Emergency Management Planning: ELSA

Crisis Codes and Alarms

Evacuation
Lockdown
Shelter-in-Place
All Clear

All Chicago Public Schools are to use the ELSA Crisis Codes outlined below. These codes use plain language that is easily understood by staff, students and visitors alike. Any codes previously utilized by schools should be stopped. All school personnel and students are to be trained on these Crisis Codes to ensure staff members understand the severity of a situation and actions to be taken once the code is called. These codes are to be used in all schools so visiting CPS personnel will be familiar with the code structure in each school.

Evacuation
- Incident Commander orders a call for Evacuation or the Fire Alarm is sounded.
- Students and staff proceed to the Exterior Safe Location pre-designated for the room they are located in at the time the Evacuation Code is called.
- If necessary, Incident Commander calls for move from Exterior Safe Locations to Alternate Evacuation Site.

Lockdown
- No one moves unless otherwise announced by Incident Commander. All classroom doors and windows are closed and locked. Shades are pulled down if appropriate.
- Incident Commander must:
  - Order all exterior doors and windows closed and locked.
  - Direct students/staff located outside building to:
    - Proceed to Alternate Evacuation Site
    - Proceed into building to:
      - Interior Safe Location
      - Appropriate Classroom
  - Consider redirecting school buses en-route to the school to the neighborhood bus staging area.
  - Consider directive to close all air intake and related mechanicals in the event of a hazardous materials situation.
- Incident Commander may allow for classroom movement if appropriate and ONLY IF SPECIFICALLY ANNOUNCED. Any open campus privileges are cancelled for the rest of the day.

Shelter-in-Place
- Appropriate for threats of tornado or immediate threat in the neighborhood.
- Students and staff proceed to the Interior Safe Location pre-designated for the room they are located in at the time the Shelter-in-Place code is called.
- If situation is so dire that it is dangerous for a classroom or area of the building to move to an Interior Safe Location (i.e. gunshots outside of school), teacher/staff should direct students to drop to the floor and seek cover under tables, desks, counters, etc. -- staying away from exterior windows -- until the situation allows them to proceed to the Interior Safe Location.
ALL CLEAR

- Threat or emergency has passed and the school is returning to normal operations.
- Incident Commander returns school authority to Principal or designee.
- Principal or designee announces the bell schedule for the rest of the day and any other information pertinent to the recovery from the situation.

EVACUATION

**Purpose:** Used whenever it is safer outside than inside the building such as in case of a fire, explosion, indoors hazardous material spill, structural failure, etc.

**School Incident Commander:**
1. Sound the fire alarm OR make an announcement using the building PA system, a two-way radio, or megaphone. The announcement should calmly advise students and staff to evacuate the building. A suggested announcement is:
   
   **“YOUR ATTENTION PLEASE:**
   **ALL STUDENTS, STAFF AND VISITORS MUST EVACUATE THE BUILDING IMMEDIATELY.**
   **TEACHERS, TAKE YOUR STUDENTS TO YOUR DESIGNATED EXTERIOR SAFE LOCATION ALONG WITH YOUR STUDENT ROSTER. TAKE ATTENDANCE ONCE YOU GET TO YOUR DESIGNATED EXTERIOR SAFE LOCATION.**
   **ONCE AGAIN, THIS IS AN EVACUATION.”**

2. Call 911. Provide the name of the school, describe the emergency, state the school is evacuating, and identify the location of the school’s Off-Site Incident Command Post, and Exterior Safe Location.
3. Ensure that the Public Information Officer has notified the Chief Area Officer and the Office of School Safety and Security of the school evacuation.
4. If danger appears to be threatening students and staff at the Exterior Safe location, direct staff to escort students to the Alternate Safe Location. The Transportation Coordinator should be directed to make arrangements for transportation if necessary.

**Office Staff:**
1. Bring the GO Kit to the Off-Site Incident Command Post.
2. Take the visitor log and Parent Reunification Forms to the Exterior Safe Location.

**Teachers:**
1. Instruct students to evacuate the building, using designated routes, and to report to the assigned Exterior Safe Location. Designate a student leader to help move your class to the Exterior Safe Location.
2. Close your door, turn off your lights.
3. If the exit route is blocked, follow the closest alternate exit route.
4. Bring your Student Roster, phone lists, and classroom Go Kit materials, if available.
5. Check the bathrooms, hallways and common areas for visitors, staff and students while exiting.
6. Take attendance, noting any missing students who are in other activities such as band, orchestra, choir, speech, chess, etc. Inform Search Team Coordinator of any missing or unaccounted for students.
7. At the Exterior Safe Location, stay in place until further instructions are given. Keep students calm and under control.

**Support Staff:**
1. Bring all of your students that may have been out of class to their assigned classrooms’ designated Exterior Safe Location.
2. If you have no immediate supervisory responsibility for students and do not have a pre-designated emergency team assignment, report to the Emergency Management Team staging area for a potential assignment.
LOCKDOWN

**Purpose:** Used when there is a threat of violence or serious incident that could jeopardize the safety of students/staff such as an armed intruder, shooting, hostage incident, gang fights, civil disturbance, etc.

**Incident Commander:**

1. Make the following announcement using the building PA system, a two-way radio, or megaphone:
   
   “YOUR ATTENTION. THIS IS A LOCKDOWN.
   TEACHERS, LOCK YOUR CLASSROOM DOORS AND WINDOWS.
   (ANY PERSON WHO IS NOT IN A CLASSROOM MUST PROCEED IMMEDIATELY TO THE NEAREST CLASSROOM.) - use this only if appropriate depending on the threat
   ONCE AGAIN, THIS IS A LOCKDOWN."

2. Turn off Change-of-Class bells.
3. Order exit doors locked. Remember, no chains are allowed at any time.
4. Direct students/staff located outside the building to their Interior Safe location or the appropriate classroom, as conditions warrant.
5. Consider directing that the Transportation Coordinator re-direct any buses en route to school.
6. Consider directive to close all air in-takes and related mechanicals in the event of a hazardous materials release outside.
7. If threat of danger is outside the building and does not present an eminent danger to the school, the Incident Commander may allow for movement within the classroom by announcing:
   “TEACHERS --- STUDENTS MAY MOVE ABOUT THE CLASSROOM BUT SHOULD NOT PROCEED TO THE NEXT SCHEDULED PERIOD/ACTIVITY UNTIL FURTHER NOTICE.”

**Teachers:**

1. Secure classrooms and lock the doors.
2. If appropriate, direct students to sit quietly on the floor, away from the windows and the doors. Keep students calm and under control.
3. Close windows, pull down shades and turn off any equipment.
4. Students in the cafeteria, gymnasium, or library should remain in place unless notified otherwise.
5. Make a list of all students who are absent or missing. Inform Search Team Coordinator of any missing or unaccounted for students.

SHELTER-IN-PLACE

**Purpose:** Provides a refuge for students, staff and the public inside the school building during an emergency such as severe weather, a hazardous material release outdoors or threat of violence in the neighborhood. Interior safe locations are located in areas of the building that maximize the safety of occupants. Shelter-in-place is used when evacuation would place people at risk. Interior safe locations may change depending on the emergency.

**Incident Commander:**

1. Using PA system, 2-way radios, or megaphone, make the following announcement:
   
   “THIS IS A SHELTER-IN-PLACE.
   TEACHERS, PLEASE MOVE YOUR CLASS TO YOU ASSIGNED INTERIOR SAFE LOCATION.
   ONCE AGAIN, THIS IS A SHELTER-IN-PLACE.”

2. Direct students and staff outside the building to come inside and immediately go to their Interior Safe Locations.
3. Consider directive to close all air in-takes and related mechanicals in the event of a hazardous materials release outside.
Teachers:

1. Instruct students to report to the assigned Interior Safe Location. Designate a student leader to help move your class to the Interior Safe Location.
2. Close your door; turn off your lights once the room is clear of students.
3. and staff.
4. If the exit route is blocked, follow the closest alternate exit route to the Interior Safe Location.
5. Bring your Student Roster and phone lists if available.
6. Check the bathrooms, hallways and common areas for visitors, staff and students while proceeding to Interior Safe Location.
7. Take attendance, noting any missing students who are in other activities such as band, orchestra, choir, speech, chess, etc. Inform Search Team Coordinator of any missing or unaccounted for students.
8. At the Interior Safe Location, stay in place until further instructions are given. Keep students calm and under control.
9. Drop, Cover and Hold.
10. Drop, Cover, and Hold is used in a Shelter-in-Place when an incident occurs with little or no warning. This action is taken to protect students and staff from flying or falling debris resulting from explosions, structural failures, and severe weather such as tornadoes, or earthquakes.
11. If situation is so dire for a classroom or area of the building to move to an Interior Safe Location, teacher/staff should direct students to drop to the floor and seek cover under tables, desks, counters, etc. – staying away from exterior windows -- until the situation allows them to proceed to the Interior Safe Location.

ALL CLEAR

Purpose: All Clear indicates that danger is over and normal classroom activity may resume. The Incident Commander returns school authority to the Principal or Administrator-in-Charge.

Incident Commander:

1. Use PA system, 2-way radio, or megaphone to announce:
   “ALL CLEAR.
   TEACHERS, YOU MAY RESUME NORMAL CLASSROOM OPERATIONS.
   ONCE AGAIN, SITUATION IS ALL CLEAR.”
2. Consider impact on bell schedule for the remainder of the day and inform staff as appropriate.
3. Begin planning for incident recovery and inform staff as appropriate.
4. Consider creating a bulletin to be sent home with students to advise parents what occurred during the school day so they may discuss the incident with their child.