

# Ingersoll Middle School Crisis Information

## Ingersoll Contact Persons

Any person aware of a crisis situation at Ingersoll Middle School should contact one of the following persons immediately.

Phone	School Phone	Home Phone	Cell
Wayne Krus, Principal	647-6951	357-3486	222-1830
Mark Ghidina, Asst. Principal	647-6951		222-1839
Roy Webb, Superintendent	647-9411		222-1842

## Building Notification of Crisis/Emergency

1. The principal/assistant principal will notify the faculty/staff of an emergency/crisis situation. After confirming that an emergency situation exists or that there is the potential for an emergency, the principal/assistant principal will activate the appropriate emergency procedures in accordance with the CUSD #66 Crisis Management Plan.
2. The principal/assistant principal will also notify the administration building at 647-9411.
3. The administration building will contact and communicate with the local media for assistance in creating public awareness of the situation.

## Additional Phone Numbers

Emergency Personnel .....	911
Administration Building .....	647-9411
Bus Garage .....	647-1415
Maintenance Building.....	647-2752
Eastview Elementary School .....	647-0136
Renaissance Care Center .....	647-5631
YMCA .....	647-1616
Alice Ingersoll Gymnasium .....	647-2194

## Outside Assembly Areas (used for initial evacuation)

An outside assembly area is a location where students should meet with their TAP teachers immediately after evacuating the building. The outside assembly areas will be used during all evacuation situations to provide consistency for the children.

When the evacuation signal has been activated, students will exit the building with the classes in which they are in session. If students are not in class at the time of an evacuation, teachers should direct them to the nearest evacuation route and to their designated outside assembly area on campus to meet with their TAP teachers. Classes shall form a single file line in front of the teacher. Teachers will need to take paper and a pencil because they will be responsible for taking attendance of their TAP class and reporting all missing students to the faculty runners. Teachers should give the name(s) of missing student(s) and the name of the teacher and class in writing to the runners. If no students are absent, the teacher should write his/her name and write "none" on the sheet of paper.

Full-time Ingersoll teachers without a TAP class should assist other teachers in taking attendance and serve as runners. They will sweep past their assigned teachers, gathering the names of any students who are absent, and taking the names of the missing students to the office staff. The following full-time teachers will serve as runners and are responsible for collecting attendance sheets from the different grades and taking the sheets to the office staff.

5 <sup>th</sup> grade	Miss Patterson, Mrs. Herrin
6 <sup>th</sup> grade	Mr. Langhof, Mr. Welker
7 <sup>th</sup> grade	Mrs. VanTine, Mrs. Tieszen
8 <sup>th</sup> grade	Mr. Maaske, Mr. Reavis

The office staff will assemble in the front of the school by the flagpole. The office staff should take an updated daily attendance sheet when evacuating the building. Any other faculty or staff member without an assigned responsibility should assist the students in finding their assembly locations and assist the teachers with any needs which may arise.

Assembly Areas – divided by grade (Please see map on Page I - 10.)

**5<sup>th</sup> Grade & Mr. Mayhew** – Students and teachers will assemble in the yard on the southwest corner of campus (near the Ingersoll School sign).

**6<sup>th</sup> Grade & Mrs. Osborne** – Students and teachers will assemble in the yard on the west side of campus (just outside the 6<sup>th</sup> grade hallways along 15<sup>th</sup> Ave.). **All of Mrs. Osborne's students will report to her and not to their TAP.**

**7<sup>th</sup> Grade, Mrs. Reith & Miss Borland** – Students and teachers will assemble in the yard southeast corner of campus, near the corner of 16<sup>th</sup> Ave. and Ash St. **All of Miss Borland's students will report to her and not to their TAP.**

**8<sup>th</sup> Grade** – Students and teachers will assemble in the yard southeast corner of campus (near the corner of 16<sup>th</sup> Ave. and Ash St.)

Teachers should remain with their students in these assembly areas until the notice is given to re-enter the building or to move to primary evacuation areas (refer to the Crisis Management Plan). The signal to re-enter will be the ALL CLEAR bell. The ALL CLEAR bell is a series of three bells.

## **Alternative Evacuation Locations**

Alternative evacuation locations are locations where students should be moved after an evacuation of the building has occurred and it is not possible to re-enter the building.

When students have been evacuated from Ingersoll and have assembled with their TAP teachers outside the building, teachers will wait for the signal to re-enter. If students cannot re-enter the building, TAP teachers will be asked to take their students to one of the primary evacuation locations listed below. For Ingersoll, the primary evacuation location for all students will be Eastview School. If the situation is an emergency or weather is extremely severe, 7<sup>th</sup>/8<sup>th</sup> grade students should be moved quickly to Renaissance Care Center instead of Eastview School. In situations of severe crisis, students may also be evacuated immediately to Eastview School or Renaissance Care Center without gathering at the assigned outside assembly area.

Ryan Gilles, CUSD #66 Transportation Director (647-1415), will be contacted to pick up students at their primary evacuation locations to transport them to the secondary evacuation location, Alice Ingersoll Gymnasium. Students should board the bus by TAP groups and should be accompanied by the TAP teacher or designee. Teachers without a TAP will assist with this process.

Parents will be notified by WBYS that their children can be picked up at Alice Ingersoll Gymnasium. Students will assemble in areas by grade at Alice Ingersoll Gymnasium.

*Primary Evacuation Locations*      - Eastview School  
                                                         - Renaissance Care Center

*Secondary Evacuation Locations*      - Alice Ingersoll Gymnasium

## **Releasing Students**

Teacher should follow the guidelines below for dismissing students from the Alice Ingersoll Gym.

1. No student is to be released to a parent or guardian until the superintendent gives approval.
2. Students should only be released to a parent or guardian. If a teacher is not sure, then verification with photo identification is required.
3. Teachers shall record the time a child leaves, the parent's name, and the child's name.

4. Teachers will remain with students until all students have been picked up or until teacher have been dismissed by the superintendent or his designee.

## **Emergency Staging Areas**

An emergency staging area is a location for emergency personnel to report. Emergency personnel may establish a command post to coordinate efforts. First aid to injured students may also occur here. The following areas may be used as possible emergency staging areas.

- Eastview field
- Ingersoll football field
- Ingersoll baseball field
- Label Shopper parking lot, 1611 East Chestnut St.

## **Helicopter Landing Site**

In an emergency involving the use of a helicopter, the following landing sites may be used.

- Eastview field
- Ingersoll football field
- Ingersoll baseball field
- Label Shopper parking lot, 1611 East Chestnut St.

## **Assigned Media Area**

### **1. Addressing the Media**

In the event of an emergency/crisis situation, all statements to the media will be made from the administration building at 20 West Walnut. Statements will be limited to the superintendent or his designee.

It is very important in any crisis situation that district employees prevent students from being confronted or interviewed by the media while students are under district control. Once students have been released to their parents, this concern is no longer the district's responsibility.

### **2. Designated Filming Area**

In the event of an emergency/crisis situation at Ingersoll, the media will not be allowed in the building or on the Ingersoll campus. All media will be directed to report to an area listed below. The media will be allowed to set up their equipment and park their vehicles in this area. Any persons of the media who do not cooperate will be informed that they are trespassing and the police will be contacted. Faculty members should direct all media to one of these areas:

Eastview field  
Ingersoll baseball field

## **Water-Natural Gas-Electricity**

### *Water:*

The water main shutoff is located in the maintenance room located east of the kitchen/cafeteria area on the east side of the building. The shutoff is on the north wall and has two orange shutoff valves. To shut off the water, either orange valve can be turned clockwise.

### *Natural Gas:*

The natural gas shutoff is located on the east exterior wall directly outside the maintenance room door and the chorus room door. To turn off the gas, turn the red valve clockwise 14 times.

### *Electricity: Ameren Illinois (Emergency) - 647-0030 or 1-800-232-2477*

The shutoff for electricity is in the maintenance room located east of the kitchen/cafeteria area, on the south wall. To shut off the electricity to the building, use the large handle located on the south wall. Push the button on the handle and turn the handle a quarter turn to the right.

There are also six individual circuits located a few feet to the right of the main shutoff. They can also be turned off by flipping the on/off switches.

# Emergency Procedures

In case of an emergency and, if necessary, to protect employees and students, the building may have to *lock down* or *evacuate*. This is a decision that will be made by the building principal/assistant principal, utilizing all available information. Evacuation and lockdown procedures should be orderly and practiced throughout the year.

## Lockdown

A lockdown may be used for a variety of reasons, including a school search, an intruder in the building, or an accident outside the building. In a lockdown situation, an announcement will be made to *initiate lockdown procedures*. The following steps should be followed:

- Teachers shall step into the halls, restrooms, and other open areas (gym, cafeteria) to immediately clear them by directing students to the nearest classrooms.
- Teachers shall take any stray student into a locked classroom.
- Teachers shall keep students inside the classrooms and remain out of the halls until further notice.
- Teachers shall lock all classroom doors.
- Teachers shall move students away from doors and windows unless otherwise informed.
- Teacher and students shall remain seated and quiet.
- Teachers shall take attendance by writing names of all students present in each classroom. This information will be sent to the following people by way of email and telephone:
  - 5<sup>th</sup> Grade: Phyllis Murphy (647-3400, Ext. 1308)
  - 6<sup>th</sup> Grade: Katherine Rademaker (647-3400, Ext. 1305) If Katherine is unavailable contact Mardell Coleman (647-3400, Ext. 1307)
  - 7<sup>th</sup> Grade: Mary Louise Waskow (647-3400, Ext. 1301)
  - 8<sup>th</sup> Grade: Denise Strube-Pieper (647-3400, Ext. 1300)

Teachers shall remain in the rooms with their students until the *all clear* announcement or further directions are given.

# **EARTHQUAKE PROCEDURES**

Teachers shall instruct students that at the first sign of an earthquake (ground shaking) they shall follow the procedures described below.

Students shall:

1. **DROP AND COVER.** Teachers should give the command to the students to move away from windows and to take cover under sturdy objects such as desks, tables, or a strong doorway.
2. Remain in sheltered positions until shaking stops. This is usually about 60 seconds or less.
3. Be silent and listen for instructions.

Teachers shall:

1. Talk calmly to students.
2. **AFTER THE SHAKING STOPS,** evacuate classrooms as per evacuation procedures. If the normal exit is blocked, take the shortest available exit out of the building and move to the outside assembly areas.
3. Stay with any injured students and render first aid. Teachers that do not have classes at the time of the earthquake will check all rooms in their vicinity and assist students and other teachers with first aid or evacuation of the building.

## **FIRE DRILL** (Please post a copy of the procedure on your bulletin board.)

Teachers shall determine the quickest evacuation route from their rooms and inform their classes of fire drill procedures/evacuation routes the first day of classes. If a fire drill occurs between classes, all teachers are expected to see that every student is evacuated from the building. Students should be directed to their designated outside assembly area for attendance.

When the evacuation signal has been activated, students will exit the building with the classes in which they are in session. If students are not in class at the time of an evacuation, teacher should direct them to the nearest evacuation route and to their designated outside assembly area on campus to meet with their TAP teachers. Classes shall form a single file line in front of the teacher. Teachers will need to take paper and a pencil because they will be responsible for taking attendance of their TAP class and reporting all missing students to the faculty runners. Teachers should give the name(s) of missing student(s) and the name of the teacher and class in writing to the runners. If no students are absent, the teacher should write his/her name and write "none" on the sheet of paper.

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# **TORNADO/SEVERE WEATHER DESIGNATED COVER AREAS**

Please study and discuss the following disaster procedures for your classroom with your students. Post these procedures on your bulletin board.

4. During tornado/severe weather, the object is to keep the pupils **INSIDE** the building in a safe area.
5. Tornado/severe weather procedures will be activated by a series of bells rung rapidly, one after another.
6. Students and staff will move into the hallways and other designated areas. They will protect themselves by sitting on the floor, facing away from the brunt of the storm or glass, covering their eyes with one arm, and covering the backs of their heads with the other.
7. Teachers must take class rosters or roll books with them.
8. In the case where time does not allow for the procedures above, the following procedures will be used. Students and staff will immediately take cover under a sturdy object, such as a desk. They will face away from any windows, covering their necks with one arm and their eyes with the other arm.

The following explains the designated area in which each room should take cover in the case of tornado/severe weather.

## **WEST ROOMS**

W1	Move to W8 and take cover along the walls.
W2	Move to W7 and take cover along the walls.
W3	Move to W6 and take cover along the walls.
W4	Move to W5 and take cover along the walls.
W5	Remain in W5 and take cover under the desks.
W6	Remain in W6 and take cover under the desks.
W7	Remain in W7 and take cover under the desks.
W8	Remain in W8 and take cover under the desks.
W9	Remain in W9 and take cover under the desks.
W10	Move to W9 and take cover along the walls.
W11	Move to W12 and take cover along the walls.
W12	Remain in W12 and take cover under the desks.
W13	Remain in W13 and take cover under the desks.
W14	Move to the storage area in W14 and the faculty restrooms outside the room.
W15	Move to the north-south hall directly adjacent to W15 and take cover along the walls.
W16	Move to the north-south hall directly adjacent to W16 and take cover along the walls.
W17	Remain in W17 and take cover under the desks.
W18	Remain in W18 and take cover under the desks.
W19	Move to W18 and take cover along the walls.
W20	Move to W17 and take cover along the walls.

- W21 Move to the north-south hall directly across from W16 and take cover along the walls.
- W22 Move to the north-south hall directly across from W15 and take cover along the walls.
- W23 Move to the north-south hall directly outside W23 and take cover along the walls.

### **EAST ROOMS**

- E1 Move to E7 and take cover along the walls.
- E2 Move to E8 and take cover along the walls.
- E3 Move to E6 and take cover along the walls.
- E4 Move to E5 and take cover along the walls.
- E5 Remain in E5 and take cover along the walls.
- E6 Remain in E6 and take cover under the desks.
- E7 Remain in E7 and take cover under the desks.
- E8 Remain in E8 and take cover under the desks.
- E9 Remain in E9 and take cover under the desks.
- E10 Move to E9 and take cover along the walls.
- E11 Move to E12 and take cover along the walls. Do not use the north wall.
- E12 Remain in E12 and take cover under the desks.
- E13 Move to the storage area in E13, the men's and women's restrooms and take cover along the walls.
- E14 Move to the north-south hall directly outside E14 and take cover along the wall.
- E15 Move to north-south hall directly outside E15 and take cover along the walls.
- E16 Move to the north-south hall directly outside E16 and take cover along the walls.
- E17 Remain in E17 and take cover under the tables
- E18 Remain in E18 and take cover along under the desks.
- E19 Move to E18 and take cover along the walls. Do not use the west wall.
- E20 Move to E17 and take cover along the walls. Do not use the east wall.
- E21 Remain in E21 and take cover.

### **SPARKS PROGRAM WING**

Teachers will move students to one of the following locations away from the windows:

- hallway outside rooms E9 – E12,
- hallway outside D1,
- Sparks conference room,
- Sparks restrooms or one of the Sparks storage rooms.

Teachers should move the students close to the wall and place protective covering, such as therapy mats, over the students. If students are not in chairs and time does not allow them to be placed in chairs and moved, a table or other sturdy object should be placed over them. Mats, floor wedges, or beanbags can also be placed over them if there are insufficient tables.

## **NORTH ROOMS**

N1	Move to the band/chorus hall and take cover along the walls.
N2	Move to the storage rooms, office, and the hall outside N2 and take cover along the walls.
N3	Move to the storage rooms, offices, and the hall outside N3 and take cover along both the walls.
N4	Move to the band/chorus hall and take cover along the walls.
N5	Move to the band/chorus hall and take cover along the walls.
N6	Move to the girls' restroom and take cover along the walls.
N7	Move to the boys' restroom and take cover along the walls.
N8	Move to hallway north-south hallway adjacent to class and take cover along the walls.

## **OTHER ROOMS/AREAS**

Media Center	Move to the storage areas, the Audio-Visual Room, the Professional Library, or the speech office and take cover along the walls.
Office	Move to the storage rooms, sick rooms, in-school room, restrooms, or any interior office space without windows and take cover along the walls.
Office Computer Lab	Remain in the lab and take cover under the tables.
Kitchen	Take cover along any wall or in any storage room.
Girls' PE	Move to the girls' locker room and take cover along the walls.
Boys' PE	Move to the locker room and take cover along any interior wall.
Cafeteria Computer	Remain in the lab and take cover under the tables.
Cafeteria (lunch)	If a warning sounds while students are eating in the cafeteria, supervisors and teachers should see that students move in an orderly fashion from the Cafeteria/Playground to their TAP rooms. TAP teachers will be responsible for seeing that students get to their assigned area.

## **GENERAL INFORMATION**

All Clear	All staff members and students are to remain in their assigned areas until the ALL CLEAR is issued from the office REGARDLESS of the time of day. Buses will not load or leave until the official ALL CLEAR IS ISSUED. THE ALL-CLEAR signal is a series of three bells. The intercom (if operable) will also be used to announce the ALL CLEAR.
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- Command Post      The first location for a command post for Ingersoll School will be the Principal's office. The Principal will make it a point to be in his office at all times so that any necessary decisions can be made. Should the Principal's office not survive the tornado or other disaster, the secondary choice for a command post will be the Cafeteria kitchen.
- Traffic Control      Teachers will be responsible for the safety of their students and control of traffic in and out of the devastated areas. Teachers should not let their students go until the ALL CLEAR is sounded.
- Student Records      Teachers should take their grade books with them to their designated shelter areas. The office secretaries should also be sure to take an absentee list with them to their designated shelter area. One of the problems that became evident when the tornado struck Canton on July 23, 1975 was that only sketchy records were available of who might be in particular buildings.

**For information on the following, please refer to the CUSD #66 Crisis Management Reference:**

- 1. Lockdown**
- 2. Evacuation**
- 3. Abduction**
- 4. Armed Offender/ Weapons Possession**
- 5. Bomb Threat**
- 6. Chemical Release**
- 7. Civil Disturbance/ Gangs**
- 8. Earthquake/ Disaster**
- 9. Fire**
- 10. Hostage**
- 11. Intruder in Building**
- 12. Medical Emergency**
- 13. Power Failure**
- 14. Severe Weather**
- 15. Suicide Threat**
- 16. Telephone Numbers**

