



SOUTH COOK INTERMEDIATE SERVICE CENTER – REGION 7

District/Cooperative Annual Components for Emergency and Crisis Response Plans

School District/Cooperative Name: _____
District Number: _____ Fiscal Year: _____

Please indicate annual review conclusions, mark: "S" for satisfactory, "M" for missing, "D" for deficient, or "U" for update needed

A. Response Procedures and Role Designation

1. A description of the responses planned (i.e. what should happen when, and at whose direction) to address various emergencies or crises, including:
 - a. school evacuation responses planned for situations in which conditions outside of a school building are safer than inside such as fires, discovery of suspicious items, or incident involving hazardous materials;

 - b. bus evacuation responses planned for situations when conditions outside of a school bus are safer than inside, such as fire, discovery of suspicious items, or incidents involving hazardous materials;

 - c. severe weather and shelter-in place responses planned for situations when conditions inside a school building are safer than outside, such as severe weather, the release of gas or chemicals, or the threat of mass destruction;

 - d. law enforcement responses planned for situations when conditions inside a school building are safer than outside and the involvement of law enforcement personnel is called for, such as shooting incidents, bomb threats, or the presence of suspicious persons.

2. The definition and assignment of roles and responsibilities, with specific reference to the chain of command, designated back-up for each role, and other critical functions including:
 - a. responsibilities of individuals who discover an emergency or crisis;

 - b. response leadership;

 - c. monitors who will ensure the proper execution of the planned response;

 - d. responsibility for communicating with first responders, building occupants, families, representatives of the media, and other members of the community;

 - e. responsibility for maintaining emergency-related records;

3. The inventory of resources that are available when responding to emergencies, including;

_____ a. emergency contact lists;

_____ b. methods for accounting for the whereabouts and status of all children and the process established for releasing students into the care of their parents and others;

_____ c. response guidance material and the method of providing it to students and staff, including support personnel, such as bus drivers, secretaries and custodians;

_____ d. emergency supplies and equipment (such as first aid kits, food, water, emergency lighting, fuel, battery-operated radio, and walkie-talkies), maintained for students and staff to use during an emergency or crisis;

_____ e. information that exists about the school, such as hazard analysis, area maps, site plans, safety reference plans (see 23 Ill. Adm. Code 180.120), community agreements, etc.

B. Training and Preparedness. The description of actions taken to ensure that all administrators, staff, and students understand the warning signals and know what to do in an emergency, including but not limited to the objectives and results of the types of school safety drills conducted in conformance with Sections 15 and 20 of the Act, including:

_____ 1. school evacuation drills;

_____ 2. bus evacuation drills;

_____ 3. severe weather and shelter-in-place drills;

_____ 4. law enforcement drills, if any

PARTICIPANTS AND ATTENDANCE RECORDS

School Principal Signature

Date

School Assistant Principal Signature

Date

Education Association Signature

Date

Local Fire Official Signature

Date

Local Law Enforcement Signature

Date

Local Emergency Medical Services Signature

Date

Local Emergency Management Agency Signature

Date

Signature and Title

Date

Signature and Title

Date

Signature and Title

Date

Signature and Title

Date



SOUTH COOK INTERMEDIATE SERVICE CENTER – REGION 7

District/Cooperative Annual Review of Safety Plans, Protocols, Procedures, and School Safety Drills Report
(as required by Public Act 94-0600 - effective June 1, 2005)

School District/Cooperative Name: _____

District Number: _____ Fiscal Year: _____

1. Summary of changes to the existing school safety plans and drill plans as recommended at the Annual Review meeting(s):
(attach sheet, if more space is needed)

2. a. Date(s) of Annual Review meeting(s): _____

b. Participants and attendance record: _____ Attached OR _____ Listed on back

3. **A check certifies that the school district/cooperative conducted an effective review of the emergency and crisis response plans, protocols, and procedure and the school safety drill programs of the district and each of its school buildings.**

4. **A check indicates that the school district/cooperative will implement those plans, protocols, procedures, and programs during the academic year.**

5. Print Name _____ Signature of School Board Member _____ Date _____

Print Name _____ Signature of Superintendent _____ Date _____