



West Harvey-Dixmoor School District 147

Crisis Response Intervention Plan 2024-2025

West Harvey-Dixmoor School District 147
District Office

Lincoln Early Learning Center

Dr. Martin L. King, Jr. Elementary School

Rosa L. Parks Middle School



West Harvey-Dixmoor School District 147

191 West 155th Place

Harvey, Illinois 60426

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Crisis Response Intervention Team (CRIT)

West Harvey-Dixmoor School District 147

District Office

Responsibility	Staff	Name	Room	Phone no.
CRIT Team Administrators	Interim Superintendent Interim Superintendent Assistant Superintendent	Dr. Jerry Jordan Dr. Creg E Williams Ms. Camille Robinson	District Office	708-339-9500 Ext: 5502 Ext: 5514
Communications Incoming calls	Receptionist	Daniela Rivera	Office	708-339-9500 Ext: 5501
First-Aid	Nurse		Office	
CRIT Team Administrators	Interim Superintendents	Dr. Jordan Dr. Williams	District Office	708-339-9500 Ext: 5502
Site Coordinator	Assistant Superintendent	Ms. Camille Robinson	Office	708-339-9500 Ext: 5514
Building & Grounds	Director of Bldg. & Grounds	Eric Lee	District Office	708-339-9500 Ext: 5506
Building Maintenance	CRIT Team -Custodian	Adrian Alexander	District Office	708-339-9500 Ext: 5111
Sweep Team Coordinator	CRIT Team-Social Worker	Cicely Calhoun	District Office	708-339-9500 Ext: 5203
Sweep Team Coordinator	CRIT Team Member	Laurie Rives	District Office	708-339-9500 Ext: 5507
Sweep Team Coordinator	CRIT Team Member	Misty Kucharek	District Office	708-339-9500 Ext: 5522
Sweep Team Coordinator	CRIT Team Member	Morgan Fallen	District Office	708-339-9500 Ext: 5212
Sweep Team Coordinator	CRIT Team Member-Bilingual	Araceli Salgado	District Office	708-339-9500 Ext: 5319
Media Coordinators	Interim Superintendents	Dr. Jordan Dr. Williams	District Office	708-339-9500 Ext: 5502
Internet Media Coordinator	Director of Technology	April Branch Angelina Courtney	District Office	708-339-9500 Ext: 5521
Parent Coordinator	District-Wide Parent Coordinator	Regina Johnson	District Office	708-339-9500 Ext: 5520

Crisis Response Intervention Team (CRIT)

Lincoln Early Learning Center

Responsibility	Staff	Name	Room	Phone no.
Building CRIT Team Administrator	Principal	Dr. Sarah Midlock	Main Office	708-597-4160 Ext: 5202
Communication: Incoming calls	Secretary	Mrs. Carmen Venegas	Main Office	708-597-4160 Ext: 5201
First-Aid	Nurse	Tasi Cohen	Nurse Rm: 100A	708-597-4160 Ext: 5205
Off-Site CRIT Team Administrators	Interim Superintendents Assist. Superintendent	Dr. Jordan Dr. Williams Ms. Camille Robinson	District Office	708-339-9500 Ext: 5502 Ext: 5514
Site Coordinator	Principal	Dr. Sarah Midlock	Office	708-597-4160 Ext: 5202
Off-Site Bldgs & Grounds	Director of Building & Grounds	Eric Lee	District Office	708-339-9500 Ext: 5506
Building Maintenance	CRIT Team -Custodian	Mildred Clark	Cust. Office	
Sweep Team Coordinator	CRIT Team-Social Worker	Jerrilyn Parker	Rm: 100	708-597-4160 Ext: 5510
Sweep Team Coordinator	CRIT Team Member	Jerimiah Bryant	Front Entrance	
Sweep Team Coordinator	CRIT Team Member	Resource Support Staff	Rm: 100	708-597-4160 Ext:
Sweep Team Coordinator	CRIT Team Member	Samadhi Guzman	Rm: 113	
Sweep Team Coordinator	CRIT Team Member-Bilingual	Lisbeth Martinez	Rm: 114	
Off-Site Media Coordinators	Interim Superintendents Assist. Superintendent	Dr. Jordan Dr. Williams Ms. Camille Robinson	District Office	708-339-9500 Ext: 5502 Ext: 5514
Internet Media Coordinator	Director of Technology	April Branch	District Office	708-339-9500 Ext: 55
Building Parent Coordinator	Pre-K Parent Coordinator	Shantelle Terrell	Rm: 100	708-597-4160 Ext: 5219
Off-Site Parent Coordinator	District-Wide Parent Coordinator	Regina Johnson	District Office	708-339-9500 Ext: 5520

Crisis Response Intervention Team (CRIT)

Dr. Martin L. King, Jr. Elementary School

Responsibility	Staff	Name	Room	Phone no.
Building CRIT Team Administrators	Principal Assistant Principal	Dr. Ayana Hartzol Mrs. Christina Bradley	Office	708-385-5400 Ext: 5302 Ext: 530
Communication: Incoming calls	Secretary	Maria Venegas	Office	708-597-4160 Ext: 5301
First-Aid	Nurse	Gwendolyn Shade	Office	708-597-4160 Ext: 5305
Off-Site CRIT Team Administrators	Interim Superintendents Assist. Superintendent	Dr. Jordan Dr. Williams Ms. Camille Robinson	District Office	708-339-9500 Ext: 5502 Ext:5514
Site Coordinator	Principal	Dr. Ayana Hartzol	Office	708-385-5400 Ext. 5302 C: 708-715-7081
Off-Site Bldgs & Grounds	Director of Building & Grounds	Eric Lee	District Office	708-339-9500 Ext: 5506
Building Maintenance	CRIT Team -Custodian	David Boyd	Cust. Office	312-772-8613
Sweep Team Coordinator	CRIT Team Member-Social Worker	Sylvia Burnley	Office	708-339-9500 Ext. 5310
Sweep Team Coordinator	CRIT Team Member	Sammie Young	Office	708-582-9782
Sweep Team Coordinator	CRIT Team Member	Rose Harris	Room 217	773-484-0498
Sweep Team Coordinator	CRIT Team Member	Christina Bradley	Office	708-339-9500 Ext. 5308 C: 773-297-6483
Sweep Team Coordinator	CRIT Team Member-Bilingual	Krysslicya Evangelista	Room 214	708-501-9905
Off-Site Media Coordinators	Interim Superintendents Assist. Superintendent	Dr. Jordan Dr. Williams Ms. Camille Robinson	District Office	708-339-9500 Ext: 5502 Ext:5514
Internet Media Coordinator	Director of Technology	April Branch	District Office	708-339-9500 Ext: 55
Building Parent Coordinator	Bilingual Parent Translator	Belen Morales	Office	708-916-5927
Off-Site Parent Coordinator	District-Wide Parent Coordinator	Regina Johnson	District Office	708-339-9500 Ext: 5520

Crisis Response Intervention Team (CRIT)

Rosa L. Parks Middle School

Responsibility	Staff Position	Name	Room	Phone no.
Building CRIT Team Administrators	Principal Assistant Principal	Dr. Jacqana Gipson Mr. Mario Booker	Main Office	708-371-9575 Ext: 5102
Communication: Incoming calls	Secretary	Mrs. Carmen Garica Mrs. Liliana Lambert	Main Office	708-371-9575
First-Aid	Nurse	Phernelle McKinney	Nurse Office	708-371-9575 Ext: 5105
Off-Site CRIT Team Administrators	Interim Superintendents Assist. Superintendent	Dr. Jordan Dr. Williams Ms. Camille Robinson	District Office	708-339-9500 Ext: 5502 Ext:5514
Site Coordinators	Principal Assistant Principal Dean of Students	Dr. Jacqana Gipson Mr. Mario Booker Mrs. Michelle Johnson	Main Office	708-371-9575 Ext: 5102
Off-Site Bldgs & Grounds	Director of Buildings & Grounds	Eric Lee	District Office	708-339-9500 Ext: 5506
Building Maintenance	CRIT Team -Custodian	Tim Cox	Cust. Office	708-371-9575
Sweep Team Coordinator	CRIT Team Member- Social Worker	Diana Maybank	Rm: 114	708-371-9575
Sweep Team Coordinator	CRIT Team Member	Anthony Raya	Rm: Safety Team	708-371-9575
Sweep Team Coordinator	CRIT Team Member	Justin Fulgham	Rm:Safety Team	708-371-9575
Sweep Team Coordinator	CRIT Team Member	Jewel Turner	Rm:Safety Team	708-371-9575
Sweep Team Coordinator	CRIT Team Member- Bilingual	Gabriella Sanchez	Rm: 114	708-371-9575
Off-Site Media Coordinator	Interim Superintendents Assist. Superintendent	Dr. Jordan Dr. Williams Ms. Camille Robinson	District Office	708-339-9500 Ext: 5502 Ext:5514
Internet Media Coordinator	Director of Technology	April Branch	District Office	708-339-9500 Ext: 55
Building Parent Coordinator	Counselor	Christine Norkaitis	Rm: 114	708-371-9575
Off-Site Parent Coordinator	District-Wide Parent Coordinator	Regina Johnson	District Office	708-339-9500 Ext: 5520

Crisis Response Intervention Team Responsibilities (CRIT)

Administrator-in-Charge:	Will coordinate emergency response efforts. Directs that necessary notifications are made. Coordinates police, fire, medical response. <i>Remains in the Command Center (office) and manages the crisis.</i>
First-Aid Responders:	Will provide emergency first aid until medical assistance arrives.
Site Coordinators:	Will respond to the site of emergency and control access to the affected area. Preserves the crime scene until police arrive and assume control.
Police/Fire/Medical:	Will meet emergency personnel and direct them to the scene. Returns to front of school and directs media, parents and central office personnel to appropriate locations.
Sweep Team Coordinators (STC):	Adults who do not have supervisory duties will assemble into three-person sweep teams who will check the restrooms, hallways, and other non classroom areas for students and/or outsiders. They will also pick up "missing student" lists from each teacher in their assigned sweep area. Coordinators will assemble the lists of missing students and forward to the Command Center.
Parent Coordinators:	Will be responsible for dealing with parents who may respond to the school. They will advise parents of the situation and advise them whether their child is or isn't involved in the emergency. After the Code red has been rescinded, assist those parents who wish to take their child home.
Secretary	Maintains emergency related records. Keeps running records with times of events.

Emergency Number 911

Emergency Departments	Non-Emergency Phone Numbers
Dixmoor Police Department Harvey Police Department	708-331-3030
Posen Fire Department Harvey Fire Department	708-331-7720
Harvey Emergency Management	708- 210-5300
Hazardous Materials Response Center	800-424-8802
Protective Services/ Child Abuse	800-422-4453 / 800-252-2873
Poison Control Center	800-222-1222
Gas Company/ NICOR	888-642-6748
Electrical Power Company/ COMED	800-334-7661
Telephone/ SBC-AT&T	800-288-2020
Superintendent's Office	708-339-9500
Attorney	708-339-9500
Director of Transportation/ Road Conditions	708-339-9500
Ingalls Hospital	333-2300
South Suburban Hospital	799-8000
Public Health Depart	708-210-4500
Mental Health Dept./ Grand Prairie	331-0500 (Harvey) 800-345-9049 (Chicago)
American Red Cross/ Chicago.	800-337-2338
Weather Bureau	815-834-1435

LOCKDOWN - General Procedures

A **LOCKDOWN** is declared when, in the opinion of the Administrator-in-Charge, a situation exists that threatens the safety of students and staff and requires that they remain in their classrooms.

LOCKDOWN: Secure & Teach

NO DANGER. Remain in the classroom, secure the room and continue to teach. Keep the hallways clear until the situation has been resolved and remain in the classroom until the all clear is given.

LOCKDOWN: Secure Building

NO MOVEMENT. There is a situation near or within the boundaries of the school that is unstable. The school will be locked, no one in or out, hallways clear and keep movement in the classroom to a minimum until the building administrator gives the all clear.

LOCKDOWN: Intruder

DANGER. There is an intruder in the building, lock all doors, keep students quiet and calm, listen for information, be prepared to act and stay low and away from windows. All staff not having supervisory responsibilities of students, should report to the designated assignment location.

Special Note:

There will always be a need to have restrooms checked for students during a crisis. This task will have to fall to an administrator or a sweep team member during a **LOCKDOWN**.

Administrator-in-Charge Responsibilities

- o Direct 911 be called
- o Declare a **LOCKDOWN**
- o Direct school bells be turned off
- o Directs **First-Aid Responders** to scene
- o Brief Sweep Team about the situation
- o Secures accident/crime scene
- o **Remains in the Command Center and manages the crisis**

Classroom Teachers/Aides Responsibilities

- Clear the hallways and bathrooms. Move everyone into the classroom.
- Close & lock classroom doors (if possible), turn off lights, close blinds.
- Make a list of all students **not** in the classroom when a **lockdown** is declared. Make a list of any extra students in the classroom and if any guests are present.
- Maintain order and keep students silent. Have them quietly spread out to the designated areas around the classroom - away from the doors and windows, along an interior wall.
- Do not allow anyone to leave until the "All Clear" is given.
- Ignore all bells and alarms unless otherwise instructed.
- Be prepared to immediately exit if the situation dictates.
- If directed to evacuate the classroom, take the emergency folder with you.
- If sent outside, move students to the designated off-campus assembly area and wait.
- Do not attempt to contact the office **unless** an emergency arises in your classroom or you have pertinent information concerning the current emergency.
- When you hear the ALL CLEAR, resume normal day.

BOMB THREATS

Procedures: Phone Threat

1. Listen to the message without interrupting the caller.
2. Write down the message, noting time of call, unusual background noises, and estimated age of caller.
3. Try to keep the caller talking to get as much information as you can.
4. Attempt to ascertain from the caller the type of bomb, where placed, time of detonation, and reason the school has been targeted.
5. If the school has, caller ID, note the number from which the call was made.
6. Immediately notify the Administrator-in-Charge of the call and content of the message.

Administrator's Responsibilities	Teacher's/Staff Responsibilities
<ol style="list-style-type: none"> 1. If the threat is deemed valid: <ul style="list-style-type: none"> ▪ Call 911- advise building is being evacuated because of a bomb threat ▪ Activate CRIT ▪ Turn off bell system ▪ Turn off all two-way radios Do not utilize the fire alarm system to evacuate the building. 2. Dispatch CRIT to notify each classroom of the need to evacuate the school. While completing this task conduct a limited search of common areas of the school. <p>In consultation with police/fire officials, determine when it is safe to re-enter the school.</p>	<ol style="list-style-type: none"> 1. Upon receipt of notification of a "BOMB THREAT", conduct a limited search of the classroom to determine if any strange or unknown objects are in the room. <p style="text-align: center;">If something is found, do not touch-notify the team.</p> 2. Proceed to pre-designated evacuation point with emergency FOLDER. 3. Maintain control of students and advise the Sweep Team of any missing children using the GREEN or RED card system. 4. Do not re-enter the building until directed to do so by a building administrator or someone in authority.

Responsibilities of Sweep Team

Report to Principal

In teams, check the restrooms, hallways and other non-classroom areas for students and/or suspicious packages or devices.

BUS ACCIDENTS

PROCEDURES

1. Upon receipt of notification of accident, obtain the following information:
 - a) Bus number or route number
 - b) Location of accident
 - c) Number of injured students and adults
 - d) Time of accident
 - e) Whether police/fire/ambulance is on scene
 - f) Location of where injured parties have been taken
 - g) Whether additional buses are needed to transport non-injured students
2. Notify the Administrator-in-Charge

Administrator's Responsibilities	Responsibilities of Bus Supervisor
<ol style="list-style-type: none"> 1 Dispatch to the accident scene with the sweep team and Emergency Response Kits. 2 Notify the Superintendent's office 3 Obtain a list of students who were on the bus and have Emergency Notification Sheets pulled. 4 Determine if siblings of bus-riding students are still at school. (It may be necessary to advise them of the accident and arrange for parent pick-up. 5 When advised by Sweep Team on the scene of the current status, direct appropriate notifications are made. 6 If appropriate, respond to the hospital. 	<ol style="list-style-type: none"> 1 Assess the situation and call 911 2 If danger of fire or vehicle is in a precarious position, evacuate the bus and direct students to a safe location. 3 Have older students assist younger students. 4 Notify the school of the accident and the extent of any injuries. 5 Keep children under control. Have adults in the area assist with tasks. 6 If students are transported to hospitals, determine which student(s) are going to which hospitals.

Responsibilities of Sweep Team responding to the Scene

Assess the current situation and advise the principal.

Assist in the movement and/or control of non-injured students.

If parents arrive on the scene and wish to remove their child/children, record this information on the Emergency Student Release Form.

Designated a Sweep Team member to the hospital(s) and provide support to injured students and their parents.

Keep the principal updated on all medical conditions of students and staff.

The Superintendent will handle media inquiries at the accident scene. The hospital spokesperson will handle any inquiries regarding treatment of the injured.

Kidnap / Missing Student

Procedures

- 1 Upon learning that a child has been abducted or missing, immediately notify the Administrator-in-Charge.
- 2 Obtain a detailed description of the abductor, including physical appearance, and color of clothing, and make, model, color, license number of any vehicle used in the abduction.
- 3 In the case of a missing child, obtain a detailed description of clothing, and the time and location when the child was last seen.
- 4 Await arrival of police.

Administrator's Responsibilities	Teacher's/Staff Responsibilities
<i>Abduction</i>	<i>Abduction</i>
<ol style="list-style-type: none"> 1 Call 911 and advise of abduction 2 Provide the 911 operator with a description of the vehicle with license plate number, if known. 3 Notify custodial parents. 4 Provide support services as needed 5 If other students witnessed this abduction, it may be necessary to notify their parents, as the children will be upset. 6 It may be advisable to brief the Crisis Team on the situation and arrange for counselors the next day. 	<ol style="list-style-type: none"> 1 If abduction occurs while class is in session, attempt to persuade the abductor not to commit the act. 2 If unsuccessful, do not place yourself or other children in harm's way. 3 Immediately notify the office and provide as many details as possible. 4 Maintain control of students.
<i>Missing Student</i>	<i>Missing Student</i>
<ol style="list-style-type: none"> 1 Activate Sweep Team and conduct an immediate search of the school and school grounds. 2 Call 911 and parents of the missing student. 3 Check the student's locker and desk for any indication of why the incident occurred. 4 Interview student's friends for information 	<ol style="list-style-type: none"> 1 Immediately notify the office when advised a student is missing. 2 Assist the administrator with questioning of friends and fellow classmates as to why the student is missing. 3 Maintain control of remaining students.

Responsibilities of Sweep Team

Report to principal

In teams, check the restrooms, hallways, and other non-classroom areas for students and/or outsiders.

Collapsed or Unconscious Student/Staff

Procedures

On or off school property

Upon notices of a collapsed or unconscious student or staff: 1) Check for responsiveness. 2) Have someone call 911 and inform the building administrator. 3) Have someone get the AED. 4) Check for a pulse, if there is a pulse give rescue breaths, 1 every 6 seconds, checking for pulse every 2 minutes. 5) If no pulse and no breathing start CPR until the AED arrives. 6) Once the AED arrives, follow the AED directions. 7) Stay with the person until emergency responders arrive.

Prepare a notice to be sent home to parents about the incident.

Arrange for counseling services for staff and students that witness the incident.

Administrator's Responsibilities	Teacher's/Staff Responsibilities
<ol style="list-style-type: none"> 1 Notify the District Administrator of the incident and actions taken. 2 Notify the custodial parents of the incident, status of their child and which hospital he/she is transported to. 3 If the student has siblings at the other schools, notify their administrators. 4 If the student or staff member had personal property, secure their property, until authorized to release it to the family. 5 Update information to staff as it becomes available. 	<ol style="list-style-type: none"> 1 Keep the area around the person clear. 2 If possible, escort students away from the incident area. 3 Share any update information with the students. 4 Be observant of students' and fellow staff members' reaction and try to keep them calm. 5 If necessary, refer students to counseling.

Responsibilities of Sweep Team

1. Report to Administrator-in-Charge for directions.
2. Help secure the area.
3. Help secure the victim's personal property.
4. Help to relocate the students if necessary.
5. If needed, help with the interviews of student witnesses.

Death of a Student / Staff Member

Procedures

Not occurring on school property

Upon notification of death, arrange for an emergency staff meeting where procedures will be reviewed and current information be provided.

Arrange for counseling services for staff and students.

Prepare a notice to be sent home to parents with particulars regarding any arrangements that may have been decided by the family of the deceased.

*If death occurred during the school day, on school property, follow the **LOCKDOWN: Secure & Teach**, and keep students in the classroom.*

Administrator's Responsibilities	Teacher's/Staff Responsibilities
<ol style="list-style-type: none"> 1 Call a meeting of Counseling Staff to formulate the school's response to the notice. 2 Activate the telephone tree to school staff if notification is received after school hours or during non-school days. 3 Contact family-friends of the deceased to offer support and obtain information regarding arrangements. 4 Arrange for appropriate counseling services. 5 Update information to staff and parents as it becomes available. 6 Meet with family about funeral /memorial plans. 7 If the student or staff member had personal property in school, secure the property including locker contents, until authorized to release it to family or a relative. 	<ol style="list-style-type: none"> 1 Keep informed of plans and procedures that may be implanted in response to the death. 2 Be observant of students' and fellow staff members' reaction to news. If required, refer the person(s) to counseling. 3 Do not deny your own emotional response to this situation, and seek appropriate help. 4 Assist in bringing closure to this event.

Responsibilities of Sweep Team

Keep a copy of the Crisis Plan at home and at school for ready access

Hostage / Armed Intruder

Procedures

- 1 Assess the situation and remain calm.
- 2 Notify the Administrator-in-Charge of the situation and call **911**.
- 3 Obtain accurate information:
 - a. Where in the building is the event occurring?
 - b. How many are involved (both perpetrators and hostages)?
 - c. What demands, if any, have been made?
- 4 Render appropriate assistance

Administrator's Responsibilities	Teacher's/Staff Responsibilities
<ol style="list-style-type: none"> 1 Direct 911 called. 2 If appropriate, declare a Lockdown Code. Follow established procedures for the lockdown. 3 Isolate the area. 4 Direct that all appropriate notifications be made. 5 Await the arrival of the police, and provide needed assistance. 6 If the decision is made to evacuate the unaffected portion of the school, accountability for all evacuated students and staff becomes a critical issue. 7 Remember that the job of resolving the incident belongs to the police. The administrator's job to facilitate their efforts. 	<ol style="list-style-type: none"> 1 If directly involved, follow the instructions of the intruder. 2 Attempt to summon help if it can be accomplished without placing yourself or others in further danger. 3 Await the arrival of the police. 4 Remember, time is on your side. Don't threaten or attempt to intimidate or disarm the intruder. 5 If students are involved as victims, attempt to keep them calm and minimize their involvement with the intruder. 6 If not directly involved, follow instructions quickly and without comment. 7 When notified of the Lockdown code follow established procedures. 8 Be able to account for all students under your control.

Responsibilities of the Sweep Team

In teams, check the restrooms, hallways, and other non-classroom areas for students and/or outsiders. They will also pick up "missing student" lists from each teacher in their assigned sweep area. **Coordinators** will assemble the lists of missing students and forward to the Command Center.

Natural / Environmental Disasters

Fires/Tornadoes/Earthquakes/Gas Leaks/Toxic Spills

Fires

Procedures

- 1 Students will form a line quickly, quietly, and in an orderly manner.
- 2 There should be no running and all movement should be according to the prearranged fire exit plan that is posted in each classroom.
- 3 Take the Emergency Go Kit.
- 4 Windows and doors should be closed. The last person out of the classroom will close the door.
- 5 No one should stop to retrieve coats or materials.
- 6 Each class will proceed to a predetermined point outside of the building.

Administrator's Responsibilities	Teacher's/Staff Responsibilities
<ol style="list-style-type: none"> 1 Pull Fire Alarm if not already activated. 2 Disseminate Sweep Team 3 Assist/Supervise safe evacuation of building 4 In consultation with police/fire officials, determine when it is safe to re-enter the building. 	<ol style="list-style-type: none"> 1 Pull Fire Alarm if not already activated. 2 Assist in safe evacuation of students by following posted fire exit plans. 3 Take Emergency Go KIT with you. 4 Proceed to designated evacuation location with Class Attendance Log. 5 Maintain control of the students. 6 Hold up Green or Red status card to advise of any missing or unaccounted-for students. 7 Do not enter the school until directed to do so by the administrator or the Police/Fire.

Responsibilities of Sweep Team

Assess the current situation and advise the principal.

Assist in the movement and/or control of non-injured students.

If parents arrive on the scene and wish to remove their child/children, record this information on the Emergency Student Release Form.

Designated a Sweep Team member to respond to the hospital(s) and provide support to injured students and their parents.

Keep the principal updated on all medical conditions of students and staff

The Superintendent will handle media inquiries at the scene. The hospital spokesperson will handle any inquiries regarding treatment of the injured.

Natural / Environmental Disasters

Fires/Tornadoes/Earthquakes/Gas Leaks/Toxic Spills

Tornadoes

Procedures

- 1 Students will form a line quickly, quietly, and in an orderly manner.
- 2 There should be no running and all movement should be according to the prearranged Tornado exit plan that is posted in each classroom.
- 3 Take an Emergency Go Kit.
- 4 Windows and doors should be open. The last person out of the classroom will leave the door open.
- 5 No one should stop to retrieve any materials.
- 6 When the alarm sounds, each class will proceed to their designated areas as instructed.
- 7 Students will kneel on the floor in the hallway with heads down, facing a wall or locker away from any glass.
- 8 Students are to place their hands over their heads.
- 9 Absolute silence must be maintained

Administrator's Responsibilities	Teacher's/Staff Responsibilities
<ol style="list-style-type: none"> 1 Sound Alarm and announce the disaster. 2 Supervise/monitor hallways. 3 Determine when it's safe to issue an all clear. 4 In the event of a disaster, activate the Counseling Team. 	<ol style="list-style-type: none"> 1 Open classroom doors, windows and turn off lights 2 Assist students to designated areas as instructed on tornado maps. 3 Take Emergency Go KIT and proceed to designated location with Class Attendance Log 4 Assist students in assuming the required safety position. 5 Do not dismiss students until the warning has been lifted by Emergency Management and school district administration.

Responsibilities of Sweep Team

Assess the current situation and advise the principal.

Assist in the movement and/or control of non-injured students.

If parents arrive on the scene and wish to remove their child/children, record this information on the Emergency Student Release Form.

Designated Counseling Member(s) respond to the hospital(s) and provide support to injured students and their parents.

Keep the principal updated on all medical conditions of students and staff

The Superintendent will handle media inquiries at the accident scene. The hospital spokesperson will handle any inquiries regarding treatment of the injured.

Natural / Environmental Disasters

Fires/Tornadoes/Earthquakes/Gas Leaks/Toxic Spills

Gas Leaks/Toxic Spills

Procedures

Administrator-in-Charge will call 911

**If gas leak DO NOT activate fire alarm or any other electrical equipment-
EVACUATE IMMEDIATELY**

Administrator will determine if evacuation is needed.

Administrator's Responsibilities	Teacher's/Staff Responsibilities
<ol style="list-style-type: none"> 1 If vapor or fire is present, evacuate immediately. 2 Call 911. 3 Describe condition and type of hazardous material if known. 4 Notify Superintendent/Director of Buildings & Grounds. 5 If possible have the custodian shut off the supply line to the tank or system. 6 Confine area by closing doors and floor drains 7 Evacuate to Safe Haven Location if needed 8 Take an Emergency Kit with you if evacuating. 	<ol style="list-style-type: none"> 1 Notify the Administrator-in-Charge. 2 Wait for instructions from the Administrator. 3 If evacuating, take Emergency Go KIT and proceed to designated location with Class Attendance Log. 4 Supervise students. 5 If parents arrive wanting to take students home do not release them until they have signed the proper form.

Responsibilities of Sweep Team

Assess the current situation and advise the principal.

Assist in the movement and/or control of non-injured students.

If parents arrive on the scene and wish to remove their child/children, record this information on the Emergency Student release Form.

Designated a Sweep Team member to respond to the hospital(s) and provide support to injured students and their parents.

Keep the principal updated on all medical conditions of students and staff.

The Superintendent will handle media inquiries at the accident scene. The hospital spokesperson will handle any inquiries regarding treatment of the injured.

Electrical Malfunction

Procedures

The Administrator-in-Charge will contact the building custodian.

The Administrator will notify teachers to hold classes until further notice.

Call **911** if concerned about a fire or safety hazard.

Administrator will call the local electrical company with concerns/inquiries. (COMED 800-334-7661)

Administrator will contact the district office, advise of the situation and any assistance needed.

Administrator's Responsibilities	Teacher's/Staff Responsibilities
<ol style="list-style-type: none"> 1 Contact the Building Custodian. 2 Contact the Director of Buildings & Grounds. 3 Notify teachers to hold classes until further notice. 4 Call 911 if a fire or safety concern arises. 5 Activate the Sweep Team if needed. 6 Possible Considerations: Closing school Cafeteria food preparation capabilities. Transportation adjustments Parent notification 	<ol style="list-style-type: none"> 1 Hold classes until further notice. 2 Retrieve flashlight from Emergency Go Kit if needed. 3 Keep students calm and on task. 4 Continue the normal routine as best as possible.

Responsibilities of Sweep Team

Report to Administrator-in-Charge for direction.

Monitor hallways, bathrooms, and unsupervised areas of the building.

Check in with teachers to see if they have any needs or concerns.

Field Trip Incident

Procedures

Be Prepared; Before leaving on the field trip make sure the building secretary has the following:

- Students list by assigned bus
- Supervision list by assigned bus
- Chaperone list and vehicle
- Map of intended route
- List of medical needs/conditions & first aid kit

Administrator's Responsibilities	Teacher's/Staff Responsibilities
<ol style="list-style-type: none"> 1 Upon notification, determine whether to deploy additional personnel to the scene. 2 Notify the District Office of incident and action being taken. 3 Contact parents of injured students to inform them of the incident and status of their child and which hospital they are transported to. 4 Determine whether to activate Sweep Team to the scene. 5 Contact remaining parents with updates and actions being taken. Indicate any meetings or pick-up times at the school. 6 Determine whether to meet injured students at the hospital or stay and speak with parents. 	<ol style="list-style-type: none"> 1 Attend to any medical needs if there are injuries or complaints of pain. Call 911 if appropriate 2 Contact the administrator immediately and provide updates and actions being taken. 3 Stay with injured students and assign uninjured students to join another group. 4 Accompany injured students to the hospital if needed. 5 Keep administrator informed of process 6 Stay at the hospital until an administrator or Sweep Team member arrives.

Responsibilities of the Sweep Team

Assess the current situation and advise the principal.

Assist in the movement and/or control of non-injured students.

If parents arrive on the scene and wish to remove their child/children, record this information on the Emergency Student Release Form.

Designated a Sweep Team Member(s) to the hospital(s) and provide support to injured students and their parents.

Keep the principal updated on all medical conditions of students and staff.

The Superintendent will handle media inquiries at the scene. The hospital spokesperson will handle any inquiries regarding treatment of the injured.

Suicide-Attempted / Actual

Procedures

- Always assume the victim is alive!
- Administer emergency first aid.
- Notify Administrator-in-Charge.
- Stay with the victim until help arrives.
- Limit access to the immediate area until police arrive .

Administrator's Responsibilities	Teacher's/Staff Responsibilities
<p>Actual</p> <ol style="list-style-type: none"> 1. Assess the situation 2. Direct that 911 be called 3. Declare a Lockdown: Secure & Teach 4. Notify District Administrators and student parents. 5. Isolate all witnesses, if students, notify their parents. 6. Direct that personal property of the victim be secured. This includes items in the classroom and in their locker. 7. If the victim has siblings at the other schools, notify their administrators. 8. Arrange for counselors for students and staff. <p>Attempted</p> <ol style="list-style-type: none"> 1. Assess the situation. 2. Direct that appropriate notifications are made. 3. If required, call 911. 4. Deal with siblings (see above) 5. Hold an emergency staff meeting at close of school to brief staff. 6. Arrange for additional counselors if needed. 	<p>Actual/Attempted</p> <ol style="list-style-type: none"> 1. Immediately notify Administrator-in-Charge 2. Administer first aid/CPR (if knowledgeable) 3. Secure the area until an administrator arrives on the scene. 4. Once relieved, the teacher responds to his or her classroom and maintains order. <p style="text-align: center;">Rumors of</p> <ol style="list-style-type: none"> 1. Treat all verbal and written threats as a serious matter. 2. Immediately notify the Administrator-in-Charge about the information. 3. Assist in the evaluation of the threat with other staff.

Responsibilities of the Sweep Team

1. Report to Administrator-in-Charge for directions.
2. Help secure the area.
3. Help with interviews of student witnesses.
4. Help secure the victim's personal property.

Evacuation / Reverse Evacuation

Procedure: When the announcement is made:

Administrator's Responsibilities	Teacher's/Staff Responsibilities
<p style="text-align: center;"><i>Evacuation</i></p> <p>Pull Fire Alarm if not already activated.</p> <p>Disseminate the Sweep Team.</p> <p>Assist/Supervise safe evacuation of the building.</p> <p>In consultation with police/fire officials, determine when it is safe to re-enter the building.</p> <p style="text-align: center;"><i>Reverse Evacuation</i></p> <p>Announce over the intercom that a reverse evacuation is in effect.</p> <p>Direct 911 be called.</p> <p>Declare a Lockdown.</p> <p>Direct school bells are turned off.</p> <p>Direct First-Aid Responders to the scene.</p> <p>Briefs Sweep Team on the situation.</p> <p>Secures accident/crime scene.</p> <p>Remain in the Command Center and manage the crisis.</p>	<p style="text-align: center;"><i>Evacuation</i></p> <p>Grab the Emergency Go Kit on the way out of your room.</p> <p>Take the closest and safest way out of the building.</p> <p>Do not stop for student/staff belongings.</p> <p>Go to the designated area and wait for instructions.</p> <p>Check for injuries.</p> <p>Take attendance. Hold up a GREEN card if all present. Report missing students to the command post by holding up a RED card.</p> <p>If you have any other questions or problems hold up a RED card.</p> <p style="text-align: center;"><i>Reverse Evacuation</i></p> <p><i>(For emergencies requiring shelter that occur during recess or PE class)</i></p> <ol style="list-style-type: none"> 1 Move students/staff inside as quickly as possible. 2 Report to the classroom. 3 Take attendance. 4 Use the intercom system to report missing students. 5 Wait for further instructions.
Responsibilities of the Sweep Team	
<p>Assess the current situation and advise the principal.</p> <p>Assist in the movement and/or control of non-injured students.</p> <p>If parents arrive on the scene and wish to remove their child/children, record this information on the Emergency Student Release Form.</p> <p>Designated Sweep Team member(s) respond to the hospital(s) and provide support to injured students and their parents.</p> <p>Keep the principal updated on all medical conditions of students and staff.</p> <p>The Superintendent will handle media inquiries at the scene. The hospital spokesperson will handle any inquiries regarding treatment of the injured.</p>	

Evacuation Procedures for Students with Disabilities

Procedures

- At the beginning of each school year all teachers who have students with special needs will meet with Specialized Services staff and review each child's IEP as a team.
- Crisis intervention/response strategies will be developed with input from each member of the teaching team.
- An implementation drill will be conducted shortly thereafter.

Hearing Impaired

- Alert the students that there is an emergency—switch lights on and off to gain attention or gesture what is happening or what to do.
- With simple direct gestures or sign language, point them to safety.

Wheelchair Confined

Students in wheelchairs who have respirators must have priority assistance if there is smoke, as their ability to breathe is jeopardized

- Determine if there are limitations on moving the students or if lifting may be dangerous to their health.

Addressing the Media

Only the Superintendent speaks to the media.

Everyone should be advised about the risks of talking to media representatives. The efforts of ambitious reports can psychologically damage vulnerable staff, students, and cripple administrative efforts.

Be aware that the media may approach students. Suggest to students they DO NOT comment, and refer the media to the school.

Safe Haven/Rally Points For The School

Crisis Response Follow-Up

- The Principal notifies the Supervisor and Crisis Team Coordinator of the situation.
- Crisis Team Coordinator activates CRIT/Sweep Team.
- Superintendent activates the emergency phone tree for notification of the situation and prepares for media contact.
- Principal and Crisis Team Coordinator brief CRIT/Sweep Team..
- Principal prepares a formal statement for teachers to read to their classes at a specified time. Updated announcements will be given as necessary.
- Principal briefs faculty.
- Principal determines the need for a student / parent message.
- The Superintendent and Principal determine the need to host a parent meeting.
- Principal, Crisis Team Coordinator & CRIT/Sweep Team conduct an after school faculty/staff review of the day.
- CRIT/Sweep Team will debrief after the faculty/staff meeting.
- Depending on the level of crisis, length of school closing and how to manage return of staff and students will be determined. Additional days intervention will be determined.
- Superintendent or principal designates staff personnel to attend wake/funeral or to visit hospitals (consistent with level of crisis).

Annual Considerations

The effective management of crisis intervention requires an ongoing training review and revision process. The members of the teams and management may change depending on the specific crisis.

- Crisis Response Intervention Plan will be distributed and reviewed with staff at the beginning of each school year.
- Recruitment of faculty and staff volunteers will be conducted for the CRIT/Sweep Team each year or as needed.
- All schools will conduct a lockdown drill after the second month of school.
- Coordinate CPR/AED/First Aid training for all staff members.
- Conduct staff safety meetings and training.
- Update emergency call lists, class rosters, check/replace materials for Emergency Go Kits, update CRIT/Sweep Team member assignment lists, Buddy Teacher Lists, and update Building Crisis Kits.
- Complete yearly staff survey to update Staff Skills Inventory List
- Hold monthly meetings to discuss and update plans.



Emergency Student Release Form

Please Print

Student's Name: _____

Teacher: _____ Grade: _____

Release To: _____

Relation: _____

Proof of I.D. _____

Requester Signature _____

Student's Status

O.K. for Release _____

First Aid (administered at School) _____

Missing _____

Transported to Hospital: _____

Date _____ Time _____



Structural Damage Checklist

Structural Damage (Check damage/problem and indicate location)

Check off	Damage/Problem	Location(s)
	Gas leak	
	Water leak	
	Fire	
	Electrical	
	Communications	
	Heating/Cooling	
	Other (list):	

NOTES:



Principal's Crisis Checklist

Mark if done and initial

- _____ The principal is notified about a crisis, he/she immediately contacts the superintendent.
- _____ The principal confers with the designated contact person in the police department with whom facts may be verified.
- _____ The principal briefs and disseminates CRIT/Sweep Team, if needed.
- _____ The principal sends personnel as needed to assist in the crisis or emergency.
- _____ The principal notifies outside agencies as needed (police, fire, hospitals, other medical personnel).
- _____ The principal determines the need to secure the school building and grounds from outside visitors.
- _____ The principal directs or collaborates with the assistant principal and the Director of Building and Grounds.
- _____ If needed the principal will notify staff by calling an emergency faculty meeting.
- _____ The principal remains available to parents.



Assistant Principal's (Second-In-Command) Crisis Checklist

Mark if done and initial

_____ The assistant principal collaborates with the principal about decisions as needed.

_____ The assistant principal determines safe haven areas for large groups and instructs teachers in class movements.

_____ The assistant principal determines the whereabouts of all adults in the building.

_____ The assistant principal coordinates with police to release students to parents.

_____ The assistant principal notifies the police to establish a post at entrances to the building.

_____ The assistant principal provides direction to outside P.E. classes.

_____ The assistant principal arranges for bus transportation.



Administrative Assistant Checklist

(Mark if done and initial)

Telephone calls:

A scripted announcement for parents who call the school's will be used.

_____ Complete Emergency Time Situation Response Report.

_____ Media calls should be referred to the superintendent.

_____ If parents call to question or suggest school action, take name and number and offer to call back.

_____ If parents call for information, respond with facts.

_____ If parents call concerning the whereabouts of their child, or concern for their child's safety, encourage parents to remain at home. Assure them that the school has the same concern for all children and is taking steps to protect them.

_____ Document all phone calls and contacts with parents.

_____ Make all necessary phone calls in contacting parents to pick up their child in case of emergency school closing.



Maintenance Crisis Checklist

(Mark if done and initial)

- _____ Designates the ground access perimeters for news media around the site. This includes designating parking areas for news media people to avoid blocking emergency vehicles from arriving and leaving the scene.

- _____ Activates pre-planned building security measures as needed (e.g. locking outside security doors).

- _____ Arranges for physical blocking of parking lots.

- _____ Directs student traffic within the building.

- _____ Designates Operations and Maintenance Staff to place directions and signs to mark key locations during crisis (e.g., Media, Parents, Outside Crisis Counselors).

- _____ Mark the perimeter of the building with yellow **Do Not Cross Tape** to prevent intrusions.



Crisis Sweep Team Checklist

(Mark if done and initial)

_____ Teams should be based on available manpower; minimum 2 persons.
One experienced person on each team if possible.

_____ Team should have orange vests on (located in the emergency go kit)
and walkie-talkies or cell phones.

_____ Team should be advised of the current situation and any known
injuries.

_____ Team should be attentive to any communications coming over the
radio/phone.

_____ Team should make a note on the search and rescue form of any
injured students and indicate room number, type of injury and
seriousness of injury.

_____ Team should report back to administrator-in-charge immediately
after sweep is completed or should they discover a seriously injured
student and/or staff member.



Emergency Go Kits

Rm# _____

School _____

Grade _____

Inventory Checklist

- 1 Clear Backpack
- 1 Emergency Safety Vest
- 1 Flashlight
- 1 Safety Whistle
- 1 Clipboard
- 25 Band-Aids 1x3
- 5 Band Aids 2x4
- 2 Pairs of Latex Gloves
- 1 roll Latex Tape
- 1 Pair Bandage Scissors
- 1 Splinter Remover
- 4 Antibiotic Ointment
- 4 Alcohol Prep Pads
- 6 4x4 Gauze
- 1 Eye wash
- 30 Pens
- Worksheet Activities/Paper
- Current Class Roster
- Student IDs or Classroom set(s) Labels
- Crisis Plan
- 2 Laminated Red Cards w/Rm#
- 2 Laminated Green Cards w/Rm#
- Buddy Teacher List



Crisis Response Intervention Team

Building Kit

Inventory Checklist

- 1 Red Emergency Tote Bin**
- 1 Bull Horn**
- 1 Flashlight**
- 5 Safety Vests w/ Insert Identifying CRIT Member**
- Building Floor Plans/Blueprints**
- Placards with Directional Words (Media, Medical Services, Parents, etc.)**
- Student Release Forms**
- Copy of Crisis Plan**
- Bus Roster w/ listed routes**
- Master Set of Class Lists**
- Staff Directory**
- Student Emergency Data Forms**



**West Harvey-Dixmoor
School District 147
Crisis Response
Intervention Plan
2024-2025**