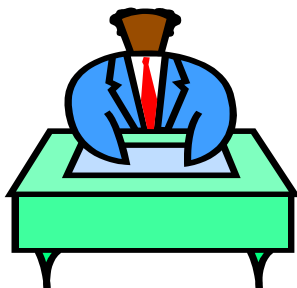




# CRITICAL INCIDENT PREPAREDNESS MANUAL



## STATEMENT OF SUPERINTENDENT

Please notice the title of this document: **Preparedness Manual**. This is not a crisis manual.

It is impossible to anticipate every eventuality which may develop into a crisis. We have, however, generated plans and procedures for incidents which, in other schools, have developed into a crisis. The intention of this manual is proactive. It is our intention to be prepared; and, therefore, avoid, contain or minimize a crisis.

We know this document is imperfect. Unexpected events may occur that present new challenges to our preparedness. We pledge, however, to be ever vigilant to identify new and better ways to be prepared.

We solicit everyone's advice. If there are errors and omissions in the content of this document (and there are bound to be), please call such to our attention so we can amend our plans, procedures, and this document.

The preparedness procedures will be reviewed and, if appropriate, updated annually. If revised, the new pages will be provided to principals and must be inserted in all procedure manuals immediately.

Superintendent of Schools



**TO: ALL PARENTS AND/OR GUARDIANS OF  
PEKIN PUBLIC SCHOOL STUDENTS**



**FROM: SUPERINTENDENT OF SCHOOLS**

**RE: EMERGENCY PROCEDURES FOR SCHOOL  
DISTRICT 108**

The District 108 Preparedness Manual is designed to minimize danger to anyone occupying a school should an emergency occur. Our main objective is to attend to the health and welfare of your child/children in the event of a crisis and to see that he/she gets home safely by walking, bus, or by transportation provided by parents.

It is impossible to foresee all the possible emergencies, but we have researched the most effective way to use our resources to respond immediately to those emergencies that cannot be avoided. Any disaster will disrupt the "normal" way of doing things. It will cause inconvenience to all of us. The responsibilities are shared by us as school administrators and you as parents.

In most emergencies your child/children will remain and be cared for at the school he/she attends. In the rare event of an emergency affecting the school your child attends that prohibits re-entry to the building (such as a broken gas or water main, a fire, or a sudden loss of utilities in bad weather), students and staff will be moved immediately to that school's alternate site.

We ask you to follow this procedure if you hear rumors of any school emergency:

1. Turn on your radio or television. We will keep the media accurately informed of any emergency.
2. Please do not telephone the school. We have limited phone lines. These must be used to respond to the emergency.
3. Please do not come to the school. Any emergency involving your child's school may mean emergency vehicles and disaster workers must be able to get to the building. If the emergency necessitates relocation of staff and students, follow these instructions:
  - a. If, for any reason your child's school must be evacuated during regular school hours, your child will be taken to and cared for at that school's alternate location.
  - b. Stay tuned to the radio and television stations for updated, accurate reports and information about when and where to pick up your child.

# COMMUNICATIONS PROCEDURE FOR PERSON IN CHARGE

**STEP** Contact: City Emergency Services **911**  
**1**

**STEP** Tell dispatcher specifically where your command post is  
**2** (that location where Person in Charge or his designee can  
be found at all times). Remain there until help arrives.  
If it is necessary to send anyone to a hospital by  
ambulance for a serious injury, **send a staff member  
along** to serve as a liaison between hospital and district  
administration with instructions to relay progress reports  
as soon as possible.

**STEP** Contact:  
**3** **Superintendent of Schools** **477-4740**  
or  
**Assistant Superintendent** **477-4740**

Central Office Staff will call Red Cross (if needed) and the President of the Board of Education.



# ASSISTING AGENCIES



Some of the agencies that may be called upon for help are:

Pekin Police Department .....	346-3132 or 911
Tazewell County Sheriff's Department .....	346-4141 or 911
Tazewell County Coroner's Office .....	346-1222
Tazewell County State's Attorney .....	477-2205
Illinois State Police .....	309-383-2133
Federal Bureau of Investigation .....	309-676-1922
Pekin Fire Department.....	477-2388 or 911
Ambulance/Advanced Medical Transport .....	347-6611 or 911
Pekin Hospital ERS (Emergency Response Service .....	347-1151
OSF/St. Francis Hospital .....	309-655-2109
Methodist Medical Center .....	309-672-5500
Proctor Hospital .....	309-691-1000
AmerenCILCO/other Utility Services .....	888-672-5252
Tazewood Counseling Center .....	347-5522
Pekin Street Department .....	477-2325
Pekin Busing Department.....	478-5421
Hoyle School Transportation .....	347-7226

The City of Pekin Emergency Dispatch will be able to quickly contact any of the agencies listed.

# VISITORS TO THE SCHOOLS



- 1.** Report to the school office, using the main entrance.
- 2.** State purpose of visit and show proper identification.
- 3.** Sign in with time and sign out upon departure.
- 4.** Obtain visitor badge - must be worn in a conspicuous place.
- 5.** Staff report all unidentified people to the office.

Other suggestions: The main entrance should be clearly marked, possibly with signs out in the yard.



## MEDIA PROCEDURE



The only means to inform the general public is by the mass media (radio, television, and newspaper). We must provide prompt and accurate information. Any misinformation can create confusion. The most effective way to do this is to have all information disseminated by the Superintendent or his designated replacement. Before making any statement to the media, it is imperative that employees immediately relate factual information concerning the emergency to the Superintendent of Schools, or the Assistant Superintendent, if the superintendent is not available. They will properly coordinate the information to the media.

### **Please Alert All Staff To The Following Directive**

*In emergency or disaster situations do not make any statements or discuss the matter with media representatives. Refer all comments to the Superintendent or Assistant Superintendent.*

## SCHOOL EMERGENCY EQUIPMENT

The school will keep on hand essential equipment to be used in the event of an emergency. This equipment should be kept in a safe area that is easily accessible for staff and teachers.

*Suggested equipment items in your Critical Incident Response Kit and Classroom Evacuation Kit are:*

### **Critical Incident Response Kit**

- Emergency & Crisis Operations Plan
- Maps & Floor Plans
- Master Key, Access Card, or Door Codes
- Emergency Contact Numbers
- Portable Radio with Channel List
- Utility Shut Off Procedures
- Aerial Photographs of School Property & Surrounding Area
- ICS Safety Vests & Placards
- Student & Staff Photographs
- Building Photographs
- Cellular Telephone & Extra Batteries
- Laptop Computer
- Evacuation Plan
- Alternate Evacuation Plan
- Student & Staff Master Schedule
- Current Daily Attendance Roster
- Bus Route Schedules & Student Roster
- Press Release Templates
- Parent Notification Templates
- Student Release Forms
- ICS Assignment Forms
- Basic Emergency Supplies



### **Classroom Evacuation Kit**

- Current Class Roster
- Emergency & Crisis Response Plan
- Safety Vest
- First Aid Kit
- Flashlight & Batteries
- Large Tarp
- Whistle
- Paper & Pen
- Light Sticks
- Rain Ponchos
- Bottled Water
- Age Appropriate Student Activities
- Clipboard & Status Cards
- Portable Radio
- Cellular Telephone
- Space Blankets
- Energy Bars
- Student Release Forms

# SAMPLE AGREEMENT

## HOLD HARMLESS AGREEMENT

In consideration of the use of \_\_\_\_\_ for a temporary shelter for school children during a school district-determined emergency, Pekin Public Schools agrees to defend and hold \_\_\_\_\_ harmless for any injuries or property damage arising out of such use. The coverage is to be in effect while students are at your location.

The students will be supervised by district employees while on your premises.

You will be notified by the school district before any students are brought to your facility.

Phone number to call in the event of an emergency: \_\_\_\_\_



\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Pekin Public Schools District 108

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Copies to:      Property Owner  
                      School File  
                      Administration File

## ALTERNATE SCHOOL LOCATIONS



<b><u>SCHOOLS</u></b>	<b><u>ALTERNATE LOCATION</u></b>	<b><u>CONTACT PERSON</u></b>	<b><u>PHONE</u></b>
Broadmoor	Timbercreek Rehab Center	Becky Maddalozzo	347-1110
Dirksen	Congregational United Church	Secretary	346-1991 or 347-3821
Edison	First Christian Church	Bob Brite	347-5519
Jefferson	First Baptist Church	Connie Dick	347-5965
Smith	First Christian Church	Secretary	347-5519
Starke	Liberty Baptist Church	Tim Najpaver	347-7158
Sunset Hills	First Presbyterian Church	Bob Scott	346-1848
Washington	Y.W.C.A.	Melinda Figge	347-2104
	St. Joseph School	Debbie Finnegan	347-7194
Willow	Boy's/Girl's Club	John Denning	346-6304
Wilson	Pekin Service Center	Greg Ranney	478-5444
PFEC	Pekin Service Center	Greg Ranney	478-5444

In the rare event an alternate site is needed, a phone call must be made to alert the people in the alternate facility. If the alternate location is not a school, a "Hold Harmless Agreement" will be signed by the school district and the property owner assuring them that students will be supervised by district employees while on the premises and that we have insurance to cover any injuries or property damage while the students are at their facility. Property owner, school, and administration office will each have copies of the agreement. (Special education students will need special transportation, and arrangements will be made through the Special Education Coordinator.)



## MEDICAL PROCEDURES

In case of injury or sudden illness to students and/or staff, the procedures listed below are to be followed:

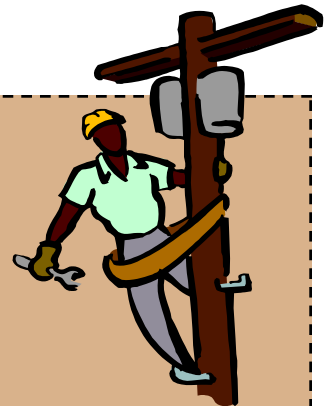
1. If possible, the injured or ill student/staff member shall be taken to the first aid or health services area or to the office by a teacher, staff member, or a responsible student. If the injured/ill party cannot be moved, the office will be notified immediately. The injured person will not be left unattended.
2. First aid, if appropriate, is to be administered to the injured/ill person.
3. Every student and staff member will have an emergency information sheet on file. It will include telephone numbers and names of persons to be contacted in the event an emergency should occur.
4. If the injury or illness is considered serious, call 911 immediately; then contact the parent. Should the injury or illness warrant transporting the student, a staff member should accompany the student if the parent or guardian is unavailable.
5. An accident form must be completed by a supervising staff member for all accidents and injuries. Serious illnesses/injuries should be reported to the office to determine if a written report is necessary.



## SUDDEN LOSS OF UTILITIES

### In the event of a gas leak,

1. When advised by Person in Charge, evacuate building.
2. Proceed to alternate site for your school. (See Alternate School Locations)
3. In the event of water loss, notify the water company and the Tazewell County Health Department for further instructions. (See Assisting Agencies)
4. In the event of electrical loss, notify AmerenCILCO. (See Assisting Agencies)
5. Wait for further instructions from the Person in Charge.



## SEVERE WEATHER-RELATED EMERGENCIES

1. If a severe storm or other weather-related emergency is forecast and has hit the area, the Superintendent will determine if school will open for the day.
2. Tune to the radio and television stations for early morning reports.
3. If a storm develops during the day, the superintendent will determine the action to be taken and advise principals. The news media will be informed of the procedures being followed.
4. In the event that a local civil defense alarm is sounding at the end of the school day, children shall not be allowed to leave the building. Children shall remain in the building until the alarm ceases or until an all clear is sounded.

# EARTHQUAKE

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.

If an earthquake occurs, the following actions should be taken:

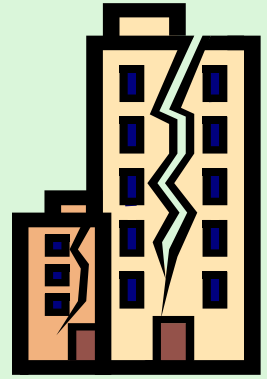
## During an Earthquake

### If Inside:

1. **Stay calm.** Do not run. Immediately move away from windows and out from under heavy, suspended light fixtures.
2. To protect from falling objects, **take cover.**
  - a. Get beneath a desk, table, or bench. If possible, cover head with coat or other clothing to minimize injury from falling light fixture or glass.
  - b. If no cover is available, sit against inside doorway or crouch against inside wall and cover head. Stay away from outside walls, windows, or other expanses of glass.
  - c. Do not light any fires.
  - d. Be alert for instructions from Person in Charge

### If Outside:

1. As soon as possible, move the children away from buildings, trees, and exposed wires. Do not run! The **safest place to be is in the open.** Stay there until the earthquake is over. Get low and protect head.
2. Do not attempt to enter building until authorized to do so.
3. Do not light fires or touch fallen wires.
4. Be alert for instructions from Person in Charge.



# TORNADO

*Information regarding tornadoes will be broadcast on the Weather Alert Warning radio.*

- 1. Tornado Watch** - means no funnel clouds have been sighted, but tornadoes can be **expected** to occur.
- 2. Tornado Warning** - means a funnel cloud has actually been **sighted**.

### When directed, follow these procedures:

- a. Bring all persons inside building.
- b. Close all windows and blinds. Stay away from windows.
- c. Get beneath heavy furniture, if available. If not, kneel with book over head along the wall of an interior hallway on the lowest floor available.
- d. Avoid auditoriums, gyms, or any room with a wide, free-span roof.

### After impact:

- 1.** Take roll count of students.
- 2.** Be alert for instructions from Person in Charge.



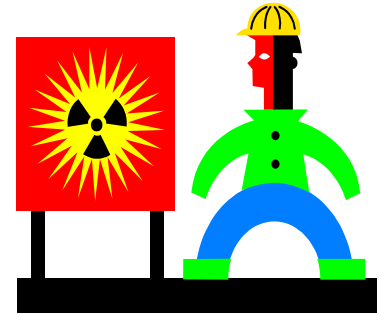


## AFTER AN EARTHQUAKE OR TORNADO

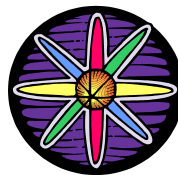


- 1.** Teacher will guide students to safe area and take roll. Do not run.
- 2.** No one should re-enter the building for any reason until the building has been declared safe.
- 3.** Do not light any fires.
- 4.** Avoid touching electrical wires that may have fallen.
- 5.** Check for injuries. Do not attempt to move seriously injured persons unless they are in immediate danger of further injury.
- 6.** In the event of an earthquake, be prepared for additional earthquake shocks. Stay in safe area, until directed by emergency personnel.

## NUCLEAR WARNING PROCEDURES



- 1.** The primary means of warning of a nuclear attack will be by the Weather Alert Warning radio located in the administration offices of each building. Take immediate protective action.
- 2.** Be familiar with the procedures to follow by studying page 71 of the School Emergency and Crisis Response Plan.
- 3.** In the event a Public Shelter (marked with a black and yellow "Fall-out Shelter" sign) is not available, take the following steps:
  - a.** Bring all persons inside building.
  - b.** Close all windows and exterior doors.
  - c.** Move to the center of the building away from outside walls, the roof (buildings having more than one story), or any openings to outside. Remember shielding is required. The heavier, thicker, and denser shielding material between you and the outside, the better the protection.
  - d.** Cover up food not in containers or put food in refrigerator.
  - e.** If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.
  - f.** If at all possible, keep a portable radio and monitor the Emergency Broadcast Station. If this is not possible, be alert to attempts of Civic Defense officials to get information to you through special teams, public address systems, or on a door-to-door basis.



# BOMB THREAT PROCEDURES

Upon receipt of a bomb threat, the person receiving the call should make every attempt to:

1. Prolong the conversation as much as possible.
2. Identify background noises.
3. Note distinguishing voice characteristics.
4. Interrogate the caller as to the description of bomb, where it is planted, and when it is due to explode.
5. Determine the caller's knowledge of the facility.



The person receiving the call will immediately **alert the office**. The **principal will call the police**. State the exact time of the call and the nature of the call (Example.: at 12:07 p.m. a bomb threat was received). The principal will then call Central Office.

A bomb threat is a threat alleging that an explosive device is located on school properties. The threat may be by phone, email, in writing, fax or by first party verbal conversation with a school official or student.

Most bomb threats are made by phone and tend to be very brief. The message is stated in a few words and the caller hangs up. Try to obtain the information listed on the form below.

## PROCEDURES:

1. **EVIDENCE OF THE THREAT** shall be recorded, documented and preserved for later reference or use in legal proceedings.
2. **CALL PEKIN POLICE AT 911.** Make sure the operator understands there is a bomb threat. Give as much detail as possible. If at all possible, stay on the line with the operator.
3. **NOTIFY CENTRAL ADMINISTRATION.**
4. **DO NOT USE AND TURN OFF ALL CELL PHONES.**
5. **THE UNIFIED COMMANDER AND SUPERINTENDENT** shall establish a Unified Command Center and shall assemble a bomb threat response team.
6. **THE UNIFIED COMMANDER AND SUPERINTENDENT** shall assess the threat and determine whether to evacuate the building and determine whether and how to perform the search.
7. **THE SCHOOL SHALL BE OFFICIALLY CLOSED** until the Unified Commander and Superintendent declare an ALL CLEAR.
8. **NO DISTRICT EMPLOYEE** shall be required to search for the bomb.

# THREAT CALL CHECKLIST



## ASK

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Exact wording of the threat:

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Sex of the caller \_\_\_\_\_ Race: \_\_\_\_\_

Length of call: \_\_\_\_\_ Age: \_\_\_\_\_

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

Number at which call was received:

---

## CALLER'S VOICE (Circle as applicable)

- |           |            |           |                   |
|-----------|------------|-----------|-------------------|
| ◆ Calm    | ◆ Loud     | ◆ Nasal   | ◆ Clearing Throat |
| ◆ Angry   | ◆ Laughter | ◆ Stutter | ◆ Disguised       |
| ◆ Excited | ◆ Crying   | ◆ Lisp    | ◆ Accent          |
| ◆ Slow    | ◆ Normal   | ◆ Raspy   | ◆ Normal          |
| ◆ Rapid   | ◆ Distinct | ◆ Deep    | ◆ Familiar        |
| ◆ Soft    | ◆ Slurred  | ◆ Ragged  |                   |

If voice is familiar, whom did it sound like? \_\_\_\_\_

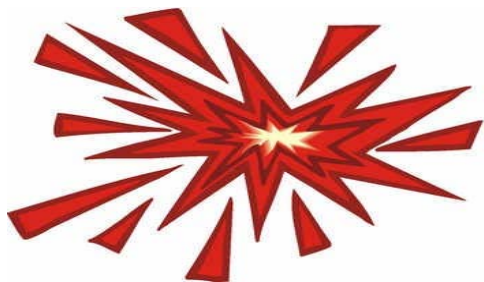
## BACKGROUND NOISES (Circle as applicable)

- |                |                    |
|----------------|--------------------|
| •Street Noises | •Factory Machinery |
| •Animal Noises | •Voices            |
| •Clear         | •PA System         |
| •Static        | •Local Call        |
| •Music         | •Long Distance     |
| •House Noises  | •Phone Booth       |
| •Motor         | •Office Machinery  |

## THREAT LANGUAGE (Circle as applicable):

- ◆ Well Spoken (educated)
- ◆ Incoherent
- ◆ Foul
- ◆ Irrational
- ◆ Taped
- ◆ Message Read

## EXPLOSIONS



1. When advised by Person in Charge, **evacuate** building using fire drill plan.
2. Proceed to alternate site for your school if directed by Person in Charge (See Alternate School Locations).
3. A student will be released only to his parent or the emergency contact person as listed with the school.

## HAZARDOUS MATERIAL SPILLS

The main threat is toxic fumes. **Keep students inside.**

### If Outside:

1. Stay upwind.
2. Don't step in spilled material.



## POISON

Illinois Poison Center — 800-942-5969

1. If a student or staff member is suspected of taking any poison, immediately contact the **Pekin Hospital (353-0430)** to report the substance taken.
2. Follow any directions given.
3. If possible have information available regarding poison ingredients.

## INTRUDER IN THE BUILDING

An armed offender is a person possessing a weapon capable of deadly force, whose intent is to pose a threat, inflict harm, or carry out a personal objective. The armed person may be a student, staff member, parent, or community member.



### PROCEDURE

1. CALL PEKIN POLICE AT 911.
  - Make sure the operator understands there is an armed person inside the school.
  - Give as detailed description as possible.
  - Give the last known location of the intruder.
  - If at all possible, stay on the line with the operator.

In most emergencies your child/children will remain and be cared for at the school he/she attends. In rare event of an emergency affecting the school your child attends that prohibits re-entry to the building (such as a broken gas or water main, a fire, or a sudden loss of utilities in bad weather), students and staff will be moved immediately to that school's alternate site.

2. LOCKDOWN. All teachers should follow the LOCKDOWN procedures outlined in this handbook.
3. If the armed person can be contained in one section of the building, students and staff should be evacuated from the building to assigned STUDENT STAGING AREAS OUTDOORS.
4. All doors should remain locked. Students and staff should REMAIN IN LOCKDOWN MODE until an all-clear announcement is given.
5. When and if the situation allows it, staff will be directed to move to their POST CRISIS DUTIES.
6. Assist police as directed by them.

# LOCKDOWN



**Indicates a very serious or dangerous situation exists:**

- Students are to **vacate** the hallways into the nearest classroom.
- All teachers are to **secure** their classrooms by locking the doors.
- **Turn off** lights. **Shut** windows and blinds. **Turn off** all equipment.
- Students should be instructed to stay **away from windows, doors,** and sit quietly on the floor out of view of the classroom door window.
- Place **GREEN or RED status card** on/under door and window.
- Ignore all bells and alarms unless otherwise instructed.
- Allow no one outside of the classroom until “All Clear” signal is given.

*In large student areas (i.e., cafeteria, gyms, band room, and learning center):*

- Students are to sit on the floor under or behind any available cover.
- Students are to follow the directions of the adult(s) in charge.



## HOSTAGE/BARRICADED SITUATION



Hostage taking is a violent criminal offense involving the holding of individual(s) hostage, or exercising control over the individual (s) by use of force or threat of force.

Hostage/barricaded subject situations are probably the least predictable and the most dangerous of the emergency situations. The principal or person in charge will determine if it is an emergency situation.

### PROCEDURE

- 1. CALL PEKIN POLICE AT 911.** Make sure the operator understands there is an armed/unarmed person inside the school. Give as detailed description as possible. Give the last known location of the intruder. If at all possible, stay on the line with the operator.
- 2. LOCKDOWN.** All teachers should follow the LOCKDOWN procedures outlined in this handbook.
- 3.** If the armed/unarmed person can be contained in one section of the building, students and staff should be evacuated from the building to assigned **STUDENT STAGING AREAS OUTDOORS**.
- 4.** All doors should remain locked. Students and staff should **REMAIN IN LOCKDOWN MODE** until an all-clear announcement is given.
- 5.** When and if the situation allows it, staff will be directed to move to their **POST CRISIS DUTIES**.
- 6.** Assist police as directed by them.

## CIVIC DISTURBANCE/STUDENT UPRISING

This is a situation wherein any segment of the student body refuses to submit to school authority resulting in a disruption of class or school activity schedules. This can include, but not be limited to, organized gang activity, and can occur either inside or outside the school building.

The Principal will determine if it is an emergency situation.

### PROCEDURE

- 1. CALL PEKIN POLICE AT 911.** Make sure the operator understands there is a civic disturbance at the school. Give as much detail as possible. If at all possible, stay on the line with the operator.
- 2. LOCKDOWN.** All teachers should follow the LOCKDOWN procedures outlined in this handbook.
- 3.** Administrators and/or custodial staff should check all restrooms.