

Legacy Academy of Excellence Charter School



Dr. Barbara Forte
Executive Director

Crisis Management Plan

Introduction and Statement of Commitment

Legacy Academy of Excellence Charter School (LAE) recognizes the existence of the possibility of a hostile attack, sabotage, or other violent action, as well as disaster/crisis resulting from fire, natural causes, or acts of school violence. Because of the reality of such an event and the state of the world today, Legacy Academy of Excellence Charter School's Board of Directors, faculty, staff, students, parents, and community leaders are committed to providing the safest environment possible. We have prepared the plan and procedures for Crisis Management/Prevention to provide a framework in which the school can plan for and perform its respective emergency functions during school crisis situations. It is further designed to assist the staff in following the procedure with the greatest possible speed and safety. Regardless of the prescribed procedures, training, and instruction, we acknowledge that the sound judgment of the administration and staff is an integral part of safety management.

Crisis Management Planning

A. Definitions

1. *Crisis Management* is that part of a school's approach to safety which focuses more narrowly on a time-limited, problem –focused intervention to identify, confront and resolve the crisis, restore equilibrium and support appropriate adaptive responses.
2. *Crises* shall include but not be limited to situations involving the death of a student, staff member, or a member of a student's immediate family by suicide, substance abuse, illness or accident. The school director shall have the authority to determine what is a crisis incident and to convene the Crisis Management Team.
3. *Critical Incidents* shall include situations involving threats of harm to students, personnel or facilities. Critical incidents include but are not limited to natural

disasters, fire, use of weapons/explosive, and the taking of hostages. Such incidents require an interagency response involving law enforcement and/or emergency services agencies.

The purpose of Crisis Intervention is to:

- Insure that traumatic events are not ignored.
- Provide assistance to those students, staff and parents in dealing with emotional responses usually associated with traumatic events.
- Decrease the spread of rumors by sharing facts.
- Provide support and counseling to minimize the effects of the traumatic event within the school

Crisis Levels

LEVEL 1: In-house, requiring the intervention of one staff person.

LEVEL 2: In-house, requiring the intervention of more than one staff person.

LEVEL 3: Involving the need for outside interventions.

In the event of a city or national emergency (bombing, chemical or biological attack) while school is in session, the faculty will be advised according to the Rockford Public Schools/ Legacy Academy of Excellence Charter School directions once they are received. Students should remain in their classrooms with their teachers, awaiting instructions via intercom or messenger.

In the event of a school emergency, the crisis team will meet before the school day begins, or as soon as possible, to assess the nature of the crisis and determine a plan of action.

Evacuation Plan

In the event that the school needs to be temporarily evacuated, the school will relocate to:

Evergreen Covenant Church

3990 Prairie Road

Rockford, IL 61102-4220

Phone: (815) 962-6260

Evergreen Covenant Church is located on the Northeast corner of Prairie and Simpson Road, adjacent to LAE.

School Floor Plans

The Legacy Academy of Excellence Charter School floor plan is posted inside every classroom. The evacuation route is clearly labeled for each classroom.

Emergency Supplies and Location

Emergency supplies and first aid supplies are necessary when a disaster of any nature occurs. Supplies are housed in a storage area located near the main office and in the Health Services room. The following lists contain items that may be useful during a crisis of varying types.

Crisis Control Center

- Responsibilities checklist.
- Key to all doors in the school facility.
- Floor plan that shows the location of all exits, all telephones and telephone wall jacks, computer locations, and all other devices that may be useful in communication during an emergency.
- Blueprints of school building(s), including utilities
- Map of evacuation routes.
- Faculty/staff roster w/ list indicating those with first aid, CPR, and/or EMT training.
- Staff list indicating mobile/cellular numbers, emergency contacts, and health conditions.
- Phone Lists:
 - Police/Sheriff Department
 - Rescue/Ambulance
 - Fire Department
 - Poison Control Center
 - Local Hospitals
 - School telephone extension list
- School roster including home and emergency contact information
- Master schedule
- Name tags and sign-in sheets for Crisis Response Team members and community resource people.
- Sample statements/letters for use in notifying faculty, students and parents about crisis incident.

Emergency Kit

- Candles
- Blankets
- Matches
- Bottled Water
- Flashlights
- Paper Towels
- Batteries
- Wet Wipes
- Emergency Radio Cell Phone-to be used outside the school area

First Aid

- Tylenol
- Assorted Band Aids
- Gauze
- Sterile Water (for burns)
- Tape
- Scissors
- Tweezers
- Instant Ice Packs
- Ace Bandages
- Slings
- Anti-bacterial salve
- Steri-strips or butterfly stitches
- Disposable latex gloves
- Adult CPR mask
- CPR (disposable mouthpieces)
- Disposable Airway kit
- Current first aid book

Each homeroom teacher has a “crisis bag” located in their classroom.

Crisis Bag

- Flashlight
- Spare batteries
- Class rosters for each class using the room
- Emergency evacuation plans
- Latex gloves
- First Aid Kit
- Pen and Paper
- Names and telephone numbers of Crisis Intervention Team members
- List of assigned roles for school personnel and division personnel

EMERGENCY CODES

Codes of red, gray, black, blue, green and yellow are utilized when there is an immediate danger to students and/or staff. The Emergency Management Plan will be implemented immediately

when any codes are communicated. When there is no apparent, immediate danger to students or staff, an announcement may be more appropriate.

<u>EMERGENCY CODES</u>	
<i>Codes</i>	<i>Description</i>
RED	Fire Alarm (Follow evacuation procedures)
GRAY	Tornado (conditions are favorable in/close to the watch area)
BLACK	Tornado has been cited and/or imminent. The local tornado sirens may/may not sound. (Follow Tornado procedures)
BLUE	Serious/volatile situation exists- HARD LOCKDOWN
GREEN	All clear
YELLOW	A danger exist in the community- SOFT LOCKDOWN

Fire Alarm/Fire Drills

In the event of a fire at Legacy Academy of Excellence Charter School, the following plan will immediately go into effect with the sounding of the fire alarm.

- I. Immediate Evacuation
 - a. Each room has its own evacuation route posted to the right of the exit.
- II. All supervising adults are responsible for ensuring the following:
 - a. Close windows and doors
 - b. Turn off lights
 - c. Quickly lead students silently out of the building in a single file line
 - d. Proceed to the designated exit or nearest alternate exit, if needed.
- III. All staff, students and visitors report to the Exterior Safe Location, 200 ft. away from the building.
- IV. Administration will make sure that interior doors are closed after rooms are checked and found to be clear.
- V. Student will line up behind their teacher, as he/she displays a sign with the class name.
- VI. Staff will line up behind the Administration sign.
- VII. After teachers take role, they will hold up a **GREEN** sign if all students are accounted for and a **RED** sign if any of their students are unaccounted for.
- VIII. All staff and students will remain outside until a **GREEN** is held up by Administrative staff.

Tornado Drills

In the event of a tornado near Legacy Academy of Excellence Charter School, the following plan will immediately go into effect with the sounding of the tornado alarm.

- I. Staff should familiarize themselves with the terms related to tornados and severe storms.
 - a. Tornados are a violent rotating column of air.
 - b. Severe thunderstorms can produce large hail, strong wind gusts
 - c. Code **Gray**- Tornado “**watch**” means that tornados or severe thunderstorms are possible and you need to watch the weather closely.
 - d. Code **Black**- Tornado “**warning**” means that a tornado or severe thunderstorm has been detected by radar or storm spotter.
- II. In the event of a Tornado warning in the Winnebago/Boone county area, Legacy will be notified by the following:
 - a. Digital weather radio
 - b. Local radio or TV
 - c. City wide siren
 - d. Eyewitness
- III. Teacher and will exit classrooms quickly in a single file line, with class list/attendance book.
- IV. Individuals on the lower level will go into the hallway, kneel down facing the wall and cover their heads with their arms and hands
- V. Individuals on the upper level will transition to the lower level and follow the same procedures in their assigned locations.
- VI. Individuals who are in the gymnasium or kitchen area should go the girls’ locker room and follow the same procedure.
- VII. Individuals should not cross the breezeway during a tornado.
- VIII. Everyone continue to follow the procedures **CODE GREEN** has been communicated.

PREVENTION AND CURRICULUM

School Climate

- The school provides parents with a yearly survey in order for them to access the school climate.
- Results are used to evaluate and revise the existing safety plan.
- LAE staff affords students the opportunity to provide feedback regarding school climate.

Student/Faculty/Staff Records

- Information on file is accurate, accessible on computer, current, updated at regular intervals, and specified on the school calendar.
- Student/Faculty/Staff Records are complete with life-threatening medical facts such as the following:
 - Allergies
 - Ongoing or chronic medical conditions
 - Medications
- There is a current photo of each student in the school office.
- Individual student transportation (to and from school either car riders or bus numbers) is on the school computer and in the permanent record file.
- Records clearly identify persons authorized to pick up the student in the absence of parent/guardian. Copies of court orders relevant to the children are on file in the school office.
- Procedures require that records and identification be checked prior to release of student to any person (e.g., check photo identification upon check-out).
- If computerized records are unavailable, records are alphabetized by grade level so that information can be located quickly.
- Staff/faculty records meet the same qualifications noted for student records.
- Back-up copies of student/staff records are kept at an alternate site off campus.
- Categorical talents/needs are noted so that personnel can be easily summoned as needed (e.g., CPR). This includes school, central office, and community resources. Long-range needs as well as immediate needs are considered.

Discipline Plan

- The Parent/Student Handbook is disseminated to each child/parent each year. A signed notice of receipt is kept on file in each child's homeroom.
- Training is provided for faculty and staff by the school Executive Director/School Director.
- Students understand and respond to the discipline plan.
- Parents are aware of the discipline plan and their supporting role.
- The plan is consistently and fairly enforced for all students.
- All faculty/staff are visible throughout the school day to support the discipline plan.

Conflict Resolution/Peer Mediation/Mentoring Programs

- Instructors teach conflict resolution as a part of the curriculum.

Alcohol/Drug/Violence Programs

- Alcohol/drug/violence prevention programs are integrated into subject areas.
- A “zero tolerance” policy is in place.
- Rules are enforced consistently.
- Opportunities are available for support groups as needed for students/staff.
- Law-Related Education
 - Law-related education is implemented in content areas.

Health Education

- Areas of safety have been identified and taught using the Health Curriculum.
- A registered Health Services Worker is available to consult regarding the medical/health needs of our students.

Visitor Access Control

- All exterior doors are monitored.
- Procedures for visitor identification are in place. All visitors enter the front doors to the building.
 - Visitors are immediately recognized and they are given a visitor’s badge to wear.
 - Badges are clearly identifiable, commercially made, and cannot be duplicated.
 - Visitors are not allowed to proceed to classes unless they have received prior approval from the office staff.
- Procedures for school visitation are covered in the school handbook and in the teacher handbook. Signs are posted on all doors indicating the procedure that visitors must follow upon entering the building.
- The visitor procedure is consistently and efficiently implemented.
- Parents, students, faculty, and staff are notified immediately if change in procedure takes place.
- Faculty and staff are alert to identified and non-identified visitors.
- Faculty and staff follow a procedure in place for identifying strangers or unidentified visitors in the building or on school ground.
- If disruption is anticipated, visitors are escorted out and away from the building and the local police are notified.

First Aid/CPR/Heimlich/Blood Borne Pathogens Procedures and Equipment

- Training for CPR/Heimlich procedures is available to all personnel by Red Cross or local fire department personnel.
- Opportunities to practice these procedures during the school year are given on in-service days.
- General first aid training for all teachers.
- Disposable latex gloves are provided in each classroom for use as they are needed.

Personal Safety

- Safety is part of the Legacy Academy of Excellence Charter School health curriculum and is taught in the classroom on a consistent basis.
- Training for emergency evacuations occurs frequently throughout the year. Training the faculty on school safety and procedures is done annually.
- Films, updates, speakers, and demonstrations are used during in-service, faculty meetings, PTO meetings, and community service meetings.
- Staff and students are informed of current problems in and around the school as they occur. Memorandums, announcements, counselor and Executive Director/School Director visits are ways that problems are communicated.

Bus/Car Rider Safety

Arrival/departure procedures are designated for each situation. Bus, van and car riders each have a designated area to load and unload a designated time to load and unload and a specific manner in which to load and unload. The procedures are described at Orientation, beginning of school packets, and teacher handbook.

A sufficient number of staff members supervise loading/unloading procedures. Staff members have a schedule to follow that designates dates to monitor loading and unloading procedures. Non-homeroom teachers have a designated area to monitor during loading and unloading procedures daily.

Community Assistance

Community Assistance is available and documented in our safety policies. The local community/city/county police and fire departments offer immediate assistance when notified. Phone numbers are readily available in the event of an emergency.

Student Identification Plans/Procedures

- The classroom teacher identifies all students as roll is taken before the day's activities begin.
- Students, faculty, and other chaperones on field trips all wear a specific badge and in most case the same color/style T-shirt.
- Identification procedures are part of the crisis plan. Teachers have a file and badges for each student under their supervision included in their crisis bag.
- Picture identification is required for all students. Pictures are included in each child's permanent record and updated annually.
- Medical records are included in the student's permanent record and are available for school trips.

Lockdown Procedures

Definition: Lockdowns are used when there is danger in or near the school and students and/or staff require protection. A lockdown involves securing doors and windows in an attempt to keep intruders from gaining access to staff and students. There are two types of lockdowns:

- I. Soft Lockdown- used if there is not an immediate danger to staff/students. A soft lockdown can be used in the event that a suspicious person has been seen near the school, police chases in the area or any dangerous event in our community.
 - a. Soft lockdowns will be announced over our PA system using “**CODE YELLOW**”.
 - b. Campus Security will be responsible for helping any staff members or students re-enter the building, unless the threat require evacuation of the building.
 - c. After all staff and students are inside of the building or a safe area security will be responsible for securing the area.
 - d. Each teacher or staff member will be responsible for securing windows and doors in the room in which they are located.
 - e. Teachers and staff are to continue classroom instruction and other daily functions inside their rooms, while doing the following:
 - i. Limit movement inside the classroom.
 - ii. Limit phone use unless it is an emergency
 - iii. Restrict students from working by windows.
 - iv. Document student attendance before and after the event.
 - f. Once the director has deemed the threat to be over, an announcement of **CODE GREEN** will be made over the PA system.
- II. Hard Lockdown- a hard lockdown will be used if there is an immediate danger inside the school or on the school grounds. A hard lockdown could be used if someone is brandishing a fire arm on school grounds or other serious actions that could harm staff or students.
 - a. During a hard lockdown, administration will announce a **CODE BLUE**. Administration or a designee will also call 911 to report the emergency.
 - b. Campus Security
 - i. Verify and announce **CODE BLUE** on handheld radios.
 - ii. Assist with preventing/limiting harm to staff/students.
 - c. Staff members will enter a secure location during this lockdown.
 - d. Teachers
 - i. Close and lock classroom doors and windows
 - ii. Move all students to the floor away from windows and doors.
 - iii. Do not respond to anyone at your door or window until **CODE GREEN** has been communicated.

- e. After authorities have indicated that the situation has been safely resolved a **CODE GREEN** will be communicated.
- f. During a hard lockdown, parent will not be allowed to pick up students.

BUILDINGS AND GROUNDS SECURITY

- Automated fire alarm system is utilized throughout the buildings that can be activated at given locations throughout the buildings and can be heard from all points on the school grounds.
- Severe weather warning alarms are located in the school office to alert school officials in case of a warning.
- Intercom is used to alert staff to problems utilizing a specific code system.
- Only in the case of a power failure, is an air horn used to alert staff to an emergency.

School Location, Traffic Patterns, and Protective Barriers

- At the beginning of every school year a school handbook is provided detailing the procedures for the arriving and dismissing of all students.
- Students are monitored at all times when arriving and leaving school grounds by school personnel and volunteers.

Parking Lot/Exterior Lighting

- All parking lots and school entrance are properly lighted to insure the safety of all visitors and students.

Visual Access Inside and Outside

- All hallways are monitored at all times by faculty and staff.
- Each classroom is labeled outside the door of entry.

Fire Extinguishers/Fire Alarms

- Fire extinguishers are located as per local fire codes determine and maintained annually.
- Fire alarms are located throughout the building.

Electrical Safety and Appropriate Machinery/Equipment Use

- Occupation Safety and Health Act (OSHA) guidelines are followed.
- All science lab equipment and supplies are properly maintained.
- School lunchroom is free of hazards as outlined in local safety codes.

Signs/Directions to Safety Areas

- All exit signs are regularly maintained.
- Visitor entrance procedures are posted on all exit doors.

Hall Passes

- Student check in/out procedures are followed in all classrooms.

Security

- All keys are secured in a locked cabinet easily accessible.
- All records are maintained in a secure location daily.
- Security cameras are used to monitor the school grounds and are located on all exit doors.

COMMUNICATIONS

- The existing telephone/intercom system permits communication to all rooms inside the school building.
- Fire/severe weather alarm procedures are in place and cover all buildings and school areas. Procedures and diagrams are posted in all locations of the school.
- A Code Alert System is in place that alerts staff to identified emergencies. All staff employees have a copy of the code, the explanations of the code, and procedures to follow when a code is announced.
- A sufficient number of computers, lap top computers, fax, and e-mail capabilities are available to serve emergencies. Batteries are kept charged and on hand.
- School personnel uses email to send parents advanced notices when school is to dismiss earlier than normal.

GENERAL SAFETY INFORMATION

- Fire drill evacuation charts are updated, posted, and reviewed with all the staff.
- Fire drills are practiced each quarter.
- Severe weather evacuation charts are updated posted, and reviewed with all the staff/students.
- Weather drills are practiced annually.
- There are distinctive codes for fire/weather alarms and other designated emergencies.
- Bus evacuation drills will be practiced annually.
- Law enforcement drills will be practiced annually.
- Backup procedures are in place for power failures and are practiced on a regular basis.
- Early dismissal procedures are developed and distributed to students, staff, parents, and the community.
- Evacuation plans/codes include methods for managing students with disabilities and or students with limited English proficiency.
- Alternative shelters are designated off campus in case of immediate evacuation from the school.

- Communication/telephone trees for all staff developed/communicated for all types of emergencies are updated and distributed annually.
- Community evacuation plans that include the school/students are shared with all staff/students. The community is aware that a plan is in place.
- Adults adequately monitor all areas of the campus at all times.

SUPERVISION OF STUDENTS

- Responsibilities are assigned to school personnel regarding the supervision of students.
- Rules are written and distributed through the Staff Handbook and revised on a yearly basis.
- When it becomes necessary for a teacher to leave the room, an alternate staff member or authorized volunteer is consulted and supervises until the classroom teacher returns.
- No students are left unattended.
- Students going to restroom or on errands to office have an approved pass.
- Classes are monitored while moving from one area to another by school.
- All areas (hallways, play areas, classrooms, labs, early dismissals, cafeterias, restroom, and gymnasium) are carefully monitored.
- There are specific rules governing field trips that include permission slips and students returning to school and/or their parents. Items included are nametags, medical records, and telephone numbers of parents at work and/or home.
- Teachers carry emergency student information and class lists when leaving the classroom for emergencies.
- A substitute folder is provided for each classroom/teacher with all related information regarding students including schedules, procedures and emergency information.
- Written duty rosters are provided for all personnel and posted on the office door.

Training for Staff, Students, Parents, and Others

The Executive Director/School Director or a designee shall meet not less than one time yearly with the school staff at which time an orientation will take place. All concerned persons will be familiarized with the Crisis Plan at this time. Various drills are mandated periodically throughout the school year. Students are trained in the correct procedures for both of these potential dangers. Volunteers and parents are informed that a Crisis Plan is on file in the school office.

Crisis Management Plan

- Important information will be gathered as quickly as possible.
- Students' safety will be a priority.
- The Executive Director/School Director will be notified immediately.

- The Executive Director/School Director will be the primary spokesperson for the media only after speaking with the LAE School Board.
- The Executive Director/School Director will be deemed the spokesperson for the staff.
- School personnel will emphasize to parents and staff that they have the right to refuse speaking to the media.

Field Trips

Student information is carried by teachers on any trips away from school on any trips away from school campus. This includes medical information, parental contact numbers, etc. Teachers carry personal cellular phones and a listing of applicable phone numbers. The school keeps a listing of students assigned to each bus. Each student is required to wear identification while on the trip. Safety procedures of the venue will be followed.

Extended Day

Students attending Extended Day will follow the Crisis Prevention Plan designed for that area of the school. The Director of Extended Day will be responsible for knowing, practicing and implementing the plan with these students. The director has emergency information on every student. The director has phone access and emergency information on every student.

Special Activities

(Field Day, Fall Festival, Spring Fling, etc.)

Special activities are sometimes held on school campus outside of school hours. An event coordinator will be responsible for implementation of the safety plan in the absence of the Executive Director/School Director. The safety plan for that area of the school campus will be followed as stated in the Plan and Procedure for Crisis Management/Prevention.

Community Activities

Any community member reserving a portion of the school campus for activities will be responsible for becoming familiar with the safety plan for that designated area. At the time of reserving the facility, the Executive Director/School Director or designee will provide the safety plan.

Recovery

After the Crisis: The Role of the Executive Director/School Director and Staff

Executive Director/School Director's Role

- Support response efforts and be available for media.
- Be visible, available, and supportive to empower staff.

- Provide direction for teachers to alter the curriculum. Specifically, consider testing, if postponement is necessary.
- When appropriate, contact family of the deceased and inform staff and students about funeral arrangements.

Counselor/Instructional Facilitator's Role

- Be available by canceling other activities.
- Locate counseling assistance by checking community resources, and system "Crisis Plan."
- Provide individual and group counseling.
- Coordinate and greet support staff members and then take them to their assigned location.
- Contact parents of affected students with suggestions for support and further referrals.
- When appropriate, follow the schedule of the deceased and visit classrooms of close friends.
- Support the faculty and provide counseling as needed.
- Keep records of affected students and provide follow-up services.
- Establish a self-referral procedure. Make referral forms available.
- Review and distribute open-ended questions to assist teachers with classroom discussion.
- When applicable, assign a counselor or responsible adult to follow the deceased student's schedule for the remainder of the day.
- Monitor grounds for students leaving the building without permission.
- Arrange routine for the masses of parents who will pick up their children early.
- Ensure that students who are closest to the victims are picked up by parents at school.
- When appropriate, notify bus drivers of the victims in order for them to adjust and be aware of student emotions.
- When appropriate, notify feeder school so they can prepare siblings and other students regarding the crisis.

Teacher's Role

- Provide accurate information to students, which may dispel rumors.
- Lead classroom discussions, when warranted, that focus on helping students to cope with loss.
- Answer questions without providing unnecessary details.
- Recognize and honor the various religious beliefs that may help the students to cope.
- Be understanding and receptive to students' expressions of various emotions.
- Be careful of the use of TV broadcasts in the classroom. Live newscasts can be traumatizing.
- Identify students who need counseling and refer to building support personnel.
- Provide activities to reduce trauma, such as artwork, music, and writing.

- Alter the curriculum as needed.
- Discuss funeral procedures when appropriate.
- Know how to get assistance from other professionals should the need arise.

Prioritized Procedures

Fire

- At least one fire drill will be held at Legacy Academy of Excellence Charter School each quarter that school is in session.
- The fire drill shall require complete evacuation of the main.
- The fire alarm will sound to notify occupants in the building that an evacuation is needed.
- In event of a power failure, a bullhorn will be used.
 - A fire drill evacuation plan is posted in all rooms.
 - All exit doors will remain unlocked from the inside and clear of obstructions at all times.

Fire Drill Procedure:

1. Students will be instructed by teachers to quickly and quietly leave the building in an orderly manner.
2. Teachers will take class roll once students are in a safe area to ensure all are present. Any missing student must be reported to the school's administration at once.
3. The emergency response team will check all areas of the building to ensure all students are in the designated areas.
4. The receptionist and bookkeeper will take the hard copy of the student information sheets to the designated areas.
5. No one will be allowed to re-enter the building until the all clear signal is given by the administration.

Fire in the Building Procedure:

- The Blackhawk Fire Department will be called immediately by office personnel.
- Students will be evacuated immediately with the use of the fire alarm.
- The Executive Director/School Director will be notified.
- Teachers will ensure all students exit to their designated area.
- Teachers will call roll to ensure all students are accounted for and alert administration if any student is missing.
- Teachers will reassure students of their safety and keep them out of harm's way.

Enrichment classes during a fire:

- Students who are in the lunchroom, gymnasium, library, or media center will be taken by the personnel in charge and evacuated to the designated area.
- Homeroom teachers must meet students at that location and call roll as soon as possible.

Severe Weather

- In case of potential severe weather, Legacy Academy of Excellence Charter School remains in contact with the Emergency Management Agency in Winnebago County and passes along information to our school through email, phone calls and fax.
- Severe weather is monitored by our school with television updates and the Internet site accuweather.com.
- A severe weather drill is done periodically throughout the school year and documented.
 - Severe weather drills are posted in all areas of the school.
 - Severe weather drills will be announced over the intercom system or bullhorn if the power has failed.

Severe Weather Drill:

1. Students will form a single file line quickly and quietly and leave the classroom in an orderly fashion.
2. Students will assume the severe weather drill position by facing the wall in the designated area and covering their head with their interlaced hands
3. Teachers will ensure that all students are accounted for and will report any missing child to the administration.
4. Teachers will remain with their class until the threat of bad weather has passed and the administration has given the all-clear to reenter the classrooms.

Enrichment classes during a severe weather threat:

Students who are in the lunchroom, library, or physical education will be taken by the personnel in charge and evacuated to a secure location. Homeroom teachers must meet students at that location and call roll as soon as possible.

Utility Emergency

In case of a utility emergency (electrical power failure, gas leakage, or water main break), the following procedure will be put into action.

Power Failure:

- Power failure in a classroom or one area of the building will be reported immediately to the administration.
- Utility company will be notified of the outage.

- All equipment that might be damaged by a power surge when the electricity is restored must be turned off or unplugged.
- Administration will give notice to employees of the next steps that are to be taken.

Gas Leak:

- A gas leak must be considered a top-priority emergency situation.
- The Executive Director/School Director must be notified immediately.
- The building will be evacuated using the fire drill plan.
- The administration will contact the utility board.

Water Main Break:

- An administrator will be contacted immediately.
- Teachers will move students in the area to a safe place.
- Rockford City Utilities will be notified.
- Administration will give notice to employee of the next steps that are to be taken.

Bomb Threat

Should a bomb threat be made over the telephone, the individual who answered the call must keep the caller on the line as long as possible and write down as much information as they can. The exact time, description of the caller's voice, and any details about the actual bomb should be documented. Once the caller hangs up the receiver, the individual who answered the call should immediately dial *69 or check the Caller ID to see if they can retrieve the phone number from which the call was made. Administration should be notified immediately of the call.

Bomb Threat Procedure:

- After the call has been made, the fire alarm will be pulled in order to evacuate the building as fast as possible.
- The administration will call 911 to report the incident.
- Teachers must escort all students to the designated area.
- Teachers must call roll to ensure all students are accounted for and notify office personnel of any missing student.
- Administration will meet the authorities and relay all information.
- Administration will remain with authorities and assist in searching the building if they are asked to do so.
- Members of the Emergency Response Team will assist office staff in dismissing students if their parents arrive and wish to take them home.

Intruder

Signs are posted at the school entrance requesting that all visitors stop at the front office to receive a visitor's pass. Teachers are asked to monitor hallways as they are moving from area to area and escort anyone without a pass to the office.

Irate person:

- If the irate person is in the office or hallway, the administration will attempt to calm the person or ask them to move outside the building.
- If the irate person refuses to calm down, local police will be called by the office staff to assist administration.
- Should the irate parent enter the building and cause a scene in the classroom, the teacher must alert the administration by sending a student with the Red Card.

Armed Individual (with or without hostages):

- Teachers will be alerted over the telephone/intercom system that our building be placed in Lockdown.
- Office personnel will be in charge of calling 911.
- Teachers should lock classroom doors and windows. Teachers and students should remain in the classroom and move away from the door so they are not visible to the intruder. Teachers and students will remain in this lockdown mode until an administrator instructs them otherwise.
- The administration will attempt to communicate with the individual in a calm manner to determine demands.
 - Administration will communicate demands to the police.
 - Administration will turn the situation over to authorities at the appropriate time.

Shooting/Weapons:

Should gunshots be directed toward the school's campus from a moving vehicle or an individual outside the building:

Procedure when indoors:

- Take cover under table, desks, etc.
- Stay away from windows.
- Move from under light fixtures or other suspended objects.

Procedure when outdoors:

- Lie flat on the ground and do not move.
- Remain still until you are positive the perpetrator is gone or you are directed to move.

After the incident, teachers and students must write down all details that can be remembered including:

- Make of vehicle
- Color of vehicle
- Direction in which the vehicle traveled
- Number of persons seen in the vehicle
- Specific characteristics of the people seen in the vehicle such as race, sex, and approximate age
- License number of the vehicle

Chemical/Hazardous Waste Spill Procedure:

- The Executive Director/School Director will announce the Lockdown command over the intercom system.
- Teachers will be instructed to turn off all air conditioners or heaters.
- Any students and personnel on the playground will be brought inside the main building.
- All entrance doors and windows will be closed immediately.
- Authorities will be notified.

Fighting or Riots:

Procedure for stopping a fight:

- If the fight begins inside the classroom and the teacher needs assistance, another child will be directed to call or carry the “red card” to the office.
- Personnel will be speak loudly and let the participants know that the behavior should stop immediately.
- Other teachers should assist if they hear or see an incident occurring.
- If students began to gather at the scene, personnel should specifically call the names of students they see and demand that they step away.
- Teachers should yell for help if they the fight persists and especially if weapons are involved.
- Once students are separated, teachers should not use further confrontational behavior by making accusations toward those who were fighting.
- Students should be removed from the area and taken as quickly as possible to the office.
- Students should be given an opportunity to cool down in a calm setting.

Procedure for handling a riot:

- All personnel are encouraged to be sensitive to the emotional climate of the campus and attempt to diffuse any possible eruption of problems.
- In the event of a riot inside the building, the fire evacuation plan will be followed to remove students from the building. Students will remain outside until the Executive Director/School Director directs them that it is safe to return.

- In the event of a riot outside of the building, the lockdown procedures will be put into place to keep students safe from harm.
- Law enforcement will be notified of the disturbance and meet with the Executive Director/School Director at a predetermined site for information.

Vandalism:

If a break-in or vandalism is discovered in the building, the following steps should be taken:

- Do not touch anything.
- Alert administration immediately. If the discovery is made outside of regular school hours (weekends), administration must be called immediately.
- Administration will direct faculty as to where classes should be moved until an investigation and clean up are completed.
- Personnel must provide administration and police with a detailed list of inventory.
- Administration will review data collected by the camera system and relay information to police.
- Complete police forms.

Air Disasters:

In the event of an air disaster in close proximity of the school the following procedures will be followed:

- The school will go in to lockdown mode.
- Any students on the playground will be brought in immediately.
- Executive Director/School Director and all LAE staff will work together to keep students from harm by discussing options at hand.
- If necessary, an evacuation of all students and personnel will be conducted. In this case, administration would be responsible for alerting parents.

Lost/Runaway Students:

If it is suspected that a child is lost or has run away from school, the following procedures will be followed:

- The teacher should notify the administration immediately of the situation.
- Administration will determine if the student came to school for any part of the day by checking with the bus driver, through attendance records, and by checking the sign out sheet.
- Office personnel will make an all-call on the intercom for the child while administration is checking records.
- A designee will be assigned to check all areas of the school such as restrooms, gymnasium, library, computer labs, etc.
- An attempt to notify parents or guardians will be made if the child is not found on campus.

- Appropriate law enforcement will be notified of the situation.
- A follow-up conference will be conducted the following day with parents.
- Appropriate disciplinary action will be taken according to due process if necessary.

Explosion:

If sudden damage to the school's structure occurs, the following steps should be followed:

- Administration should be notified.
- If conditions pose a threat to students or personnel, occupants must be evacuated from the affected portion of the building.
- Administration will contact necessary assistance: police, fire department, paramedics, etc.
- The Executive Director/School Director will make the final decision about closing the school.

Hostage/Kidnapping:

If a hostage situation occurs, the following procedures will be followed:

- The school will be placed in lockdown mode.
- All personnel should remain calm.
- Any instructions given by the person holding the hostage will be followed to ensure the safety of the victim.
- All personnel should be cooperative.
- The captor should be informed of medical needs of the hostage if there are any.
- The situation should not be resolved using any type of force.
- All personnel involved should be observant and try to remember everything that is done or heard.

Administration will be responsible for the following:

- Law enforcement should be notified immediately.
- The Executive Director/School Director will notify the Executive Director/School Director.
- Keep everyone as calm as possible.
- Administrators will attempt to communicate calmly with the individuals for demands until law enforcement arrives.
- Turn the situation and any details that have been document over to authorities.

If a kidnapping takes place on school property:

- Administration should be notified immediately.
- Police and parents/guardians will be notified.

- Witnesses will provide any information that can be remembered, including a description of the abductor, the car, license number, etc.

Sexual Assault/Neglect:

- Reporting of any form of sexual assault or neglect is mandatory.
- Any suspected or known student neglect, physical abuse, or sexual abuse must be reported to the administration and the appropriate authorities.
- Reports will require the following:
 - Student's name, birth date, address, phone number, parent/guardian's name
 - Name of anyone suspected of abusing the child
 - Nature and extent of the abuse
- Any school personnel reporting suspected assault or neglect of a child in good faith is provided with civil and criminal immunity.

Suicide/Death of a Student or Staff Member:

Suicide:

- The school community will do everything possible to prevent this most tragic form of death.
- Personnel will be alert to any student who appears to be severely troubled or depressed.
- Any personnel that are aware that a student has threatened or hinted at suicide must get that information to the counselor or administration at once.
- The counselor or administration will contact parents/guardians and outside assistance to help the student through this difficult time.
- Recommendations regarding a suicide:
 - Do not dismiss school or encourage attendance at the funeral during school hours.
 - Do not dedicate a memorial to the deceased without checking with the parents and considering the emotional welfare of all students.
 - Do not have a large assembly.
 - Do give students facts and emphasize prevention.
 - Do provide individual and group counseling to assist students and personnel in coping with the situation.
 - If counselors from area school are not enough, the administration will seek further assistance from outside agencies.
 - School administration and personnel should contact the family and offer the school's support.

Death:

- Should this tragic event occur, the administration and counselor must meet immediately to review what has happened.

- Response to the psychological needs of both staff and students as soon as possible is the best prevention for the development of posttraumatic stress.
- Support should be extended to the family of the deceased.
- Family members must be asked permission to share information with the students and staff. Allow the family to provide the information they want shared with others.
- Ask family members if they object to students and staff attending the funeral services.
- Relay information to the students in factual way, careful to avoid breaching the student's or family's privacy.
- Students should be told of the death in a small group setting, not in an assembly. Allow students to ask questions or state their feelings.
- Let students know that there are individual counselors who will talk with them one on one if needed.
- Allow attendance for the funeral if it is during the school day.
- Monitor students following the incident and be alert for depression.

Serious Accidents On/Off Campus

On Campus Accidents:

- A designated staff member will see students or staff who are injured on campus.
- The designated staff member will determine the extent of the injury and make the decision on whether paramedics are called.
- Each student and staff member has an emergency information sheet with emergency contacts listed.
- If the injury is not life threatening to the student, the parent will be called by the Health Services Worker to discuss the injury and to decide if the parent needs to check the child out of school.
- If the injury is sustained by a staff member, the administrator will provide On the Job Injury forms for the doctor to fill out and notify the Legacy Academy of Excellence Charter School Business Manager.

Off Campus Accidents:

- Students are only allowed to attend off campus trips if they have a permission slip signed by a parent or guardian.
- Teachers must provide the office with a list of students and adults on each bus before departure. Students and adults must ride their particular bus to and from the event. Students may not switch buses or ride home with parents unless there are extenuating circumstances and the Executive Director/School Director has given permission.
- Students will wear identification stickers for the duration of the trip.
- In the event of a crisis while away from campus, a teacher will notify the school and the administration immediately.

- If needed, the administration will leave campus and go to the scene.

Drug Prevention/Distribution of Medications

Drugs:

Legacy Academy of Excellence Charter School prohibits all persons (students, staff, and visitors) from using tobacco products on school property. Use, possession, and/or sale of tobacco products is illegal and will result in an out of school suspension or alternative school placement.

The sale, purchase, use of prescribed/non-prescribed drugs, illegal drugs, or alcohol is illegal and law enforcement must be notified. The decision to initiate disciplinary action and/or criminal charges against a student shall include a review and consideration of the student's exceptional status, if applicable.

Medications:

- If circumstances require that a child must take medications during the school day, the a designate person shall administer the medication in compliance with the following regulations:
- Written instructions, signed by the parent/guardian and physician will be required and shall include the child's name, name of medication, purpose of medication, time to administer, dosage, and possible side effects.
- Prescription medications **MUST** be authorized by a physician and have physician's orders for the school to follow.
- Over the counter medications must have parent authorization and the medication must be provided by the parent.
- Medications must be in their original container and appropriately labeled.
- Medication will be stored in a double locked cabinet in the main office.
- The designated person will keep a record of medicines that are administered with date, time, and name of medicine. He/she will initial that the medication was given.
- The parent/guardian of the child must assume responsibility for informing the school of any changes in the child's health or change in medication.
- Any changes in medication will require a new doctor's order.
- Students should never transport medication to school. It is the responsibility of the parent. If the parent/guardian is unable to deliver the medication to the school.
- Students will never be sent home from school with medications. An adult must come to the school to retrieve medications. All medications left at the school during the summer months will be destroyed by the school and witnessed by an administrator. No medications will be held until the next school year.
- In the event of an emergency, the school Health Services Worker will keep emergency medication (insulin, diastat, glucagons, inhalers, etc.) on her person until the crisis has been resolved should a student be in need.

Catastrophic/Communicable Illness

- The Executive Director/School Director shall have the authority to exclude any student or staff member with a communicable disease or parasite known to spread by any form of casual contact from Legacy Academy of Excellence Charter School.
- In all cases, a statement of clearance from a physician shall be required before the student or staff member may re-enter the school.
- All persons privileged with any medical information that pertains to students or staff members shall be required to treat all proceedings, discussions, and documents as confidential information.
- Irrespective of the disease presence, routine procedures shall be used and adequate sanitation facilities will be available for handling blood or body fluids within the school setting.

Appendices

COMMUNITY RESOURCES

American Red Cross	815-963-8471
DCFS/Northern Region	800-252-2873
YWCA	815-987-7640/815-968-9681
Homeless (WAVE)	815-962-6102
Mental Health/Suicide Hotline	815-968-9300
Human Services (emergency food/shelter)	815-963-8471
Rape and Sexual Abuse	815-636-9811
Volunteer Legal Services	815-965-2902
Department of Rehabilitation Services (DORS)	815-484-8120
Department of Human Services (Public Aid)	815-987-7620
Immunization Hotline (Health Department)	800-323-4769
Women & Infant Care Hotline (WIC)	815-720-4370
Al- Anon/ Al- A Teen	815-399-0456
Alcoholics Anonymous	815-968-0333
Battered Women	815-962-6102
Rockford Police Gang Hotline	815-963-7867
Rockford Police School Liaison	815-987-5875

HOSPITAL PLAN

In the event that children are sent to the hospital, students from Legacy will be sent to:

Swedish American Health System
1401 E. State Street
Rockford, IL 61104
(815) 968-4400

Rockford Health System
2400 N. Rockton Avenue
Rockford, IL 61103
(815) 971-5000

The Health Room Assistant and Scholar Support Facilitators will track/compile names of children sent to the hospital and the Director will make parent notifications. The Director will assign staff members to transition to the hospital as a school representative.

LEGACY ACADEMY OF EXCELLENCE PHOTOS





