

ALDEN-HEBRON DISTRICT 19 CRISIS MANUAL

Updated for 2019-2020 School Year

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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.
 7. No one, not even staff members should be in the hallways. Please remain where you are at the time of code yellow.
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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.
7. No one, not even staff members should be in the hallways. Please remain where you are at the time of code yellow.

Bomb Threat

1. Use the bomb threat checklist (Next Page)
2. Ask where the bomb is located, when will the bomb go off, what materials are in the bomb, who is calling, why is caller doing this. (See Bomb Threat Checklist)
3. Record exactly what the caller says. Remain calm, be firm, keep the caller talking. Listen carefully to the caller's voice, speech patterns, and to noises in the background.
4. After hanging up the phone, immediately dial the call back service in your area to trace the call, if possible.
5. Call 911
6. Notify the principal/designee.
7. Principal/designee will announce, "We have a code yellow lockdown."
8. Teachers and staff will check their classrooms, offices and work area for suspicious items and report any findings to the office.
9. If a suspicious item is found- DO NOT TOUCH IT. Secure the area where the item is located, but do not guard it.
10. Teachers will account for their students and be prepared to evacuate if ordered.
11. Teachers and staff will evacuate using the fire evacuation procedure and exit routes.
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. Confer with fire and police to hold classes or begin evacuation.
16. Lock down access to outsiders.
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? | <input type="checkbox"/> Male | <input type="checkbox"/> Female |
| 2. Where is it right now? | <input type="checkbox"/> Angry | <input type="checkbox"/> Stutter |
| 3. What does it look like? | <input type="checkbox"/> Excited | <input type="checkbox"/> Lisp |
| 4. What kind of bomb is it? | <input type="checkbox"/> Slow | <input type="checkbox"/> Raspy |
| 5. What will cause it to explode? | <input type="checkbox"/> Rapid | <input type="checkbox"/> Deep |
| 6. Did you place the bomb? | <input type="checkbox"/> Soft | <input type="checkbox"/> Crying |
| 7. Why did you put it in the building? | <input type="checkbox"/> Loud | <input type="checkbox"/> Disguise |
| 8. What is your address? | <input type="checkbox"/> Calm | <input type="checkbox"/> Nasal |
| 9. What is your name? | <input type="checkbox"/> Distinct | <input type="checkbox"/> Accent |
| | <input type="checkbox"/> Slurred | <input type="checkbox"/> 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

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 your 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.

Fire

1. The signal for the fire drill is a building wide horn that is a continuous blast
2. Close all windows and doors in all rooms
3. Groups stay in a line and follow the walls of the building.
4. Proceed to appropriate exits.
5. All students should remain with their classes.
6. Attendance should be taken when the class is located in the designated area.

Red Card- A student is missing, or assistance is needed

Green Card- All students are accounted for and no assistance is needed

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

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.

Report of Sexual Assault- Student Reports to

Principal

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

Teacher/ School Personnel

1. Call DCFS (1-800-25-ABUSE) as mandated, if the victim is a child
2. Report incident to principal immediately.

Social Worker/Psychologist

1. Determine if a mandated DCFS referral situation is needed 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 immediately

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.
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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 in 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. Don’t rely on a locked door alone to protect yourself. Put as many obstacles between you and the offender as possible.
 6. Call 911.
 7. Do NOT open your door for any reason.
 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.
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Shooting Incident

1. The principal/designee will announce that “We are in 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.
5. Don’t rely on a locked door alone to protect yourself. Put as many obstacles between you and the offender as possible.
6. Call 911
7. Do NOT open your door for any reason.
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.

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. Don’t rely on a locked door alone to protect yourself. Put as many obstacles between you and the offender as possible.
6. Call 911
7. Do NOT open your door for any reason.
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.

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 1-800-25-ABUSE 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.

Child Abuse/Accusation Against School Personnel

1. Report abuse to DCFS 1-800-25-ABUSE.
 2. Notify principal
 3. Principal will notify parents.
 4. Principal will interview necessary employees and arrange for a substitute if necessary.
 5. Provide crisis counseling if necessary.
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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

Name	Phone Extension	Position	Location
Dr. Debbie Ehlenburg	1525	Superintendent	Superintendent's Office
Deanna VanderPal	1526	Superintendent's Secretary	Superintendent's Office
Nanci Cazares	1221	Office Manager	High School/Middle School Office
Tim Hayunga	1224	MS/HS Principal	HS/MS Principal's Office
Nikki Brosh	1413	MS/HS Social Worker	HS/MS Building
Davina VanderPal	1235	Academic Advisor	MS/HS Room 108
Monica Redden	1520	Office Manager	Elementary Office
Tiffany Elswick	1521	Assistant Supt/ Principal	Elementary Principal's Office
Hayli Lagerhausen	1516	ES Social Worker	Elementary Social Worker's Office
Bria Spiniolas	1522	Nurse	Elementary Nurse's Office/ MS/HS Nurse
Scott Redden	1225	Maintenance	HS/MS Maintenance Department
Katie Beck	1534	Student Services Coordinator	MS/HS Room 108
Cyndie Erckfritz	1523	Transportation	ES Gym Office
Diane Behrens	1230	Food Service	MS/HS
John Lalor	1223	Athletic Director	MS/HS

Emergency Phone List

Name	Phone Number	Non-Emergency Number
Fire	911	815-648-2218
Police	911	815-648-2351
DCFS	1-800-252-2873	
McHenry County Crisis Center	1-800-892-8900	
McHenry County Health Department	1-800-892-8900	
Mercy-Harvard Hospital	815-943-1122	
Centegra Hospital-Woodstock	815-338-2500	
Centegra Hospital-McHenry	815-344-5000	
Centegra Immediate Care- Huntley	815-338-6600	
Mercy Health Hospital-Walworth WI	262-245-0535	
Aurora Lakeland Medical Center-Elkhorn WI	262-741-2000	
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	