



# **Alden-Hebron District 19 Crisis Manual**

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## **Weapon Found on Property**

1. The principal or designee will announce “We have a code yellow lockdown.”
  2. All teacher will close and lock classroom doors
  3. Class may continue but the bell system will be turned off. Students will remain in this class until there is an “all clear” announcement.
  4. The administration will attempt to circulate and provide information to teachers.
  5. Do NOT allow students to leave the classroom without permission from the police or administration
  6. PE/lunch students will remain in these areas. If PE students are outside, they will be brought to a designated secure area.
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## **Weapon Suspected on Students**

1. The principal or designee will announce “We have a code yellow lockdown.”
2. All teacher will close and lock classroom doors
3. Class may continue but the bell system will be turned off. Students will remain in this class until there is an “all clear” announcement.
4. The administration will attempt to circulate and provide information to teachers.
5. Do NOT allow students to leave the classroom without permission from the police or administration
6. PE/lunch students will remain in these areas. If PE students are outside, they will be brought to a designated secure area.

## Bomb Threat

1. Use the bomb threat checklist (Next Page)
2. Call 911
3. Notify the principal/designee.
4. Principal/designee will announce, "We have a code yellow lockdown."
5. Principal will notify staff via e-mail of the bomb threat.
6. Teachers and staff will check their classrooms, offices and work area for suspicious items and report any findings to the office. Focus on things that are out of the ordinary. Scan floor to waist, waist to head and head to ceiling.
7. If a suspicious item is found- DO NOT TOUCH IT. Secure the area where the item is located, but do not guard it.
8. Teachers should check for suspicious behaviors of students: lots of fidgeting, sweating, odd requests, complete isolation and the like. Report this behavior to the principal.
9. Teachers will account for their students and be prepared to evacuate if ordered.
10. Teachers and staff will evacuate using the fire evacuation procedure and exit routes, unless otherwise directed.
11. If evacuation is ordered, students should take their belongings from the classroom.
12. Teachers will open classroom windows and leave classroom doors open when exiting.
13. Teachers should take roll after being evacuated. Hold up the GREEN status card to indicate everyone is accounted for. Use the RED status card to indicate student or staff is missing.
14. Keep your class together after being evacuated.
15. Lock down access to outsiders.
16. Search team will inspect the building and mark off rooms that have been fully checked.
17. Complete a detailed report at earliest opportunity.

REMEMBER: Do not use electronic devices for notification

**BOMB THREAT CHECKLIST**

## Questions to ask:

## Describe Caller's Voice

1. When is bomb going to explode?

 Male Female

2. Where is it right now?

 Angry Stutter

3. What does it look like?

 Excited Lisp

4. What kind of bomb is it?

 Slow Raspy

5. What will cause it to explode?

 Rapid Deep

6. Did you place the bomb?

 Soft Crying

7. Why did you put it in the building?

 Loud Disguise

8. What is your address?

 Calm Nasal

9. What is your name?

 Distinct Accent Slurred Familiar

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

Exact Wording of Threat: \_\_\_\_\_

\_\_\_\_\_

Background Sounds

Threat Language

Street

Animal Sounds

Well Spoken (educated)

PA System

Static

Foul

Irrational

Voices

Music

Taped

Incoherent

Motor

House Noises

Message read by caller

Local

Office Machinery

Phone Booth

Long Distance

Time: \_\_\_\_\_ Date: \_\_\_\_\_ Length of Call: \_\_\_\_\_

Number at which call was received: \_\_\_\_\_

REMARKS: \_\_\_\_\_

Receiver of Call: \_\_\_\_\_  
(Name and Title)

## Gas Leak

1. Call 911
2. Do not activate the fire alarm system or any other electrical equipment. LEAVE AS IS. Science lab must turn off main gas valve in classroom.
3. Evacuate area using the standard fire alarm procedure.
4. Notify principal/designee and head custodian immediately

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## Hazardous Material Accident

1. Block off or isolate the suspicious substance
2. Turn off ventilation system
3. Move away and seal off area
4. Consult the MSDS sheets for appropriate treatment steps
5. Notify Principal/designee
6. Principal/designee will evacuate building using standard fire emergency procedures, bypassing affected area
7. Principal/designee will call 911 as evacuation is taking place

REMEMBER: In the event a person comes in direct contact with suspect hazardous material, follow safety precautions posted onsite or listed on container.

## Severe Weather

### Earthquake

Inside Building:

1. Stay inside
2. Assume “Drop and Tuck” position
3. If possible, take shelter under desks
4. Stay clear of windows, cabinets, and electrical equipment

Outside Building:

1. Stay outside
2. Assume “Drop and Tuck” position
3. Stay clear of buildings, trees and power lines

### Tornados

If a tornado **Warning** is issued for you area:

1. **DO NOT** dismiss students until warning has been lifted and until you have confirmed with administration. Students should assume the “Drop and Tuck” position
2. Take students to an area of the greatest safety (lowest level of the building; interior area clear of windows and other glass.

## **Electrical Malfunction/Power Outage**

1. Principal/designee will contact building custodian
2. Principal/designee will notify teachers to hold classes until further notice
3. Call 911 if concerned about fire or safety hazard
4. Custodian to call local electrical company with concerns/inquiries

### Special Considerations:

1. Cafeteria Food Preparation Capabilities
2. Move students to an alternate site
3. Transportation adjustments
4. Parent notifications

## **Assault of Students/Staff Member**

1. Notify principal/designee
2. Call school nurse/or other trained staff if any medical treatment is needed
3. Assign a staff member to get names of suspects and any witnesses
4. Suspects should be isolated if possible
5. Statements of the victim and suspect should be taken separately
6. Principal will decide if the police should be contacted
7. Call emergency contacts for victim and suspect

REMEMBER: If you have to handle any injury, do so with extreme care. Always use protective gloves

REMEMBER: When in doubt concerning the seriousness of an offense, call the police. The striking of any staff member by a student should be considered a criminal offense

## **Report of Sexual Assault- Student Reports to**

### **Principal:**

1. Call the McHenry County Crisis Line at 1-800-892-8900
2. Reports incident to police and DCFS (1-800-25-ABUSE)
3. Calls parents (if applicable)
4. Refers for later follow-up services for appropriate support staff

### **Teacher**

1. Call DCFS 1-800-25-ABUSE as mandated, if the victim is a child
2. Report incident to Principal who reports it to School Official at District Office

### **Social Worker/Psychologists**

1. Determine if a mandated DCFS referral situation or if the situation may cause immediate harm or danger without intervention
2. Call DCFS 1-800-25-ABUSE as mandated, if the victim is a child
3. Report incident to Principal who reports it to School Official at District Office

### **Other school Personnel**

1. Report incident to Principal who reports it School Official at District Office

## **Rape/Suspected Rape**

1. Get the victim to a private office free from any disruptions.
2. Call 911.
3. Ensure that a school nurse, counselor, or trusted friend remains with the victim until the police arrive to transport the assaulted individual. Do not allow the victim to clean up, use the restroom, or change clothes. Do not leave the victim alone.
4. Call the parent/emergency contacts.
5. Do not attempt to interview the victim; however, make note of any statements made by the victim.

REMEMBER: If the victim removed clothing, bag each piece in its own paper bag using protective gloves.

## Witnessed Kidnapping

1. Call 911 for immediate assistance: Give police the following information:
  - a. Name, gender, age, dress, general physical description
  - b. Any suspect information, vehicle information, direction of travel
2. Gather facts about the abduction and a description of the abductor and a description of the abductor and any vehicle from the witnesses.
3. Notify the parents. Request the assistance of an interpreter is necessary.
4. Have student information including picture, if possible, available to the police upon their arrival.
5. Decide on a plan of action:
  - a. Meet with faculty if possible. Advise teachers about sharing information with students. Use a memo or a runner to alert staff initially.
  - b. Visit classrooms if requested
  - c. Prepare a statement for the media. Ask police what information may be released.
  - d. Prepare a fact sheet to help those answering phone inquiries.
  - e. Send letters home to elementary parents if a concern exists about additional abductions. Translate into native language for non-English speaking families.
6. Provide for follow-up counseling as needed.

## **Not Witnessed Kidnapping**

1. Verify the child is missing. Have the building and grounds searched.
2. Call 911
3. Notify parents. Request the assistance of an interpreter if necessary.
4. Have student information including picture, if possible, available to the police upon their arrival.
5. Ask school personnel to assist the police in searching the neighborhood, if prudent.
6. Question the child's friends for information, or ensure they are available for questioning by the police.
7. Decide on a plan of action:
  - a. Meet with faculty if possible. Advise teachers about sharing information with students. Use a memo or a runner to alert staff initially.
  - b. Visit classrooms if requested
  - c. Prepare a statement for the media. Ask police what information may be released.
  - d. Prepare a fact sheet to help those answering phone inquiries.
  - e. Send letters home to elementary parents if a concern exists about additional abductions. Translate into native language for non-English speaking families.
8. Provide for follow-up counseling as needed.

## **Missing Child**

1. Notify Principal
2. Call 911. Give the police the following information:
  - a. Child's name
  - b. Address
  - c. Physical and clothing description
  - d. Medical status, if appropriate
  - e. Time last seen
3. Notify parents/emergency contact

## Hostage Situation

1. The principal/designee will announce that “We are locking down.”
2. Lock classroom doors and turn off the lights.
3. Draw the blinds in your room.
4. Move students away from the windows and the doors. Students should get down low, and stay below the windowsill level, out of sight of the perpetrator.
5. Don’t rely on a locked door alone to protect yourself. Put as many obstacles between you and the offender as possible.
6. Place your green paper on your outside window if all students are present and uninjured.
7. Place your red paper on your outside window if you are missing students or if students are injured. Be sure to list the names of students missing or who are injured.
8. If you hear noise in the hallway, ignore it and don’t investigate. Do not open the door to anyone claiming to be the police. All officers will have keys and are identified with badges on their uniforms.
9. Call 911.
10. Principal/designee will have the building floor plans available upon police arrival.
11. Principal/designee will designate someone to meet the police and medical personnel to direct to appropriate locations.

## Shooting Incident

1. The principal/designee will announce that “We are locking down.”
2. Lock classroom doors and turn off the lights.
3. Draw the blinds in your room.
4. Move students away from the windows and the doors. Students should get down low, and stay below the windowsill level, out of sight of the perpetrator.
5. Don’t rely on a locked door alone to protect yourself. Put as many obstacles between you and the offender as possible.
6. Place your green paper on your outside window if all students are present and uninjured.
7. Place your red paper on your outside window if you are missing students or if students are injured. Be sure to list the names of students missing or who are injured.
8. If you hear noise in the hallway, ignore it and don’t investigate. Do not open the door to anyone claiming to be the police. All officers will have keys and are identified with badges on their uniforms.
9. Call 911.
10. Principal/designee will have the building floor plans available upon police arrival
11. Principal/designee will designate someone to meet the police and medical personnel to direct to appropriate locations.

## Intruder

1. The principal/designee will announce that “We have a code red lockdown.”
2. Lock classroom doors and turn off the lights
3. Draw the blinds in your room
4. Move students away from the windows and the doors. Students should get down low, and stay below the windowsill level, out of sight of the perpetrator.
5. Place your green paper on your outside window and the window of your classroom door if all students are present and uninjured.
6. Place your red paper on your outside window and the window of your classroom door if you are missing students or if students are injured. Be sure to list the names of students missing or who are injured.
7. Don’t rely on a locked door alone to protect yourself. Put as many obstacles between you and the offender as possible.
8. If you hear noise in the hallway, ignore it and don’t investigate. Do not open the door to anyone claiming to be the police. All officers will have keys and are identified with badges on their uniforms.
9. Principal/designee will have the building floor plans available upon police arrival
10. Principal/designee will designate someone to meet the police and medical personnel to direct to appropriate locations.

## **Death on Campus: Natural, Accidental, Homicide or Suicide**

1. Secure the area, disturb little as possible, limit access until police arrive.
2. Contact school nurse/ trained first aid personnel & building principal.
3. Call 911.
4. Separate all witness until police arrive.
5. Document any statements made by witnesses.
6. Contact parents/emergency contacts.
7. The principal or designee will announce “We have a code yellow lockdown.”
8. All teacher will close and lock classroom doors.
9. Class may continue but the bell system will be turned off. Students will remain in this class until there is an “all clear” announcement.
10. The administration will attempt to circulate and provide information to teachers.
11. Do NOT allow students to leave the classroom without permission from the administration.
12. PE/lunch students will remain in these areas. If PE students are outside, they will be brought back into the building to the locker room or designated secure area.
13. Determine the most effective method to inform parents, community and classmates about the death, what the school is doing, and what reactions to expect with police permission.
14. Hold a faculty meeting as soon as possible to process feelings and plan for the anticipated reactions of students.
15. Contact the crisis center for counseling for students and staff.

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## **Threatened Suicide**

1. Notify principal/designee.
2. Talk calmly with the student until appropriate personnel has arrived.
3. Principal/designee will assign someone to apprise the situation.
4. Evaluation of students to be completed by:
  - a. School Social Worker
  - b. School Counseling Staff
5. Notify parents.
6. Call the McHenry County Crisis Center if necessary.
7. Arrange for follow-up meeting with student.

## **Child Abuse**

1. Call DCFS and report abuse or suspected abuse.
2. Report abuse or suspected abuse to the principal.
3. In necessary, in a physical abuse, notify school nurse to document appearance of victim.
4. Principal/designee will make parental contact if necessary.

REMEMBER: Do not interview victim or suspect. Write down any statements made by the victim or suspect.

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## **Child Abuse/Accusation Against School Personnel**

1. Report abuse to building principal.
2. Report abuse to DCFS.
3. Principal will notify parents.
4. Principal will interview necessary employees and arrange for a substitute if necessary.
5. Provide crisis counseling if necessary.

## Large Group Disturbance/Altercation

1. The staff who first notices the disturbance (or the potential for such disturbance) should notify the principal or designee.
2. The principal or designee should:
  - a. Ask the demonstrators to disperse.
  - b. Secure the building if necessary.
  - c. To the extent possible, isolate the situation, either by asking the people causing the disturbance to move and/or by moving students and staff.
  - d. Notify the local police department if necessary.
  - e. Clear by standers and encourage student to go about their business and not get involved.

### Building Personnel Emergency Assistance Phone Numbers

<b>Name</b>	<b>Phone Extension</b>	<b>Position</b>	<b>Location</b>
Dr. Debbie Ehlenburg	1525	Superintendent	Superintendent's Office/Elementary Building
Deanna VanderPal	1526	Superintendent's Secretary	Superintendent's Office/.Elementary Building
Nanci Cazares	1221	Office Manager	High School/Middle School Office
Tim Hayunga	1224	MS/HS Principal	HS/MS Principal's Office
Davina VanderPal	1235	Guidance Counselor	Guidance Counselor/HS/MS Building
Jenifer Yang	1560- ES 1234- MS/HS	Social Worker	Elementary School/Room 108 Hs/Ms Building
Jan Hall	1520	Office Manager	Elementary Office
Kim Qualls	1521	Elementary Principal	Elementary Principal's Office
Marci Hagemman	1522- ES 1222- MS/HS	Nurse	Elementary Nurse's Office
Nicole Palumbo	1528- ES	Psychologist	Psychologist's Office Elementary Building
Brian Withrow	1225	Maintenance	HS/MS Maintenance Department
Cyndie Erckfritz	1523	Transportation Director	Elementary
Debbie Hyde	1230	Food Service Director	High School

## Emergency Phone List

<b>Name</b>	<b>Phone Number</b>	<b>Non-Emergency Number</b>
Fire	911	815-648-2218
Police	911	815-648-2351
Non-Emergency Sheriff's Office/Dispatch	815-338-2144	
DCFS	1-800-252-2873	
McHenry County Crisis Center	1-800-892-8900	
Mercy-Harvard Hospital	815-943-1122	
NICOR	1-888-642-7648	
ComEd	1-800-334-7661	
Water Bureau	815-648-2352	
NorthWest Herald	815-338-1300	Fax: 338-1430
Star 105.5	815-356-6397	