



# Emergency Preparedness Plan:

Keeping Our Students Safe

West Northfield School District 31  
2020-2021



# Our Goal...

To create a level of control within a chaotic environment by ...

- Having a comprehensive all hazards response plan
- Building a strong partnership with First Responders
- Offering staff and student training witnessed and reviewed by Fire & Law Enforcement
- By providing support and resources for use after a crisis
- Meet the requirements of the Illinois School Safety Drill Act and the School Security and Standards Task Force
  - \*Mandated Drills
  - \*Options based active intruder training

# Implementation

## Township Emergency Preparedness Plan

- One Plan - One Response
  - Northbrook and Glenview police and fire departments
  - public school districts - 27, 28, 30, 31, 34
  - parochial and private schools
  - places of worship
  - public libraries
  - Village Halls
- Mutual aid between township organizations

# Emergency Preparedness Plan (EPP)

What is an “options based” response?



Educate

Evade

Escape



Engage

# Educate

- School districts, businesses, and houses of worship must properly train *ahead of time* to know their options
- Knowledge = Power
- Empower everyone to decide how to respond based on their situation
- Call 911



# EMERGENCY RESPONSE PROCEDURES



## THREAT INSIDE 4E ACTIVE INTRUDER RESPONSE

- **ASSESS SITUATION AND ACTIVATE 4E OPTIONS**
- To initiate, yell loudly "Intruder! Intruder!"
  - **EVACUE:** Check for anyone in hallway. Secure your room. Lock/barricade doors. Close blinds. Turn off lights/technology. Get out of sight.
  - **EDUCATE:** Call 911. If safe to do so, use "All Call" or any two-way radio to notify building
  - **ESCAPE:** If safe to do so, escape building and go to a Rally Point
  - **ENGAGE:** If necessary, defend students and yourself
- Ignore fire alarms, bells and pages
- Keep yourself safe. A Police Officer and/or Administrator will provide further instructions when possible.



## THREAT OUTSIDE LOCK IN

- Check for students/visitors in hallway and move them into the classroom.
- Lock doors and close blinds.
- Remain in classroom and continue normal activities.
- If outside, return to classroom, if safe to do so.
- Ignore class bells until further notice.
- Take attendance and prepare to report.
- **No students, staff, or visitors are allowed in or out of building without consent of School Incident Commander or Administrator.**

Open with



## SHELTER-IN-PLACE (severe weather)

- Take **RED TAGGED** Emergency Procedures and Emergency Backpack with you, put on safety vest, and close windows and doors.
- Move students and visitors to the designated shelter areas in the school.
- Have students and staff assume Drop, Cover, and Hold position.
- Take attendance at the designated area and prepare to report, when safe to do so.
- If outside, return to building and proceed to designated shelter area.
- **Stay in the designated shelter area until the "All Clear" is given by the School Incident Commander and/or Administrator.**



## DROP, COVER & HOLD (earthquake)

- Instruct everyone to move away from glass windows, display cases and heavy objects.
- Students and staff shall kneel down, duck under a desk or table, cover their head with their hands and arms, and hold in that position until further advised.
- Take attendance and prepare to report, when safe to do so.
- If outside the building, instruct students to lay flat and cover their head with arms and hands.
- Stay away from power lines, trees, and unstable structures or buildings. Stay low to the ground.



## EVACUATION

- Evacuate to the designated On-Site Accountability Area.
- Take **RED TAGGED** Emergency Procedures, Emergency Backpack and put on safety vest.
- Turn off lights, close your door
- Take attendance and prepare to report.
- Display the **GREEN** and **RED** Status Cards for accountability.
- **No one is allowed to re-enter the building until an "All Clear" signal is given by the School Incident Commander and/or Administrator.**



## OFF-SITE EVACUATION

- Move to Off-Site Evacuation Location, as directed.
- Take attendance at the Off-Site Evacuation Location and prepare to report.
- **Stay at the Off-Site Evacuation Location and await further instructions.**



## SUSPICIOUS PERSON / OBJECT / PHONE CALL

### SEE SOMETHING, SAY SOMETHING

#### SUSPICIOUS PERSON:

- If there is life-threatening danger follow the **4E Active Intruder Response**.
- If not life-threatening, notify the School Incident Commander and/or Administrator.

#### SUSPICIOUS OBJECT:

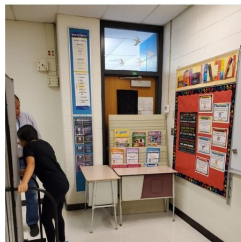
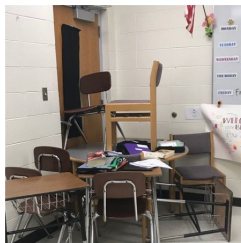
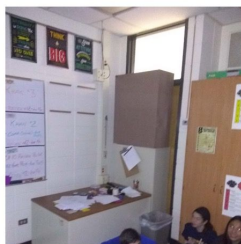
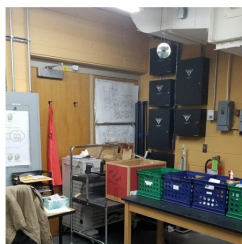
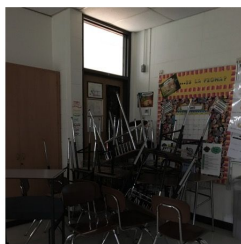
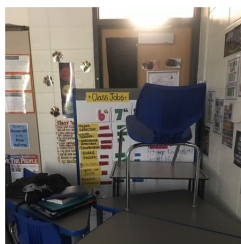


# Evade

- Don't *just* lock door, turn off lights, etc...
- If time is available, BLOCKADE & OBSTRUCT the doorway, then call 911!!!







# Escape

If you can...LEAVE the area or building. Look for exit doors and windows. Escape if it is safe to do so.

Where do you go?

- First Responders will be arriving to help all students and staff
- Rally Point (RP): meeting area for teachers, staff, students, etc.
- ReUnification Point (RUP):
  - staging area for parents, media, etc.
  - This is far away from the attack location



# Engage

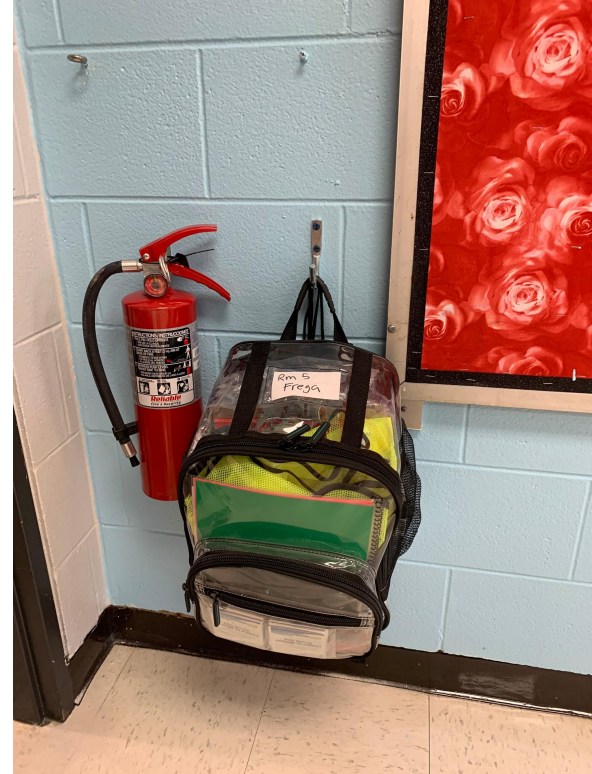
- *You can survive contact with an armed intruder!*
- Disrupt and/or distract him/her
  - Noise
  - Movement
  - Distractions/improvised weapons

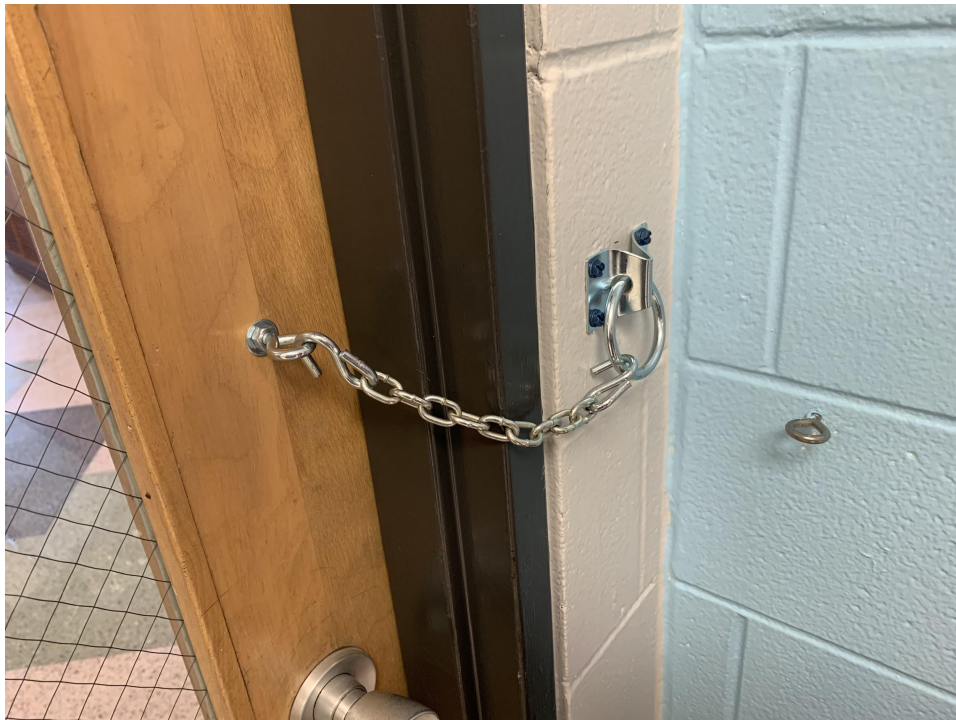
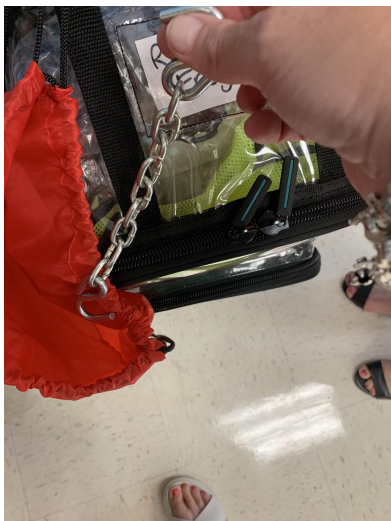
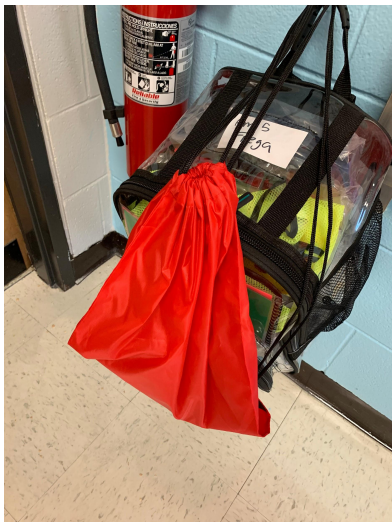


# Safety Station

## Safety Station in Each Class

- Common place in all the classrooms in order to build consistency
- Hook for the safety backpack and secondary barrier bag
  - The EPP Book should be in every backpack
  - The chain should be in the small red bag
- Hooks are installed on the door and frame
- Small fire extinguisher to be use as an engage device
  - Spray the intruder
  - Use as a heavy weapon







# What language will we use with kids?

		
<b>RUN/ESCAPE</b>	<b>HIDE</b>	<b>FIGHT</b>
IF POSSIBLE	IF ESCAPE IS NOT POSSIBLE	ONLY AS A LAST RESORT

# Recommended Video Resources

[Run Hide Fight \(Houston PD\) - English](#)

[Chinese](#)

[Spanish](#)

[Subtitles](#)

# Safety Improvements through 2021

## COMPLETED:

- Double secured entrances for Field, Winkelman, and District
- Panic Buttons with direct line to 911 in all offices
- Signage according to law enforcement specifications
- Auto entrance, bus lot, and parking lot improvements
- Parking Lot improvements
- Bullet resistant coating on windows
- All staff wear IDs for quick recognition
- Modified safety procedures for evacuation and shelter-in-place
- Options based responses for intruder - staff training
- New entrance procedures for visitors
- Sex offender identification via Raptor
- Interior doors locked at all times
- Exterior doors locked with entrance via fobs or visitor approval procedure
- Cameras on school buses

