



**CHEDER LUBAVITCH
HEBREW DAY SCHOOL**

Crisis Management Plan

Howard Building – (847) 675-6777

Jarvis Building – (773) 465-0863

Crisis Management Plan

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EMERGENCY PHONE NUMBERS

Emergency	911
Skokie Police (non-emergency)	847-982-5900
Skokie Fire (non-emergency)	847-982-5300
Poison Control Center	800-942-5969
Chicago Police (non-emergency)	312-744-5907
Chicago Fire (non-emergency)	311

School Administrators

Howard Building – 5201 W. Howard, Skokie, IL

<u>Name</u>	<u>Ext.</u>	<u>Cell #</u>
R. Yitzchok Wolf Dean	126	(773) 716-6521
R. Moshe Wolf Building Supervisor	121	(847) 828-1841
R. Zalman Twersky Asst. Principal	114	(773) 575-3337
Lakey Silber Preschool Director	115	(773) 758-2770
Joanne Levine General Studies Director	117	(847) 903-5670
Day Care		(773) 814-7008

School Administrators

Jarvis Building – 2809 W. Jarvis, Chicago, IL

<u>Name</u>	<u>Cell #</u>
Leah Rivka Perlstein Principal, Girls Division	(773) 960-8770

Custodians

Alex - Cell (630) 306-8162
Nick - Cell (773) 818-9408

EMERGENCY EVACUATION LOCATIONS

School

Location

In pleasant weather:

Howard Building walks to Frontage Road Park
(West on Howard, cross Niles Center continue on
Frontage Road for 2 block. The park is on the right)

In cold/rain/snow weather:

Howard Building walks to Skokie Fire Station
(West on Howard, cross Niles Center continue South on
Niles Center. cross Fargo the station is on the right)

In any weather condition:

Preschool & Day Care walks to Fire Station
(West on Howard, cross Niles Center continue South on
Niles Center. cross Fargo the station is on the right)

Jarvis Building walks to Bais Menachem

(North on California until Howard. Left (west) on Howard
Bais Menachem is located at 2833 West Howard)

LOCKDOWN

An intercom announcement is made twice: “Students and staff, we are in lockdown. Disregard any bells or alarms which may sound.” **Immediate action by classroom teachers:**

1. Check the hallways outside your classroom/area and bring all students and adults into your room. Students/adults in washrooms must report to the nearest classroom.
2. Close and lock the classroom doors and windows. Guide students/adults to the least visible area in the classroom, away from windows and doors. Lights are turned off, shades or blinds are drawn, and students/adults **must** remain silent.
3. Take a written attendance record.
4. **DO NOT RESPOND TO ANY KNOCK OR OTHER REQUEST AT YOUR CLASSROOM DOOR.**
5. No one may leave your classroom until the intercom announcement is made twice: “This is (name) of Cheder Lubavitch at (address).”

Immediate action for classes that are outside and a lockdown is called:

1. Students/adults already outside will proceed to the emergency evacuation location, **unless circumstances warrant moving inside the building.** Supervising staff/administration will make this determination.

2. If situated at the emergency evacuation location, wait for further instructions. If inside the building, follow classroom procedures listed above.

GUN/WEAPON FOUND IN OR AROUND SCHOOL

1. Immediately call the school office if you find a gun/weapon. Do not touch the weapon.
2. Include your name, exact location and description of the gun/weapon.
3. Supervise the area until administrative assistance arrives.

STUDENT WITH GUN/WEAPON

1. Stay calm.
2. Do not acknowledge the presence of the weapon. Assume it is real.
3. If safe to do so, call the school office OR send a sealed written note to the office with a calm, reliable student (a lockdown will most likely follow).
4. If the student with the weapon wants to leave your classroom, allow him/her to do so and then immediately call the school office.
5. Do not confront the suspect.
6. If confronted by someone with a gun/weapon, use extreme caution.
7. Stay calm
8. Follow the suspect's directives.

DO NOT:

1. Leave students unsupervised.
2. Verbally acknowledge the existence of the weapon.
3. Wrestle the weapon away from the student.
4. Assume that the weapon you see is the only weapon on the student.

SNIPER/SHOOTING/HOSTAGE

A witness to a sniper, shooting, or hostage situation should immediately:

1. Call 911.
2. Notify the school office.

BOMB THREAT

A. Stay Calm.

B. Try to keep the caller on the line and listen for any distinct background noises or speech patterns.

C. Try to gain as much information as possible from the caller:

- Where is the bomb located?
- Is it on a timer?
- When is it to be detonated?
- What type of device is it?
- Who are you? (Try to ascertain caller's age, sex, mental condition)

D. If possible, have a second person call 911 and the telephone company to try to trace the call while it is in progress.

E. Alert the building administrator. **DO NOT USE 2-WAY RADIOS OR CELLULAR PHONES**, as radio signals can cause detonation.

F. If the threat is received electronically, the message must be saved. Notify the building administrator immediately.

ABDUCTION

Any non-custodial adult who takes a child from school without the written permission of the custodial parent or legal guardian/court may be guilty of a felony.

1. Never release students to non-school employees from your classroom, even if the child recognizes the adult making the request.
2. Refer non-school employees requesting the dismissal of a child to the school office.
3. Notify the building administrator.

Prevention Reminders

- **All** adults entering a school building must sign in at the school office.
- **All** visiting adults must wear visitor badges
- The name of the parent/guardian authorized to pick-up a child from school must be indicated on the emergency card located in the school office.
- Custodial parents are responsible for providing the school with current court orders, which are kept on file at the school.
- The parent/guardian can only sign the child out through the school office.
- Office sign-out logs must be carefully maintained each day.

DEATH/SEVERE INJURY

- A. Call 911

- B. Protect the area and remain on the scene until assistance arrives.

- C. Immediately notify the building administrator.

- D. Provide assistance to the injured person:
 - 1. Do not move injured person.
 - 2. Reassure injured person, keeping them still and quiet.
 - 3. Stay with injured person until medical assistance arrives.
 - 4. Use universal health procedures.

- E. Clear the area of the other individuals.

NATURAL GAS LEAK

1. Notify the building administrator and/or head custodian in person. Do **not** use the phone system.
2. The administration will activate the fire alarm. Evacuate the building and proceed to the emergency evacuation location. Teachers must take attendance when outside and away from the building.
3. **Do not** use cell phones or pagers until outside the building and away from the building.
4. If leak occurs when the school is closed, call the fire department and the night custodian.
5. Do not return to the building until the utility inspection has been completed and persons are authorized to return.

FIRE EVACUATION

Activate the fire alarm if you see a fire.

If the alarm is activated, immediately follow fire exit procedures:

1. When an alarm is sounded, the teacher leads children out of the room to the nearest exit and to outside evacuation location (posted near classroom door). Classroom doors and windows must be closed. Teachers must take class list with them for attendance taking once outside and away from building.
2. If the alarm is activated when students are changing classes or out of their rooms for any reason, staff must direct them to the nearest unblocked exit in an orderly manner.
3. Once situated in the designated evacuation location outside of the building, teachers must take attendance and immediately report to the building administrator any unaccounted students. Students must remain quiet and orderly. Staff must wait for further instruction.

BIOLOGICAL/CHEMICAL THREAT

Notify the building and head custodian.

1. If the event occurs when the school office is closed, call 911 and notify the night custodian
2. If the hazardous material is outside the building:
 - Stay indoors.
 - Close windows and doors.
 - Custodian will turn off ventilation and heating systems.
 - Buses will transport students and staff to emergency evacuation locations if necessary. Teachers must take class lists on buses for attendance purpose. Missing students are reported to the building administrator immediately.
3. If the hazardous material is inside the building:
 - Custodian will turn off ventilation and heating systems.
 - Emergency evacuation procedures will be followed.
4. Local fire department personnel must assess the building, arrange for decontamination, and authorize staff/students to return.

POWER OUTAGE

1. Notify the building administrator, who will contact the fire department and electric company.
2. The building administrator will evacuate safety issues and take appropriate actions in consultation with the fire department.
3. Follow all instructions from the building administrator.

SUSPICIOUS SUBSTANCE PROCEDURES

1. Treat any suspicious letter or package as if it is a hazard. Do not assume it is safe.
2. **Do not** shake or empty contents of any suspicious envelope or package.
3. **Do not** clean up any spilled powders or fluid that may have come from an envelope or package.
4. Carefully place the envelope/package in a plastic bag or some other type of container to prevent leakage of contents.
5. If you do not have a container, cover the envelope/package with a trash can or piece of clothing.
6. Leave the room or section off the area to prevent other from entering.
7. Close all windows and doors in the area.
8. Wash your hands and face with warm water and soap to prevent the spread of powders/fluids.
9. List all people who were in the room/area when the suspicious letter or package was recognized.
10. Notify the building administrator immediately.
11. Remain in the building away from the room/area of potential hazard until instructed otherwise by police/fire or public health officials.

Building administrators will arrange for the closing of the ventilation and heating systems and will call 911.

TORNADO WARNING

1. The building administrator will activate the school warning signal.
2. Teachers will lead students to designated tornado shelter areas (posted near doors in classrooms) within the building. Keep doors, windows, & blinds **CLOSED**. Stay away from windows, doors, and outside walls.
3. Students must assume the protected position of sitting crouched down on knees, head between knees, and arms covering head.
4. Follow all instruction from the building administrator.
5. If a tornado or severe storm occurs:
 - Remain in protected position
 - After the storm passes, teachers must check students for injuries.
 - Do not move seriously injured persons unless they are in immediate danger of death or further injury. If you must move someone, stabilize the head, neck, and back. Call 911.
6. If given directions to exit the building following a tornado or severe storm:
 - Use extreme caution when leaving the building.
 - Be aware of broken glass.
 - Be aware of downed power lines. Assume all wires are active.
 - Follow all directions from the building administrator.

DELAYED DISMISSAL: SEVERE WEATHER

1. The building administrator confers with office administration if weather conditions are expected to interfere with the dismissal and bus transportation routines.
2. The building administrator will be advised to hold all students until the storm subsides.
3. Students will be held in their classrooms or gym.
4. The building administrators will activate the emergency phone system to notify parents if appropriate.
5. Bus drivers will transport students at the direction of the administrator.
6. The building administrator and office staff will confer with each other if after school activities will be cancelled.