in exercises of the community's pandemic plan.
- Work with the local health department to address provision of psychosocial support services for the staff, students and their families during and after a pandemic.

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- Consider developing in concert with the local health department a surveillance system that would alert the local health department to a substantial increase in absenteeism among students.
- Implement an exercise/drill to test your pandemic plan and revise it periodically
- Share what you have learned from developing your preparedness and response plan with other LEAs as well as private schools within the community to improve community response efforts.

2. Continuity of Student Learning and Core Operations:

Tasks	Not Started	In Progress	Completed
• Develop scenarios describing the potential impact of a pandemic on student learning (e.g., student and staff absences), school closings, and extracurricular activities based on having various levels of illness among students and staff. <input type="radio"/> <input type="radio"/> <input type="radio"/>			
• Develop alternative procedures to assure continuity of instruction (e.g., web-based distance instruction, telephone trees, mailed lessons and assignments, instruction via local radio or television stations) in the event of district school closures. <input type="radio"/> <input type="radio"/> <input type="radio"/>			

3. Infection Control Policies and Procedures:

Tasks	Not Started	In Progress	Completed
• Work with the local health department to implement effective infection prevention policies and procedures that help limit the spread of influenza at schools in the district (e.g. promotion of hand hygiene, cough/sneeze etiquette). Make good hygiene a habit now in order to help protect children <input type="radio"/> <input type="radio"/> <input type="radio"/>			

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from many infectious diseases such as flu.

- Provide sufficient and accessible infection prevention supplies, such as soap, alcohol-based/waterless hand hygiene products (containing at least 60% alcohol), tissues, and receptacles for their disposal.
- Establish policies and procedures for students and staff sick leave absences unique to a pandemic influenza (e.g., non-punitive, liberal leave).
- Establish sick leave policies for staff and students suspected to be ill or who become ill at school. Staff and students with known or suspected pandemic influenza should not remain at school and should return only after their symptoms resolve and they are physically ready to return to school.
- Establish policies for transporting ill students.
- Assure that the LEA pandemic plan for school-based health facilities conforms to those recommended for health care settings (Refer to www.hhs.gov/pandemicflu/plan/sup4.html).

4. Communications Planning:

Tasks

Not Started In Progress Completed

- Assess readiness to meet communication needs in preparation for an influenza pandemic, including regular review, testing, and updating of communication plans.
- Develop a dissemination plan for communication with staff, students, and families, including lead spokespersons and links to other communication networks.

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- Ensure language, culture and reading level appropriateness in communications by including community leaders representing different language and/or ethnic groups on the planning committee, asking for their participation both in document planning and the dissemination of public health messages within their communities.



- Develop and test platforms (e.g., hotlines, telephone trees, dedicated websites, and local radio or TV stations) for communicating pandemic status and actions to school district staff, students, and families.



- Develop and maintain up-to-date communications contacts of key public health and education stakeholders and use the network to provide regular updates as the influenza pandemic unfolds.



- Assure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information.



- Advise district staff, students and families where to find up-to-date and reliable pandemic information from federal, state and local public health sources.



- Disseminate information about the LEA's pandemic influenza preparedness and response plan (e.g., continuity of instruction, community containment measures).



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- Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, cough/sneeze etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission) as well as personal and family protection and response strategies (e.g., guidance for the at-home care of ill students and family members).
- Anticipate the potential fear and anxiety of staff, students, and families as a result of rumors and misinformation and plan communications accordingly.

AED EVENT SUMMARY

Durand School Dist 322
200 W. South St.
Durand, IL 61024
(815) 248-2171

This summary should be completed with input from all rescuers

Date of Event: _____ Time of Event: _____ a.m./p.m.

Location of Event (be specific): _____

Time arrived at victim's side with AED: _____ a.m./p.m.

Victim's Name: _____

Employee__ student__ parent__ visitor__ Sex: male__ female__

Age: _____

Name(s) of:

AED rescuer(s) _____

911 caller _____

CPR rescuer(s) _____

Other bystanders/witnesses _____

Transporting ambulance service: _____

Time of ambulance arrival _____ a.m./p.m.

Patient's condition at time of transport by EMS _____

Time patient transported _____ a.m./p.m.

Number of shocks delivered _____

Recorder's signature: _____ date _____

Recorder's printed name: _____ position _____

To be completed by School Nurse

Summary recorded ____/____/____ Complete? Yes__ No__

AED Restocked? Yes__ No__

Data sent to Medical Director? Yes__ No__

Signature: _____ date: _____

EMERGENCY MEDICAL PLAN INFORMATION FORM
COMPLETE FOR EACH BUILDING

1. The closest working phone is located: _____
2. The keys to access the phone are: _____
3. 911 is/is not (circle one) available. The alternate number to call is: _____
Which will contact: _____
4. The closest AED is located: _____
5. The exact address of the activity site is: _____
The major cross streets are: _____
6. The exact entry location for the closest emergency vehicle is: _____
7. The distance from emergency vehicle station to activity site is: _____
Normal response time is: _____
8. To access the activity area, emergency personnel must pass through what gates/doors:

Keys to unlock these passageways will be at the activity site in the possession of:

9. The designated health care provider/first aid rider for the activity site if parents are unavailable is: _____
Their title is: _____
10. The closest emergency care facility is: _____
Which is _____ from the activity site.
Normal travel time is: _____
11. The closest urgent care facility is: _____
Which is _____ from the activity site.
Normal travel time is: _____

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Name _____

1. _____ Attends to injured victims, control scene.
2. _____ Calls 911 or other predetermined number.
3. _____ Accesses the AED and begins rescue as needed.
4. _____ Supervises students.
5. _____ Initiates crowd control.
6. _____ Meets paramedics at gate/door and guides to injury.
7. _____ Contacts victims' family.
8. _____ Accompanies student to hospital, if needed.

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REPORT OF ACCIDENT

School Jurisdiction Accidents

In the event of a pupil or employee accident, on the school premises or on the way to or from school, the teacher will complete a report on this blank.

The completed report will be signed by the principal and returned to the nurse.

_____ Please place an X in the space if this accident is one that requires a doctor's attention or necessitates absence from school one-half day.

Name of person injured _____

Home Address _____

Age _____ Sex _____

Date of Accident- _____ Exact time- _____

Where did accident occur? (Playground, gym, shop, room, stairs, etc.)

Describe accident. (How did accident occur?) _____

Kind of injury. (Broken arm, cut, sprain, head injury, etc.) _____

Was first aid given? _____. HOW? _____

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Did another person cause accident? Yes _____ No _____

Name _____ How? _____

Name of person giving facts as to time, nature and manner of injury.

10. Witnesses of the accident:

Name _____

Name _____

11. Where was the person taken? _____

How? _____ By whom? _____

12. Name and address of doctor notified or handling the case.

13. Was parent or guardian notified? _____

State how _____

14. Status of person injured (student or employee)

15. Other pertinent facts _____

16. How could this accident have been prevented?

Principal's Signature _____

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CRISIS PLAN HANDBOOK COMMITTEE

Mr. Peter Robertson – Committee Chairman
Mr. Mike Duffy – Interim Superintendent
Mr. Jeff Pinker – JH/HS Principal
Kurt Alberstett – Elementary Principal
Nancy Stockdale – Kitchen Representative
Karen Hutchison - Kitchen Representative
Carrie Meinert - Nurse
Marilyn Stinnett – Guidance Counselor
Chad Gassman – Maintenance and Custodial Director
Brenda Ramsby – Social Worker
Amy Peil – Social Worker
Lisa Scribner – Social Worker

Outside Contacts

Holgeir Oksnevad – Medina Manor
Bob Corwin – Village of Durand Police Chief
St. Mary's Church – Monsignor Barr
Trinity Lutheran -
Corner Stone Church
Kim Steward – Fire Department Chief

Updated on 5/31/2011