



# School Emergencies

## Emergency Planning in Schools

Every Chicago Public School creates a plan that helps the school manage an emergency event. Schools update these plans on an annual basis, and your child's school has done so this year.

Staff members are familiar with emergency plans and it is important that parents understand their role in the Chicago Public School emergency planning efforts. Three important areas in which parents can assist in emergency planning for schools are:

1. Reinforce your child's understanding of the ELSA emergency codes.
2. Ensure the emergency contact information on file in the school office is up to date and accurate.
3. Know where to find information if there is an emergency in your child's school and understand the process which will be followed to reunite you with your child.

## ELSA Emergency Codes



### Evacuation

Fire alarm is sounded or an announcement orders the school to be evacuated. Students and staff report to pre-designated exterior area around the school.



### Lockdown

No one moves unless otherwise announced by school administrator or emergency personnel. All exterior doors, classroom doors and windows are closed and locked until further direction.



### Shelter-in-Place

Appropriate for weather emergencies such as tornado or a threat in the neighborhood. Students and staff proceed to the pre-designated interior location.



### All Clear

Incident has resolved and the school is returning to normal operations.

## Parent/Child Reunification

Following an emergency, an assessment is made to determine if the school is safe to return to normal operations. In most instances, the school will call an "ALL CLEAR" and the school day will resume. In some instances, students may need to be dismissed or a parent / guardian may wish to pick up their child. The school staff will follow an orderly plan to reunite parents/guardians with their children, particularly younger children. In certain emergency situations, the following protocols will be followed:

1. Parents/guardians may be directed to a Parent Reunification Staging Area.
2. Custodial parents/guardian or persons on the child's emergency pick-up list may be asked to show identification – even if school staff are familiar with you.

## Contact Information

Contact your local school and update your child's emergency contact information on a regular basis.

## Information Resources

During a Lockdown or Shelter-in-Place, police/fire will not allow anyone access to the school area.

CPS will provide regular updates to the public via their main telephone line (773-553-1000), their website—[www.cps.edu](http://www.cps.edu) and local radio and television outlets.

Telephone lines may experience heavy use during an emergency and not work because they are overloaded. If you have access to the internet, TV or radio, please use that instead of phones to allow the school to use them to obtain any emergency help they may need.

## School Evacuations

When an evacuation from a school due to fire or other hazard is called, school personnel will escort students to a pre-designated area around the school. In certain situations to ensure safety, students may be moved to an alternate location which is part of the overall school emergency plan.