

**Arcola Community Unit School District
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ARCOLA C.U.S.D. #306

CRISIS MANAGEMENT/INTERVENTION PLAN

April, 2011



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ARCOLA C.U.S.D. #306 CRISIS MANAGEMENT/INTERVENTION PLAN

Philosophy and Definition

Crisis implies a state of being that cannot be tolerated indefinitely. Crises are time limited. The resolution of any crisis is reached by a decision toward some action. Without some decision, the crisis will not be resolved.

In the event of a crisis, it is important that the district acts quickly and effectively to provide support to those students and staff who are so impacted that they cannot carry on with normal routines and to maintain an appropriate educational atmosphere in the schools.

This proposal outlines the steps we believe to be necessary following the worst-case scenario (i.e. death of a student or staff member, armed and dangerous person on campus, fire, tornado, bomb threat). The nature of the management structure allows for adaptation.

In responding to the above mentioned scenarios there needs to be a strong effort to coordinate staff members' responses to the crisis. As a result of this, a functional group needs to be identified: a District Crisis Team. The District Crisis Team has a fixed membership and is to direct and coordinate the district's response. Its duties will be primarily to provide support to staff and students in affected classes who are so distressed that they cannot carry on with normal routines.

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Death of Student or Staff Member

Section I:

In the event of a death of a student, staff member or other person associated with the Arcola School or community. Roles have been identified to assist with the process associated with the loss. This is a brief outline of who will assist with the duties associated with a loss. Each loss is unique and will be handled based on available information and identified need.

Superintendent (Mrs. Chrostoski or designee)

1. Notify building principals/receive notification from building principals.
2. Collect all information as it develops and keep an event log for future reference.
3. Deal with the media.
4. Work in conjunction with the Police Liaison, Crisis Team and Mrs. Mills.

Crisis Team Coordinators (Mrs. Gentry, Mrs. Sigrist, Mrs. Mills,)

1. Coordinate all intervention of the Crisis Team.
2. As deemed necessary, coordinate with the building principal to work with the family.
3. Assess the need for and contact additional direct services from community agencies as directed by the superintendent.

Building Administrators (Mrs. Gentry, Mrs. Sigrist)

1. Notify all staff and arrange a staff meeting for the dissemination of necessary information.
2. Notify the parents of the child, if necessary.
3. Assign substitute teachers on a priority basis to the affected classrooms.
4. Determine the need for additional teaching staff and coordinate their assignment within your building.
5. Coordinate with the Crisis Team and determine the need for additional interventionists.
6. Arrange for students and staff to attend services if desired through the normal procedures of excused absences.
7. Immediately remove the student's name from class roster, mailing list, seating chart, etc.
8. See to the treatment of the student's personal effects, desk, locker, etc.
9. See that the parents' concerns are considered in any action the school is contemplating in the future (i.e. yearbook, wall memorial, etc.)
10. Identify staff who may need support and/or substitutes.

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Crisis Team Personnel (SAP Team and/or EIASE)

1. Assist in determining therapeutic intervention needs in all affected classrooms.
2. Help reassign staff as necessary to optimally cover both crisis and non-crisis related duties.
3. Notify staff of reassignment and assist in rescheduling appointments and other meetings when necessary.
4. Provide direct therapeutic intervention to distressed students and staff.
5. Inform coordinator of any unexpected developments.

Police Liaison (Mike Phillips)

1. Maintain communication with the school personnel and other involved professionals.

Coroner (Joe Victor)

1. Contact Cindy Mills as soon as information becomes available regarding a crisis situation. She will contact the administration, call in necessary support, and prepare materials.

Ministerial Association (Rev. Donald Winch or Rev. Brandon Hatfield and Whit Louwers) and Community Support Group

1. Provide support services to students and staff at the crisis setting.

Primary Responsibilities of the Crisis Intervention Team

Coordinator (Melissa Conlin, Lisa Edwards, Angie Gentry, Cindy Mills & Lisa Sigrist)

1. Work to prepare a statement to be read to the students and the parent notification letter.
2. If possible, before the students arrive, assist the principal in conducting a faculty meeting (See proposed agenda)
3. Communicate all actions of the Crisis Team to the superintendent and principals.
4. Continually check with staff and therapeutic interventionists to identify unexpected developments requiring attention.
5. Assign referred students to appropriate interventionists.
6. Provide direct intervention with staff and students as needed.
7. Assist in the coordination and conducting of a debriefing meeting following the crisis.

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8. Assess the need for and contact additional direct services from community agencies as deemed necessary by administration.

Faculty Meeting Agenda

Building Administrator (Mrs. Gentry, Mrs. Sigrist)

1. Relate the known facts concerning the crisis to the staff.
2. Explain the steps taken to date.
3. Distribute the statement, which has been prepared for the staff, and instruct them to read it to their students at a specific time exactly as it is written.
4. Introduce the Crisis Team Coordinators.

Crisis Team Coordinators (Melissa Conlin, Lisa Edwards Angie Gentry, Cindy Mills & Lisa Sigrist)

1. Discuss possible scenarios and reactions the staff can expect and hand out a list of typical reactions to grief.
2. Discuss suggestions as to how to respond to student reaction. This will also be accompanied by a handout when appropriate.
3. Inform the staff that debriefing sessions and information to deal with the possible aftermath will be available, as needed.
4. Inform staff of the availability of immediate resources for staff and students.

Classroom Teachers: Responding to a Student Death

1. Read the classroom announcement, **exactly as it is written**, concerning the death to your students.
2. Refer distressed students to the crisis team coordinators.
3. Talk about death to the extent to which you are comfortable. Dispel rumors the students may have heard.
4. **IF IT IS A SUICIDE-RELATED DEATH:**
 - Stress the fact that suicide is the result of a complex collection of causes. It is a permanent solution to a short-term problem. It is never a good alternative. Do not treat the situation as an illogical event or an inexplicable happening. Stress that something was seriously wrong or, unfortunately, the person did not have the resources to make things better.
 - Avoid identification with the actions of the victim. Do not attempt to analyze or “get into the head of” the victim.

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- Avoid glorification of the victim. The literature suggests that limiting memorialization decreases the chance of a contagion effect.
 - De-emphasize the suicide itself. Instead, shift the focus of discussion to the issues of depression and loss and to alternate healthy coping strategies.
 - Should a student subsequently indicate to you that they have or are contemplating suicide, NEVER promise secrecy. Explain that you must contact another person in an effort to help him/her.
5. Try to return your class to the normal routine as soon as possible.
 6. Take care of yourself and get support. Dealing with students in distress can be an emotionally draining experience.

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**Student Death Notification Memo
(For Teachers to Read to Students)**

DATE: _____

TO: All Faculty

FROM: Principal or designee

REGARDING: Student notification of the recent and sudden death of

MESSAGE: Please make the following announcement during your _____ hour class.
Read this form exactly as it is written. This is the only factual information that we have.

“On _____,
(date) (Student or Staff Member’s Name)

died suddenly. The following are FACTS about his/her death, as we know them.

Holding a class discussion about the death is optional. In any case, you should make a note of unusual student reactions and refer them to a Crisis Team Coordinator.

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Emergency Notification Memo
(For All Other Emergencies)

DATE: _____

TO: All Faculty

FROM: Principal or designee

REGARDING: Student notification of the recent situation regarding _____

MESSAGE: Please make the following announcement during your _____ hour class.
Read this form exactly as it is written. This is the only factual information that we have.

The following are FACTS as we know them.

This document will be prepared by the administration. You should make note of unusual student reactions and refer them to a Crisis Team Coordinator.

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Parent Notification Letter

(Date)

Dear Parent,

On _____, one of our students died suddenly and unexpectedly. In addition to our grief over the loss of this member of our school community, we are sensitive to the fact that such an event has an impact on other students.

In response, the school has implemented a plan, which allows students an opportunity to talk about their thoughts and feelings with trained professionals. We expect that some will seek out this help, while others may not. Those who do will be provided an opportunity to express their feelings and grief. This is not intended to take the place of outside professional counseling.

If you should determine that your child needs further professional counseling, local agencies are available to assist you.

Sincerely,

(Principal)

**This document will be amended for other types of emergencies.

Armed or Dangerous Person(s) on Campus or Coming to Campus

Section II:

If a situation develops and an Armed or Dangerous Person(s) is on Campus or coming to campus, the first person to learn of the situation should notify the Administration. The Administration would follow the following steps:

(Please note: If you as a staff member encounters or observes a dangerous or armed person on or approaching the campus, the staff member should not approach the person . An administrative office should be notified if it is safe to do so. However, if you believe, that you may only have time to make one phone call you should call 911 for assistance immediately. It is essential to get help on the way.

Phase I :

Administration will be made aware of situation: Who? What? When? Where?

- Administration will determine which of the following services are needed:
 - Police
 - Fire Department
 - Ambulance
- Under normal circumstances, the announcement will be made over the intercom system or telephone system. The announcement will alert the entire building with basic information and instructions.
- Notify 911
 - Supply information via checklist
 - Stay on line until authorities arrive
 - Shut off all bells in the school
 - Take any action deemed reasonable and safe
 - Convene Crisis Team at Control Central*

**Control Center will be in the Elementary or High School office if possible (or in the office where incidence is not taking place). Secondary command post will be in the unit office.*

- In the event of an evacuation, the Control Center will be in the unit office or another designated location.
- When authorities arrive at the pre-determined entrance, an administrator or designee will meet them.

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- After authorities arrive on the scene, they will be in charge of all activities.

Phase II:

Teacher and Staff Response (HARD LOCK DOWN & SOFT LOCK DOWN)

Hard Lock Down

During a hard lock down, it is not safe for staff or students to be in the halls or to move about the building.

- Students in the hallway and bathroom should be brought into the classroom or office.
- Move students away from the doors and windows, tell them to sit or lay down on the floor
- Close and lock classroom and office doors, turn off lights and audio visual equipment, close blinds
- Remain in classroom or office areas until further notice
- Post the Color Coded Classroom Status Card in both the inside door window and outside window
- If there is no inside door window, then slide card under door
- GREEN card indicates room is occupied, but no immediate emergency response is needed
- RED card indicates room is occupied and immediate emergency response is needed
- List absent or missing students
- Ignore fire alarms and all bells unless instructed by the School Incident Commander or emergency personnel
- If outside the building during the time of the lockdown, report immediately to designated evacuation site

Cafeteria: All students will be placed in the closest locker room with all doors locked.

Gymnasium (New) Students will be placed in the closest locker room with all doors locked.

Old Gym: Students (depending on location) will be taken to either the school kitchen or Industrial Arts classroom. Students in the weight room will go to either the home ec room or the band room.

All-purpose Room: Students will remain in the all-purpose room with all doors locked.

Outside: Elementary Playground or PE classes, Junior High, High School PE classes will be moved to a place of safety; Elementary to all purpose room or nearest classroom, junior high and high school to the closest classroom, if returning to the building is the safest solution.

Soft Lock Down

In a soft lock down, a situation will develop that requires all students remain in the building. The building is considered safe and the normal operation of the school may be conducted within the secured outer doors of the building. The building will only have one entrance/ exit available to staff or visitors, the High School office entrance on south side of building. That door will be secured and ID and purpose for entry will be necessary to enter or leave the building. A staff member will be posted at the entry/exit point. All persons entering or leaving the building will need to sign in or out of the building and explain the purpose of their business in the building. Staff will be notified in the event a soft lock down is necessary.

- Close classroom doors and windows.
- Remain in classroom or offices until further notice
- Take attendance and report any absences to the school office
- If outside, return to your classroom
- All exterior doors should be closed, locked and monitored by designated staff members
- No one is allowed to enter or exit the building without approval of the School Administrator
- Continue lock down until administration gives the all clear.

Fire or Tornado

Section III:

In the event of a fire or tornado, the building will be alerted to the danger by administration. The faculty and students will be notified through the emergency alarm system or the PA system, teachers will take appropriate action.

Fire (Continuous Ring)

- Don't worry about windows and doors
- Evacuate students to predetermined area outside building, away from the parking lots
- Wait for further instructions

Tornado or Severe Weather (Verbal instructions will be provided)

- Don't worry about windows and doors
- Evacuate students to predetermined area

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- Have students sit in a crouched position on floor with hands protecting back of their necks & heads

Emergency Evacuation of Campus

Section IV:

If it becomes necessary to evacuate the school grounds due to a bomb threat or any unsafe conditions or circumstances, the Crisis Team will be convened by Supt. Chrostoski (or designee)

Unless the conditions cause imminent danger, wait for authorities to approve persons to leave campus

In the event the crisis requires immediate evacuation of school property and buses are not available, students will be taken to predetermined places of safety.

Evacuate all students:

- K-4th grade will go to Michele Lindenmeyer's home
- 5th-8th grade will go to Brenda Lindenmeyer's home
- 9th and 10th grade will go to Gene Rothrock's home
- 11th and 12th grade will go to Allison Phillips's home

Wait for authorities to approve persons to leave campus. Students will only be released to responsible party, and the party will be required to sign the student out.

If or when transportation is available

1. Superintendent's office will arrange bus transportation
2. Buses will transport students to:
 - K-6 grade students—Catholic Church
 - 7-12 grade students- Methodist Church
3. Students must be checked out of the church to a responsible party.
4. Bus service home can be utilized only for non-life threatening situations. This will be determined by the superintendent or the designee.
5. Absolutely no vehicles will be removed from the school parking lot until the proper authorities (police) give permission for removal. This could take several hours or days.

Alternative evaluation locations

If necessary for safety, it may be necessary to evacuate to alternative locations.

The following have been selected as safe alternatives.

To the West ---- Sunnyside Mennonite Church

To the East --- Walnut Grove & Kemp Church of Christ

To the South --- The Humboldt Treatment and Learning Center

To the North --- Tuscola High School

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Announcements of the evacuation location will be announced to the media.

General Goals and Responsibilities

Section V:

General guidelines are provided to assist with roles, responsibilities and desired behavior.

Faculty Members

- Keep students calm and safe
- Evacuate students, if necessary, to a safe location
- Account for all students under your charge
- Stay with students until they are released to parents/guardians
- Give no information to the media/Refer all questions to Mrs. Chrostoski or designee
- Cooperate with proper authorities (police, fire dept., etc.)

Students

- Follow directions immediately without question
- Keep quiet and calm
- When evacuating the building, follow directions in a quiet, orderly manner.
- Absolutely no vehicles may be removed from the school parking lot until permission is received from proper authorities (police)
- This is important so that emergency vehicles can enter and leave the premises without interference from non-emergency vehicles.
- No one other than Mrs. Chrostoski or other designated adults in authority may give interviews to the media

Parents

- Do not come to the school to pick up your children until directed to do so by the proper authorities. Unnecessary traffic causes problems for emergency vehicles.
- DO NOT TELEPHONE THE SCHOOL.
- After the crisis is over you may pick your child up at the determined location.
- You must sign the child out of the facility.
- Remain as calm as possible—school personnel are doing everything humanly possible to keep your child safe.

Information for Media Spokesperson

Section VI:

Dealing with the media can be a very difficult task. Journalists are in the job of selling sensationalized news. Current tragedies attract these people, whose persistence can lead to

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additional tragedies. Reports from other communities indicate that media representatives have interviewed unstable students and overwrought community persons in an attempt to dramatize the event. Since schools provide easy access, the media frequently attempts to interview people on school grounds.

Current research documents that the rate of suicide among teenagers rises significantly just after television news or featured stories about suicide. Consequently, it is recommended that the spokesperson limit the information to unembellished facts such as the time and place of the death. Giving details about the methods used is not appropriate as it may increase the likelihood of imitative suicides. These facts should be delivered in a calm and controlled professional demeanor.

It is suggested that the spokesperson coordinate with the crisis management team of Arcola Community Unit District #306 schools.

Restate to the media that their presence on the school grounds will be limited to the school office or other designated point, and their contact with the students and staff will be restricted. Press conference time schedules may appease anxious reporters.

Topics that can be mentioned to the media by the spokesperson focus on the school's positive response to the tragedy, such as the operation of the drop-in center, mailing of letters to the community, use of the school district crisis team, provision of support to teachers and cooperation with community agencies.

Avoid saying that "everything is under control." Giving assurances to the public that later appear untrue may create a lack of credibility and confidence in the school's efforts

Limit information about the deceased student/staff member to name and grade/name and position. This protects the family's right to privacy.

Emily Coombe, Amy Clark & Kara Kuhns will assist the district to coordinate media information and information delivery.

School District Position Regarding Media Inquiries

We recognize that you have an important job to do in keeping the community informed of current events. We want to cooperate with you in providing accurate and helpful information about the school's programs, policies, response, activities, and assist you in whatever way possible in helping the community respond appropriately.

As we are sure you are aware, recent research has raised concerns regarding the relationship between media coverage of events such as this and community understanding. To help avoid misunderstanding and reduce the potential for sensationalizing, we request that you limit interviews and contacts to the designated school spokesperson only.

The school spokesperson is _____ and will be available at the following times _____. He/she may also be reached at _____.

If possible, the media will be kept at the Arcola Community Building

Arcola School Crisis Team 911 Call

This is _____ from Arcola School. We have a situation here, (State situation) _____. We need the Police _____, Fire Department _____, and Ambulance Service _____ Gould Bus Service _____ Joe Victor and other first responders.

Give a brief description of the situation:

Give information about injuries: Number injured: _____ Adults
_____ Students

Type of injuries: _____
Number dead: _____

Please respond to Door # _____ (give brief description of location)

Someone will be there to meet emergency personnel.

Stay on the line until authorities arrive.

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Date: _____

Student Released Form

Runner will bring the student to the designated area.

Please Print Clearly

Step I: *To be completed by parent/ guardian or responsible adult requesting the student.*

Student Name: _____

Teacher: _____ Grade: _____

Requested by: _____ Relationship: _____

Step II: *To be completed by gate staff:*

Proof of ID _____ Visual ID by Staff: _____
Readable Signature of Staff

Parent/Guardian: _____ or

Name Listed on Emergency Card: _____

Step III: *To be completed by releasing staff:*

Sent _____ Absent _____ Other _____

Reason _____

The child is leaving with _____

Date: _____ Time: _____ Photo Taken: Yes or No
(Circle One)

Signature of Releasing Staff: _____

Arcola Schools Evacuation Information

The following plan is a brief outline of the information prepared for the crisis evacuation drill: April 29, 2011.

The key steps in any crisis situation are:

- Stay calm
- Listen and follow instructions
- Use common sense
- Be prepared for some degree of confusion
- Be flexible

We have a school / community wide drill scheduled for: April 29, 2011.

If an event or situation makes it necessary to evacuate the building, please utilize this information.

A. Administrations/ Office Responsibilities:

1. Call 911 by designated staff (Advise 911 of the circumstances and assistance needed. You will have to request this service.)
2. Notify all administrators
3. Assisting administrators gather "In-House Crisis Team" and bilingual staff to designated location.
4. Call Gould Bus Service (253-2232) (as needed)
5. Contact maintenance to assist and secure the building as needed
6. Call community team
7. Contact churches
8. Notify teachers and staff of specifics of the event
9. Notify kitchen, cafeteria, gyms and any outside classes in person
10. Notify driver's education car
11. Notify media (in case of real event)

B. Office Staff Responsibilities

1. Prepare to relocate to the assigned church
2. Gather crisis student information (class lists, names, numbers, ER information and daily attendance)
3. Gather necessary medications and log sheets
4. Take crisis kit with you to the church

Grade School ---Jennnifer Ingram

High School ----- Debbie Hall

C. Bilingual Staff Responsibilities

1. Report to assigned office:
 - Ms. Monk: report to the grade school Office (Her students will go to the closest class or return to class as appropriate.)
 - Mrs. Sosamon: report to the High School Office. Contact Mr. Hanson. He will take his students and report to Mrs. Sosamon's classroom)

D. Cross Categorical Classroom Staff Instructions

- 1) Send aides to gather all self-contained students back to the CC classroom
- 2) Account for all students
- 3) Prepare to leave the building as instructed
- 4) Stay together as a class when boarding bus
- 5) Pre-K – 6th grade Cross Categorical students are to report to the Catholic church.
- 6) 7-12th grade Cross Categorical students are to report to the Methodist church.

E. In-house Crisis Team Responsibilities

Leanne Rohn, Michelle Jones, Ashley Retz, Natica Wilson, Jana Nacke, Amiee Truex.

1. Report to designated office
2. Assist in office as needed
3. Dispatch to churches with office staff (If the building is evacuated.)
4. Mrs. Nacke, Mrs. Retz & Mrs. Wilson will take their students to the classroom next door.
5. Mrs. Rohn, Mrs. Jones will send her students to classroom next door.
6. Debbie Stenger will remain at the school until all students have been evacuated.
She will report to the triage center.

F. Resource Special Education Staff In-house Responsibilities

1. Cover classes as needed.

G. Maintenance Staff Responsibilities

1. Secure building as directed
2. Contact utilities as needed
3. Call for back up or assistance
4. Approach and direct any stranger out of the building
5. Call for police backup if necessary to remove strangers

H. Superintendent Responsibilities

1. To direct available personnel to complete the following.
2. Secure building
3. Sweep building for students (rest rooms, locker room, etc.)
4. Check classroom doors for green card
5. List classrooms without green cards
6. Contact appropriate church command center with the list

J. Triage

The Triage Center will be established as needed to treat injuries. The Triage Center will be located on the practice field at the Southwest corner of the school grounds. The Northeast corner of the school grounds has been designated as an alternative location.

If it would become necessary to relocate the Triage Center the Superintendent or Designee will give direction to an alternative location.

Debbie Stenger and community support agencies will assist with Triage.

Evacuation Procedure

Report to the Catholic Church

- Mrs. Conlin, Mrs. Dyer, Tisha Dow, Lori VanDeveer
Mrs. Nacke, Mrs. Retz, Mrs. Wilson
- Mrs. Hemingway-runner

Report to the Methodist Church

- Mrs. Edwards, Mrs. Klopfleisch, Mrs. Rohn, Mrs. M. Jones
- Mrs. Hinton - runner

Responsibility-

Go to the church and organize Church Reunification as per instructions in Reunification Center Operations.

Administration and “In-house Crisis Team”

- A) Organize and instruct the evacuation of the building and loading of buses as per evacuation procedure listed below.
- B) Evacuate to the buses on the South side of the building
- C) Evacuation will occur in this order as per administration notification
 - 1) Kindergarten, Early Childhood, K-6 grade Cross Categorical classes
 - 2) 1st, 2nd, 3rd
 - 3) 4th, 5th, 6th
 - 4) Grade school administrator boards bus after last grade school student
 - 5) Buses report to the Catholic Church with K-6th graders
 - 6) 7- 12 Cross Categorical Classes
 - 7) PE Classes
 - 8) Cafeteria
 - 9) Jr. High and First Floor Classrooms
 - 10) New addition
 - 11) 2nd & 3rd Floor of the High School
 - 12) High School administrator boards bus after last high school student
 - 13) 7-12th graders report to Methodist Church

Teacher Responsibilities

- 1) Take class list and attendance with you. You may prepare a bag or small box of materials that will assist in entertaining your class.
- 2) Double check the room (MAKE SURE EVERYONE IS OUT OF THE ROOM)
- 3) Post the green card on inside door and outside window or door
- 4) Do **not** lock the classroom
- 5) Contact the office if a student is unaccounted for

- 6) Stay with class at all times. You may share responsibilities with another “buddy” teacher. The “buddy” share responsibilities. This may be necessary when busing.
- 7) a. Buddy Team b. Pod Team
- 8) Disembark with class at designated church
- 9) Account for all students after entering church
- 10) Report any missing student to the command center
- 11) Report issues, concerns or medical needs to the command center
- 12) Teacher remains with students until all students are released
- 13) Teachers may combine into small groups as numbers decrease.
- 14) Wait for administrative directive for release of remaining students
- 15) Kindergarten Students will go to the basement of the Catholic Church

Bus Procedures

- 1) Locate on south side of building
- 2) Depart to churches
- 3) Buses will unload at the back of each church
- 4) Return to school to reload until administrator indicates building is clear

Reunification Center Operation

- 1) Set up in the foyer of each church.
- 2) Set up two tables if possible
- 3) Label tables with request and release gate signs
- 4) Set out request for release paper work, pencils and clipboards
- 5) Secure medication
- 6) Label pews with grade level cards
- 7) Have parents fill out request for release form at first table
- 8) Have parents move to release gate
- 9) Send runner with release request to retrieve student
- 10) Notify teacher of release request and acquire teacher’s signature
- 11) Bring student to release table
- 12) Hand release paperwork to gatekeeper for verification
- 13) Gatekeeper acquires parent signature
- 14) Release student to parent
- 15) Call 911 to request security if needed

Set up for Catholic Church

- Place large table across the stairwell leading to the basement.
- Set up REQUEST GATE here—label with sign
- Close and block the doors leading to the sanctuary so there is NO access—use table or extra staff
- Do not allow parents into sanctuary area to get children

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- Set up a second table in front of the door leading to the sanctuary on the north side-blocking access to the sanctuary
- Label with RELEASE GATE sign
- Have parents wait in the basement if needed

Set up for Methodist Church

- Place large table across the stairwell leading to the basement.
- Set up REQUEST GATE here-label with sign
- Set up second table to the right at the top of the stairs
- Label with RELEASE GATE sign
- Have parents wait in the sanctuary if needed

Reunification Center Release of students Procedures

- 1) Parents report to Main Entrance of the designated church
 - K-6 Catholic Church (East side, front of church)
 - 7-12 Methodist Church (South doors under covered entrance)
- 2) Parents wait in single file line outside of church to pick up students
- 3) Complete necessary paperwork for student release
- 4) Present paperwork to request for release table
- 5) Move to release table to await your child's release

Reminder

- 1) Students should not use cell phones during the evacuation process for safety reasons. Students may use cell phones in the church.
- 2) Students should not take any belongings from the building.

All Staff Members

- 1) Make notes of any considerations that should be made or steps that should be included in the plan.
- 2) This plan is a draft that requires your input to complete.

Earthquake

Section IIX

Information from ISBE web site verified by ESDA is considered to be best practice for safety procedures in the event of an earthquake.

Drop, Cover, and Hold

Purpose: Drop, cover and hold is used when an incident occurs with little or no warning. This action is taken to protect students and staff from flying or falling debris resulting from explosions, structural failures, severe weather or earthquake.

- Inside, teachers will instruct students to duck under their desks and cover their heads with their arms and hands.
- All students and staff who have moved to shelter or safe areas in the building in response to severe weather, should kneel down against the wall and cover their head with their arms and hands.
- Outside, teachers will instruct students to drop to the ground, place their heads between their knees and cover their head and eyes with their arms and hands.
- Instruct everyone to move away from windows.
- Teachers should account for their students and report any student missing to the administration.
- The School Administrator may order an evacuation if the situation warrants and it is safe to do so.

EARTHQUAKE

Earthquakes generally occur without warning and may cause minor to serious ground shaking, damage to building, and injuries.

Superintendent or Designee

- The Superintendent or Designee 7 will call 9-1-1

- After the shaking stops, the Superintendent or Designee will initiate an EVACUATE BUILDING alert. Staff and students will evacuate using designated routes or alternate routes to the outside Assembly Area(s).
- The Superintendent or Designee will activate the established plan to notify staff , parents and the media.
- The Superintendent or Designee will designate a command post and medical triage site where appropriate.
- The Superintendent or Designee will direct staff to shut off utilities and notify the appropriate utility company of damages (e.g., gas, power, water or sewer)
- The Superintendent or Designee will consult with emergency management and public safety officials to determine if the buildings are safe for reoccupancy.
- The Superintendent and Emergency Responders will consult concerning closing school. They will decide whether to announce the dismissal of students from the school or EVACUATE student's off-campus to an alternate relocation site for Parent Reunification.
- If an off-campus EVACUATION is ordered, activate the parent notification procedures and notify the appropriate law enforcement agency to request assistance at the relocation site.

Crisis Intervention Information 2010-2011

The Arcola School District has a plan in place to deal with a crisis situation.

The following points are important to remember:

- 1) Regardless of how many plans are developed we cannot plan for every situation or event.
- 2) Any one has the authorization to contact 911. If you see an event and you can not contact the Administration or the Office, your responsibility is to call for assistance. The Administration and Office needs to be notified, however, in the interest of safety, if you can only make one call, call 911 and provide all the information that you have.
- 3) In the event of a crisis, remain calm. Listen carefully for instructions. Follow the instructions. "Be flexible." Plans and directions may need to be altered to provide for the safety of all students and staff.

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- 4) Keep yourself calm. Students feel and react to your emotions. They follow your lead. If you are emotionally involved in the crisis situation, ask for help. Do not go it alone!
- 5) You know your classroom better than any one else. Create a plan with your neighbor. In case of an emergency, coordinate with you “buddy teacher”. This will assist in case your room has a substitute teacher or you must divide when being taken off campus.
- 6) Use your best common sense and follow directions.
- 7) In the event of an evacuation, grades K-6 go to the Catholic Church and grades 7-12 go to the Methodist Church.

Other Information for Difficult Situations:

Section IX

Please Note: This practice is not intended for an emergency or life threatening situation.

If a situation develops in the classroom/office/work area; and you would like to have assistance, without alerting or upsetting the person involved, you may use the following methods to notify office or administration staff.

- 1) The policy of the District is to make announcements that provide accurate and factual information. If an unforeseen event would require a “verbal code”, the code will use the words indicating **a change in a meeting or appointment or a page for /or with Mr. Jones from the Regional Office.**
- 2) You are being provided with a lime green index card, this card indicates problems in you classroom. Mark this card with Hall Pass (K-12), send it to the office, place it in your window or tape it to your door. Anyone who sees this card should report it to the office for immediate assistance.
- 3) This information is intended for a situation that is considered to be unusual or escalating. It is not intended for emergency situations.

A copy of this form should be kept with your crisis plan. A copy should be submitted by the first day of school to Mrs. Edwards.

Crisis
Buddy Team

(This will consist of two or three people)

1. _____

2. _____

3. _____

Crisis
Pod Team

(This will consist of your buddy team
and another buddy team)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Teacher Assignments for the evacuation of the building.

Section X

ARCOLA CUSD #306 Crisis Evacuation Assignments **Grade School PreK-6**

Aides to go with teacher and assist with supervising students.

Grade School PreK-6 **CATHOLIC CHURCH**

Angie Gentry (Follow after the building is cleared.)

Erin Hemingway

Melissa Conlin

Tisha Dow

Lori VanDeveer

Pam Kutz ----- Stay in the Grade School Office

Available to assist as needed:

Assign at church to front –Mrs. Conlin

Diane Good

Pam Stewart

Carolyn Smith

Alicia Gonzalez

Teachers with students

Lori Anderson

Nancy Branson

Jenni Butler

Nancy Craig

Ronda Hodge

Mary Crippen

Katie Edmonds

Kerry Hayes

Susie Hensley

Jodi Hubbard

Kristi Kaplan

Joan Kellogg

Pat Kerner

Gayle Kistler

Luis Mendoza

Brianne Miller

Susan Moore

Jill Randall

Robin Rauch

Autumn Ray

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Kathy Sapp
Lynne Shaffer
Marlo Spidle
Tedi Young
Tyler Renshaw
Flo Winch

Basement/Kindergarten

Genny Coats
Kim Smith
Tammy Smith

Checkout students and Reunification

Melisa Conlin
Kim Kennell
Julie Gauna
Linda Dyer
Jennifer Ingram
Jana Nacke

Interpreters

Merry Monk
Seve Cox

Media

Amy Clark
Emily Coombe

Kara Kuhns
Lora Strader

Cameras

Diann Graham, Catholic Church

Buses

Jason Retz-then go to release door at Catholic Church
Jesse Durdel-then go to release door at Methodist Church

Command Center

Jean Chrostoski
Lyn Maxwell
Cindy Mills
Steve Williams-After building sweep
& As Available ESDA , Police and Fire

Jill Hohlbauch

ARCOLA CUSD # 306 Crisis Evacuation Assignments **Jr.Sr. High School (7-12)**

Aides to go with teachers and assist with supervision with students.

Teachers with students

Methodist Church

Downstairs

Amanda Kessler

Jarod Kiger

Janis Typer

Chad Eisenmenger

Grant Eschmann

Nancy Steichmann

Quentin Hanson

Jennifer Jones

Tricia Mullins

Leah Schodlatz

Renee Anderson

Angela Marsaglia

Cassie Murray

Linda Probst

Jackie Streeper-Green

Chris Young

Upstairs/checkout students

Lisa Edwards

Lynn Klopfleisch ----Camera after setup

Debbie Hall

Leanne Rohn

Allison Phillips

Mary Jane Maxedon

Jennifer Jones

Lydia Benson

Follow after kids are out

Lisa Sigrist

Nancy Mathias-Day of drill stay in office

Interpreters

Waldo Perez

Debbie Sosaman

Media

Amy Clark

Emily Coombe

Kara Kuhns

Lora Strader

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Notes & Comments

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C. Mills

C. Mills & L. Edwards

B. Smith

P. Kutz / C. Mills

Afternoon

Edited 4/28/2011