

ST. MALACHY SCHOOL EMERGENCY PREPAREDNESS PLAN

INTRODUCTION

Purpose

St. Malachy School aims to meet moral, as well as legal, 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 is kept in compliance and cooperation with the Geneseo Police Department, American Red Cross, and the Peoria Office of Catholic Education.

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. Crises 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 the development of a system for staff training and for inclusion of safety concepts more specifically within the curriculum.

Continuity of Administration

A continuity of administration is established and kept updated for any type of emergency situation emergency. Decisions will be made by the pastor and the principal or designated person.

Pastor:	Father Michael Pakula	Rectory Phone:	944-2250
Deacons:	Harley Chaffee	Phone:	944-2091
	Tom Wachtel	Phone:	944-6371
	Larry Honzel	Phone:	944-4972
	Art Ries	Phone:	945-9101
	Robert O'Rourke	Phone:	441-5960
Principal:	Heather Francque	School Phone:	944-3230
		Home:	945-2798
Designees:	Erin Hofer	School Phone:	944-3230
		Home:	945-7493

The Pastor of St. Malachy Parish, 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 as assigned until released by the principal.
- Reviewed at least annually in which functions are identified and pre-assigned.

Staff Orientation/Training

All school staff will be oriented to this Plan by the principal and/or designee at the beginning of each school year. Training for CPR and First Aid will be offered to all staff members. At least two staff members must be trained in first aid and CPR certification. St. Malachy School will pay the fee for certification.

School Incident Team

A School Incident Team comprised 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. Malachy School and Church buildings (entrances and exits)
- School routines
 - Access: inside and outside
 - Class schedules: stable or changing
 - Current status of school activities: class, lunch
- Locations: gas, electric, water, 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 do this each employee must:

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

Evacuation Routes

The principal and Emergency Incident Team are responsible for establishing safe evacuation routes from all school exits. These evacuation routes are to be posted in all classrooms and throughout the building.

Alternative safe areas are Geneseo Middle School, Geneseo High School, or Geneseo Library

Emergency File

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

Parent Communication/Responsibility

Pertinent components of this 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 form for their child and designate other persons who are authorized to pick-up their child in the event of an emergency.

Parent Telephone Alert System

The procedure used is the usual system implemented for parent communication - particularly when classroom contacts are necessary.

The St. Malachy School Directory lists each family, student, grade level, and telephone number.

This Parent Telephone System is applicable when the Principal finds it necessary at vital times to contact key parents.

Geneseo School District #228 school messenger provides electronic correspondence via email, text, and phone messaging to alert the community of cancellations, early dismissals, and information in the event of an emergency.

Staff Functions/Roles

The St. Malachy School disaster preparedness plan shall be available to staff, parents, and the students in the office of the church and the school. The St. Malachy disaster plans shall be provided to each teacher. 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 for his/her school and present a copy to the Pastor.

The Principal shall:

- Direct evacuation of buildings, 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 by floods or approaching fires.
- Issue orders to teachers if children are to assemble in preselected safer areas within the school.
- Schedule required fire drills and keep appropriate records.
- Use discretionary judgement in emergencies which do not permit execution of prearranged plans.
- Inform the Pastor and Superintendent of Catholic Schools of all emergency actions taken as soon as possible.
- Post directions for fire and outside siren drills in classrooms and multipurpose rooms.
- Arrange training for CPR, First Aid, use of fire extinguishers, and other specialized areas.
- Email school families a weekly agenda that includes upcoming events

2. Teachers

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

- Direct evacuation of students in their charge to inside or other assembly area in accordance with signals, warning written notification, or intercom orders.
- Give the DUCK, COVER AND HOLD ON command during an earthquake, or in any surprise form of attack.
- 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 school nurse or person trained in first aid.

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.
- Be prepared to shut off all power to the building.
- 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 the principal as needed.
- Provide for the safety of essential school records and documents.
- Operate telephones.
- Monitor radio emergency broadcasts.
- Assist the school nurse as needed.
- Act as messengers and carriers when so directed.
- Send informational emails and reminder to school families

5. 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. In response to notification of an emergency or disaster, the Principal immediately assembles in the office the School Incident Team.

Members:

- Principal
- Secretary
- Technology Coordinator (if in building)
- P. E. Teacher (if in building)
- Maintenance Personnel
- School or Parish Nurse (if in building)
- Music Teacher (if in building)
- Volunteer Parent(s)

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 or room-to-room messages (may provide a written statement which teachers may use to announce event to students).
 - Help determine appropriate actions for students, i.e. evacuate school building or school site, return to class, etc.
 - Implement assigned emergency functions.
 - Collect report information concerning student/staff injury, facility damage.
 - Determine the need for, and request, outside assistance.

Areas:

- Communications
- First Aid
- Maintenance/Supply Management
- Student Release

I. PREVENTION STRATEGIES

1. PREVENTION

- Teaching strategies are used to help students cope with stress and crises situations:
 - Virtues promote tolerance, social justice, dignity and the worth of all people
 - Children are taught to value themselves and all life
 - Respect for life involves seeing the good and God in themselves and in all people
 - All people have the same worth and beauty because the Holy Spirit lives within them
 - Activities help students develop positive self-esteem
 - Discipline and self-discipline are emphasized
 - Students are taught to love and respect themselves and others
 - Impulse control and anger management are stressed

- Identify appropriate strategies that provide school safety:
 - Policy and Guidelines
 - Annual checklist: Safety of Educational Facility
 - Annual training for teachers and staff in range of skills
 - Tornado Drill: 1 each semester (one in the Fall and one in the Spring)
 - Fire Drills: 2 each semester
 - Earthquake: 1 each semester

- Resources:
 - Inservices
 - Speakers
 - Links to Web Sites

2. INTERVENTION

- Recognize early warning signs and encourage (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
 - past history of violent and aggressive behavior.
 - intolerance for differences and prejudicial attitudes.
 - drug use and alcohol use.
 - 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.

SCHOOL SAFETY GUIDELINES

1. St. Malachy School prohibits the use of tobacco in the school.
2. All doors except the east entrance door by the school office will be kept locked during the school day.
3. Supervision policy is specially expressed in the Faculty Handbook. Supervision of students is maintained at all times.
4. Lunch time activity is supervised at all times by adult personnel. Teachers and supervisors inform students of specific recess/noon-time playground rules.
5. Student participation in extra-curricular activities is supervised by adults who must inform parents of scheduled times for activities.
6. Indoor and outdoor premises are properly maintained during inclement weather to insure the safety of children and adults.
7. All corridors, classrooms and restrooms are regularly checked for safety. All are encouraged to report potential hazards to the office.
8. Playground, school and gym equipment are periodically checked for safe performance; playground areas are checked for hazardous conditions.
9. Parents should inform the principal/teacher if there is any medical reason why their child cannot participate in physical education class or in other particular activities.
10. An emergency card file is maintained in the office. Parent or guardian fills out a family card, indicating who to be called in an emergency.
11. If a child becomes ill or injured, parent(s) or delegated persons are notified immediately.
12. Medication for students is maintained in the school office. Parents must authorize the administration and are responsible for keeping the supply renewed according to the guidelines.
13. Parents are asked to have an alternative plan for children to use in case of an emergency dismissal. As requested in the Parent-Student Handbook, parents discuss this plan with their child(ren) and make appropriate arrangements in the event that a parent may not be home if an emergency occurs.
14. Tornado drills are conducted each semester and children are prepared by word and practice. Drill routes are likewise posted. Earthquake procedures are also reviewed and posted.

15. Fire drills are held regularly according to state and local regulations. Evacuation includes all persons from the building. Students have emergency procedures thoroughly explained to them. Drill routes are posted in each room and other areas.
16. Signed field trip permission slips are obtained for each student before a trip is taken and these are kept on file by the teacher.
17. The Education Commission has established specific directions for parent/drivers when they bring children to school or pick them up.
18. If a student is absent, parent/guardian is asked to notify school office between 8:00 a.m. and 9:00 a.m. If the parent/guardian has not called in, the school office will call the home after 9:00 a.m. to confirm the absence.
19. Students who walk to school, ride bikes, or are transported to school by parents are not to arrive before 8:15 a.m.
20. Children will be released from school only on the personal written request of a parent or guardian.
21. Students are taught never to accept a ride from a stranger and to report any communication from a stranger to the office.
22. Students riding the bus are informed of rules and behavior guidelines.
23. Students who ride bicycles are expected to follow Bicycle Rules of the Road. Specific rules are printed in the Parent/Student Handbook.
24. All school and state equipment and supplies are inventoried and stored in properly secured areas.
25. All employees of St. Malachy School have been trained according to OSHA Bloodborne Pathogen Standard. Besides being in accordance with the Exposure Control Plan, the administration provides in-service education.
26. Procedures are observed whereby pupils, staff, and volunteers may submit suggestions regarding hazardous conditions and practices.
27. Security cameras are in place in the school hallway, and are monitored by school office personnel.
28. Teachers and staff have been trained in the safe environment program per Diocesan policy.

II. CRISES ACTION PLANS

When an emergency occurs, it is critical that every staff member take 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.

- **All Clear** -- This action signifies the end of the action that had been initiated.
Announcement: In person directly over phone all-page
Teachers should immediately begin discussions, activities, etc. to assist students in addressing fear, anxiety, etc.
Communicate with parents when appropriate.
- **Leave Building** -- This action may be taken for the following:
Fire, bomb threat, chemical incident, explosion or threat of explosion, post earthquake, intruder
Announcement: *fire alarm, bell signal, blow horn*
Provided that time is available, make an announcement in person over the phone which will indicate the nature of the emergency.
Students and staff move in an orderly manner along predesignated routes from inside building to an outside area of safety. In inclement weather, students will be taken to the church rectory basement.
This ACTION should be followed by another action or return to school buildings and normal class routine.
Communicate with parents when appropriate.
- **Secure Building** -- Teachers/staff should initiate this action any time they hear extremely violent behavior, i.e., shots outside their classroom. intruder in the building
Announcement: In person over the phone all-page --
“There’s an intruder at (this specific location).”
St. Malachy School, in cooperation with the local law enforcement, received training in ALICE, which operates under a run, hide, fight philosophy. The idea is to flee the building as a first measure if it’s a reasonable action given the situation. If running from the building is not possible given the intruder’s position, students are instructed to hide. If confronted by the intruder, students are instructed to fight using materials available.
This action will not normally be proceeded with any warning.
Communicate with parents when appropriate.

- **Duck, Cover, and Hold On** — An oral command to “*Duck, Cover, and Hold On*” is given by a teacher or staff member who realizes that an earthquake or explosion is occurring.

Announcement: *DUCK, COVER, AND HOLD ON.*

When inside:

Upon the command, students and staff should immediately drop to the floor, get under their desk and hold on. Desks should be arranged so that they do not face windows.

When outside:

Upon the command, students and staff should immediately move away from buildings and other objects that could topple over, DROP to the ground and COVER the head with hands.

- **Take Cover** — An announcement of the approach a severe windstorm and/or tornado.

City The Outdoor Warning Siren will warn residents of the approach of a tornado

- Straight signal means take cover
- A second bell with 3 short blows means all clear

School The announcement of a tornado drill will be made with three short blasts of a foghorn.

- **No Warning Procedure:**
 - Student should move away from open doorways and windows and take a protected position. Knees and arms on floor and head cradled in arms.
 - Students should move to best shielded areas within the building and get under anything that will give them protection.

MEDICAL CRISIS

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

- Obtain the assistance of the school nurse or a qualified first-aid person on site.
- Determine the seriousness of injury or illness, rendering care and consideration to the injured/ill.
- Immediately attempt to contact the parent or legal guardian using the emergency card.
- 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--Obtain the services of an ambulance by calling 911. (In the absence of the principal, the school secretary or a faculty member will make the call.
- 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.
- Children with a medical condition that requires individualized attention should have a plan of action provided by the physician and parents. This information needs to be shared with appropriate school personnel.

Teacher or Playground 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. VERBAL OR WRITTEN THREATS OF SUICIDE

Principal's Office

- Notify police and Emergency Response Services (ERS).
- 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.
- 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.

3. FOOD POISONING

Principal's Office

- Collect all appropriate emergency health information from enrollment cards.
- Notify Geneseo School District Unit #228 cafeteria manager and Millikin School cafeteria Head Cook to take appropriate actions.
 - Secure food preparation items for examination and testing.
 - Store samples of any suspected food item for examination and testing.
 - Remain available to work with Public Health personnel.
 - Follow directions from the County Public Health Department.
- If problem is serious:
 - Call 911 for ambulances.
 - Administer first aid until medical personnel arrive.
 - Notify parents.
 - File appropriate reports with Public Health agencies.
- If problem is not serious:
 - Notify parents.
 - File Incident Report as soon as possible.

4. 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 determined or even suspected, inform the principal of the assessment.
- Contact the police and parents of the student.
- If a staff member is approached by a student,
 - Call the DCFS Hotline 1-800-252-2873
 - Follow the instructions on the hotline.
 - Notify the principal immediately after the report has been made.
 - Complete the Mandated Reporter Form within 48 hours after the phone report. This form is available in the Office.

5. ILLICIT DRUG SELLING OR USE

The following are absolutely prohibited:

- the possession, sale or use of illegal drugs as defined by Illinois State Law;
- the possession or consumption of alcohol; and
- the possession or use of any prescription/non-prescription medication for which the person does not have applicable physician/parent authorization.

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 944-5141 for police.
- If a student appears to be under the influence, contact emergency services personnel.
- 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 the 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 a 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 conduct code.
- **If no drug is found:**
 - Notify the parent.
 - Meet with student and parent.
- Complete Incident Report as soon as possible.

DEATH CRISIS

DEATH OF A STUDENT, TEACHER OR PARENT

1. ST. MALACHY DEATH CRISIS TEAM

	WORK NO.	HOME NO.
Father Michael Pakula, Pastor	944-5393	944-2250
Heather Francque, Principal	944-3230	945-2798
Erin Hofer, Teacher	944-3230	945-7493
Robin VanMeenen, School Nurse	944-5393	269-4009

2. THE USE OF THE SCHOOL PROTOCOL

The principal, teachers, and other school staff members need to recognize that the day and week or even two weeks following the sudden death of a student, teacher, or parent will be a time in which there is much turmoil and confusion. The amount of turmoil evidenced by the students and the amount of confusion experienced by them, will be a direct result of several variables. These variables include the visibility of the deceased person, the manner of death, the manner in which students learn about the death, and whether the death receives closure quickly. Please recognize that individual variables will certainly have an effect on various aspects of intervention. These variables must be kept in mind as you work through the protocol with your students.

The following pages of the protocol contain the following guidelines:

- Principal/Principal's Role
- Mandatory All Staff Meeting: Role of Principal and Crisis Management Team
- Principal's Check List
- The Teacher's Role
- Teacher's Check List
- Specific Information for Teachers
- Role of Non-Certified Staff

3. PRINCIPAL'S ROLE

When any individual within a school becomes aware of the sudden death of a student, be it homicide, suicide, accidental death, or the death of a student following an illness, it should be the responsibility of that individual to immediately call the principal and inform him/her of all the known facts regarding the death. It is important that the principal verify the facts concerning the death; including who has died. (There have, in some instances, been inaccurate accounts of who actually was deceased.) The principal needs to quickly assess the impact this death will

have on the school community. If help in addition to the Crisis Team is needed, the principal should make plans for notifying the appropriate people. The principal will then take the lead in the activation of this protocol and the process through which students will be notified about the death. If the death is discovered outside of school hours, in the evening or late at night, the principal should call members of the Crisis Team. The team members should notify the entire staff that there will be a change in the procedure of the normal school day and request them to come to school early the following morning. If the principal is not available, the principal's designee will begin this process.

- Prior to meeting with the entire faculty, meet with the Crisis Team to identify the agenda to be followed for the day. Additionally, decide with the Crisis Team what will be reviewed at the mandatory all-staff meeting. At each of these meetings, a prayer will be said for the deceased person and for his/her family.
- Identify a support center area in the building where students may come for support and counseling.

4. MANDATORY ALL STAFF MEETING – The Role of the Principal and the Crisis Team

Prior to the commencement of school following the death of a student, the principal should have an all-staff meeting. In addition to the “before school” meeting, it is important to hold an “after school” meeting to discuss the day’s events and to talk about any students the faculty has concerns about.

- The principal will announce an immediate all-staff mandatory meeting.
- The principal informs teachers and non-certified staff what is expected of them.
- Announce a mandatory ten-minute faculty meeting after school to review the day’s events. This allows an opportunity to receive feedback from faculty, to answer questions, and to review the next day’s expectations.
- Inform all staff members that any media presence or requests for information should be immediately directed to the principal.
- Entertain questions from the staff and/or requests staff have at this time.

5. PRINCIPAL’S “CHECK” LIST

- Arranged and met with Crises Team.
- Designated a counseling support center in building.
- Met with building staff.
- Held after-school staff meeting.
- Met with Crisis Team at end of day to review day’s activities and plan for next day’s activities.

- Included a prayer for the deceased and his/her family at the next school Mass.

6. THE TEACHER'S ROLE

Following the death of a student those left behind grieve in a variety of ways. This brief handout is intended to provide a guide for your use in assisting the students in your classes through the next few days and weeks as they resolve their feeling related to this death.

In the event of a sudden death, many youngsters may arrive at school already “buzzing” with the news. Rumors will have already started before school convened, but there will also be many youngsters who arrive with no knowledge of the deceased student’s death.

For many of your students, this may be their first encounter with death. They will look to you for guidance and modeling. To share with the students your own feelings when you are told of the death – your shock, your sadness, your confusion – is valuable. Let students know these feelings are normal. Encourage the students to be supportive of one another and to escort any friend who is upset to a teacher or the school office. Reassure them that the adults in the building are available to help. Also, encourage the students to discuss their feelings with their parents.

The most important thing teachers can do is to allow some opportunity for students to express feelings related to death. Help them through the grief process by acknowledging the pain and grief they are experiencing, by being a good, active listener, and by reassuring them that their feelings are normal and expected.

Teachers play a vital role in helping students deal with their feelings regarding the death of a fellow student, a parent, or any significant person in the student’s life. It is important for teachers to determine if they can teach their class this particular day or will need help to “cover” their classes. It is okay for teachers to grieve and seek help with their assigned duties.

- Attend the all-staff mandatory meeting.
- Allow the expressions of grief. **Note:** People have different reactions to grief. If you are uncomfortable discussing grief or handling this situation in your classroom today, please ask for assistance from the principal.
- Lead your class in a prayer for the deceased person and his/her family.
- Attend a brief after-school meeting to review the day’s events. The principal and Crisis Team members will be available to discuss concerns you may have regarding any of your students. It should be noted that teachers need to be taken care of, too. Take breaks and have time away from students during the day. Be sure to eat meals and watch personal nutrition and other health habits. After the students have left the building, give yourself an opportunity to process what has happened during the day.

7. TEACHER'S “CHECK” LIST

- Attended the all-staff meeting.
- Requested a substitute if needed.
- Allowed students to go to the counseling area (sent peer or aide to accompany them).

- Offered colleagues, who were in need of help, any assistance I could give them.
- Attended after-school staff meeting.

8. SPECIFIC INFORMATION FOR TEACHERS

- The response of a young child to the death of a significant person may vary depending upon personal, family, and social factors. The grieving process does not always have discernible stages as observed in adolescents or adults. Such factors as the closeness of the relationship, the time of preparation for the death, and the family's response to the death may influence the nature, duration, and severity of the grief response. After the loss of a loved one, the child may be reluctant to trust other adults for fear they too will die or go away. This confounds the teacher's role in supporting the student.
- The variety of responses to a death can often hide the child's true feelings. The child may behave as if nothing is really wrong, hoping that they can convince themselves that death is a reversible process and the deceased will return. Often the signs are physical or behavioral in nature, including: crying, clinging, and thumb sucking. Other signs of bodily distress might include: chronic worrying, lack of energy, and loss of appetite. The child may also demonstrate hostile reactions or there may be a looking to others or substituting that is designed to satisfy some physical or emotional need. There may be an idealizing of the individual during the initial response. Perhaps the most powerful response of young children to death is one of guilt. There may be concern that they have done something to cause the death or should have been more helpful while the person was alive.
- The teacher can be helpful to the young child by giving him/her accurate information in simple and understandable words. The information shared should be guided by the child's questions and should avoid the use of phrases such as "going on a long trip" or "going to sleep". By supporting the child's expressions of feeling in a caring manner, the teacher prepares the child for later grief events. If possible, it is helpful to young children to use such experiences as the loss of a pet to begin to acquire the skills necessary to get through the death of a person to whom they are acquainted.

9. CRISIS NETWORK

- **What is a Crisis Network?** It is a crisis plan that is implemented in the school...it will include a "Crisis Team".
- **Purpose?** A therapeutic response to the sudden death of a student, teacher, or parent is needed. It is recognized that many student survivors will be distressed over the death and may be unable to function normally in the classroom.

This plan prepares the school to respond in the event of such a tragedy.

Sometimes students can cope with the situation with minimal intervention. This plan provides a way to assess the needs of students and staff as well as to assist in organizing resources, as they are needed.

- **Philosophy?** It has been said, "Few events in the life of a school are more painful or potentially more disruptive than the death of a student, parent, or teacher." A

carefully thought out procedure involving a series of planned interventions with student survivors of a sudden death is called postvention. Postvention is considered one of the best methods of prevention.

10. CRISIS

Occurs during non-school hours:

1. Phone contact from police/administration to the pastor.
2. The principal will contact Crisis Team members.
3. The team will organize and “gear-up” for the school day.
4. The Crisis Team will respond to previously assigned roles and expectations until further notice.
5. After the Crisis Team has finished the postvention, a short meeting will follow to provide support, closure and follow-up.

Occurs during school hours:

1. The pastor/police will contact the school principal.
2. The school principal will contact the Crisis Team.
3. Principal informs teachers about crisis situation.
4. As needed, some students may be pulled individually from their classrooms and told about the death.
5. Teachers return to class and tell students about the death.
6. After the Crisis Team has finished the postvention, a short meeting will follow to provide support, closure and follow-up.

11. ROLE OF NON-CERTIFIED STAFF

- All building personnel are affected by the death of a student. Therefore, it is important to inform non-certified staff of their role in dealing with this event.
- Secretarial staff should review procedures for handling requests or calls from parents, news media, and others. The principal should be notified as soon as possible regarding students who are not in attendance. The principal would phone the parents of any students who are not in attendance at school.

SEVERE WEATHER CRISIS

1. TORNADOES OR SEVERE WIND STORMS

A TORNADO WATCH simply means that conditions are favorable for tornadoes to develop. In this case, precautions need to be taken to monitor weather conditions.

Principal's Office

- Activate pre-designated staff to monitor weather radio.
- During a tornado WATCH, a student may be released to a parent or to someone listed on student's emergency release form.
- If at dismissal time the weather is threatening, consideration should be given to retain students until the threatening period is over.

Teachers

- Close windows where necessary.
- Remind students of tornado drill procedures.
 - Define shelter area to be moved to.
 - Review "drop and tuck" position facing wall.
 - If immediate action called for over phone all-page, drop and tuck UNDER DESKS if instructed to do so.

A TORNADO WARNING means that a tornado has actually been sighted. An outdoor warning siren is activated and may be repeated if necessary.

Principal's Office

- Immediately make all-page phone announcement:
 - Move all occupants to tornado shelter.
 - IMPORTANT: If a tornado is spotted or is imminent, issue a command to "drop and tuck" immediately where they are, under desks.
- Parents arriving at school to pick up students should be invited to shelter inside, but not allowed to remove students.

- Keep all exterior doors CLOSED.
- Monitor the weather alert radio and online resources for current weather updates
- A battery operated AM/FM radio receiver should be maintained in the Principal’s Office to receive updated weather reports and instructions.

Teachers

- Evacuate students to designated shelter areas.
 - Take roster to shelter.
 - Leave classroom door open.
- Have students sit quietly on the floor.
- Take roll and account for all students.
- If you are given a “drop and tuck” command, ensure that students face the wall in the disaster position.

2. BLIZZARD OR SEVERE SNOWSTORM

Principal’s Office

- Assess impact of severe snowstorm on the operation of the school day.
- In cooperation with Geneseo School District #228, St. Malachy School is cancelled when the Geneseo public schools are canceled due to severe blizzard or severe storms
- Staff members receive electronic notifications and alerts providing information about cancelations from the District #228 superintendent.
- If during school day, the principal shall assess situation and inform staff.
- Websites for local television stations for school cancelation or delay:
 - KWQC TV 6 kwqc.com
 - WHBF TV 4 ourquadcities.com
 - WQAD News Channel 8 wqad.com

3. EARTHQUAKES

Since earthquakes occur without warning, students are taught methods of protecting themselves.

When an earthquake strikes, for one or two minutes, the solid earth may pitch and roll. While the motion is frightening, unless something shakes down on you, it is harmless. Other signs of an earthquake include: Low rumbling noise, like thunder; objects sliding or crashing together; and difficulty in standing.

DUCK, COVER, AND HOLD ON PROCEDURE

Each student and staff member takes COVER under a table or desk, DROPS to their knees, takes hold of the desk, and faces away from the windows.

Drill procedures are practiced each Semester.

- Implement earthquake safety procedures.

Classroom DROP and crawl beneath desks or tables.

COVER head with both arms, face away from glass.

Hallways Move to an interior wall, DROP and COVER head with both arms.

Church Move to narthex,, DROP, CRAWL beneath tables, and COVER head with both arms.

Library DROP and CRAWL beneath tables, and COVER head both arms.

Bus/Car STOP the vehicle, DROP to the floor until tremor stops, the vehicle, and move to an open space.

Outdoors MOVE AWAY from buildings, trees, and utilities. LIE DOWN or SIT covering head with both arms. Stay together in open space and await further instructions.

- Follow other safety precautions and instructions.
 - When signs of earthquake are felt or heard, the teacher should shout “DROP” and safety procedures implemented.
 - Do not strike a match (possible gas leaks).
 - Do not evacuate building until instructed.
 - To evacuate, use the fire escape routes established.

with
exit

- If possible, proceed to open field areas.

AFTER THE EARTHQUAKE

Principal's Office

- Assess evacuation necessity and whether 911 needs to be called for rescue personnel.
- If necessary, signal evacuation with means available.
 - Alert staff to any hazards along evacuation route.
 - Take Student Permission Slips with you.
 - Assemble Incident Team and be prepared to respond to injuries, fires, hazardous materials, and trauma.
 - Be aware of after shocks.
- Alert maintenance personnel to shut off gas and electricity at the main switches, if possible. All gas appliances and motors need to be shut off.

Teacher

- Stay under shelter until shaking stops.
 - Be prepared to evacuate immediately if fire is a danger.
 - Stay calm and review evacuation procedures with students.
- Report any critical injuries to Principal's Office and account for all students.
- When instructed to evacuate, move students along evacuation route to the outdoors.
 - Remain with critically injured students.
 - Arrange to evacuate other students.
 - Take roll again and account for all students.
 - Stay calm and reassure students.

FACILITY CRISIS

1. FIRE

Principal's Office

- Sound the fire alarm to commence evacuation upon any discovery of a fire.
Use phone system all-page if alternate evacuation route is to be used.
- Call 911 for fire department notification. Use fire extinguisher, if appropriate.
- Evacuate all staff and students to pre-designated areas.
- The principal or appointed staff members should search all areas of building for stragglers.
- Ensure that maintenance personnel have turned off all motors, fans, and other power-driven equipment.
- After total roster is collected, notify firemen of any missing persons.
- If students are to be dismissed, Geneseo Middle School will be the check-out area.
- If students are to return to school, a recall bell signal will be given.
- Signal “all clear-return to class” when appropriate.
- Fire drills are to be conducted in accordance with the school code and St. Malachy School policy.

Teacher

- Evacuate when fire alarm is sounded.
 - Be aware of pre-designated evacuation route.
 - Take laptop with you if possible.
- Close classroom door and turn out lights.
- Leave the building in orderly, quiet manner.
- Take roll at evacuation site to ensure that all students are accounted for.
 - Report any missing students IMMEDIATELY to firemen.
 - Keep students 500 feet or more from building and out of the way of emergency vehicles.
- Render first aid as necessary.

- Maintenance staff and teachers trained in the use of fire extinguishers may fight small fires.
 - Do not endanger life.
 - Do not neglect to sound fire alarm.
 - Confine the fire by closing the door to the area involved.
- Staff and students are not to return to the building until Fire Department officials declare the area to be safe.

2. HAZARDOUS MATERIALS

Warning of a hazardous materials incident is usually received from fire, police, or emergency services officials. When such an incident is close to the school, a threat to the safety of the school may occur. Some hazardous material releases may include an overturned tanker, truck, or train as well as a broken fuel line, gas leak, or a commercial establishment that uses chemicals which may be hazardous. Whether the incident occurs at the school or off the school grounds, the following procedures are to be followed.

Principal's Office

- Call 911 for Police and Fire Departments.
- The Fire Department and Police Department will assess the need to evacuate the building or the school grounds.
- If told to evacuate, move crosswind, not directly with or against the wind which may carry fumes.

Teacher

- Follow instructions of the Principal's Office.
- If evacuation is necessary, follow evacuation route as determined by the Principals' Office.
- Take class grade book and take roll.
- Do not return to the building until directed to do so by the Principal's Office.

3. UTILITY EMERGENCIES

Principal's Office

- In the event of ELECTRIC POWER FAILURE:
 - Call CAM – 944-2333
 - Call Water Company – Geneseo Municipal Utilities (water & electric) – 911 or 944-4243
 - Instruct staff/students to either remain in place or evacuate the building.

- In the event of a GAS LINE BREAK:
 - Evacuate the building immediately, if necessary.
 - Call 911 for Police and Fire Department
 - Evacuate to Geneseo Middle School and use assigned areas (gym, cafeteria or multipurpose room).

Teacher

- Follow instructions from the Principal’s Office.

4. BOMB THREAT

Principal’s Office

- Check caller ID on the telephone to locate the caller’s location and telephone.
- Call 911 and report a threatening call has been received.
Do not mention a bomb, if possible, to avoid media coverage.
Tell dispatcher not to put it out over the regular frequency. Make the notification to police by Mobile Data Terminal (MDT).
- Make the decision to evacuate the building or not
- Do not use radios or electronic bells.
(Bombs can be activated by radio signals and electronic devices.)
- Pass information to teachers.
- If evacuation is made, the following should be considered:
 - It should be a minimum of 500 feet
 - Teachers will make visual checks of their classrooms reporting anything unusual to police. DO NOT TOUCH ANYTHING SUSPICIOUS.
- Wait for “all clear” from police before allowing students back into the building.
- File an Incident Report.

Teacher

- Evacuate when advised.
- Bring grade book with you and take roll call at evacuation holding area.
- Take attendance when students are assembled outside.
Give attendance report to Principal’s Office.

Person receiving phone call

- Check telephone for caller identification (Caller ID).
- Keep caller on line for as long as possible and do not hang up.
- If a student receives the call, student should get an adult to the phone as quickly as possible.
- Signal someone to alert the Principal.
- Write down all information given by the caller.
- Use a Bomb Threat Checklist. (Appendix E)

BOMB THREAT PROCEDURES

1. When a bomb threat call is received, immediately write down the details on the Bomb Threat Information Sheet. (See appendix)
2. The person taking the call should attempt to keep the caller on line as long as possible in order to ascertain as many personal characteristics as possible. As a last “staller,” when the individual seems to be going to hang up, ask him/her to wait so you can get a pencil to write down details, then ask the same questions.
3. As soon as the call is concluded, record the time that the call ended and check the caller ID on the telephone. If caller ID is not working dial the code number for Customer Originated Trace - *57. Call the telephone company immediately because the call will be traced there. Give the principal the information recorded and write down any other details which come to mind later.
4. The pastor and the principal will decide whether or not to evacuate the building. When it is decided to evacuate, the principal will commence evacuation procedures while personnel from the Parish Church Office or rectory make the necessary telephone contacts.

911	Geneseo Police
911	Geneseo Fire Department
603-362-5536	Atkinson Police
(309) 937-3906	Henry County Sheriff
603-362-9295	Atkinson Fire Department

5. During the evacuation, take all students and staff outside to a safe distance (at least 500 feet).
6. If evacuation during inclement weather, housing has been arranged in the Geneseo Middle School.
7. Police and Fire personnel will arrive to conduct a search of the building in consultation with school personnel familiar with the building.

8. Emergency vehicles should respond to the scene without sirens when possible.
9. **Recording the telephone time is very important!**

5. VANDALISM

Teacher

- Notify Principal's Office of damage.
- Report names of vandal(s), if known.

Principal's Office

- Notify the Pastor of the damage.
- Assess the damage.
 - Cordon off area.
 - Call 911 for police if vandalism is occurring at the time; otherwise use Non-Life Threatening number 944-5141.
 - Take photos of the damage.
 - Note time, location, extent, and kind of damage.
 - After the police have seen the damage, call maintenance to clean-up or repair.
 - Attempt to identify vandal(s).
- Find witnesses, if possible.
 - File appropriate charges against vandal(s).
 - If student(s), notify parents.
 - Follow disciplinary action according to school's student code of conduct.
- File complete report of losses and damages.

VIOLENCE CRISIS

1. **VIOLENT ACTIONS**

Violent actions are defined as a physical assault, fights, verbal assaults, and/or verbal threats.

All faculty can have a calming effect by their actions and reactions to the situation. Good judgement and reasoned action will minimize the disturbance. Individual fear or emotion must be controlled and not communicated to students.

Principal's Office

- Assess situation.
- Call 911 if student(s) refuse to cooperate.
- Assist police in any way requested.
- Follow disciplinary action in accordance with St. Malachy School Handbook.
- File an Incident Report.
- Parents, who are checking on their children, should gather at the Geneseo Middle School to be notified if their children are okay.
- Send media personnel to the command center (Emergency Response Trailer supplied by the Sheriff's Department in Emergency situations) or other identified command center.

Teacher

- Make verbal contact in a calm, low-toned voice.
- If the student(s) refuses to cooperate, notify the Principals' Office that you need assistance with a violence problem.

2. **SEXUAL ASSAULT**

Teacher / Staff

- Notify Principal's Office immediately.
- Complete Incident Report as soon as possible.

Principal's Office

- Isolate victim and assess for need of emergency personnel.
- Isolate suspect, if possible. Call 911 if there is 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: 944-5141.
- Inform staff; seek counseling services; and facilitate any investigations by civil authorities.

3. WEAPONS OR HOSTAGE**Teacher**

- Notify Principal's Office as soon as possible and advise whether a weapon is suspected or visible.
- Try to calm student and others.
- **STOP**
 - Do not approach the student.
 - Do not attempt to confiscate the weapon.
- If weapon is visible or student is threatening:
 - Ask student in a calm voice for permission to evacuate the rest of the class.
 - Evacuate quietly, if allowed.
 - Take your laptop with you if possible.
 - Keep talking with student until police arrive.
 - Ask the student to stop what he/she is doing.
 - Ask "What is wrong? Or What do you want?"
- When police arrive, do as they advise.
- After incident, file report as soon as possible.

Principal's Office

- Call 911 for police.
- If weapon is suspected:
 - Have police officer bring the student to the office with backpack, purse, books, and other possessions.

- Ensure that at least 2 adults and a police officer are present at the meeting.
- The police officer will search for the weapon.
- If a weapon is found, police will remove student.
- Notify parent.
- Follow disciplinary action in accordance with the St. Malachy School Handbook.
- If weapon is visible:
 - Escort police to scene.
 - Work with police, as directed.
 - Under police advisement, *consider options*:
 - Follow ALICE procedures as the situation dictates. Utilize the run, hide, fight method and try to remain reasonable and logical in your reactions to the situation.

4. **DISTURBANCES OR DEMONSTRATIONS**

Teacher / Staff

- Notify Principal's Office immediately. Step back and wait for assistance.

Principal's Office

- Evaluate severity of situation as soon as possible.
- If serious problem:
 - Call 911 for police.
 - Be prepared to:
 - Bring all students/staff indoors.
 - Lock all doors.
 - Phone system all-page announcement
 - Deny unauthorized access to building.
 - Advise students/staff of situation.
 - Hold students past dismissal, if necessary.
- If conflict is within building, make verbal contact, calmly.
 - Separate factions and try to move to a more isolated area.
 - Await arrival of police and cooperate.
 - Identify participants.
 - Notify parents.
 - Follow disciplinary action in accordance with the school's student code of conduct.
- File an Incident Report.

NOTE

- harm to
- *** Understand that violence is time-lined, if you can delay long enough, it will subside.
 - *** Never grab or touch a violent student unless they are causing themselves or others.
 - *** Try to get the area emptied of other students so there is less audience and less danger.

5. INTRUDERS

Teachers / Staff

- Report any suspicious person to the Principal's Office immediately.

Principal's Office

- Approach intruders and determine the nature of their presence.
- Ask for identification.
- Direct and/or accompany them to proper office.
- If no acceptable purpose, ask them to leave.
- If they refuse to leave:
 - Remind them that they are in violation of the law.
 - Alert them that police will be called.
 - If continued refusal, call non-emergency number: 944-5141.
 - If severe situation, call 911 and announce over the phone system all-page, "There is an intruder (in this specific place)."
 - Follow ALICE procedures as the situation dictates.

III. POST-CRISIS RESPONSE GUIDELINES

Teacher

- Provide a safe place -- give them safety and acceptance.
- Tell child early and after, that you are available to listen and to talk.
- Help students brainstorm what they can do to help themselves feel safe and more comfortable.
- Keep in contact with the parent.

Administration

- Coordinate Community Response.
- Call Hammond Henry Hospital for counselors from the Social Service Department to counsel individual and groups after critical incidents.
- Help parents understand reactions to crisis.
- Help teachers and other staff deal with their reactions to crisis.
- Help students and faculty adjust after the crisis.

ACTIVITIES TO CALM CHILDREN

A first step for parents is to understand the kinds of fear and anxiety a child experiences. Recognize that a child who is afraid is afraid! Parental understanding and helpful intervention can reduce the severity of fears and prevent more serious problems from developing. Listen to what the child tells you about his/her fears. Explain as well as you can about the disaster and about the known facts and encourage the child to ask questions or describe what they are feeling.

Immediately following a quake, fire, flood or other disaster:

- Keep children as quiet as possible.
- Encourage deep breathing exercises.
- Sing familiar songs, such as carols, nursery rhymes, etc. (Primary only)
- Play word guessing games.
- Talk about happy memories that they can recall.
- Make a plan for what they will do over the next 24 hours.
- Whenever possible, give children tasks to perform as part of the response.
- Mostly, keep children in their area, quiet, seated, and breathing deeply and regularly.

ADDITIONAL FOLLOW-UP:

- Make a deliberate effort to avoid inactivity and get back to routine, indicate to the child that you are maintaining control.
- Be understanding but firm, be supportive, and make decisions for the child.
- Maintain discipline which sets boundaries that provide stability.
- As much as possible, STAY TOGETHER.

THIS DOCUMENT WAS REVIEWED BY

St. Malachy Parish Education Commission Members

Geneseo Police Department

Henry County Sheriff's Department

Geneseo Department of Fire Prevention

SOURCES USED

St. Malachy School Emergency Policies

District #228, Geneseo Public Schools

School Planning Guide for Bomb Threats
Grief Plan Information

Geneseo Police Department Contingency Plan

Henry County Sheriff's Department

Illinois State Board of Education

School Emergency Planning Guide

U.S. Department of Education

A Guide to Safe Schools: Early Warning Timely Response, 1998
Stopping School Violence, An Essential Guide. Health Administration
Development Group, 1999.

Modeled after St. Philomena School Emergency Plan, Peoria, IL

American Hospice Foundation

Grief at School

alicetraining.com