

BROWNSTOWN CUSD #201

BROWNSTOWN ELEMENTARY



**Emergency Management Plan
& Procedures
Update August 2020**

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BROWNSTOWN ELEMENTARY EMERGENCY MANAGEMENT TEAM

Administrator-in-charge: (Son)

Will coordinate emergency response effort. Directs that necessary notifications are made. Coordinates police, fire, medical response. *Remains in the Command Center and manages the crisis.*

First-Aid Responders: (Thomason, Son, Zerrusen)

Will provide emergency first aid until medical assistance arrives.

Site Coordinators: (Thomason, Son)

Will respond to site of emergency and control access to the affected area. Preserve the crime scene until police arrive and assume control.

Police/Fire/Medical: (Schaal, Sefton)

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 Coordinator: (Lloyd)

Will assemble adults who do not have supervisory duties into a three-person sweep team who will check the restrooms, hallways, and other non-classroom areas for students and/or outsiders. They will also pickup “missing students” lists from each teacher in their assigned sweep area. The Coordinator will collect the lists of missing students and forward to the Command Center.

Media Coordinator: (Hoffman)

Will meet with the media and arrange for their needs. Do not make any statements to the media. Assist in preparation of a news statement and arrange interview with the superintendent.

Parent Coordinator: (Stinebring)

Deal with parents who may respond by coming to the school. 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 After the Code Red has been rescinded, assist those parents who wish to take their child home.

Chain of Command:

1. Superintendent/Principal
2. Jr Senior High Principal
3. Lead teacher (Lloyd)

Command Post:

1. Primary Site: Elementary Office
2. Alternative Site: Nurse’s Office
3. Room for Media: Teachers Lounge
- 4.
5. Room for adults who are free at the time: Main Office of each building

6. Off-site Location during school evacuation: Fire House/Churches

BOMB THREATS

Bomb Threat by Phone:

- Listen carefully - do not interrupt.
- Try to take down the entire message.
- Try to keep the caller talking. Obtain as much information as possible about the caller and situation.
- After completing the call, hang up and immediately lift the receiver. (please note which line the call was received on)
- Press *57 (call trace)
- Listen for confirmation announcement and hang up.
- Notify Superintendent immediately and implement evacuation procedure by walking from one classroom to the next to announce an evacuation.
- Turn the bell system off.
- DO NOT PULL THE FIRE ALARM; This can trigger the sensor on the bomb.
- DO NOT USE WALKIE TALKIES OR RADIOS. Some bombs detonate when exposed to radio frequencies. Clear the building one section at a time because the vibration from walking can trigger the bomb.
- Contact the Fayette County Sheriff and the fire department at 618-283-2141 or 911 immediately. The building may be re-entered with clearance from the police or fire officials.
- To take legal action, record the exact date and time of the call and contact the phone company within 10 days.

Bomb Threat by e-mail, fax, or other form of communication:

- Preserve the bomb threat evidence by making a hard copy immediately.
- Notify Superintendent immediately and implement evacuation procedure by walking from one classroom to the next to announce an evacuation.
- Turn the bell system off.
- DO NOT PULL THE FIRE ALARM; This can trigger the sensor on the bomb.
- DO NOT USE WALKIE TALKIES OR RADIOS. Some bombs detonate when exposed to radio frequencies. Clear the building one section at a time because the vibration from walking can trigger the bomb.
- Contact the Fayette County Sheriff at **283-2141** or 911 and the fire department at **911** immediately. The building may be re-entered with clearance from the police or fire officials.
- To take legal action, record the exact date and time of the threat and keep all evidence in the safe.

BUS/TRANSPORTATION ACCIDENT

Bus Driver/Sponsor:

- Bus driver or sponsor assess situation and calls **618-283-2141** or 911, police/ambulance if necessary.
- If threat of fire, move children to safe location at least 100 ft from side of roadway.
- Notify school office. Refer to emergency forms.
- Refer media to office of Superintendent. Make no statements to media/by-standers.
- If students are injured, administer critical first aid. Teachers accompany students to hospital if possible. Keep record of students sent to hospital.

Secretary:

- Keep record of any students sent to hospital.
- Refer to emergency forms.
- Stay in office.
- Handle all phone calls.
- Tell any callers that there has been an accident and that you do not have full details but you expect a report quickly.

Superintendent:

- Go to the scene of accident if possible.

Principal:

- Work with the superintendent or social worker in notifying parents of students involved in the accident.

CHILDREN LEFT AT SCHOOL

Principal, teacher, or person in charge:

- Check the student's emergency card and call the parents. DO NOT transport the child in private vehicle unless authorized.
- Call the person listed on the emergency card if the parent cannot be reached.
- Call the superintendent/designee
- Contact police if no contact with parents or emergency contact can be made.

CODE RED PROCEDURE

A CODE RED 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.

Code Red:

- The Emergency Management Team responds to the Command Center. All adults not having supervisory responsibilities for students will report to the Command Center in the Superintendent's Office for assignments.
- Called by – "All students into classrooms immediately".
- Clear – "Students are to report to normal schedule".

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 during a CODE RED.

Superintendent or Principal:

- Direct **618-283-2141** and or 911 be called
- Declare CODE RED – (respond or no respond)
- Send First-Aid Responders to scene.
- Brief EMTs on the situation.
- Dispatch Site Coordinator(s) to secure accident/crime scene.
- Remain in the Command Center and manage the crisis.

Classroom Teachers/Aides:

- Close classroom door and lock
- Make a list of all students *not* in the classroom when **Code Red** is declared.
- Record the names of any students who enter the classroom after the **Code Red** is declared.
- Maintain order and keep students on task.
- If directed to evacuate the classroom, take student roll book with you.
- Do not attempt to contact the office unless an emergency arises in your classroom or you have pertinent information concerning the current emergency.

Secretary:

- Record an accurate timeline of all events

EARTHQUAKES

Because earthquakes can strike without warning, the immediate need is to protect lives by taking the best available cover. All other actions must wait until the tremor subsides. The school and students would be guided by the following.

If Inside:

- Do not panic. If protected from falling objects, the rolling motion of the earth is frightening, but not dangerous.
- To protect from falling objects, take cover in this manner:
 - Get beneath a desk, table or bench. If possible, cover head with a coat or other item to minimize injury.
 - If no cover is available, get against the inside of the doorway or crouch against an inside wall and cover head. Stay away from outside walls, windows, or other expanses of glass.
- All doors should be left OPEN to minimize jamming if the building shifts.
- Stay put and take best cover. Do not attempt to run through the building or outside because falling objects are found near outside doors and walls, If in a lavatory or other room with no desks or furniture, get against an inside wall or inside doorway and crouch.
- Prepare for Evacuation.

If Outside:

- Move quickly away from building and away from overhead electrical wires.
- Lie flat, face down, and wait for shocks to subside.
- Take roll count of students and report to superintendent as soon as safe.
- Do not attempt to enter building until authorized to do so.
- Do not light fires or touch fallen wires.
- Be alert for instructions from superintendent.

EVACUATION PROCEDURES
(Fire and Other Disasters)

Teachers:

- Drills should be silent. If teachers and students are talking, directions and other information cannot be heard.
- Everyone should clear the building immediately
- Take your grade book or class list to check roll outside and report to the Principal.
- Exit according to the exit instructions posted in your room.
- If an area is barricaded, then the next nearest exit should be used.
- If fire blocks planned exit routes, exit through window or alternate doors, WALK –Do not run.
- Close the door and see that everyone is out of your area or class.
- Please get as far away from the building as possible.
- Account for all students and report any missing students to the secretary.
- If re-entry to the school building is not possible students will go to the proper location and wait for bus transportation and accounting.
- Students may be released to parents only after being appropriately signed out.
- Once all students are accounted for – report to the Baseball Diamonds, High School Gym, or Elementary Gym.

Secretary:

- Take the student emergency forms as you evacuate.
- Exit the building.
- Account for all personnel at your assigned exit.
- Convey teachers' attendance reports to the Principal outside the front entrance.
- Attendance sheets.
- Finance sheets.

Principal:

- Check that hallways are cleared.
- Notify media if relocation is necessary.
- Account for all individuals from the school by checking secretaries' reports.
- Report any missing individuals to the superintendent and fire department.

Custodians/Maintenance:

- Assist in maintaining emergency traffic access.
- Assist emergency personnel in location of power shut offs.

FIGHTS

Do not physically intervene if physical harm can come to you. If the Principal or Superintendent is not available, teachers/supervisors should do the following.

Teachers:

- Be aware of the 3 stages of fight.
- Stage 1: Escalation – Combatants engage in aggressive provocation (taunts, insults, empty their pockets, remove jackets). If no one intervenes, the fight escalates into
- Stage 2: Students engage in all out fighting.
- Stage 3: Violence subsides and enters lull stage.

Stage 1 Intervention:

- Make loud, diverting sounds. (Blow whistle, set off personal alarm).
- Use short, clear commands and use student's names. (ie: "John, stop! Back off!")
- Identify the victim. When you issue your commands, the one who looks at you first is usually the victim. He is looking for help and will comply.
- Set limits. If students continue to face off, remind them of consequences.

Stage 2 Intense Fighting:

- Do not intervene physically, Send for backup at once. Use short, clear commands to stop fighting. Remove the audience. Tell students to leave: "Go, John. Leave now!" Consequences should be issued for students who refuse to leave the scene of a fight when requested. Remove potentially harmful objects (scissors, chairs, etc.)

Stage 3: Lull

- Use short clear commands. (ie. John stay there. Mike, you come with me"). Without endangering your safety, carefully pull injured student away and escort to safety. Move one student out of view of the other. Get assistance and refer to principal/superintendent or designee for disciplinary action.

GAS LEAKS

Gas leaks are identified by an odor similar to rotten eggs. If a gas leak is suspected, do the following.

If Inside:

- Evacuate area. If possible, allow fresh air ventilation.
- DO NOT TOUCH LIGHT SWITCHES.
- Contact building principal and/or superintendent immediately.
- Call Fire Department **618-283-2141** or **911**
- Call Liberty Utilities 1-855-644-8134

If Outside:

- Move upwind from any odor.
- Contact building principal and/or superintendent immediately.
- Call Fire Department **618-283-2141** or **911**
- Call Liberty Utilities 1-855-644-8134

HAZARDOUS MATERIAL SPILLS

Major hazardous material spills are most likely to occur on major transportation routes. The main threat is toxic fumes. If administration is notified that there is a hazardous material spill, keep the students inside.

If Outside:

- Move upwind away from spilled material.
- Contact building principal and/or superintendent immediately.
- Call the Fire Department at **618-283-2141** or **911**

If Inside:

- Avoid direct or indirect contact with materials spilled.
- Treat individual who is contaminated.
- Flush any area of direct contact with water immediately.
- Remove contaminated clothing.
- Move to alternate location without common ventilation system to avoid fumes
- Call the Fire Department at **618-283-2141** or **911**.
- Evacuate the building completely.

INJURY PLAN

Teacher or person in charge:

- Remain calm.
- Administer emergency first aid.
- Call, radio, or send 2 students to the office giving the
 - Location of student
 - Student's name
 - Type of injury

Principal/Superintendent/ Lead Teacher:

- Report to the emergency scene, if possible.
- Call the Brownstown Fire Department at **618-283-2141** or **911** if the situation requires.
- Report nature of emergency(fire or medical), your location at Brownstown CUSD #201, number of victims, and any other pertinent information.
- Give the call back number, 427-3368.
- Give the following directions to the Emergency Dispatcher: Come to the front door of Brownstown High School or Brownstown Elementary School. Look for personnel for further directions.
- Send a member of the Emergency Response team to the front entrance to escort the ambulance personnel to the emergency scene.
- Contact the guidance counselor to assist in implementation of the crisis plan for counseling students and communicating to parents of students if needed.
- The administrator or lead teacher will stay at the emergency scene to relay instructions to the superintendent's secretary.
- Keep all interested personnel and students uninvolved in the emergency away from the area.
- Do not move the student/victim unless his location is potentially dangerous. Reassure the student/victim; keep him quiet and lying down.
- The building principal or superintendent will notify the parents as soon as possible. (The superintendent is always consulted for advice when notifying parents.) Notification should be given tactfully and in such a manner as not to create undue panic. Parents should be given all known details rather than just advised that "Your child had a bad accident." If parents cannot be consulted immediately, follow instructions on the emergency card regarding physician and hospital. Do not delay in securing medical attention when the accident is so severe it suggests immediate hospital care.

Secretary:

- The secretary will pull the emergency procedure card on file in the office.

INTRUDER ON SCHOOL PROPERTY – INDOOR THREAT

Staff member first in contact with the intruder:

- Direct the intruder away from the students and signal nearest staff member to contact the office.

Superintendent/Principal:

- Call Code Red.
- Activate the Situation Management Team.
- Check hall/bathrooms until Police arrive.
- Manage the crisis.
- Hold an emergency faculty/staff meeting at the close of the day/event.
- Monitor Security System and save recording.

Secretary:

- Summon police and medical help at **618-283-2141** or **911**.
- Notify Superintendent's office of situation
- Keep a log containing the times notifications are made and actions taken.
- Handle calls: "We have an intruder in the school and we have notified the police and activated our safety plan. We need to keep our phone lines open." If a parent says, "I'm coming to get my child", say, "We have a lock down. No one can get in the school at this time."
- Be under control.

Teachers:

- Lock their doors.
- Immediately create a list of students not in class.
- Keep a log.
- Stay quiet. Keep students in room away from door and glass area by door.
- If the intruder has a gun and begins shooting, **EVERYONE** should lie down on the floor immediately.
- If **outside** for P.E., move students to the other building.

Adults who do not have supervisory responsibility at this point in time:

- Seek shelter in the nearest lockable room or office. Wait for further directions.

Situation Management Team:

AS SOON AS IT IS SAFE.....

- Report to the Superintendent's Office.
- Check bathrooms.
- Ensure all students are accounted for.
- Pick up list of students from each class who are not accounted for.
- Identify students who are safe, injured, or killed.
- Act as messengers if electrical system is out.
- If a student is injured/killed, 2 team members go to the crime scene. Send one member from the scene to the office to confirm the identity of the victim, current physical condition, and identity of assailant, if known or utilize radio contact. One person is posted outside the room/area to protect the crime scene.

Students not in class:

- Every student who is out of class and not under the supervision of an adult will go to the nearest classroom.

INTRUDER ON SCHOOL PROPERTY – OUTDOOR THREAT

Superintendent/Principal:

- Declare CODE RED. Follow Code Red Procedures.

Custodian:

- Lock front door. Check rest of outside doors and lock them.

Secretary:

- Call the Fayette County Sheriff at **618-283-2141** or **911**.

Teachers:

- Keep students in room away from door and glass area by door. Lock door. Turn off lights in instructional areas. If intruder has a gun and begins shooting EVERYONE should lie down on the floor immediately.
- If students are outside and shots are fired students and teachers should lie down on the ground immediately. The superintendent, principal, or teacher will indicate when it is safe to move students inside.

KIDNAPPED OR MISSING STUDENTS

Teacher or person in charge:

- Notify the Superintendent or Principal.

Superintendent/Principal:

- Call the parent/guardian listed on the student's emergency card.
- Call the police at **618-283-2141** or **911**.
- Request an Amber Alert be issued.
- When the police arrive at the school, they will take control and work closely with school officials and the student's relatives.
- DO NOT release any information to the press.

MEDIA PROCEDURE

The only means to inform the general public is by the mass media (radio, television, and newspapers). We must provide prompt and accurate information. Any misinformation can create confusion. Isolated quotes from individuals are usually incomplete or misleading, and therefore, **MUST BE AVOIDED**.

ALL PERSONS FROM THE MEDIA ARE TO BE SENT TO THE HIGH SCHOOL ART ROOM.

Superintendent:

- The Superintendent, will be the only school representative to report to the media.
- Give a written prepared statement covering "Who, When, Where, What, and the Facts as we know them."

SEIZURE, GENERALIZED TONIC-CLONIC (GRAND MAL)

During the Seizure: The person may fall, stiffen and make jerking movements. Pale or bluish complexion may result from difficulty in breathing.

Teacher or person in charge:

- Call, radio, or send 2 students to notify the office, immediately.
- Notice the time (to keep track of how long the seizure is).
- Help the person to a lying position and put something soft under the head.
- Remove glasses and loosen any tight clothing.
- Clear area of hard or sharp objects. Send class to another teacher for supervision.

(If out at recess, instruct students to leave the immediate area.)

- Do not force anything into the person's mouth.
- Do not try to restrain the person. You cannot stop the seizure.
- After the seizure, the person will awaken confused and disoriented.
- Turn the person to one side and allow saliva to drain from mouth.
- Do not offer the person any food or drink until fully awake.
- The Superintendent, Principal, or teacher will stay until person is fully awake or EMS arrives.

Secretary:

- Call **618-283-2141** or **911** for First Responders and Ambulance.
- Contact the parents or guardian.

**** If student has had seizures before follow his/her Individual Health Plan.**

SUICIDE DANGER AT SCHOOL

Immediate Action:

- Notify the superintendent and/or principal.

- If the individual is in immediate danger of injuring self or others, the superintendent or principal will the Fayette County Sheriff and Brownstown Fire Department at **618-283-2141** or **911**
- Announce **CODE RED**.
- Activate the Situation Management Team.
- Notify parents of child or emergency contact.
- Staff/Teachers follow Code Red Procedures.

Suicidal Threat:

- Notify the superintendent and/or principal.
- Don't leave the individual alone for one minute.
- Listen to the individual and take the threat seriously. Observe the individual's nonverbal behavior. Ask whether the individual is really thinking about suicide.
- Don't be sworn to secrecy and try to handle the situation yourself.
- Continue to express interest in individual after crisis is over.

TORNADO – TAKE COVER PROCEDURES
(Severe Weather, Civil Defense Alerts, Other Emergencies)

A **tornado watch** means no funnel clouds have been sighted, but tornadoes can be expected to occur. If a tornado watch is declared, be prepared to take cover in your designated area and be alert for special instructions. A **tornado warning** means a funnel cloud has actually been sighted. The approximate location and direction of travel is usually given when the warning is broadcast.

Teachers:

- A whooping siren will sound to signal the take cover alert. (When power is lost, a manual announcement will be made.)
- Take class list grade book. Take students to designated location. Seat them on the floor facing the walls.
- Instruct them to protect themselves by kneeling with their knees crammed up under them, and covering the back of their heads with their hands or books.
- When the take cover alert sound, go to your assigned location and take cover.
- Teachers and anyone who supervises students should note the take cover location as posted in each room.

All School Occupants:

- When the take cover alert sounds, go to your assigned location and take cover.

UNCONSCIOUS VICTIM

Teacher or person in charge:

- If the victim does not respond, call, radio or send 2 students to notify the office.
- If breathing and circulation are evident, turn the person to one side and allow saliva to drain from mouth.
- If breathing is absent, administer rescue breaths.
- If circulation is absent, get the AED from the Office and use per protocol.
- Complete an accident report form.

Superintendent, Principal, or Guidance Counselor:

- The superintendent, principal, or guidance counselor will stay until person is fully awake or EMS arrives.
- Document the incident and report to appropriate authorities.
- If an adult refuses treatment, obtain a signed statement indicating refusal.

Secretary:

- Call **618-283-2141** or **911** for First Responders and Ambulance.
- Contact the parents or emergency contact.
- Direct paramedics to victim.

WEAPONS – RESPONSE TO SUSPECTED WEAPON

Teacher or person in charge:

- Obtain as much information as possible about potential weapons on school property. Find out who has the weapon, what kind of weapon, the location of the weapon (i.e. bookbag, locker, etc.) **DO NOT** announce that a weapon is in the classroom.
- Notify the superintendent and principal immediately. This may be accomplished by sending a sealed note to the office with a trusted student (not the student who told you about the weapon). Do not use a phone or walkie talkie.
 - If the class bell is going to ring soon and there is no time to contact the superintendent or principal before students go to the next class, have the student carry some boxes or books to the office. This procedure keeps the student's hands busy and in your sight.
 - Accompany the student to the office when the bell rings. Inform the superintendent and/or principal of the weapon. Detain the student in the office. Have student keep hands on top of table so they are in full view at all times
- Superintendent/principal or designee calls the police immediately using **618-283-2141**.
- The superintendent goes to the classroom and gets the student out of class. Gives an excuse distracting the student. Keep talking and walking to the office.
- Do not approach/confront a person suspected of having a weapon in a classroom or crowded area. Make every effort to keep your eyes on the person suspected of having a weapon until help arrives so that you may point him/her out to the police.
- It is best to have the police officer at the school prior to having the person suspected of carrying a weapon confronted. Have the police officer confront the person and conduct the search of the person suspected of possessing a weapon. Let the police officer take custody of any weapons. Ask the police officer to photograph the weapon and send a copy of the photo to the Superintendent along with a copy of the police report.
- Treat all firearms as if they were loaded. If a firearm is found, do not pick it up, but call the police and secure the area.
- To reduce the risk of injury and promote personal safety, avoid handling weapons. Remember, some weapons can be disguised in such things as pens, belt buckles, or jewelry.
- Begin the Suspension/Expulsion process and complete the police report.

WEAPON – RESPONSE TO VISIBLE WEAPON

If Outside:

- Remain calm. If you become visibly upset, you may actually prompt the use of the weapon.

- Ask permission to do ANYTHING.
- Move slowly and deliberately.
- As you step back, lower your hands in a non-threatening manner. Call by name if you know the person.
- Protect other students. Inform the assailant that you are clearing the area. Ask students to slowly step back and leave the scene.
- Reassure the assailant. “No one wants trouble. Please leave now.” (Do not ask for the gun because that can prompt him to shoot.)
- A staff person witnessing the situation should contact the office immediately for a Code Red alert.

If Inside:

- Remain calm. Essentially this is a hostage situation. Say, “What do you want? What is wrong? Please point the gun away from us.” Try not to escalate the situation. Ask permission to evacuate the class and do so, if allowed. If not, keep talking.
- Never lunge for the weapon or cover.
- A staff person who witnesses this situation should contact the office for a Code Red alert.

WEATHER, EARLY DISMISSAL FOR INCLEMENT

Superintendent:

- Call the radio stations to announce the early dismissal. The stations are as follows: WPMB/WKRV – Vandalia, WXEf and WCRA/WCRC – Effingham, and WJLY – Ramsey. Television station – KSDK Channel 5.

- Refer to the student's registration forms that state where they are to go in case of an emergency.
- Teachers and the superintendent should stay until all children in their class are released or picked up by their parent/guardian/designee as stated on the registration form.
- Parents will also be notified via School Reach.

Bus Driver:

- If students are on the bus when school is cancelled, continue to school.
- The bus driver should not pick up more students.

**EMERGENCY SHUT-OFF
Elementary School**

Emergency Electricity Shut Off

1. Go to the new east boiler room, directly beside water fountains in the hallway by the cafeteria. Go to the rear of the room (SE corner). On the lower right hand side of the electric shut off, it is labeled “Main Electric shut off”. Turn black handle counter clockwise until it stops and it says “off” in the little window. This shuts off power to the whole elementary building.

Emergency Gas Shut Off

1. To shut off all gas at both schools at one time, get the wrench hanging on the wall inside the shop walk-door. Go to the east side of the shop and turn the valve clockwise that is marked in orange. There is also a wrench by the boiler in the HS boiler room and one above Dave’s desk in the west janitor’s room at the elementary.

Water Shut Off

1. Using the large, blue T-shaped tool, hanging on the door, in the janitor closet across from the secretary’s office, go to the red square cover in the yard to the northeast of the flagpole.
2. Next to the red cover is a round blue cover, marked “WATER”. Remove the blue cover and insert the T-tool and turn clockwise until it comes to a stop.

Emergency Sprinkler Shut Off

1. To shut off sprinklers in an emergency, go to the storeroom in the Northeast corner of the KRP room. Turn the large round wheel clockwise that is marked “SPRINKLER SHUT OFF”.

Fire Alarm Shut Off

1. In the hallway by the Principal’s office on the east wall is an LED panel. To shut off alarm, insert key and press alarm silence button and it will tell you what station has been activated. Go to the station with the same key and open pull station and put handle in the upright position and close station. Go back to fire alarm box by the Principal’s office and push reset. Code should show “normal”.
2. There is another fire alarm box in the east boiler room, just inside the door, and you can do the same thing there.

High School Emergency Shut Off

Emergency Electricity Shut Off

1. On the west wall in the boiler room is a big grey electrical box. Open door and locate the large 600 AMP breaker on top. Push it to turn off electric power. This does the entire HS building. It will be marked with signs.

Emergency Gas Shut Off

1. To shut off HS Building only - go the boiler room. On the south wall next to the door way there is a large “Red” gas valve. Next to the valve, there is a pipe wrench hanging on the wall. Use the wrench to turn off the gas valve in the “clockwise direction”. Signs are posted.

Water Shut Off

1. Go through the music room to the boiler room door. Go straight through the storage room door to the storage room. On the East wall there is a door leading to the “tunnel”. The water shut off valve is on the left side. It is a large “wheel valve” and it will be marked.

Fire Alarm Shut Off

1. Go to the boiler room and on the north wall, to the far east side, there is a “Fire Alarm Panel”. Open the door, there is a cancel button – Push to cancel.

EMERGENCY PHONE NUMBERS

Emergency Services Numbers

Fayette County Sheriff	1-618-283-2141
Brownstown Fire Department	1-618-283-2141 or 911
Fayette County Hospital Ambulance	1-618-283-1234 or 911

Fayette County Hospital 1-618-283-1231

Helpful Numbers

IL Poison Control 1-800-942-5969
National Youth Crisis Hotline 1-800-448-4663
IL State Police – emergency 1-217-347-2677
- non-emergency 1-217-347-2711

DCFS 1-800-252-2873 (1-800-25-ABUSE)
Fayette County Health Department 1-618-283-1044
Brownstown City Hall 427-3345
Ameren IP Electric 1-888-789-2477
Liberty Utilities (Gas Co.) 1-855-644-8134
Community Resource Center 1-618-533-1391
S.C.A.T. Julie Wollerman 1-618-283-9311 – 423-2890

Media

WPMB/WKRV 1-618-283-2325
WXEF 1-217-347-5518
WCRA/WCRC 1-217-342-4141
WJLY 1-618-423-2082

KSDK Channel 5 1-314-621-7911
KDNL Channel 30 1-314-231-6397
KTVI Channel 2 1-314-644-6676