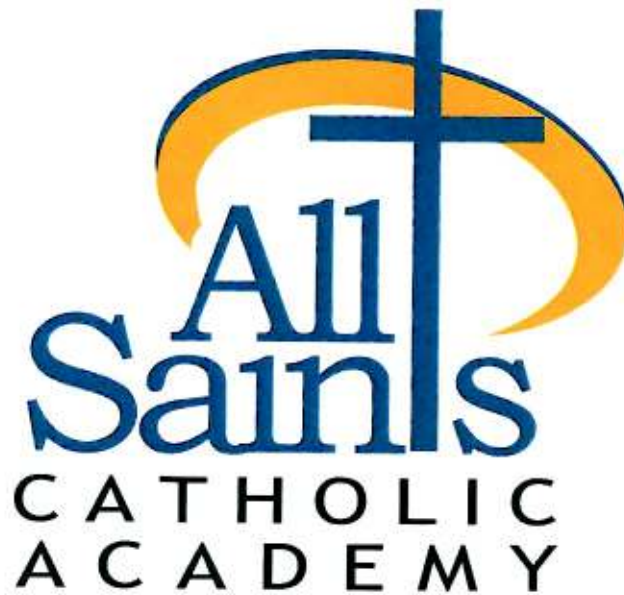


All Saints Catholic Academy



Security and Crisis Management Plan

7/24/2013

RATIONALE

The mission statement of All Saints Catholic Academy clearly outlines what we wish to accomplish at All Saints Catholic Academy. These safety measures will only be accomplished when we maintain a safe environment. In order to provide a safe environment, we will not be tolerant of disruptions to our safety. The following plan is outlined to handle, as calmly and appropriately as possible, our reaction to an emergency crisis at ASCA.

REGULAR USE OF OUR SECURITY SYSTEM

We are grateful to our School Board for insisting that we install our security system from the very start of the school. The intercom system allows the office staff to welcome visitors while allowing us safety from unwanted intruders. We must consider that our security system is only effective if we maintain vigilance when our students are entering and exiting the building and when we direct all other school traffic to use our security system at door 7 and no other entrances. The following guidelines are to be implemented in as friendly a manner as possible.

1. All guests must enter and exit the building through door 7, where the security system is located.
2. If a staff member lets someone in who has not used the intercom, they must escort him or her to the office. The staff member may not just watch to see that they go to the office.
3. If someone is at door 7 as a teacher brings her class through the doors, the teacher must ask them to wait and use the security system on the wall. The door must be firmly closed behind the class.
4. Students are instructed that, as with all exterior doors, they are not allowed to let anyone in other than a staff member they know. Former students, parents, etc. need to use the security system. If someone "barges in" on them, the student must come to the office to report it.
5. All exterior doors are to be kept locked and closed at all times. Propping a door open and leaving it unattended is dangerous and is not allowed.

CRISIS MANAGEMENT PLAN

Evacuation Situation

In the event that we must immediately evacuate the building, the fire evacuation plan will be employed. If the time became extended, we would move to be united at our designated "safe place" which will be the EAST FIELDS in good weather or the neighboring houses to the northeast of the school property (Watson's and Mayor's). The classes need to stay together and the teacher must maintain responsibility for their class. Teachers without a class will help another teacher and class.

In the event that a evacuation from the entire campus is called for, District 203 buses will be called and students, faculty, and staff will be moved to St. Thomas the Apostle Parish – one of our founding parishes.

Media Inquiries

No one will act as a spokesperson or deal with media inquiries except the Principal or the Pastoral President or his designee.

SAFETY PLAN

Provisions will be made for conducting an annual safety audit. Everyone will be encouraged to foster safety in the school. Students, parents and employees will be able to offer constructive suggestions for safety improvements.

The Naperville Fire Marshall examines our buildings annually for safety as well as the Naperville Police Department.

RESPONDING TO A CRISIS: STEPS TO TAKE

It is essential to handle a crisis in a rapid and sensitive manner. No single plan or intervention will fit all situations and meet all individual needs. Procedures are in place for certain emergency situations – see EMERGENCY PROCEDURES at the end of this document.

1. When a crisis occurs, the school office personnel will contact 911, Custodians, Pastoral President, our four parish Priests, and the Catholic Schools Office.
2. If a teacher is incapacitated within a classroom, someone (student or colleague) will notify the office. The office will send someone to the class to replace the teacher. We expect everyone else (Students and Staff) to stay in their own classrooms with their class.
3. Informing the rest of the teaching staff will be the responsibility of the Principal's office. This will not be done over the intercom system. The communication will be personal or in writing.

4. The Principal will notify The Catholic Schools Office and the Pastoral President and, thereafter, keeping them informed about steps being taken.
5. The Principal will notify other schools in the area if those involved in the crisis have relatives attending other schools. We will coordinate activities with them if appropriate.
6. The teaching staff will assist the Principal and Pastoral President in determining how to support students closest to the crisis: classmates, sports team, groups or club.
7. The Principal and Pastoral President will provide communication and dialogue if debriefing is necessary for students and staff.
8. The Principal will notify, in writing, parents of those involved in the crisis so they can support their children.
9. The teaching staff will identify and refer students and/or staff who may need additional emotional support. They will be referred for further assistance.
10. As a staff, we will determine what additional support is needed to bring closure to the crisis, such as attending funerals, writing letters, planning a side memorial activity, etc.

IMPORTANT PHONE NUMBERS

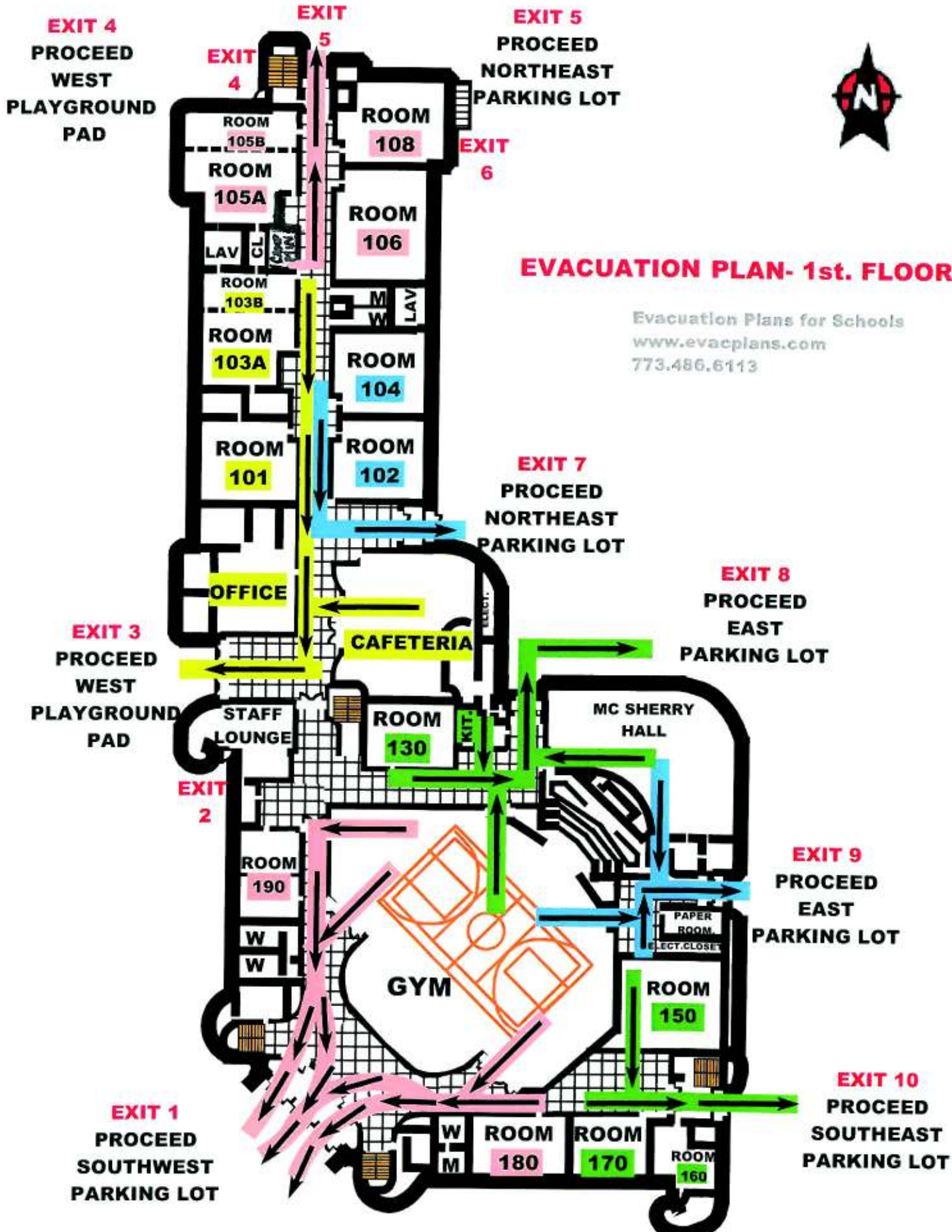
General Emergency Number	911
Naperville Police Department	
Non-emergency	630-420-6666
Naperville Fire Department	
Non-emergency	630-420-1641
St. Thomas the Apostle Parish	630-355-8980
Off-Campus Evacuation Site	
St. Elizabeth Seton	630-416-3325
St. Margaret Mary	630-369-0777
Edwards Hospital	630-527-3000
Catholic Schools Office	815-727-4674
DOJ Chancery	815-722-6606
District 203 Bus Barn	630-420-6464
First Student Bus	630-964-2500
WESTWAY Coach	630-243-1670

The following crisis intervention hotlines will accept emergency and non-emergency calls:

Access and Crisis Center, DuPage County Health Department
630-627-1700

Illinois Association for Marriage and Family Therapy
630-260-9010

FIRE, TORNADO, LOCK DOWN PROCEDURES, AND UNIVERSAL LOCKDOWN SYMBOL USED IN EACH CLASSROOM ARE ATTACHED...



EVACUATION PLAN- 1st. FLOOR

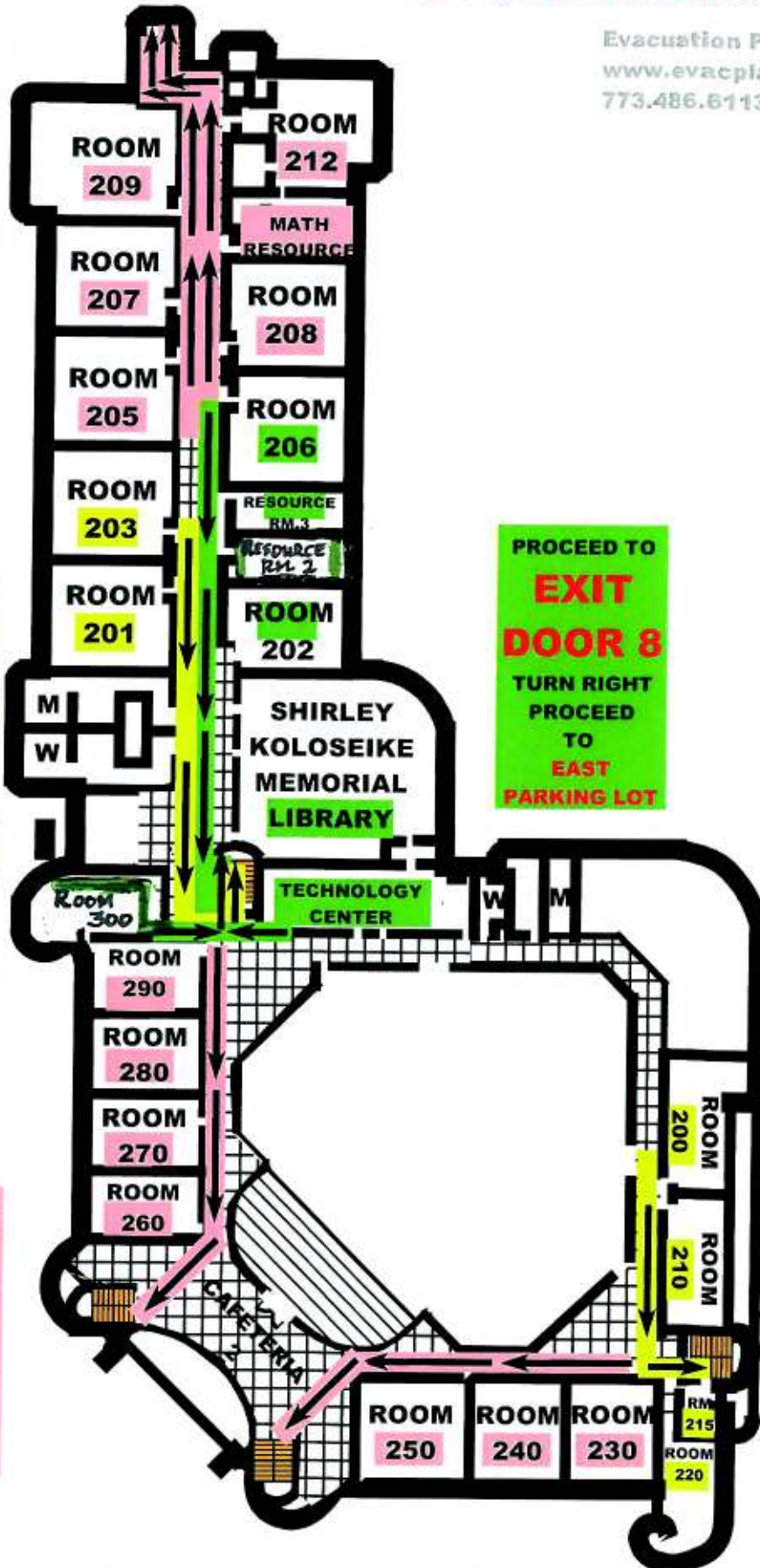
Evacuation Plans for Schools
www.evacplans.com
 773.486.6113

EVACUATION PLAN- 2ND FLOOR

Evacuation Plans for Schools
www.evacplans.com
773.486.6113



PROCEED TO
**EXIT
DOOR 4**
TURN LEFT
PROCEED
TO
WEST
PLAYGROUND
PAD



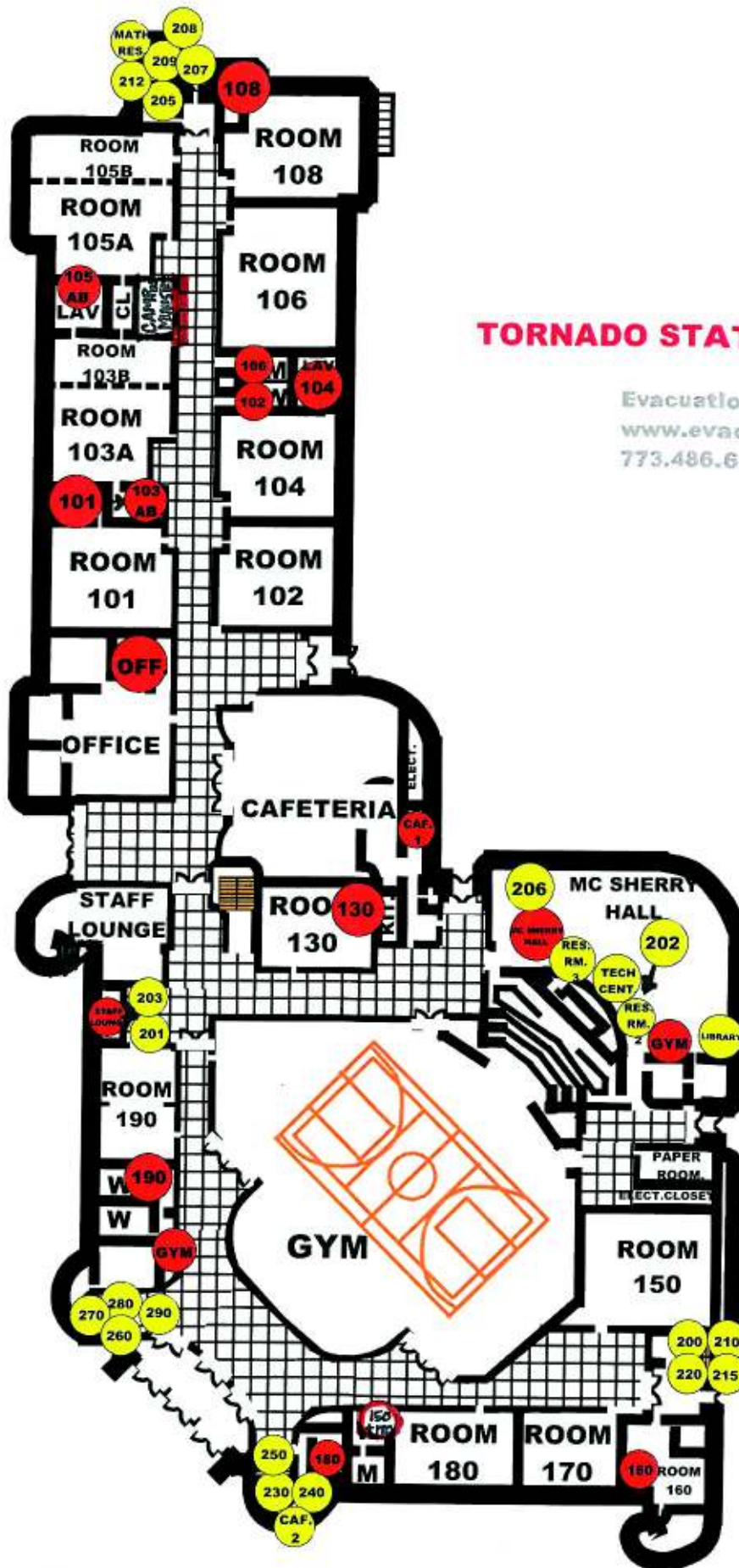
PROCEED TO
**EXIT
DOOR 3**
TURN LEFT
PROCEED
WEST
PLAYGROUND
PAD

PROCEED TO
**EXIT
DOOR 8**
TURN RIGHT
PROCEED
TO
EAST
PARKING LOT

PROCEED TO
**EXIT
DOOR 1**
PROCEED
FORWARD TO
SOUTHWEST
PARKING
LOT

PROCEED TO
**EXIT
DOOR 10**
PROCEED
FORWARD TO
EAST
PARKING
LOT

All Saints Catholic Academy



TORNADO STATION LOCATIONS

Evacuation Plans for Schools
www.evaccplans.com
 773.486.6113

LOCKDOWN PROCEDURES:

1. You will hear over the PA system:

“A building emergency is in effect; all staff and students should move to a lock down procedure and take a position of safety.” (To make an “All Call” over PA system use **ext. 71**)

2. **QUICKLY** check outside your classroom and **SWEEP** any children and staff members who are in the hallway into your classroom and **DOUBLECHECK** to see that your classroom door is locked.
3. With extreme **SILENCE**, move all students away from doors and windows to a secure corner of your room. **Remain SILENT.**

If cell phones are able to be used try to call into the school office or 911 to alert the police department of the status of your students and your room.

Ext 107 Offc Mgr	Ext 121 Student SvcsSecretary	Ext 120 Dr. Renehan	Ext 127 Ms. Huber
Ext 100 Mrs. Bajek	Ext 126 Mrs. Olsen	Ext 117 Front Counter	Ext 129 Health Offc

Dr. Renehan Cell Phone#: 630-881-7647
Nextel Phone# 8

Ms. Huber Cell Phone#: 630-743-3098
Nextel Phone# 1

Remember if an all call is made to shut cell phones off you must do so immediately and only use land lines.

4. **DO NOT** open your classroom door to any “unauthorized police official”. Once your doors are closed and locked – **THEY STAY LOCKED.**
5. **DO NOT** respond or evacuate if the fire alarms are activated unless “officially” told to leave the building by the police. This is a “diversionary” measure used by intruders.
5. Remain in your classroom until you have been given an “all clear” sign or message over the PA system or have been released from your classroom by a designated school official or the Police Department.

Classrooms are to be locked at all times during the school day!

STAFF members must carry their classroom door keys on their person at all times during the school day!

KEEP THESE PROCEDURES AND YOUR CLASSLIST NEAR YOUR DESIGNATED SAFETY AREA SO THAT YOU MAY ACCESS THEM QUICKLY!

See Reverse Side for **UNIVERSAL LOCKDOWN SYMBOL** used in **ALL Classrooms!**

LOCKDOWN POSITION

