

## Operational Services

### Administrative Procedure - Comprehensive Safety and Security Plan

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#### **Attachment - School Emergency Operations Plan Format**

#### **A. Safety and Security Related Administrative Procedures and Forms**

Administrative material on school safety and security may be implemented under this plan, including, without limitation, any in the following list.

- 4:60-AP3      *Criminal History Records Check of Contractor Employees*
- 4:160-AP      *Environmental Quality of Buildings and Grounds*
- 4:170-AP1, E1 *Accident or Injury Form*
- 4:170-AP1, E2 *Memo to Staff Members Regarding Contacts by Media About a Crisis*
- 4:170-AP2      *Routine Communications Concerning Safety and Security*
- 4:170-AP2, E3 *Letter to Parents/Guardians About Disruptive Social Media Apps; Dangers*
- 4:175-AP1      *Criminal Offender Notification Laws; Screening*
- 4:175-AP1, E1 *Informing Parents/Guardians About Offender Community Notification Laws*
- 6:235-E4      *Keeping Yourself and Your Kids Safe On Social Networks*
- 6:235-E5      *Children's Online Privacy Protection Act*
- 7:290-AP      *Resource Guide for Implementation of Suicide and Depression Awareness and Prevention Program*

#### **B. Definitions**

*EOP* is an Emergency Operations Plan (formerly *site-based safety plan*). Each school or facility has an EOP.

*First responders* are local law enforcement, fire department officials, emergency medical services personnel, and any other entity in the community that provides emergency assistance.

*Incident* means any event or occurrence that threatens the safety and security of individuals on school property or at school events.

### **C. Managing Communications During and About an Emergency or Crisis**

The Director or Designee is responsible for compiling information and preparing communications concerning an emergency or crisis. The Director serves as the spokesperson during a crisis or emergency. All District communications should come from this source to ensure accuracy, credibility, and compliance with laws granting confidentiality to student records.

The spokesperson shall follow best practices for spokespersons during an emergency or crisis and receive training on public relations. The Board Attorney serves as a resource to the spokesperson. The objective is:

- To provide the maximum amount of verified information to staff members, students' family members, and the media as quickly as possible,
- While simultaneously respecting student privacy and complying with laws granting confidentiality to student records (Ill. School Student Records Act, 105 ILCS 10/; Family Educational Rights and Privacy Act, 20 U.S.C. §1232g). See 7:340-AP1, *School Student Records*.

All staff members are requested to refrain from spreading information about an emergency or crisis unless the information is from the Director or Designee. All inquiries should be directed to the spokesperson.

Everyone in the school community can positively affect an emergency or crisis situation by:

1. Avoiding speculation as to the cause.
2. Avoiding allocation of blame.
3. Helping school and law enforcement officials gather the facts.
4. Sticking to the facts during discussions.
5. Deferring all media requests to the spokesperson.
6. Comforting and supporting each other.

### **D. Required Notices**

A school staff member shall immediately notify the Technical Assistance Supervisor when he or she:

1. Observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision. 105 ILCS 5/10-27.1A.
2. Has reason to suspect that any person on school grounds is or was involved in a drug-related incident. 105 ILCS 5/10-27.1B.
3. Observes an attack on any staff member or is subject to an attack. 105 ILCS 5/10-21.7.

Upon receiving a report on any of the above, the Technical Assistance Supervisor or designee shall immediately notify local law enforcement. See 3:60-E, *Reporting Requirements for Building Principals Concerning School Safety and Security*. In addition, he or she must notify the Director and, within 1 to 3 days of the incident's occurrence, one or both of them must notify the Ill. State Police (ISP). Notification to the ISP may be accomplished using ISBE's web-based School Incident Reporting System (SIRS) to report incidents electronically. SIRS is available at [www.isbe.state.il.us/research/htmls/sch\\_incident.htm](http://www.isbe.state.il.us/research/htmls/sch_incident.htm) or by going to ISBE's home page and accessing the District's Web Application Security (IWAS) account.