

## Emergency Planning

Schools are required to create Emergency Plans by October 1 of each school year.

Each Emergency Plan designates an emergency management team (EMT) that is responsible for handling emergencies and crises within your school. The Emergency Plan should include:

- Evacuation plans for all students and staff to internal and external safe locations
- Practice Drills – Per Illinois School Safety Drill Act, each school is required to complete (3) Evacuations/Fire , (1) Shelter-in-Place, and (1) Bus Evacuation. (1) Law Enforcement exercise is strongly suggested
- A customized evacuation plan for individuals needing assistance, if applicable
- Parent Reunion Coordinator, procedures, and training to ensure that students will be safely reunited with parent or guardians
- School Floor Plans that recognize specific emergency routes and locations identified in the Emergency Plan

Your understanding and cooperation with the Emergency Plan at your school will support a safe environment and enable the school to return to normal operations as quickly as possible.

## NIMS

National Incident Management System

Become an emergency planning expert!

Be prepared to interact with police, fire and your EMT if an emergency occurs at your school.

Take FREE courses on-line at your own pace at:

<http://training.fema.gov/IS/NIMS.asp>

School Related Course: IS-100.SCa

Suggested Courses: IS-700, IS-800.B, IS-362

Email certificates of course completion to

[RMEP@cps.k12.il.us](mailto:RMEP@cps.k12.il.us)



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## Emergency Planning & Crisis Codes

Every Child. Every School.

773-553-3310

Email: [RMEP@cps.k12.il.us](mailto:RMEP@cps.k12.il.us)

## Introducing ELSA

Chicago Public Schools utilizes the following plain language codes to alert school occupants in emergency situations:

**Evacuation, Lockdown, Shelter-in-Place, and All Clear**

**(ELSA).** This system of plain language alert codes ensures that students, visitors, staff and temporary substitute, or re-assigned personnel understand the severity of a situation and the necessary response.



ELSA will always come to a school's rescue!

# E

## Evacuation

Incident Commander orders an Evacuation or the Fire Alarm is sounded.

Students and staff proceed to the Exterior Safe Location pre-designated for the room they are located in at the time the Evacuation Code is called.

If necessary, Incident Commander calls for move from Exterior Safe Locations to Alternate Evacuation Site, a pre-determined location that is suitable to temporarily house students and staff until the incident resolves.

# L

## Lockdown

No one moves unless otherwise announced by Incident Commander. All classroom doors are closed and locked. Windows are closed, locked and shades are pulled down if appropriate.

Incident Commander orders exterior doors locked and directs students/staff located outside building to; (1) proceed to Alternate Evacuation Site or (2) proceed into building to Interior Safe Location or appropriate classroom.

Consider redirecting school buses en-route to the school to the neighborhood bus staging area.

Consider directive to close all air intake and related mechanicals in the event of a hazardous materials situation.

Incident Commander may allow for classroom movement if appropriate and **ONLY IF SPECIFICALLY ANNOUNCED**. Consider canceling any open campus privileges for the rest of the day.

# S

## Shelter-in-Place

Appropriate for threats of tornado or threat in the neighborhood.

Students and staff proceed to the Interior Safe Location pre-designated for the room they are located in at the time the Shelter-in-Place code is called.

If situation is so dire for a classroom or area of the building (i.e. gunshots outside of school), teacher/staff should direct students to drop to the floor and seek cover under tables, desks, counters, etc. – staying away from exterior windows -- until the situation allows them to proceed to the Interior Safe Location.

# A

## All Clear

Threat or emergency has passed and the school is returning to normal operations.

Incident Commander returns school authority to principal or designee.

Principal or designee announces the bell scheduled for the rest of the day and any other information pertinent to the recovery from the situation.