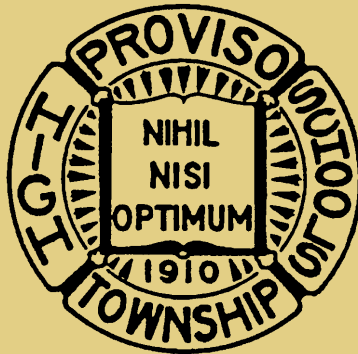


# EMERGENCY PLAN PROCEDURES



**Proviso Township High Schools  
District 209**

**Proviso Township High Schools** is committed to the safety and security of students, faculty, staff and visitors on its campus.

This condensed Emergency Plan outlines **Proviso Township High Schools** approach to emergency management and operations. It has been developed to assist **Proviso Township High Schools** in protecting its staff and students during an emergency situation.

The mission of **Proviso Township High Schools** in an emergency/disaster is to:

- Protect lives and property
- Respond to emergencies promptly and properly
- Coordinate with local emergency operation plans and community resources
- Restore normal services as quickly as possible
- Coordinate the use of school personnel and facilities
- Provide detailed and accurate documentation of emergencies to aid in the recovery process
- Aid in recovery from disasters

The goals of **Proviso Township High Schools** are to:

- Provide emergency response plans, services, and supplies for all facilities and employees
- Ensure the safety and supervision of students, faculty, staff and visitors to the school.

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## ASSAULT

### **Staff observing incident should**

- report to school principal the type and number of injuries and if assailant is still in area
- give a good description of the assailant (clothing, height, etc.)
- give location of the assault
- watch if assailant has left the building on foot and give direction of travel
- watch if assailant leaves in a vehicle, give description of vehicle, license number and direction of travel
- administer first aid, and get medical attention if needed

### **Principal and Team should**

- call 911 if warranted, or notify school law enforcement
- give type and number of injuries
- advise if assailant is still in building or on the property
- give description of assailant
- give direction of travel and type of vehicle
- determine whether to initiate lockdown
- notify District Support Team and Central Office
- document actions and complete incident reports



## BOMB THREAT

### Person receiving the call will

- prolong conversation. Do not hang up the phone.
- identify background noises and distinguishing voice characteristics.
- get description of bomb, where it is, and when it will explode.
- try to determine the caller's knowledge of the facility.
- notify the Principal immediately

### Principal will

- notify 911 and Superintendent.
- evaluate the situation and decide to evacuate building or not
- initiate search of building using Building Security, custodians and other available personnel. If bomb is found. **DO NOT TOUCH IT! The Police and Fire Departments will take charge.**
- receive from staff results of search as soon as possible.
- notify the Superintendent's office.
- inform staff and students of bomb threat and any immediate directions
- ask staff to make visual observation of their classrooms/work areas and inform them not to open cabinets, doors, or move objects. If anything suspicious is found. **DO NOT TOUCH IT!**

### *If an explosive device is found*

### Principal will

- evacuate the school immediately to a distance of at least 300 feet from the building.
- ensure that the suspect device is not touched or handled by anyone other than disposal personnel.
- notify fire and rescue services – Telephone 911
- assist fire, rescue and police personnel.
- if the building cannot be re-entered because of a suspected bomb, the emergency evacuation procedure will be followed.
- report the building is safe and resume schedule, and as needed debrief staff and students.

*If a written threat is received, copy the contents and protect the original message (plastic or other covering) to preserve fingerprints and other identifying marks.*



## FIRE ALARM

### Teachers will

- be responsible for familiarizing themselves and their students with the directions
- prepare their class and classroom immediately by closing the windows and begin to exit the building
- bring their attendance book with them outside of the building.

If the alarm is false, an announcement will be made. Remain or return to your classroom according to the announcement.

### Procedures during Inclement Weather

All students and staff must leave the building at once when the fire bell sounds. When the building has been evacuated, groups will be sent to the nearest form of shelter away from the source of the fire. You will be informed via the intercom where to take your students.



## TORNADOES

### Teachers will

- direct students to the halls and seat them along the west or south side of the hall; keep them away from any windows and keep at least a three-foot passageway in the middle of the hall.
- close all windows, pull all shades, and join the class in the hall.
- see that classroom doors remain open; insist that no students leave the building!
- direct students to take a kneeling position in front of their seats if in an assembly when tornado strikes.
- direct students to remain in the cafeteria during lunch periods and take shelter under the tables.

**NOTE:** If a tornado strikes without warning, teachers should instruct students to take cover and protection in their classrooms under desks and away from windows and exterior walls. Every classroom in the building has updated fire and disaster directives.



## WEAPONS

### Staff should

- direct students to seek immediate shelter
- notify principal

### Principal or Team should

- call 911, District Support Team and Central Office
- give location, identity and description of the individual
- give description and location of weapon
- isolate the individual if weapon is on that individual
- prevent access if weapon is in a locker or a backpack,
- remain calm; avoid sudden moves or gestures
- not attempt to take the weapon from the individual
- use a calm and clear voice when instructing the individual to place the weapon down
- use the individuals name while talking to them
- try not to raise their voice – but, if this becomes necessary, do so decisively and with clarity
- be certain that at least one other administrator is aware of the situation, but limit information to staff and students on a need to know basis
- determine whether to implement lockdown, evacuation or other procedure





## WEATHER EMERGENCIES

**Watches:** Indicate that conditions are right for development of a weather hazard. Watches cover a larger area than Warnings. Watches have lead times of approximately 1-2 hours (tornado or thunderstorm), 3-12 hours (flash flood), and 12-36 hours (river flood or winter storm)

**Warnings:** Indicate that a hazard is imminent and the probability of occurrence is extremely high. Warnings are issued based on eyewitness reports or clear signatures from remote sensing devices (radar, satellite). Warnings have lead times of approximately 30 minutes or less (for thunderstorm type events), and 6-18 hours (for river floods and winter storms).

**Advisories:** Issued when weather is expected to disrupt normal routines, but is not expected to be life threatening

Upon issuance of a **Watch or Advisory**

### **Principal or Team should**

- activate appropriate members of Emergency Management Team to be alert for possible change in weather status
- monitor weather reports for change in conditions

Upon issuance of a **Warning**

### **Principal or Team should**

- have staff and students proceed to designated safe areas and remain in that area until the “all clear” is given
- be evacuated to safer areas of the building or from the building if damage occurs
- not reenter the building until given “all clear” from emergency responders
- call 911, District Support Team and Central Office if building is damaged
- administer first aid where needed



## HOSTAGE SITUATION

### Principal or Team should

- call 911
- avoid confrontation. Do not do anything to escalate the situation before law enforcement arrives.
- designate personnel to monitor hallways and other areas of the building and to direct students not in class to a safe area.
- assign a staff member to liaison with law enforcement authorities.
- inform the office staff as to appropriate information to give callers.
- sound a planned alarm similar to that used for an intruder:

### Teachers should

- not allow students to leave the classroom and should direct them to be seated on the floor next to an interior wall away from windows and doors.
- take an accurate count of students. Students should only be allowed to leave the classroom when the all-clear announcement is given or when directed to move to another location by administrators or law enforcement authorities.



## INTRUDER IN THE BUILDING

### **Principal or designee will**

- sound a planned alarm
- notify staff to lock the classroom door, to turn off lights, to not allow students to leave the classroom and to be seated on the floor next to an interior wall away from windows and doors until further notice
- notify teachers to take an accurate count of students
- determine the need to notify Police and the Superintendent of any emergency situations

### **Staff will**

- monitor hallways and other areas of the building and direct students not in class to a safe area
- communicate to office any information regarding the intruder



## LOCKDOWN

### Staff will

- have students report to the nearest classroom
- close all windows, lock doors and **REMAIN IN CLASSROOM**
- cover all room and door windows
- stay away from windows and doors and move students to interior walls and drop
- shut off lights
- **BE QUIET**



## TRESPASSER/INTRUDER

### Staff should

- notify the principal and give description and location of the subject
- keep subject in view until police or law enforcement arrives
- keep subject away from students and building

### Principal or Team should

- call 911, District Support Team and Central Office
- give description and location of subject
- determine whether to initiate lockdown procedures
- keep subject in view until police or law enforcement arrives
- take measures to keep subject away from students and building
- advise subject that they are trespassing and need to leave the school property

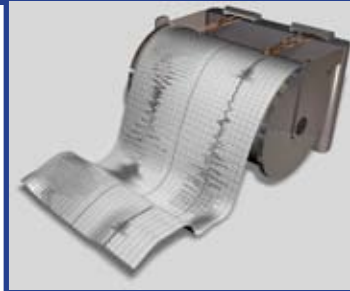


**DANGER**  
**POISON**

## **CHEMICAL SPILLS/TOXIC FUMES**

### **Principal or Teachers will**

- keep students inside
- close the windows
- stay away from spilled material
- establish contact with law enforcement, fire, and health officials
- establish contact with the Superintendent's office
- be prepared to evacuate the building.



# EARTHQUAKE PROCEDURES

## During an Earthquake

### Teachers and Staff will

- take cover under a sturdy piece of furniture such as a table or desk
- hold onto the desk or table. If it moves, move with it.
- stay under cover until the shaking stops
- be prepared to leave the building when the shaking stops.
- stay out of the building until the proper authorities have determined its structural integrity.
- avoid windows, bookcases, file cabinets, heavy mirrors, hanging plants, glass doors, and other heavy objects that could fall.
- protect your head and body from falling or flying objects such as plaster or ceiling tiles.
- lay, kneel, or sit near a structurally sound interior wall away from windows, glass walls, etc.
- remain where you are until the shaking stops.
- get into an open area away from trees, buildings, walls, and power lines.
- lie down or crouch low to maintain balance.
- get to the best available shelter if there is not open area.
- if you are on a sidewalk near buildings, duck into a doorway to protect yourself from falling bricks, glass, plaster, and other debris.

## After the Earthquake

### Principal, Teachers and Staff will

- listen to your battery powered radio for information and instructions from local officials
- turn off gas, electric, and plumbing services if you detect or suspect leaks
- extinguish small fires quickly without causing risk to school personnel
- administer first aid to those in need as quickly as possible
- be alert to the dangers of aftershocks
- take roll as soon as possible to account for everyone
- implement plans to hold students beyond the normal schedule or to relocate them, if warranted.



## EVACUATION

### Teachers will

- take the closest and safest way out as posted
- not stop for student/staff belongings
- go to the designated area and wait for further instructions
- check for injuries
- take attendance

## REVERSE EVACUATION

When the announcement is made by the Principal and emergencies occur during outside Physical Education class

### Teachers will

- move students/staff inside as quickly as possible
- take attendance – Use voice mail to report missing students
- wait for further instructions



## PROVISO EMERGENCY PLAN PROCEDURES

<b>AGENCY</b>	<b>TITLE</b>	<b>NAME</b>	<b>PHONE NUMBER</b>	
<b>School Division:</b>	Superintendent	Dr. Collins-Hart	708-338-5912	
	Asst. Superintendent		708-338-5929	
	Finance & Oper.	TBA		
	Asst. Supt, Curric.			
	& Instruction	Dr. Pruitt	708-202-6310	
	Building Principals	Mr. Patch (E)		708-202-1610
		Dr. Pruitt (W)		708-202-6310
		Dr. Frankiewicz (PMSA)		708-338-4170
	Facilities	Mr. Gianneschi (E)		708-202-3035
		Mr. Calcagno (W)		708-202-6344
		TBA (PMSA)		708-338-4157
	Security Team	Mr. Gale (PMSA)		708-338-5923
Mr. Taylor (E)			708-202-1750	
Mr. Curtis (W)			708-202-6230	

<b>Law Enforcement:</b>	Maywood	Maywood Police	708-350-4470
	Hillside	Hillside Police	708-449-6131
	Forest Park	Forest Park Police	708-366-2425
	Cook County	Cook County Sheriff	847-294-4729
<b>County Emergency:</b>		Sheriffs Police Dept.	708-458-1000
<b>Fire Department:</b>	Maywood	Maywood Fire Dept.	708-343-2121
	Hillside	Hillside Fire Dept.	708-449-6121
	Forest Park	Forest Park Fire	708-366-1234
<b>Hospitals:</b>	Loyola	Loyola Hospital	708-216-9000
	Gottlieb	Gottlieb Hospital	708-681-3200
	Westlake	Westlake Hospital	708-681-3000
	Elmhurst	Elmhurst Hospital	630-833-1400
	LaGrange	LaGrange Hospital	708-352-1200
<b>Health Dept.</b>		Public Health Dept.	708-344-6052
<b>Parks/Recreation</b>		Recreation Dept.	708-344-1200
<b>Electric</b>		COM ED	800-334-7661
<b>Telephone Co.</b>		AMERITECH	611
<b>Water Authority</b>		Water Company	708-547-5540
<b>Gas Authority</b>		Northern IL Gas	708-547-6400
<b>Social Services</b>		S.O.S.I.P.	708-449-5508
<b>Civil Defense</b>		FOR PK CIVIL DEF	708-366-1234
<b>Red Cross</b>		AM. RED CROSS	708-344-3580