



**ST. VINCENT
DE PAUL**

CATHOLIC SCHOOL

**EMERGENCY
PREPAREDNESS and
CRISIS MANAGEMENT
PLAN**

Peoria, Illinois

INTRODUCTION

Purpose

St. Vincent de Paul Catholic School aims to meet the responsibilities to assist in providing a safe school environment. This Emergency Preparedness Plan is designed to provide a framework for protecting students, staff and school facilities, as well as describe the responsibilities of staff members, for a wide range of emergency and disaster situations that may occur.

It must be stated that our best effort to keep our school safe has nothing to do with this Emergency Preparedness Plan. We can best serve our students and staff safety by continuing to teach the truths of the Catholic Faith, the virtues espoused by the Church, and the Love that God has for each individual life, from conception to natural death. This will cut to the heart of society's ills as opposed to putting a band-aid on a mortal wound.

The following written procedures are to minimize problems and confusion that accompany disaster. The purpose of this plan is to outline a three-step process for emergency preparedness:

- I. Prevention Strategies
- II. Crisis Action Plans
- III. Post-Crisis Response Guidelines

This guide cannot possibly cover all aspects of emergency preparedness. We do seek:

- To make school personnel more aware and involved in emergency planning.
- To stimulate and develop staff inclusion of safety concepts and procedures.

Continuity of Administration

A Continuity of Administration is established and kept updated for any type of emergency situation. The pastor and principal or designated person will make decisions.

The Pastor of St. Vincent de Paul, the Superintendent of Catholic Schools, and other appropriate persons are notified in each specific crisis event as soon as possible by the principal.

Plan Implementation

The Plan will be:

- Initiated by the principal or delegated person when conditions warrant its execution.
- Implemented by all staff who will remain at school and provide those duties assigned until released by the principal.
 - Reviewed at least annually in which functions are identified and pre-assigned.

School Incident Team

A School Incident Team composed of staff members is organized and activated on an annual basis.

The role of the staff team is to be knowledgeable regarding:

- The details of St. Vincent de Paul Catholic School and Church buildings (entrances and exits).
- School routine:
 - Access: inside and outside.
 - Class schedules: stable or changing.
 - Current status of school activities: class, lunch, and gym.
- Locations: gas, electric, water, and phone.
- Communication with police, medical personnel, and parents.

Personal Preparedness

When a major emergency occurs, every employee should be prepared and committed to serving their students. To this each employee must:

- Know and complete those assignments for which they are assigned.
- Have the confidence that they have prepared their students regarding how to respond in emergencies.

Evacuation Routes

The principal and School Incident Team is responsible for establishing safe evacuation routes from all school exits. These evacuation routes are to be posted in all classrooms and throughout the building. Alternate safe area is St. Vincent de Paul Church.

Emergency File

An Emergency File containing Student-Permission Emergency Release Slip information for all students will be maintained in the school office. The school secretary will take this Emergency File whenever the school building is evacuated.

Parent Communication/Responsibility

Pertinent components of the Plan will be included in the beginning-of-school parent packet and other means of communicating with parents.

All parents will complete a student release information in the student information system and designate other persons who are authorized to pick-up their child in the event of an emergency.

Staff Function/Roles

St. Vincent de Paul Catholic School Disaster Preparedness Plan shall be available to staff, parents, and the students in the office of the rectory and the school. The principal shall make certain that students and staff are familiar with the plan and shall conduct preparedness drills in accordance with state requirements to ensure effective behavior in the event of an actual emergency or disaster.

1. Principal

The principal or designee shall assume overall direction of disaster procedures. The principal shall prepare written disaster plans and present a copy to the Pastor.

The principal shall:

- Direct evacuation of building, using fire signals and procedures as required for fire, threatened explosion, or following cessation of earthquake tremors, and using alternate systems in case of power failure.
- Arrange for transfer of students when their safety is threatened.
- Issue orders to teachers if children are to assemble in preselected safe areas within the school.
- Schedule required safety drills and keep appropriate records.
- Use discretionary judgment in emergencies that do not permit execution of prearranged plans.
- Inform the Pastor and Superintendent of all emergency actions as soon as possible.
- Post directions for safety drills in classrooms and hallways.

2. Teachers

Teachers shall be responsible for supervision of students in their charge.

Teachers shall:

- Direct evacuation of students or other safety procedures in their charge to inside or other assembly area in accordance with signals, warning written notification, or intercom/radio orders.
- Take roll when the class is relocated in an outside or inside assembly area or at another location.
- Report missing students to the principal or designee.
- Send students in need of first aid to the office or principal.

3. Maintenance Personnel

Maintenance Personnel are responsible for the use of emergency equipment, the handling of supplies and the use of available utilities. Custodian shall:

- Survey and report damage to the principal.
- Keep tools at each utility shut-off for gas, water and electricity and ascertain that no hazard results from broken gas, water mains or fallen electrical lines.
- Provide damage control if possible.
- Keep the principal informed of the condition of the school.
- Assist as directed by the principal.

4. School Secretary

School Secretary shall:

- Report a fire or disaster to the appropriate authorities.
- Assist principal as needed.
- Provide for the safety of essential school records and documents.
- Operate telephones.
- Monitor radio emergency broadcasts.
- Act as messenger and carrier when so directed.

5. Cafeteria Manager

Cafeteria Manager shall:

- Direct the use and preparation of the cafeteria stock and water supply whenever the feeding of students becomes necessary during a disaster.

6. School Incident Team

The school based Incident Team oversees the implementation of the crisis plan. The team not only plans what to do when disaster strikes, but it ensures that staff and students feel secure in knowing how to respond.

Members

- Administration
- Advisory Committee
- School Secretary
- Maintenance Personnel

Functions:

Effective response assumes that the school community secures support and involvement before a crisis occurs. Contingency provisions include:

- Orderly evacuation procedures to safe area for students and staff.
- Effective communication system.
- Process for securing immediate external support:
 - Promptly share information with staff and students by means of Intercom and/or radio.
 - Help determine appropriate actions for students i.e. hold, secure, lockdown, evacuate, shelter.
 - Implement assigned emergency functions.
 - Collect report information concerning student/staff injury, facility damage.
 - Determine the need for, and request outside assistance.
 - Assess plans/procedures after implementation has occurred.

I. PREVENTION STRATEGIES

1. PREVENTION

- Identify appropriate strategies that provide school safety:
 - Policy and Guidelines
 - Annual checklist: Safety of Educational Facility.
 - Hold Drill: Minimum of 1 per year.
 - Secure Drill: Minimum of 1 per year.
 - Evacuation Drill: Minimum of 3 per year.
 - Lockdown Drill: Minimum of 1 per semester.
 - Shelter Drill: Minimum of 1 per semester (tornado and earthquake).

2. INTERVENTION

- Recognize early warning signs (these are not equally significant or in order of seriousness):
 - Social withdrawal.
 - Excessive feelings of isolation and being alone.
 - Excessive feelings of rejection.
 - Being a victim of violence.
 - Feelings of being picked on and persecuted.
 - Low school interest and academic performance.
 - Expressions of violence - writings and drawings.
 - Uncontrolled anger.
 - Patterns of impulsive and chronic hitting, intimidating, and bullying behavior.
 - History of discipline problems.

- o Past history of violent and aggressive behavior.
 - o Intolerance for differences and prejudicial attitudes.
 - o Drug use and alcohol use.
 - o Inappropriate access to, possession of, and use of firearms.
- Inform parents of concerns immediately and involve them in meaningful ways.
- Make referrals for troubled students.

II. EMERGENCY ACTION PLAN

When an emergency occurs, it is critical that every staff member takes immediate steps to protect themselves and others. Each staff member must become familiar with each emergency action and be prepared to do assigned responsibilities.

All students are to be taught what their actions are when the following Emergency Actions are implemented.

- **HOLD**
“In Your Classroom or Area”
 - o HOLD is called when the hallways need to be kept clear, even during class changes. Examples of incidents that could cause a HOLD:
 - Altercation in hallway
 - Medical incident
 - o Students are trained to:
 - Clear the hallways and remain in their area or room until the “All Clear” is announced
 - Do business as usual
 - o Adults and staff are trained to:
 - Close and lock the door
 - Account for students and adults
 - Do business as usual
- **SECURE**
“Get Inside. Lock outside doors”
 - o SECURE is called when there is something dangerous outside the school building. Examples of incidents that could cause a SECURE:
 - When there is a threat or hazard outside of the school building
 - o Students are trained to:
 - Return to inside of building
 - Do business as usual
 - o Adults and staff are trained to:
 - Bring everyone indoors

- Lock outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual

- **LOCKDOWN**
“Locks, Lights, Out of Sight”
 - LOCKDOWN is called when there is something dangerous inside of the school building. Examples of incidents that could cause a SECURE:
 - Unwanted person
 - Weapon
 - Assailant
 - Students are trained to:
 - Move away from sight
 - Maintain silence
 - Do not open the door
 - Adults and staff are trained to:
 - Recover students from hallway if possible
 - Lock classroom door
 - Turn out the lights
 - Move away from sight
 - Maintain silence
 - Do not open the door
 - Prepare to evade or defend

- **EVACUATE**
“To a location”
 - EVACUATE is called to move students and staff from one location to another. Examples of incidents that could cause an EVACUATE:
 - Mechanical hazard
 - Gas leak
 - Bomb threat
 - Fire
 - Students are trained to:
 - Leave stuff behind if required to
 - If possible, bring their phone
 - Follow instructions
 - Adults and staff are trained to:
 - Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
 - Lead students to Evacuation location
 - Account for students and adults
 - Report injuries or problems using Red/Green card method.

- **SHELTER**
“State Hazard and Safety Strategy”
 - SHELTER is called when the need for personal protection is necessary. Examples of incidents that could cause a SHELTER:
 - Severe weather
 - Tornado
 - Hazmat
 - Earthquake
 - Tsunami
 - Safety strategies might include:
 - Evacuate to shelter area
 - Seal the room
 - Drop, cover, and hold on
 - Get to high ground
 - Students are trained in:
 - Appropriate Hazards and Safety Strategies
 - Adults and staff are trained in:
 - Appropriate Hazards and Safety Strategies
 - Account for students and adults
 - Report injuries or problems using Red/Green card method.

- **Release** - This action signifies the end of the action that had been initiated with an announcement in person, on radio, and/or directly over the intercom. Office will communicate with parents when appropriate.

MEDICAL EMERGENCY

1. INJURY OR ILLNESS

In the event of an injury or illness, the immediate concern is to aid the injured or ill student. After identification of injury or illness the following guidelines are to be implemented.

Principal's Office

- Determine the seriousness of injury or illness, rendering care and consideration of the injured/ill.
- Immediately attempt to contact the parent or legal guardian using emergency sheet.
- Based on assessment and in consideration for the injured/ill, one of the following procedures may be used to transport injured/ill to the hospital:
 - Parents - The parent will come to school and transport in personal car.
 - Principal/Secretary - Obtain the services of an ambulance by calling 9-1-1.

- Appoint a staff member to secure emergency health information and to accompany student to the hospital.
- In the event of a serious injury, report situation immediately to the pastor.

An Incident Report is filled out for all serious injuries.

Teacher or Recess Supervisor

- Notify the Principal's Office with the name of the injured/ill student.
- Remain with the student and keep him/her as stable as possible.
- Complete Incident Report as soon as possible.

2. IN-SCHOOL DEATH OF A STUDENT

Principal's Office

- Immediately contact police and ambulance 9-1-1.
- Place the school on HOLD.
- Notify the Pastor and the parents of the student.
- Determine if any siblings are enrolled and ask the Pastor to meet with them.
- Notify the faculty and staff in writing of the incident and procedures to be followed.
- Facilitate any investigations by civil authorities.
- Counseling procedures could be implemented with professional personnel.
- Follow Out Of School Death of Student Procedures.

Teacher

- Notify Principal's Office immediately.
- If no perpetrator, remove students from the area and calm them.
- If perpetrator, speak and remain calm until police arrive.
- Isolate witnesses (do not allow them to talk with anyone).
- Await administrative personnel for further instructions.
- Return students to classroom when advised.
- Identify students in need of counseling.
- Complete Incident Report as soon as possible.
- Follow Out Of School Death of Student Procedures.

3. OUT OF SCHOOL DEATH OF A STUDENT

Principal's Office

- Notify Pastor
- Verify all information
- Notify all faculty and staff prior to the onset of the next school day.
- Schedule a 7:30 am. faculty meeting before the onset of the school day.
 - Provide facts surrounding death.

- o Inform on specifics of:
 - How students will be notified
 - Postponement of any activities
 - Availability and location of counseling
 - Discuss identifying high-risk students, classroom management, and grief information
- Maintain contact with family.
- Information on funeral arrangements and family's desire for students/faculty at funeral.
- Notify St. Vincent de Paul parents via email.
- Provide mandatory faculty meeting at the end of the day to review situation.
- Determine if other area schools need to be notified.
- Provide information to be disseminated on phone inquires.
- Remove student's name from all active records and mailings.
- Prayers and funeral arrangements shall be announced and posted.
- Maintain normal routine of the school day as much as possible.
- Arrange for media spokesperson.

Teacher

- Attend morning and afternoon faculty meeting.
- Aid in identifying high risk students
 - o Friends of student.
 - o Others distressed by the death.
- May provide opportunity for students to share grief.
- Refer students distressed to Principal for counseling.
- Maintain normal routine of the school day as much as possible.
- Maintain accurate list of students referred to principal for counseling.

4. VERBAL OR WRITTEN THREATS OF SUICIDE

Principal's Office

- Notify police and Emergency Response Services (ERS)/Principal's Discretion.
- Notify parents to come and get student.
- With the student and parents, assess the seriousness of the threat.
- Parents must show proof of psychological consultation before student is permitted to return to school.

Teacher

- Send for Principal who will notify police (Principal's Discretion).
- Take threat seriously.
- Tell the student you are concerned.
- Do not leave the student alone.

- Continue to express interest in the student after the threat is over.

5. FOOD POISONING

Principal's Office

- Collect all appropriate emergency health information from registration sheets.
- Notify cafeteria to take appropriate actions.
 - o Close cafeteria.
 - o Secure food preparation items for examination and testing.
 - o Store samples of any suspected food item for examination and testing.
 - o Remain available to work with Public Health personnel.
 - o Follow directions from the Public Health Department.
- If problem is serious:
 - o Call 9-1-1 for ambulance.
 - o Administer first aid until medical personnel arrive.
 - o Notify parents.
 - o File appropriate reports with Public health agencies.
- If problem is not serious:
 - o Notify parents.
 - o File Incident Report as soon as possible.

6. SUSPECTED PHYSICAL ABUSE OF A STUDENT

School Personnel

- Observe and assess if any suspected abuse or neglect has occurred.
- If any abuse or neglect is suspected, inform the Principal.
- Call DCFS Hotline 1-800-252-2873.
- Complete the Mandated Reporter Form within 48 hours after the phone report. This form is available in the office.

7. ILLICIT DRUG SELLING OR USE

Teacher/Staff

- Notify Principal's Office if you think you have witnessed a drug sale, usage or possession.
- Complete Incident Report as soon as possible.

Principal

- Call 309-673-4521 for police (Principal's Discretion).
- If a student appears to be under the influence, contact emergency services personnel.
- If it is determined that police are to be called, have police officer bring student to the office with backpack, purse, books, and other possessions.
- Ensure that at least two adults and police officer are present at meeting.
- Tell the student what is suspected and ask the student to produce the drugs.
- If student denies or refuses:
 - Ask the student to empty pockets and all other containers.
 - If the student yields nothing, two adults, police officer, and student go to the student's desk, book bag, purse and coat for search.
- If drug is found or sale is witnessed:
 - Police will remove student from school grounds.
 - Notify parent.
 - Follow disciplinary action in accordance with the school's student handbook.
- If no drug is found:
 - Notify the parent & Meet with student and parent.
- Complete Incident Report as soon as possible.

VIOLENT EMERGENCY**1. SEXUAL ASSAULT****Principals Office**

- Isolate victim and assess for need of emergency personnel.
- Isolate suspect, if possible. Call 9-1-1 if there is a risk of violence or fleeing.
- Isolate witnesses and do not allow them to talk to anyone or each other.
- Protect the crime scene if done on school property.
- Obtain victim's emergency health information.
- Notify parents of students involved.
- Call police: non emergency.
- Inform staff; seek counseling services; and facilitate any investigations by civil authorities.

Teacher/Staff

- Notify Principal's Office immediately.
- Complete Incident Report.