

JOHN HERSEY HIGH SCHOOL
EMERGENCY PROCEDURES

THIS DOCUMENT CONTAINS PROCEDURES FOR THE FOLLOWING EMERGENCY SITUATIONS:

CRISIS (LOCKDOWN), FIRE, DISASTER, & BOMB THREATS

Call the school emergency number, 4-911, for all school emergencies. If no answer, emergency help can be obtained from the police or fire department by calling 911.

A. SOFT LOCKDOWN PROCEDURES

1. Listen to instructions from the school administrator announcing the soft lockdown.
2. Move any students in the nearby hallway or bathroom into your classroom and close your classroom door.
3. If you are outside of the building with students, or nearest a door where students are outside, bring the students inside and into the nearest classroom.
4. Account for all students by taking attendance. If possible, report any missing students to the Main Office either by phone or e-mail. Do not leave the classroom or send a student to report this information. Also report any students that you have taken into your classroom who belong in a different classroom. School administrators will notify the appropriate teacher of their location.
5. Remain in the classroom for further instructions, but continue normal classroom activity.
6. Listen for the "All Clear" to be announced and follow any instructions given on how to resume normal operations.

Soft Lockdown Scenarios: Abduction of a Student, Civil Demonstration/Protest, Death on School Grounds, Sexual Assault, Unknown Person who becomes confrontational.

B. HARD LOCKDOWN PROCEDURES

(Any administrator or school staff member can initiate a hard lockdown.)

Students or staff outside the building at the time a hard lockdown is initiated should report immediately to the designated off campus student relocation site.

1. Listen to instructions from the school administrator announcing the hard lockdown.
2. Move any students in the nearby hallway or bathroom into your classroom and close and lock your classroom door. **Note:** The same instructions apply to students and staff in other rooms (i.e. gym, cafeteria, library, etc.).
3. Move students away from doors and windows and group them on the floor in the back of the classrooms or in another safe area in the classroom
4. Turn off all lights and any audio-visual equipment.

5. Determine if you have any missing students. Be prepared to report that information via phone, e-mail, or other means to the Main Office or to local emergency responders.
6. When the situation has been resolved, each classroom will be visited individually with an “All Clear” message and given instructions on how to resume normal operations.

Hard Lockdown Scenarios: Armed Intruder, Hostage Situation

When called to do so, a crisis team will convene in the Principal's Conference Room to quickly assess the situation and develop an action plan. In the event of a power outage, the team will automatically assemble in the library. If a member of the crisis team is teaching, or otherwise supervising students, they should remain with the students. The crisis team will include the following people:

Principal	Nurse
Principal's Secretary	School Psychologist
Both Associate Principals	Athletic Trainer
Both Assistant Principals	Building and Grounds Supervisor
Both Deans	Social Worker
All Division Heads	Both Athletic Directors
Police Counselor	

The administrator in charge of the crisis team will deploy personnel as needed and communicate within and outside the building as necessary. At a minimum, the following checklist of items will be followed:

1. All team members with cellular phones and/or two-way radios should bring them to the meeting.
2. District 214 office shall be notified immediately if possible.
3. Fire or police shall be called as necessary. (JHHS is designated as alarm board #1602)
4. All elevators will be checked in the event of a power outage for stranded persons.

After the situation has been addressed, staff will be informed of the actions taken and debriefing will include plans for future procedural improvements.

Crisis procedures, including a lock down, will be practiced at least once each year.

C. DISASTER PROCEDURE

1. When the disaster alarm sounds, all students and staff are expected to move to the **appropriate location within the building** (refer to the fire and disaster map in each classroom).
2. Students and staff are to remain in these locations until the all clear is announced over the public address system or through staff members .

D. FIRE ALARM PROCEDURE

1. Listen for the fire alarm **OR** instructions from the school administrator announcing the evacuation.

2. Instruct students to evacuate the building using the designated routes and then report to the designated evacuation site. If it is unsafe to use the primary evacuation route, use the secondary.

South exits (front of building)	Move to the sidewalk area by Thomas Street
West exits	Move into parking areas beyond the fire lane
North exits	Move to grassy area north of the parking lot
East exits	Move to retention basin

Staff members must keep students beyond the fire lanes and in the above designated areas.

In cold weather situations where the safety of students and staff are a concern, they will: Move to the designated areas outside the building and instructions will be given over the two-way radios to move students to an inside area away from the area of concern. The fieldhouse will be used whenever possible.

3. Staff members leaving a classroom should make sure that all windows are closed and should lock the door when everyone is out.
4. Take a class roster and the emergency backpack with you to the evacuation site. Put on the teacher identification vest located in the backpack.
5. At the evacuation site, take attendance to determine if any students are missing.
6. Let school administrators and local emergency responders know if you have any missing or injured students.
7. Remain at the evacuation site until the “All Clear” is announced. Follow all additional instructions regarding re-entry into the building or relocation.
8. When the fire department arrives, they will turn off the alarm. **No one may re-enter the building until directed to do so by the administrator in charge using two-way radio communication.**

Evacuation Scenarios: Credible bomb threat or danger is imminent, earthquake that damages the school, fire, flood that poses a safety threat, hazardous materials release (severe and inside the building), natural gas leak, structural failure, suspicious substance/package, utility loss or failure.

E. BOMB THREAT PROCEDURE

When a bomb threat is received on any telephone, the person answering the call should, if possible, notify someone else by note of the call. That person should immediately call the school emergency number (4-911) so the administrator in charge may be informed of the call. The person receiving the threat is to keep the caller engaged in meaningful conversation while asking the following questions:

1. Exact location of the device
2. Time of detonation
3. What does the device look like
4. Where was it placed
5. Why was it placed

During the conversation take note of the following items:

1. Sex
2. Approximate age according to voice
3. Any special speech patterns or accents

4. Other speech identities -- i.e. speed, excited, broken, sincere, well educated, business oriented, disguised and background noise.

During and after the phone call, the course of action followed should be:

1. The Principal or administrator in charge may assemble the crisis team and follow crisis procedures as necessary.
2. The Principal's Secretary will inform the police counselor of the call and as necessary, inform the police and fire departments.
3. The Building and Grounds Supervisor will assemble all custodial/maintenance staff in the custodial/maintenance area.
4. The administrator in charge may deploy personnel to search the following areas:

Main Foyer/Commons/Cafeteria
Student Services
Business/Technology/Life Studies (North End)
Math/Computer Rooms
English Rooms
Social Studies/Foreign Language/ESL Rooms
Media/Library/124 Rooms
Gyms/Fieldhouse/Locker Rooms
Theaters/Music Rooms

If a search is conducted, the following course of action should be followed:

1. The searchers shall keep the administrator in charge advised of their area's status. **Should a suspect device be located, it should not be touched by anyone!**
2. If a device is found, custodians will immediately "seal off" and secure the area from all students.
3. At this time, a determination will be made regarding a partial or complete evacuation of the area. The police counselor will be in charge of the area and will direct any evacuation with the student's safety in mind.
4. Once the area is cleared, custodial staff will keep it secure until the police and/or the Cook County Sheriff's Police Bomb Squad arrive.

If an explosion should occur:

1. Follow the same procedure as outlined in the course of action above.
2. Be mindful of the possibility of a second undetonated device

F. MEDICAL EMERGENCY PROCEDURE

1. In the event of students or staff requiring immediate medical attention, contact the Health Services office (x4946) or the school emergency number (4-911) immediately. It may be necessary to send a student to the nearest phone or directly to the Nurse's office.
2. If the nurse is not available, the trainer should be called (x4957). In crisis situations, the Arlington Heights paramedics can be called by dialing 911.
3. In all situations, please remember to use universal precautions in order to prevent infections by bloodborne pathogens. The use of latex gloves and proper disposal of materials exposed to body fluids is mandatory.