EMERGENCY OPERATIONS PLAN

LABORATORY SCHOOLS EMERGENCY OPERATIONS PLAN 2026

THOMAS METCALF SCHOOL

U-HIGH™

UNIVERSITY HIGH SCHOOL

EMERGENCY MANAGEMENT
Illinois State University

FORWARD

The following *Emergency Operations Plan* details how the Illinois State University (ISU) Laboratory Schools will respond to major emergencies and references the roles that school's administration will have in supporting the overall emergency response. ISU has adopted the National Incident Management System (NIMS) (see Appendix) and coordinates response activities according to its principles and guidelines. Should an incident require external emergency response assistance, the NIMS framework will support an integrated response, highlighting the interoperability and compatibility of all response agencies.

The *Emergency Operations Plan* is intended to be a dynamic document that applies to a broad range of emergency situations and aligns with the University's Emergency Operations Plan (EOP). The plan has been prepared by the University's Lab Schools and Emergency Management department and reviewed by the Incident Management Team. This plan will be reviewed on an annual basis by Emergency Management and modified as deemed warranted.

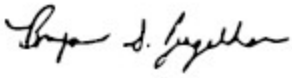
PROMULGATION DOCUMENT AND SIGNATURE PAGE

The ISU Laboratory Schools are committed to protecting the welfare of its school community and campus partners. For this reason, this *Emergency Operations Plan* has been developed and will continually be refined as new methodologies emerge. With the implementation of this plan, the Lab Schools are well positioned to effectively respond to emergencies, minimizing the impact while maximizing the effectiveness of university resources. The plan will also set in motion the groundwork for recovery and return to typical operations.

The *Emergency Operations Plan* provides a comprehensive framework to guide decision-making and actions before, during, and after emergency events. This plan reflects the input of school personnel, first responders, and community partners to address the unique challenges faced by our Laboratory Schools. It outlines procedures, assigns responsibilities, and identifies resources to reduce risks, protect lives, and maintain the continuity of educational operations. All school personnel are expected to be familiar with this plan and actively participate in training, drills, and exercises to ensure readiness.

Please review this plan and become personally committed to the plan's goal of protecting our students, faculty associates, staff, and visitors should an emergency take place on our campus.

Thank you,



Bryan S. Zugelder, Dean of College of Education

RECORD OF CHANGES

Change Number	Date of Change	Affected Section	Summary of Change(s)

RECORD OF DISTRIBUTION

Name	Title	Agency/Department	Date
Darren Wolf	Manager	Bloomington Communications Center	
Jamal Simington	Chief	City of Bloomington Police Department	
Cory Matheny	Chief	City of Bloomington Fire Department	
Richard Williams	Regional Coordinator	Illinois Emergency Management Agency & Office of Homeland Security	
Katy Killian	Chief of Staff	Illinois State University	
Eric Hodges	Director	ISU Emergency Management	
Aaron Woodruff	Chief	ISU Police Department	
Bryan Zugelder	Dean	College of Education	
Cathy Beck	Director	McLean County Emergency Management Agency	
Matt Lane	Sheriff	McLean County Sheriff's Office	
Rhonda Flegel	Executive Director	METCOM	
Carmen Bergmann	Principal	Thomas Metcalf Elementary	
Mick Humer	Chief	Town of Normal Fire Department	
Steve Petrilli	Chief	Town of Normal Police Department	
Andrea Markert	Principal	University High School	

Copies of this plan will be published at Education.IllinoisState.edu/LabSchools

TABLE OF CONTENTS

ISU Lab Schools Emergency Operations Plan 0
Forward 1
Promulgation Document and Signature Page 2
Record of Changes 3
Record of Distribution 4
Terms, Acronyms and Definitions 7
BASIC PLAN 8
Purpose Statement 9
Situation and Assumptions 10
Concept of Operations 12
General Emergency Procedures 14
Emergency Priorities 14
Emergency Lines of Succession 15
Organization & Assignment of Responsibilities 16
Administration, Finance & Logistics 19
Legal Authorities, References & Standards 19
Plan Maintenance & Review 20
Training, Drills & Exercises 21
FUNCTIONAL ANNEXES 22
Direction and Control 22
Roles and Responsibilities 23
Radio Communications 26
Emergency Notification 26
THREAT AND HAZARD-SPECIFIC ANNEXES 28
Asbestos 29
Crowd Management 32
Death Protocol 37
Facilities Disruption 40
Hostage Incident 44
Medical Emergencies 47

Cardiac Emergency Response Plan (CERP) 50
AED Listings 53
Missing and/or Unaccounted Student(s)/Individual(s) 55
Physical Altercations & Assault 60
Proximate Incidents 64
School Science Labs 69
Severe Weather 73
Thomas Metcalf Elementary Shelter-In-Place Locations (Tornado) 77
University High School Shelter-In-Place Locations (Tornado) 80
Suicide Prevention & Intervention 85
Suspicious Person(s) and/or Unauthorized Intruder Access 90
Targeted Violence 94
Threats, Harassment & Weapons 97
Transportation Incident 102
Appendix 1: Campus Map 105
Appendix 2: Standard Response Protocol 106

TERMS, ACRONYMS AND DEFINITIONS

Term	Acronym	Definition
City of Bloomington	COB	Community municipal partner with local agencies, including law enforcement, that may partner with ISU to respond to incidents
Damage Assessment Team	DAT	Specialized team that assesses structures after an incident
Emergency Operations Center	EOC	A fixed or virtual facility where incident coordination occurs
Emergency Operations Plan	EOP	Plan focused on the University as a whole entity
Family Assistance Center	FAC	Location where families reunite and receive information and services following a major emergency incident
Incident Commander	IC	The person ultimately responsible for managing the response to an incident, generally located at the Incident Command Post
Incident Command Post	ICP	A fixed site near the incident where first responders actively manage the incident
Incident Communications Team	ICT	University team charged with crafting and disseminating official messages during an incident
Incident Management Team	IMT	The University's lead body for coordinating the response to and recovery from university incidents
Joint Information Center	JIC	A site where Public Information Officers meet to coordinate the collection, analysis, and release of public information during an incident
Memorandum of Understanding	MOU	A written agreement between two or more entities
National Incident Management System	NIMS	Federal doctrine that outlines how the nation responds to incidents and emergencies
Town of Normal	TON	Community municipal partner with local agencies, including law enforcement, that may partner with ISU to respond to incidents
Unified Command	UC	Two or more people who are jointly responsible for managing the response to an incident, generally located at the Incident Command Post

BASIC PLAN

PURPOSE STATEMENT

The following *Emergency Operations Plan* details how the University's Laboratory Schools will respond to emergencies internally and in conjunction with local emergency response agencies and references the role that campus departments will have in supporting the overall emergency response. As State of Illinois emergency response agencies, the ISU Police Department and Emergency Management staff have been trained in NIMS protocols and will respond accordingly in the event of a campus emergency. Should the incident require external emergency response assistance, the NIMS framework will support an integrated tactical response, highlighting the interoperability and compatibility of all response agencies.

In support of emergency response efforts, specific campus personnel representing select emergency response teams and departments have taken formal training and have participated in meetings, strategy sessions, drills, and exercises to be better prepared in undertaking their respective responsibilities.

The *Emergency Operations Plan* identifies individual scenarios where targeted planning is warranted. The resulting plans not only provide detailed guidance to employees but also describe specific actions to be taken to protect attendees at a sports event, concert, show, etc., that may be in progress during a campus emergency. Additionally, ISU has entered into several agreements with other state and local entities which permit the use of university facilities by local emergency response agencies in the event of a regional crisis. Conversely, the University has entered into agreements with other entities enabling the University to utilize their facilities should the need arise.

The *Emergency Operations Plan* is intended to be a dynamic document that applies to a broad range of emergency situations. The plan has been prepared by representatives from the University Laboratory School's and the University's Emergency Management department. This plan will be reviewed on an annual basis by the Laboratory Schools and modified as deemed warranted.

SITUATION AND ASSUMPTIONS

Situation

1. An emergency has occurred directly impacting the buildings and population of *Thomas Metcalf Elementary and/or University High School*. Response and recovery actions are necessary for life safety, protection of the environment, critical infrastructure, and academic programs.
2. Building emergency procedures are immediately enacted for the protection of students, employees, and visitors of the Lab Schools.
3. The Lab School's capabilities and resources (personnel, equipment, critical facilities, supplies, emergency response teams, etc.) are required to ensure safe and efficient actions are taken.

Incident-Specific Assumptions

1. Building Emergency Response Plans, Emergency Action Plans, and Emergency Response Teams may adequately address response and short-term recovery operations; therefore, the Laboratory School's *Emergency Operations Plan* may not be activated.
2. An emergency will occur that directly affects *Thomas Metcalf Elementary and/or University High School*, and it may occur at any time of the day or night, weekend, or holiday, with little or no warning.
3. Except for the ISU Police Department and Emergency Management staff, *Thomas Metcalf Elementary and University High School* are not an emergency response organization and, in some incidents, may depend on the University to help respond to an emergency.
4. Off-site resources may be activated in advance of *Thomas Metcalf Elementary and/or University High School*'s request for assistance to conduct life-safety missions, fire suppression, law enforcement activities, emergency medical services, and other immediate public safety actions.
5. Many emergencies that have the potential to affect the Laboratory Schools may also affect the surrounding communities, requiring the Laboratory Schools and the University to plan on managing emergency response and recovery activities with limited external resources for an extended period.
6. Mutual Aid Agreements, compacts, and other resources available on the state and federal level will be activated to carry out response and short-term recovery efforts.
7. Ordinary means of communication, transportation, and infrastructure capability will be disrupted in areas within and beyond the immediate affected area of *Thomas Metcalf Elementary and University High School*.
8. Students, employees, visitors, and contractors of *Thomas Metcalf Elementary and University High School* and transient populations will require sheltering, evacuation, mass care, and medical assistance.
9. Secondary effects resulting from an emergency will create potentially hazardous environments.
10. Available local response capabilities will be exhausted for emergencies and disasters having large numbers of casualties/injuries, and damage to buildings, critical facilities, tools/resources, and critical infrastructure.
11. Interruptions will occur in water, natural gas, sewer, electrical, steam, and communications services.

12. Damage Assessment is critical in informing situational awareness.
13. Economic impacts will be broad and long-lasting.
14. An emergency may prevent adequate dissemination of public information, warnings, and messaging.
15. The succession of events in an emergency or disaster are unpredictable; therefore, this plan will be utilized as a guidance document and adapted accordingly for the specific needs of the emergency situation.

Plan-Specific Assumptions

In the event an individual assigned an emergency management responsibility is absent or unable to perform their duties, those duties and responsibilities will be transferred to a pre-designated and trained alternate.

1. Laboratory School's emergencies may occur at any time of year, any day, and at any time with no warning.
2. Laboratory School's emergencies can be caused by an accident, a natural disaster, or criminal behavior by an affiliated or unaffiliated individual or group.
3. During an emergency, all University departments and divisions will work in a coordinated manner and share resources toward a common goal.
4. Since events in an emergency or disaster are not predictable, published emergency plans will serve only as a guide and may require modification to meet the requirements of the emergency or disaster.
5. Depending on the scale and scope of the emergency, the Emergency Operations Center (EOC) may be activated and staffed with appropriate personnel and departments that have responsibilities as outlined in the *University's EOP*.
6. The EOC will support the Incident Commander in meeting operational objectives; it will generally not direct tactical operations (unless the University EOC is also serving as the Incident Command Post).
7. Most incidents are handled locally, but some incidents may exceed the capabilities of the University and require the support and resources of local, county, state and federal governments, private institutions, and/or other entities.
8. In addition to students, employees, and visitors, university response personnel may be affected by an emergency. This may impede their ability to respond.
9. Critical infrastructure, equipment, and supplies needed to respond to an emergency may be unavailable due to the incident. This may complicate, delay, or reduce the effectiveness of the response.
10. Key vendors, contractors, and suppliers may be disrupted during an emergency.
11. Rumors and misinformation will spread as the community attempts to gather information about the incident.

12. Communications are likely to be disrupted or compromised during a disaster, due to damage to related infrastructure or by the burdens placed on communications systems due to high levels of usage. This is especially true of wireless technology.

CONCEPT OF OPERATIONS

The operational aspects of the Laboratory School's *Emergency Operations Plan* are concepts based upon the National Incident Management System (NIMS). With its emphasis on management-by-objective, NIMS creates a coordination and decision-making framework that will be utilized by the University in emergency response. Use of NIMS further facilitates the University's ability to communicate and coordinate response actions with external emergency response agencies and partners.

The Laboratory School's *Emergency Operations Plan* will be activated by the Principal (or designee), in coordination with Incident Command, to ensure proper command, control, communications, and coordination is maintained throughout response and recovery.

Additionally, the Laboratory Schools have adopted the I Love U Guys Foundation's Standard Response Protocol (SRP) to provide basic guidance with respect to local conditions and authorities. The SRP is designed to provide consistent, clear, shared language and actions among all students, faculty associates, administrators and first responders.

Initial Response

School personnel are usually first on the scene of an incident in a school setting. Staff and faculty associates are expected to take charge and manage the incident until it is resolved, or command is transferred to someone more qualified and/or to an emergency responder agency with legal authority to assume responsibility. Staff will seek guidance and direction from school administration and University where appropriate.

The principal or his/her designee is responsible for activating the EOP, including common and specialized procedures as well as threat/hazard-specific procedures. If additional resources or capabilities are needed, a designated representative will contact the ISU Police Department.

Campus (Internal) Response

The ISU Police Department serves as the University's first responders and will:

- Take appropriate actions for the immediate protection of students, employees, visitors, and contractors of ISU and transient populations in accordance with procedures
- If appropriate, notify Emergency Management and assign a command staff member to respond to the Emergency Operations Center

Resources

ISU capabilities and resources will be used to the maximum extent possible to affect life-safety and life-essential restoration of services. In the event of a large-scale disaster involving multiple jurisdictions, ISU will request additional resources through off-site authorities having enabling jurisdiction. Further, Memorandum of Understandings (MOUs), Mutual Aid Agreements, compacts, partnerships, and other agreements will be utilized to the fullest extent possible throughout an emergency to ensure an optimized allocation of resources is maintained.

Safety

Regardless of the scope and magnitude of an emergency, the Laboratory Schools will conduct operations in accordance with local, state, and federal laws, rules, regulations, and policies of ISU, the State of Illinois, McLean County, and the federal government.

Standard Response Protocol (SRP) Actions

The Standard Response Protocol (SRP) is a nationally adopted, action-based emergency response framework designed to enhance school safety through clear, consistent language and actions during critical incidents. The SRP simplifies crisis response into five standardized actions during emergencies:

- **Hold:** Keeping students in their current locations due to internal events (e.g. altercation in the hallway, medical issue, locker check, etc.)
- **Secure**: Securing the perimeter of the building while allowing normal activities to continue inside (e.g. criminal activity in the immediate area, but no current threat inside the school)
- **Lockdown:** Securing the interior and isolating students and staff from a threat inside the building (e.g. targeted violence incident).
    a. While the Standard Response Protocol (SRP) identifies Lockdown as the primary action when there is a threat inside the building, individuals may need to make rapid, independent decisions based on their immediate proximity to danger. In some situations, Run, Hide, Fight (R/H/F) strategies may be necessary within a Lockdown event.
        i. **Run:** If it is safer to move away from the threat and evacuation is possible.
        ii. **Hide:** If escape is not possible, individuals should secure and conceal themselves to avoid detection.
        iii. **Fight:** As an absolute last resort, if directly confronted by the assailant, individuals may use defensive actions to protect themselves.
- **Evacuate:** Moving students and staff to safer locations, as necessary (e.g. structural collapse, hazardous materials spill inside the school, fire).
- **Shelter:** Implementing safety strategies for specific hazards, such as severe weather (e.g. tornado warning, hazardous materials release outside).

GENERAL EMERGENCY PROCEDURES

In any emergency, the following general procedures should be followed to ensure safety and effective response:

- Notify Emergency Personnel by dialing 9-1-1 (if necessary).
- Notify the Main Office, who will notify Administration.
- Principal or designee notifies the Lab Schools Director or designee.
- Notify the School Nurse and other CPR/first aid certified persons in the building of medical emergencies (if necessary).
- Notify School-Based Mental Health Professionals.
- Seal off high-risk areas.
- Protect potential crime scenes.
- Keep detailed notes of the incident.
- Provide aftercare and support to students, faculty associates, and staff as needed.
- Inform faculty associates/staff with appropriate details regarding the incident.
- Notify parent(s)/guardian(s) (if necessary).

EMERGENCY PRIORITIES

In any emergency, the Laboratory School's overriding mission is to:

- Protect life safety
- Achieve incident stabilization
- Minimize property damage
- Minimize environmental impact
- Protect critical infrastructure and facilities
- Carry out academic and administrative continuity activities

EMERGENCY LINES OF SUCCESSION

In the event of a significant emergency when key university personnel are incapacitated or are otherwise unable to respond to the emergency, this section outlines the designated lines of succession for university officers and other key roles.

Director, Laboratory Schools

1. U-High Principal
2. Metcalf Principal
3. U-High Assistant Principal

Thomas Metcalf Elementary

1. Principal
2. Assistant Principal
3. Dean of Students / Activities Director

University High School

1. Principal
2. Assistant Principal
3. Director of Athletics & Activities

Chief of University Police

1. Deputy Chief, University Police
2. Lieutenant of Investigations, University Police
3. Sergeant (based on seniority), University Police

Director, Emergency Management

1. Assistant Director, Emergency Management
2. Emergency Operations Manager, Emergency Management
3. Director, Environmental Health and Safety
4. Director, University Risk Management

ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

This section establishes the operational organization that will be relied on to manage the incident and includes:

- A list of the kinds of tasks to be performed by position and organization.
- An overview of who does what.

For some incidents, the principal and assistant principal are not able to manage all the aspects associated with an incident without assistance. The school relies on other key school personnel to perform tasks that will ensure the safety of students and staff during a crisis or critical incident. It is difficult to form a team while a crisis or critical incident is unfolding. Roles should be pre-assigned based on training and qualifications. Each staff member and volunteer must be familiar with his or her role and responsibilities before an incident occurs.

School staff may be required to remain at school to assist in an incident. In the event that the Laboratory School's EOP is activated, staff will be assigned to serve various roles based on their expertise and training and the needs of the incident.

Principal (or Designee)

At all times, the principal still retains the ultimate responsibility for the overall safety of students and staff. However, delegating the authority to manage the incident allows the principal to focus on policy-level activities and interfacing with public safety, University personnel, other agencies, and parents/guardians. The principal shall coordinate between the Laboratory Schools Director's office and the public safety Incident Commander.

If a first response agency is involved in the response, a member of that agency shall serve as the Incident Commander, only relinquishing that role back to the Lab Schools once all first responders depart the scene.

School Response Coordinator

The School Response Coordinator responsibilities include:

- Assume overall direction of all incident management procedures based on actions and procedures outlined in this EOP.
- Take steps deemed necessary to ensure the safety of students, staff, and other individuals.
- Determine whether to implement incident management protocols (e.g., Evacuation, Shelter in Place, Lockdown, etc.), as described more fully in the functional annexes in this document.
- Arrange for transfer of students, staff, and other individuals when safety is threatened by a disaster.
- Work with emergency services personnel. (Depending on the incident, community agencies such as law enforcement or the fire department may have jurisdiction for investigations, rescue procedures, etc.)
- Keep the principal and other officials informed of the situation.

- Relinquish the role upon the arrival of first responders; reclaim the role upon the departure of first responders

Faculty Associates/Instructional Aids/Substitutes

Faculty associates, Instructional Aids, and Substitutes shall be responsible for the supervision of students and shall remain with students until directed otherwise.

Responsibilities include:

- Supervise students under their charge.
- Take steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols.
- Direct students in their charge to inside or outside assembly areas, in accordance with signals, warning, written notification, or intercom orders according to established incident management procedures.
- Give appropriate action command during an incident.
- Take attendance when class relocates to an outside or inside assembly area or evacuates to another location.
- Report missing students to the Incident Commander or designee.
- Execute assignments as directed by the Incident Commander or ICS supervisor.
- Obtain first aid services for injured students from the school nurse or person trained in first aid. Arrange for first aid for those unable to be moved.
- Render first aid if necessary. Appropriate school staff will be trained and certified in first aid and CPR.

School Nurses & Mental Health Professionals

Responsibilities include:

School Nurses:

- Administer first aid or emergency treatment as needed.
- Supervise administration of first aid by those trained to provide it.
- Organize first aid and medical supplies.

Mental Health Professionals:

- Provide mental health services and support to students, faculty associates, and staff.

Building Emergency Liaison

Responsibilities include:

- Assist with emergency preparedness, response coordination, and communication during incidents.
- Oversee execution of emergency procedures during an incident.

Building Maintenance Liaison

Responsibilities include:

- Survey and report damage
- Control main shutoff valves for gas, water, and electricity and ensure that no hazard results from broken or downed lines.
- Provide damage control as needed.
- Assist in the conservation, use, and disbursement of supplies and equipment.
- Keep Incident Commander informed of condition of school.

Food Service/Cafeteria Workers

Responsibilities include:

- Prepare and serve food and water during an incident, if necessary.
- Execute assignments as directed by the Incident Commander.

Students

Responsibilities include:

- Cooperate during emergency drills and exercises, and during an incident.
- Learn to be responsible for themselves and others in an incident.
- Understand the importance of not being a bystander by reporting situations of concern.
- Develop an awareness of the high priority threats and hazards and how to take measures to protect against and mitigate those threats and hazards.
- Take an active part in school incident response/recovery activities, as age appropriate.

ADMINISTRATION, FINANCE & LOGISTICS

Agreements & Contracts

If the Laboratory Schools' resources are insufficient during an incident, they will request assistance from the University. The University, if necessary, may seek additional support from local emergency services, other agencies, and industry under existing mutual aid agreements and contracts. Such assistance may include equipment, supplies, and personnel. For a list of pre-negotiated agreements and contracts in place refer to the University's *Emergency Operations Plan.*

Record Keeping & Preservation of Records

In order to continue normal school operations following an incident, vital records must be protected. These include legal documents and student files as well as property and tax records. The principal causes of damage to records are fire and water; therefore, essential records will be protected accordingly.

LEGAL AUTHORITIES, REFERENCES & STANDARDS

For a comprehensive list of Lab Schools Policies and Procedures visit the Lab Schools website (https://education.illinoisstate.edu/about/lab-schools/policies/).

In Loco Parentis

Under the Illinois School Code (105 ILCS 5/24-24), teachers, licensed educational employees, and unlicensed staff providing related services stand *in loco parentis*—in the place of parents or guardians—during school hours and school-related activities. This authority reinforces staff responsibility to act in the best interest of students during both daily operations and emergencies. Key aspects include:

- **Discipline and supervision:** Ensuring students follow emergency protocols and maintaining orderly conduct during crises.
- **Student safety:** Taking prompt and appropriate action to protect students from harm.
- **Emergency actions:** Implementing appropriate SRP actions (e.g., Hold, Secure, Lockdown, Evacuate, Shelter) based on the nature of the threat.
- **Communication:** Collaborating with first responders and school administration to provide accurate information and support coordinated response efforts.

By fulfilling their *in loco parentis* responsibilities, staff serve as the frontline protectors of student safety and play a critical role in maintaining order during emergencies.

Illinois School Safety & Security Act

The Illinois School Safety and Security Act (105 ILCS 128/1), also known as the School Safety Drill Act, requires all schools in the state to adopt comprehensive safety and emergency plans to safeguard students, staff, and visitors. The Act establishes minimum requirements for school safety drills and

emergency response plans, and mandates specifics drills, including fire, bus evacuation, and severe weather drills, to ensure preparedness for a variety of emergencies. The law also requires active shooter and law enforcement drills in coordination with local police, as well as annual review of emergency and crisis response plans. The law also requires each district to have a threat assessment process and a team made up of school staff, mental health professionals, and law enforcement. The team works to identify and address potential threats before they lead to harm. Schools may form their own team or join a regional team. Threat assessment activities must follow student privacy laws like FERPA and the Illinois School Student Records Act.

Cardiac Emergency Response Plan

Under the Illinois School Safety Drill Act, Section 60 (105 ILCS 128/60), effective January 1, 2025, all school districts and private schools are mandated to develop and implement a comprehensive Cardiac Emergency Response Plan (CERP). This plan must align with guidelines established by the American Heart Association or other nationally recognized, evidence-based standards. The CERP is designed to ensure an appropriate and effective response to incidents involving individuals experiencing sudden cardiac arrest or similar life-threatening emergencies during school hours or at school-sponsored activities. Key components of the plan include: procedures to follow in the event of a cardiac emergency; a detailed listing and maintenance schedule of all automated external defibrillators (AEDs) present and accessible at school facilities and events; and the provision of information on hands-only cardiopulmonary resuscitation (CPR) and AED usage to teachers, administrators, coaches, assistant coaches, and other designated school staff. The plan must be distributed to all relevant personnel and reviewed annually as part of the school's emergency and crisis response protocols, ensuring preparedness and compliance with state safety requirements.

The Lab Schools have policies and procedures in place regarding various medical emergencies, as required by Illinois School Code, including but not limited to anaphylaxis, asthma, opioid overdose, and diabetic care. These can be found on the Lab Schools website at https://education.illinoisstate.edu/about/lab-schools/policies/.

PLAN MAINTENANCE & REVIEW

The Laboratory School's *Emergency Operations Plan* is a living document and will be reviewed annually and updated/revised as deemed appropriate. To ensure the Plan remains current and functional, interim revisions may be made when any of the following occurs:

- A change in university site or facility arrangement that affects implementation of the plan
- A material change in response resources and/or protocols
- An incident occurs that results in a review
- Internal assessments, third party reviews, or lessons learned from drills, exercises or actual responses identify significant changes that should be made
- New laws, regulations, or internal policies are implemented which may affect the plan
- Other significant changes are identified

Plan changes, updates, and revisions are the joint responsibility of Emergency Management and the Laboratory Schools Director, or designee(s).

Approved plans will be published on the University's Laboratory Schools website, the Thomas Metcalf School website, and the University High School website.

TRAINING, DRILLS & EXERCISES

Refer to the Illinois State University *Emergency Operations Plan* for information regarding training, drills and exercises.

FUNCTIONAL ANNEXES

Direction and Control

This section outlines protocols for directing and coordinating emergency response efforts, collaborating with other jurisdictions and emergency response organizations, and effectively prioritizing the use of available resources.

Situation

1. An emergency has occurred directly affecting the campus, facilities and populations of the Laboratory Schools.
2. The Laboratory Schools have activated and/or implemented plans and procedures that require command, control, communications, and coordination of internal and possibly external resources.

Assumptions

1. The Laboratory Schools will activate command and control elements to establish a unified incident management structure.
2. For large scale events and those having multiple jurisdictional authorities, integration of ISU into the response efforts will be required at locations including, but not limited to, the University Emergency Operations Center, Incident Command Post, Unified Command Post, Area Command, Town of Normal Emergency Operations Center, and/or McLean County Emergency Operations Center.

Concept of Operations

1. Overall *command* of emergency operations is the responsibility of Principal or designee, who will serve as the School Response Coordinator. Upon arrival of first responders, the Principal will transfer incident command to the appropriate emergency services official while continuing to provide support.
    a. The decision to implement an emergency action or response plan will be based upon probability or actual occurrence of an emergency threating the health, safety, and welfare of the population and be the sole responsibility of Principal or designee.
2. Responsibility for emergency and disaster response lies with the lowest governmental jurisdiction involved.
3. If an emergency occurs within the Laboratory Schools, and does not extend beyond campus emergency response organizations, ISU's Chief of Police or designee retains command and control.
    a. The Laboratory Schools will make use of all normally available campus resources to respond to a disaster. If the campus is incapable of effectively responding to an emergency, or does not have enabling authority for response, outside assistance will be required and requested through the appropriate organization.

4. If an emergency or disaster extends beyond the perimeter of the Laboratory Schools, is external to yet affecting ISU, or is beyond the legal enabling authorities of ISU, Incident Command will be established in accordance with NIMS and the responding jurisdiction's policies.
5. For incidents where an off-site jurisdiction has legal enabling authorities, ISU's Chief of Police or designee will report to the ICP and coordinate response and recovery efforts as appropriate.

For immediate life safety and medical emergencies, campus staff, faculty associates, contractors, students, and visitors are directed to contact 9-1-1 or local emergency service providers.

Roles and Responsibilities

1. Principal or Designee

   The principals or designee for each Laboratory School will serve as the School Response Coordinator. Upon arrival of first responders, the Principal will transfer command to the appropriate emergency services official while continuing to provide support. At all times, the principal or designee still retains the ultimate responsibility for the overall safety of students and staff. However, delegating the authority to manage the incident allows the principal to focus on policy-level activities and interfacing with the school district, other agencies, and parents/guardians. The principal shall coordinate between the Lab Schools Director or designee, and the Incident Commander.

2. University Chief of Police

   The ISU Chief of Police is the lead law enforcement official for the University and is ultimately responsible for delivering first response services to the University community. During a campus emergency, the ISU Chief of Police has the following responsibilities:

   - Establish and maintain an Incident Command Post
   - Activate the University's emergency notification system (branded *ISU Emergency Alert*) to disseminate initial messages to students, employees, visitors, contractors, and transient populations
   - Determine when and issue timely warnings as necessary under 5.2.3
   - Implement the missing persons policy 5.2.2
   - Coordinate jurisdictional policies for the conduct of emergency operations
   - Direct the University's law enforcement operations and manage resources
   - Establish and maintain Common Operating Picture and share regular briefings with the Director of Emergency Management and Incident Management Team
   - Serve as a key member of the University Incident Management Team

3. Director of Emergency Management

   The ISU Director of Emergency Management is responsible for managing the University's comprehensive emergency management program (prevention, mitigation, preparedness, response, continuity/recovery). During a campus emergency, the Director of Emergency Management is responsible for coordinating response activities. Specific responsibilities include:

- Receive and analyze disaster intelligence and situational awareness from a variety of sources, including university employees/students and off-site resources
- Alert key decision-makers and emergency personnel
- Implement the University's *Emergency Operations Plan*
- Direct activation of the University's Emergency Operations Center (primary, alternate, and/or virtual) and serve as its manager
- If activated, designate an authorized representative to deploy to the Incident Command Post, Town of Normal and/or McLean County Emergency Operations Center
- Implement emergency communications plans internally and externally with higher, lateral, and subordinate response organizations
- Establish and maintain contact with other emergency operations centers and with off-site organizations involved in response, continuity, and/or recovery efforts
- Establish and coordinate university policies and procedures for the conduct of emergency operations
- Activate the University's Incident Management Team
- Authorize implementation of the Continuity of Operations Plan to ensure continuity of essential services
- Maintain all documentation, records, expenditure receipts, etc., for an emergency
- Distribute strategic action planning priorities internally and externally with higher, lateral, and subordinate response organizations identifying requirements of potential operating environments and for the development of Incident Action Plans

4. University Incident Management Team

   The Incident Management Team (IMT) is the University's lead body charged with coordinating the emergency response, continuity, and recovery activities for the University. Specific responsibilities include:

   - Designate a single point of contact for media release from a trained and qualified Public Information Officer
   - Establish a Joint Information Center
   - Implement plans to disseminate emergency alerts and warnings to vulnerable populations
   - Coordinate logistics support for response, continuity, and recovery
   - Implement evacuation, shelter, and protective actions recommendations for students, employees, visitors, contractors, and transient populations
   - Provide university intelligence, equipment, material, supplies, personnel, etc., in support of efforts to mitigate the emergency and protect life, property, and the environment
   - Prioritize the assignment and utilization of scarce university resources in support of response, continuity, and recovery efforts
   - Coordinate activation of university emergency response teams in support of response and short-term recovery operations

- Collect records of all expenditures for emergency resources utilized/obtained during an emergency
- Establish strategic action planning priorities in the following manner to coordinate and manage disaster response, continuity, and short-term recovery operations:
    - Life-safety
    - Search and rescue
    - Transportation route restoration and services
    - Implementation and maintenance of site security
    - Temporary restoration of critical infrastructure (i.e., safety/control systems, telecommunications/networking systems, life essential services)
    - Temporary health and welfare (i.e., shelter, food, medical assistance)
    - Preservation and securing of crime scene evidence or localized areas of interest
    - Delivery of Critical Incident Stress Debriefing to responders and university community members
- Obtain intelligence to determine scope, magnitude, and complexity of the incident
- Distribute intelligence, safety messaging, and critical and priority information requirements to decision-makers and emergency personnel
- Develop and provide periodic situation reports to the Policy Group
- Implement the Continuity of Operations Plans
- Conduct all operations in accordance with applicable local, state, and federal rules, regulations, and ISU policies

For a list of additional University Emergency Response Teams, Facilities, and Venues, refer to the University's *Emergency Operations Plan.*

RADIO COMMUNICATIONS

Two-way radio communications are a critical enabling factor during emergency operations. Radio communications are utilized throughout day-to-day operations and their use is amplified during emergencies. Therefore, it is essential that the Laboratory School's maintain (or select partners who maintain) reliable and fault-tolerant radio systems. For more information about radio communications, refer to the University's *Emergency Operations Plan.*

EMERGENCY NOTIFICATION

In the event of an emergency, the Laboratory Schools utilize a multi-layered notification system to ensure timely communication with all stakeholders. Notifications may be issued via the public address (PA) system, email, text alerts and other digital platforms to inform students, faculty associates, staff and visitors of immediate protective actions required. Specific communication tools vary by school.

School-Specific Notification Systems

Thomas Metcalf Elementary uses Infinite Campus and CrisisGo to email communications with faculty associates and staff in the event of an emergency.

University High School uses Infinite Campus and CrisisGo to communicate with faculty associates, staff and students. U-High students with registered mobile cell phone numbers are additionally enrolled in the ISU Emergency Alert SMS messaging system. For additional information regarding ISU Emergency Alert refer to the University's *Emergency Operations Plan.*

Laboratory School-Level Notifications

The Lab Schools Director or designee have the ability to activate Infinite Campus, which can distribute phone calls, emails, and text alerts to parents/guardians and staff as needed during an emergency.

University-Level Notifications

If an emergency escalates or if the scope of the threat/hazard requires broader notification beyond the Lab Schools, the University may issue an ISU Emergency Alert. This system provides emergency warnings and notifications to the full Illinois State University community.

Additional guidance on university-level emergency notification procedures can be found in the University's Emergency Operations Plan.

Crisis Communications

If an emergency escalates and communication with the media or general public becomes necessary, the Incident Communications Team (ICT) assumes responsibility for developing official, incident-related

messaging. The ICT's purpose is to deliver clear, coordinated information that mitigates misinformation, provides essential updates, and maintains public trust during emergencies and crises.

THREAT AND HAZARD-SPECIFIC ANNEXES

ASBESTOS

The Asbestos Annex outlines procedures for managing potential asbestos-related incidents within Lab Schools facilities to ensure the safety and health of students, staff, and visitors. It details steps for identifying, containing, and safely removing asbestos materials in compliance with regulatory standards.

***Goal 1:* To protect the students, staff, faculty associates, and visitors.**

Objective 1.1: Establish clear, pre-defined response protocols and notification procedures to identify, contain and safely respond to asbestos exposure.

Objective 1.2: Ensure that all asbestos containing materials in Lab Schools buildings are identified, properly managed, and removed when damaged or likely to be disturbed. Continue to maintain up to date and compliant Asbestos Management Plans as required by the Illinois Department of Public Health (IDPH).

Objective 1.3: Equip faculty associates and staff with awareness level knowledge on recognizing potential asbestos hazards, reporting procedures, and actions to take.

Goal 2: Effectively respond to asbestos exposure.

Objective 2.1: Implement established procedures to enact protective measures and to facilitate communication in the event of a major fiber release episode, defined by IDPH as an uncontrolled, unintentional disturbance of friable asbestos containing building materials in schools. Resulting in the falling or dislodging of more than 3 square feet or 3 linear feet of material.

Objective 2.2: Notify Environmental Health and Safety (EHS) and ensure they are involved in managing the incident. EHS is responsible for supervising all activities on campus related to the University Asbestos Management Program.

Objective 2.3: Evacuate the affected area promptly and provide alternative spaces for students, faculty associates, staff, and visitors, ensuring that the school remains operational and safe.

Goal 3: Facilitate a safe and effective return to normal operations following the incident.

Objective 3.1: Conduct a comprehensive assessment of the school building and grounds to determine the safety of resuming school operations.

Objective 3.2: Provide health monitoring and support for individuals potentially exposed to asbestos, if appropriate, including offering medical guidance and resources.

Objective 3.3: Implement temporary teaching and learning arrangements, if needed, and communicate plans as appropriate.

Courses of Action

Notification of an Asbestos Incident

In the event of an asbestos disturbance (major fiber release episode), the Lab Schools will implement a coordinated response to protect the health and safety of students, employees, and visitors while ensuring regulatory compliance. Upon discovery or notification of an asbestos disturbance, school administration will immediately activate emergency communication protocols to notify Environmental Health & Safety (EHS).

Faculty associates and staff will be instructed by EHS to evacuate the affected area immediately, ensuring all students are guided to a safe location. EHS will ensure that the area where the disturbance occurred is secured, and access will be restricted to prevent further exposure or contamination. Administrators will work with EHS to issue notification to all stakeholders, including parent(s)/guardian(s), providing accurate information about the situation and the steps being taken to address it.

Thomas Metcalf Elementary & University High School Response Procedure

Faculty Associates Responsibilities

- **Immediate Actions**
  - Stop all activities immediately.
  - Evacuate students calmly and orderly to safe location.
  - Ensure all students are accounted for.
  - Close doors to affected area(s) if it is safe to do so.
  - Prevent others from entering the area.
  - Notify an administrator.
- **Post-Incident Actions**
  - Answer student questions as directed by administration.
  - Forward subject specific questions to EHS
  - Report any signs of anxiety or distress from students to administration.

Administrator (Principal or Designee) Responsibilities

- **Immediate Actions**
  - Oversee the safe evacuation of students, staff, faculty associates and guests.
  - Ensure the affected area is sealed off with doors closed.
  - Post warning signs to prevent entry.
  - Notify ISU Environmental Health and Safety
    - During business hours (8:00am – 4:30pm): Contact ISU EHS at (309) 438-8325
    - After business hours: Contact ISU Police Department at (309) 438-8631.
  - Notify parent(s)/guardian(s) about the incident.
  - Meet with ISU EHS personnel upon their arrival.
- **Post-Incident Actions**
  - Ensure no reentry to affected area until ISU EHS has given approval.
  - Provide guidance to faculty associates and staff on addressing student concerns.

Mental Health Professional Responsibilities

- **Immediate & Post-Incident Actions**
  - Provide counseling or support to students experiencing anxiety or health concerns.

Building Manager Responsibilities

- **Immediate Actions**
  - Meet with ISU EHS personnel upon their arrival and provide details of the incident.
- **Post-Incident Actions**
  - Assist ISU EHS with remediation efforts.

Immediate Aftermath of Asbestos

Following the resolution of an asbestos disturbance, the Lab School will prioritize the health, safety, and well-being of all affected individuals while working to restore normal academic and operational functions. ISU Environmental Health and Safety will conduct inspections and work with an IDPH Licensed Management Planner to ensure the safety of the affected area before reoccupation. In the meantime, temporary relocation plans may need to be implemented to ensure minimal disruption to learning and daily operations.

Additional Considerations

Following the identification of asbestos, several critical areas should be considered to ensure safety and recovery:

- In the event the incident impacted the school's capability to communicate both internally and externally, refer to the *Lab Schools EOP* for the procedure to address interruptions in communication systems.
- In the event the incident involves suspected or confirmed asbestos-containing materials or requires specialized handling, consult with EHS or refer to the EHS *Asbestos Management Plan* for procedures related to assessment, containment, and remediation.

CROWD MANAGEMENT

The Crowd Management Annex describes a structured framework for managing large gatherings and ensuring the safety and security of students, faculty associates, staff, and visitors during events or emergencies that involve crowd dynamics.

Goal 1: To minimize risks associated with large gatherings by establishing proactive measures and detailed plans for crowd management.

Objective 1.1: Establish clear and pre-defined protocols for events, including designated entry and exit points, evacuation routes, areas for first aid and reunification, to ensure the safety of students, staff, faculty associates and visitors.

Objective 1.2: Equip students, staff, and faculty associates with the training and capabilities necessary to execute the procedures for managing large gatherings, in accordance with established national standards and best practices.

Goal 2: Effectively respond to and communicate during events with large gatherings.

Objective 2.1: Designated staff respond promptly to incidents to prevent escalation and maintain order.

Objective 2.2: Utilize public address systems or megaphones to communicate instructions to attendees clearly and efficiently.

Objective 2.3: Utilize signage and personnel to manage the movement of attendees and prevent overcrowding of areas. Ensure pathways remain clear and accessible.

Goal 3: Facilitate a safe and efficient return to normal operations after the event.

Objective 3.1: Provide emotional and psychological support for students, staff, and families impacted by the incident, including access to counseling and mental health resources.

Objective 3.2: Restore areas and operations back to pre-event state.

Objective 3.3: Conduct an After-Action Review and implement appropriate improvement and training.

Courses of Action

In the event of a situation requiring crowd management, the Lab Schools will implement a structured response to ensure the safety and well-being of all students, faculty associates, staff, and visitors. Staff members will assess the size, behavior, and dynamics of the crowd to determine the potential for harm or disruption. If the situation poses a safety risk, designated personnel will guide the crowd to disperse calmly or relocate to a safe area, utilizing the public address system to provide clear instructions. Designated staff will position themselves strategically to manage flow and prevent bottlenecks, ensuring that emergency exits and critical pathways remain accessible. If necessary, law enforcement or other emergency responders will be contacted to assist with controlling the situation or addressing any escalating threats. After the situation is resolved, the school will conduct a debrief to evaluate the

effectiveness of the response and identify improvements to enhance future crowd management strategies.

Crowd Manager Fundamentals Training: Selected administrators, coaches, and faculty associates complete Crowd Manager Fundamentals training through Illinois State University's Emergency Management department. This program supports compliance with NFPA 101, Life Safety Code®, which requires at least one trained crowd manager for every 250 occupants at qualifying public assembly events. Crowd Manager training is utilized across the University for personnel responsible for large gatherings and event venues to promote safe event operations, emergency preparedness, occupant accountability, and effective emergency response procedures. At the Laboratory Schools, trained personnel support athletic events, performances, ceremonies, and other activities where attendance may meet or exceed established thresholds.

Thomas Metcalf Elementary Response Procedure

Faculty Associates Responsibilities

- **Immediate Actions**
  - Observe and supervise students under their care, ensuring they remain calm and follow instructions.
  - Guide students to designated safe areas if relocation or dispersal is necessary.
  - Assist in maintaining clear pathways and directing individuals as needed in coordination with other staff.
- **Post-Incident Actions**
  - Account for all students and report any discrepancies to the administration.
  - Report any observed signs of anxiety or distress among students to the administration or counselors.

Administrator (Principal or Designee) Responsibilities

- **Immediate Actions**
  - Assess the size, behavior, and nature of the crowd to determine if there is an immediate safety risk.
  - Use the PA system if available to provide clear and calm instructions to the crowd.
  - Coordinate the placement of staff in critical areas, such as exits, hallways, and gathering points to manage movement and maintain order.
  - Prioritize assistance and evacuation for individuals with access and functional needs (AFN).
  - Notify law enforcement if the situation escalates beyond the capacity of school staff to manage.
- **Post-Incident Actions**
  - Notify parent(s)/guardian(s) if the incident impacts school operations or individual school safety.

Mental Health Professional Responsibilities

- **Immediate Actions**
  - Provide reassurance and emotional support to students showing signs of distress during the incident.
- **Post-Incident Actions**
  - Offer counseling and support services to students affected by the incident.
  - Collaborate with administration to identify individuals in need of additional follow-up care.

Staff Responsibilities

- **Immediate Actions**
  - Assist in maintaining order by guiding individuals to safe areas and ensuring pathways remain clear.
  - Support faculty associates and administrators in directing students and visitors.
- **Post-Incident Actions**
  - Assist in accounting for students, faculty associates, and staff to ensure everyone is safe and accounted for.

Building Manager Responsibilities

- **Immediate Actions**
  - Assist administrators in identifying potential hazards, such as blocked exits or overcrowded areas.
  - Ensure that critical areas are clear and assist with guiding individuals to designated safe locations.
- **Post-Incident Actions**
  - Coordinate with maintenance staff to address any damage or safety concerns resulting from the incident.

University High School Response Procedure

Before an Event

- The Director of Athletics & Activities (or their designee) will coordinate the schedule of events in coordination with other administrators. Their primary responsibility will be to highlight any contests or events where crowd management could be a concern.
- The Director of Athletics & Activities (or their designee) will communicate logistical information for the event with visiting school(s) including:
  - Drop off and pick up locations
  - Venue entry instructions
  - Parking for fans and other guests
  - Seating arrangements in our stands
  - Common areas for gathering
  - Expectations for items allowed and not allowed into our venues
- The Director of Athletics & Activities (or their designee) will complete the following tasks (when appropriate:
  - Arrange for relevant supervision including Lab Schools Administrators and ISU Police.

- Hire game workers and officials.
- Arrange for concessions to be sold when applicable
- Work with referees to go over plans if a spectator needs to be removed from the event.
- For athletic events, ensure an athletic trainer is on site when possible.

Faculty Associates Responsibilities

- **Immediate Actions**
  - Observe and supervise students under their care, ensuring they remain calm and follow instructions.
  - Guide students to designated safe areas if relocation or dispersal is necessary.
  - Assist in maintaining clear pathways and directing individuals as needed in coordination with other staff.
- **Post-Incident Actions**
  - Account for all students and report any discrepancies to the administration.
  - Report any observed signs of anxiety or distress among students to the administration or counselors.

Administrator (Principal or Designee) Responsibilities

- **Immediate Actions**
  - Assess the size, behavior, and nature of the crowd to determine if there is an immediate safety risk.
  - Use the PA system, when appropriate, to provide clear and calm instructions to the crowd.
  - Coordinate the placement of staff in critical areas, such as exits, hallways, and fathering points to manage movement and maintain order.
  - Prioritize assistance and evacuation for individuals with access and functional needs (AFN).
  - Notify law enforcement if the situation escalates beyond the capacity of school staff to manage.
- **Post-Incident Actions**
  - Notify parent(s)/guardian(s) if the incident impacts school operations or individual school safety.

Mental Health Professional Responsibilities

- **Post-Incident Actions**
  - Offer counseling and support services to students affected by the incident.
  - Collaborate with administration to identify individuals in need of additional follow-up care.

Staff Responsibilities

- **Immediate Actions**
  - Assist in maintaining order by guiding individuals to safe areas and ensuring pathways remain clear.
  - Support faculty associates and administrators in directing students and visitors.
- **Post-Incident Actions**
  - Assist in accounting for students, faculty, and staff to ensure everyone is safe and accounted for.

Building Manager Responsibilities

- **Immediate Actions**
  - Assist administrators in identifying potential hazards, such as blocked exits or overcrowded areas.
  - Ensure that critical areas are clear and assist with guiding individuals to designated safe locations.
- **Post-Incident Actions**
  - Coordinate with maintenance staff to address any damage or safety concerns resulting from the incident.

Immediate Aftermath of Crowd Management

Following the resolution of a crowd management incident, the Lab Schools will prioritize the safety, well-being, and accountability of all individuals involved. School staff will conduct a sweep of the affected areas to identify and mitigate any remaining hazards, such as debris or blocked exits. Injuries will be assessed, and medical assistance will be provided to anyone in need. Mental health professionals will be available to support students experiencing emotional distress. Faculty associates and administrators will account for all students, faculty, and staff, and notify parent(s)/guardian(s) of any impacts on student safety or school operations.

Additional Considerations

Following a crowd management incident, several critical areas should be considered to ensure safety and recovery:

- In the event the incident were to require reunification, refer to the *Lab School's Reunification Plan* to implement reunification protocols to safely return students to their families.
- In the event the incident resulted in serious injury and/or death, refer to the *Death of Constituents Annex* for the appropriate procedures.
- In the event of a medical emergency before, during, or after the incident, refer to the *Medical Emergencies Annex*.

DEATH PROTOCOL

The Death Protocol Annex provides procedures for responding to the death of a student, faculty, staff or individual within the Lab Schools community. It outlines steps for communication with stakeholders and providing emotional support and resources to those affected.

In accordance with the Illinois Coroner Act (55 ILCS 5), the county coroner has sole authority over the official release of the name and identifying information of a deceased individual. Under no circumstances shall any Lab Schools or University employee release or confirm the identity of a deceased individual prior to an official announcement by the coroner. All communications must comply with this statute to ensure legal adherence and respect for established protocols.

Following any official release by the Coroner's Office, the school shall coordinate all subsequent institutional communications regarding the deceased individual with the Lab School's Director or designee and University Media Relations Office to ensure accuracy, consistency, and compliance with applicable laws and University protocols.

Goal 1: Establish preparedness measures to effectively respond to and manage a death within the Lab Schools community

Objective 1.1: Develop and implement a plan to address the response to a death within the Lab Schools community.

Objective 1.2: Equip staff and faculty with the training and capabilities necessary to support a loss within the Lab Schools community.

Goal 2: Maintain effective response and communication.

Objective 2.1: Ensure that the appropriate information is communicated to the school community once it is appropriate to share.

Objective 2.2: Implement established procedures to enact protective measures and to facilitate communication among those directly impacted.

Goal 3: Enact appropriate follow up measures.

Objective 3.1: Provide emotional and psychological support for students, staff, and families impacted, including access to counseling and mental health resources, if necessary.

Objective 3.2: Conduct an After-Action Review and implement appropriate improvement and training plans, if necessary.

Courses of Action

In the event of a death within the Lab Schools community—whether occurring on or off campus—the school will implement a coordinated response to support students, faculty, staff, and families. If the death occurs on campus or during a school-sponsored event, emergency services will be contacted immediately,

the area will be secured, and school administrators will provide support to those on scene. If the death occurs off campus, school leadership will confirm the facts with the family or appropriate authorities before initiating any internal response. No details will be shared until the appropriate Coroner's Office provides consent. In all cases, information will be shared thoughtfully and with respect for the wishes of the family. Mental health resources will be activated, and support services made available to those affected. School operations will be adjusted as needed to provide space for grief while maintaining a safe and supportive learning environment.

Thomas Metcalf Elementary & University High School Response Procedure

Faculty Associates Responsibilities

- **Immediate Actions**
  - If the death occurs on campus, immediately notify the principal or designee and call 9-1-1.
  - Help ensure the scene is secured and maintain student safety by calming and redirecting students away from the area.
  - Do not speculate or share unofficial information about the situation with students or families.
  - If death occurred off campus, await guidance from administration on how and when to communicate with students.
- **Post-Incident Actions**
  - Observe students for signs of grief, trauma or distress and refer them to school mental health professionals.
  - Participates in debriefing meetings and recovery efforts as appropriate.

Administrator (Principal or Designee) Responsibilities

- **Immediate Actions**
  - If the death occurs on campus, contact 9-1-1 and coordinate with emergency responders.
  - Secure the area and ensure students and staff are safe and appropriately distanced from the scene.
  - Notify the Lab Schools Director or designee and coordinate with ISU Emergency Management and University Media Relations & Strategic Communications in regards to University communications.
  - Contact the family of the deceased.
  - Ensure that all media inquiries are directed to the University Media Relations & Strategic Communications office.
  - If the death occurs off campus, coordinate messaging with the Director of the Lab Schools and U-High with the desires of the family of the deceased.
- **Post-Incident Actions**
  - Work with the University Media Relations & Strategic Communications office for additional communications to students, families, faculty and staff.
  - Activate mental health services for students, faculty and staff.

- Coordinate memorial and/or vigils with the appropriate University staff.
- Coordinate reentry planning for students returning to school.

Mental Health Professional Responsibilities

- **Immediate Actions**
  - Be available to provide immediate support to students affected.
- **Post-Incident Actions**
  - Facilitate group or individual counseling sessions as appropriate.
  - Provide referrals for additional support services and follow up with students.
  - Assist with reentry planning for students returning to school.

Immediate Aftermath of a Death

Following the death of a Lab Schools community member, the school will prioritize compassionate care and communication. If the death occurred on campus, emergency responders will take control of the scene while the school supports students and staff nearby. Administrators will coordinate with University leadership and the deceased's family before sharing verified information with the school community. School counselors and mental health professionals will provide immediate and ongoing support to students experiencing grief or trauma. Faculty and staff will be briefed on how to discuss the death sensitively and respond to emotional needs in the classroom. A post-incident debrief will be held with key staff to evaluate the response, identify lessons learned, and make adjustments to improve future preparedness and community support.

Additional Considerations

Following a death of a faculty, staff, student or member of the Lab Schools community, several areas should be considered:

- In the event there is need to establish a Vigil, refer to the University's *Vigil Procedure.*
- In the event there is a need to establish a Makeshift Memorial or Memorial, refer to the University's *Makeshift Memorial/Memorial Procedure*.

FACILITIES DISRUPTION

The Facilities Disruption Annex outlines procedures for responding to interruptions in utility services such as electricity, water, gas, or internet that may impact the Lab School's operations. It also provides clear steps for detecting, evacuating, and mitigating the impact of gas leaks, while coordinating with emergency services and authorities.

Goal 1: Implement procedures and protocols for a potential utility disruption.

Objective 1.1: Establish clear, pre-defined protocols and notification procedures in the event of a utility disruption.

Objective 1.2: Conduct regular inspections and maintenance of critical utility systems to identify and mitigate potential vulnerabilities.

Objective 1.3: Develop criteria for suspending in-building operations.

Goal 2: Effectively respond to utility disruption.

Objective 2.1: Implement established procedures in the event of a utility disruption.

Objective 2.2: Implement contingency measures, such as using backup power sources, securing potable water, and providing alternative learning environments if needed.

Objective 2.3: Communicate with students, faculty, staff, and visitors to provide updates, safety instructions, and expected timelines for resolution.

Goal 3: Facilitate a safe and effective return to normal operations following a utility disruption.

Objective 3.1: Conduct a comprehensive assessment of the school building and grounds to determine the safety of resuming school operations.

Objective 3.2: Restore operations, implement temporary learning arrangements if needed, and communicate plans for returning to normal operations.

Objective 3.3: Conduct an After-Action Review and implement appropriate improvement and training.

Courses of Action

In the event of a utility disruption or gas/odor leak the Lab Schools will immediately implement a coordinated response to ensure the safety of students, faculty, staff and visitors while minimizing disruptions to school operations. Upon discovering or being notified of a disruption, school administrators will contact ISU Facilities Management to assess and resolve the issue.

Clear communication with all stakeholders, including parents and families, will be prioritized to ensure they are informed about the nature of the disruption, its impact, and any necessary adjustments to school operations.

In the event of any life-threatening situation, faculty and staff have the authority to make immediate decisions to protect the safety and well-being of all students, employees, and visitors. This authority ensures that quick, decisive actions can be taken to respond to evolving conditions without waiting for administrative instruction when doing so could jeopardize safety

Thomas Metcalf Elementary & University High School Response Procedure

Faculty Associates Responsibilities

- **Immediate Action**
  - Notify principal (or designee) about the utility disruption or detection of gas odor.
  - Assess the situation in your classroom and surrounding areas:
    - If disruption creates unsafe conditions (e.g. gas leak, sewage backup, etc.), evacuate students calmly and orderly to a designated safe area.
      - Once at designated safe area, take attendance and report any missing or injured students.
    - If disruption does not pose risk (e.g., temporary power outage, minor water service disruption), continue classroom activities as feasible or determine if alternative arrangements for learning are needed.
  - Follow any guidance related to utility disruption:
    - If there is water contamination or boil order:
      - Refrain from using tap water for drinking, cooking or hygiene unless deemed safe.
      - Use bottled water or other safe alternatives provided by administration.
    - If there is a power outage:
      - Ensure students remain calm and safe.
      - Follow directives from administration
- **Post-Incident Actions**
  - Answer student questions as directed by administration.
  - Report any signs of anxiety, distress or health concerns among students to the administration.

Administrator (Principal or Designee) Responsibilities

- **Immediate Actions**
  - Contact ISU Facilities Management at (309) 438-5656. If there is a building wide power outage, cell phone use may be required.
  - Assess the extent of the outage or contamination and determine the appropriate response:
    - If the disruption creates unsafe conditions (e.g. gas leak, sewage backup, etc.) evacuate students, faculty and staff to a designated reunification site.
    - If the disruption does not pose an immediate health safety risk (e.g., temporary power outage, minor water service disruption), allow operations to continue with adjustments.

  - Notify Lab Schools Director or designee, who should notify Emergency Management if that has not already occurred.
  - Notify parent(s)/guardian(s) of the incident, the immediate actions taken, and plans for remediation.
  - Communicate with faculty and staff on the situation, including any temporary changes to routines or classroom locations.
  - Advise faculty and staff how to respond to student concerns and questions.
  - Determine if disruption impacts any extracurricular activities or after-school programs and adjust if needed.
- **Post-Incident Actions**
  - Ensure no reentry to affected area until ISU Facilities has given approval.
  - Provide guidance to faculty and staff on addressing student concerns.

Mental Health Professional Responsibilities

- **Immediate Actions**
  - Assist with evacuating students, faculty and staff, if necessary.
  - Provide immediate support to students who may feel anxious or unsettled during the incident.
- **Post-Incident Actions**
  - Provide counseling and emotional support to students affected by the incident.
  - Coordinate with administration to provide additional resources for students experiencing health or safety concerns.

Building Manager Responsibilities

- **Immediate Actions**
  - Meet with ISU Facilities personnel upon their arrival and provide details about the incident.
  - Implement immediate safety measures as directed.
- **Post-Incident Actions**
  - Assist ISU Facilities with remediation efforts.
  - Coordinate with the administration to confirm the building and systems are functioning properly before resuming normal operations.

Immediate Aftermath of Facility Disruptions

Following the resolution of a utility disruption or gas/odor leak, the Lab Schools will focus on ensuring the safety and well-being of students, faculty, staff and visitors while restoring academic and operational functions. ISU Facilities Management will conduct a thorough inspection of all affected systems to confirm they are fully operational and safe. If necessary, the school will implement temporary adjustments, such as relocating classes, to ensure minimal disruption to learning and daily operations.

Additional Considerations

Following the identification of a facilities disruption, several critical areas should be considered to ensure safety and recovery:

- In the event the incident impacted the school's capability to communicate both internally and externally, refer to the *Lab Schools EOP* for the procedure to address interruptions in communication systems.

HOSTAGE INCIDENT

The Hostage Incident Annex describes a structured framework in prioritizing the safety and security of students, faculty, staff, and visitors in the event of a hostage situation.

Goal 1: To protect the students, staff, faculty, and visitors in the event of a hostage situation.

Objective 1.1: Establish clear, pre-defined protocols and notification procedures to guide students, staff, faculty and visitors to safety in the event of a hostage situation.

Objective 1.2: Equip students, staff and faculty with the training and capabilities necessary to implement procedures in the event of a hostage incident.

Goal 2: Maintain effective coordination and response to safeguard individual(s) of a hostage situation.

Objective 2.1: Implement established procedures to enact protective measures and communication procedures to inform students, faculty, staff and visitors about the situation.

Objective 2.2: Follow law enforcement instructions to either secure in place or evacuate.

Goal 3: Facilitate a safe and efficient return to normal operations after the incident.

Objective 3.1: Provide emotional and psychological support for students, staff, and families impacted by the hostage incident, including access to counseling and mental health resources.

Objective 3.2: Restore operations and communicate plans for returning to normal operations.

Objective 3.3: Conduct accountability and family reunification as appropriate.

Courses of Action

Notification of a Hostage Incident

In the event of a hostage incident, the Lab Schools will implement a coordinated response that prioritizes the safety of all individuals and facilitates effective collaboration with law enforcement. The University will issue an ISU Emergency Alert, which includes the registered recipients of the Laboratory Schools.

Upon notification of a potential hostage situation, the school administration will immediately activate emergency communication protocols to inform law enforcement and initiate their Lockdown procedures. Designated staff will maintain communication with law enforcement, providing critical information such as suspect descriptions, hostage identities, and building layouts.

Accounting for all students, employees and visitors before, during, and after a hostage incident is essential to ensure the safety of the school community. Faculty and staff are reminded of the importance of keeping their phones on and accessible while sheltering, as this allows for real-time updates and instructions to be received. Staying informed enables a coordinated response and allows individuals to act quickly if conditions change or immediate assistance is needed. Following the resolution of the situation, the school

will work with law enforcement to facilitate the safe reunification of students with their families and provide medical and mental health support to those affected.

In the event of a hostage incident or any life-threatening situation, faculty and staff have the authority to make immediate decisions to protect the safety and well-being of all students, employees, and visitors. This authority ensures that quick, decisive actions can be taken to respond to evolving conditions without waiting for administrative instruction when doing so could jeopardize safety.

Thomas Metcalf Elementary & University High School Response Procedure

Important Information

- If hostage situation is witnessed:
  - Remain calm and quietly move to a safe location, if possible, without drawing attention.
  - Notify the main office or administrator immediately.
  - Provide as much information as possible, including:
    - Location of the incident
    - Description of the suspect(s) and any weapons involved
    - Number and identities (if known) of hostages.

- If you are taken hostage:
  - Remain calm and comply with the captor's instructions
  - Ask permission to speak and do not argue or make suggestions.
  - Avoid sudden movements or actions that might escalate the situation
  - Be observant and make mental notes about the captor and surroundings

Faculty Associates Responsibilities

- **Immediate Actions**
  - Faculty associates must assess the situation and determine the most appropriate action based on the specific circumstances, prioritizing the safety of students and themselves.
  - Notify admin if/when it is safe to do so.
  - Initiate Lockdown procedures until instructed otherwise by Administrator.
- **Post-Incident Actions**
  - Supervise students during reunification procedures.
  - Report any observed signs of anxiety or distress among students to the administration or counselors.

Administrator (Principal or Designee) Responsibilities

- **Immediate Actions**
  - Initiate Lockdown procedures.
  - Notify law enforcement and provide detailed information about the situation.
  - Inform the Lab Schools Director or designee of the incident.
  - Coordinate with law enforcement and emergency personnel upon their arrival.
- **Post-Incident Actions**
  - Oversee reunification efforts using the pre-established *University K-12 Reunification Plan.*

- Ensure support services are available for students, staff and families affected by the incident.

Mental Health Professional Responsibilities

- **Immediate & Post Actions**
  - Provide emotional support to students during and after the incident.
  - Arrange follow-up counseling services for students experiencing anxiety or trauma.

Building Manager Responsibilities

- **Immediate Actions**
  - Secure the building as directed by the administrator, ensuring access points are locked and safe.
  - Support administrator's and law enforcement directives during incident.
- **Post-Incident Actions**
  - Coordinate the cleaning of affected areas in accordance with safety protocols once clearance is provided.

Immediate Aftermath of a Hostage Incident

Following the resolution of a hostage incident, the Lab Schools will prioritize the safety, well-being, and reunification of all affected individuals. Law enforcement will conduct a sweep of the premises to ensure the area is secure and free from ongoing threats. Medical assistance will be provided immediately to anyone injured, and mental health professionals will be available on-site to support students experiencing emotional distress. The school will activate its reunification plan to safely reconnect students with their families, ensuring clear communication and proper verification of identities. Staff will also document all actions taken during the incident to assist with ongoing investigations and evaluations.

Additional Considerations

Following a hostage incident, several critical areas should be considered to ensure safety and recovery:

- In the event the incident were to require reunification, refer to the *Lab School's Reunification Plan* to implement reunification protocols to safely return students to their families.
- In the event the incident resulted in serious injury and/or death, refer to the *Death Protocol Annex* for the appropriate procedures.

MEDICAL EMERGENCIES

The Medical Emergencies Annex outlines the procedures for responding to medical emergencies, including but not limited to sudden cardiac arrest, severe allergic reactions, asthma attacks, seizures, and injuries. In accordance with Illinois Statute 105 ILCS 128/60, this annex includes a Cardiac Emergency Response Plan (CERP) to ensure a rapid and coordinated response to cardiac-related emergencies occurring on school grounds or during school-sponsored activities.

Goal 1: To prepare and protect the students, staff, faculty, and visitors in the event of a medical emergency.

Objective 1.1: Establish clear, pre-defined protocols and notification procedures to guide students, staff, faculty and visitors in the event of a medical emergency.

Objective 1.2: Equip appropriate staff and faculty with the training and capabilities necessary in the event of a medical emergency.

Objective 1.3: Maintain an up-to-date inventory of medical supplies, ensuring accessibility in key areas throughout the school.

Goal 2: Maintain effective coordination and communication during a medical emergency.

Objective 2.1: Implement established procedures to respond to and communicate with those directly impacted during a medical emergency.

Objective 2.2: Conduct accountability and coordinate medical care as appropriate.

Goal 3: Facilitate a Safe and Efficient Return to Normal Operations After the Event.

Objective 3.1: Conduct a comprehensive assessment of the incident to determine the safety of resuming school operations.

Objective 3.2: Provide emotional and psychological support for students, staff, and families impacted by the medical emergency, including access to counseling and mental health resources if necessary.

Objective 3.3: Restock medical supplies and acquire new/updated equipment and supplies if warranted.

Courses of Action

In the event of a medical emergency, faculty and staff will take immediate action to protect life and provide aid while emergency services are contacted. For serious conditions—such as unconsciousness, difficulty breathing, signs of cardiac arrest, or uncontrolled bleeding—staff will call 9-1-1 and initiate life-saving interventions, including CPR or the use of an AED if appropriate. Designated personnel trained in CPR/AED will respond and assist until EMS arrives. The school nurse, if available, will lead the medical response and coordinate care. After the incident, the school will notify parents and/or guardians, complete required reports, and conduct a review to assess response effectiveness.

As required by 105 ILCS 128/60, the Lab School's Cardiac Emergency Response Plan includes the following:

- At least one AED (Automated External Defibrillator) is maintained on-site in a readily accessible location.
- A minimum of three staff members are trained and certified in CPR and AED use, with training refreshed every two years.
- During school-sponsored activities or events, at least one trained individual must be present and able to access the AED quickly.
- Clear signage is posted to indicate AED locations throughout the school.
- Annual cardiac emergency drills are conducted to ensure readiness and compliance with state law.
- All staff are briefed annually on the location of AEDs, how to summon help, and their role in a cardiac emergency.

In the event of a public health incident, the University's Incident Management Team (IMT) will coordinate the response as prescribed in the University's Emergency Operations Plan (EOP).

- In the event of a pandemic situation, assume the building and/or grounds will be closed completely for 4-8 weeks.
- Phase 5 and 6 (threat indicators) are cause for immediate action:
    - Phase 5: A potential threat to students, faculty, and staff. Prepare to suspend class and activities.
    - Phase 6: Significant risk to students, faculty, and staff. Suspend classes and activities for 4-8 weeks.

Thomas Metcalf Elementary & University High School Response Procedure

Faculty Associates Responsibilities

- **Immediate Actions**
    - Call 9-1-1 and provide specific location of the incident
    - Alert administration and the school nurse, if present.
    - Begin first aid or CPR/AED, if trained and appropriate.
    - Keep students calm and clear of the area.
- **Post-Incident Actions**
    - Provide a report of the incident to the administration.
    - Participate in debriefing or follow-up review if requested.

Administrator (Principal or Designee) Responsibilities

- **Immediate Actions**
    - Ensure 911 has been called and confirm responders are en route.
    - Direct trained staff to assist and bring AED to the scene if needed.
    - Notify the students' parent or guardian.
    - Secure the area and support the school nurse and emergency responders.

- **Post-Incident Actions**
  - Ensure completion of internal and external incident reports.
  - Conduct a debriefing with involved staff to review response and identify improvements.
  - Coordinate any necessary follow-up with the family or counseling services.

School Nurse Responsibilities

- **Immediate Actions**
  - Response to the scene with medical supplies and asses the student.
  - Provide emergency care and assist with CPR/AED if required.
  - Communicate with EMS upon arrival and provide relevant medical history.
- **Post-Incident Actions**
  - Document all actions taken and assist with required reporting.
  - Recommend follow-up care and support for the student.
  - Assist in post-incident evaluation and update medical protocols as needed.

Mental Health Professional Responsibilities

- **Immediate Actions**
  - Support students during the emergency.
  - Help maintain a calm environment and assist with evacuation if needed.
- **Post-Incident Actions**
  - Provide counseling and support to students affected by the event.

Immediate Aftermath of a Medical Emergency

Following a medical emergency, the Lab Schools will prioritize the continued care and emotional well-being of the affected individual and those who witnessed the event. Emergency medical services will be supported as needed on-site, and the student's parents or guardians will be notified as soon as possible with clear and accurate information. Staff who were directly involved in the response will document their actions and observations to ensure accurate records for follow-up care and reporting. Mental health professionals will be available to support any students or staff experiencing anxiety, distress, or trauma related to the incident. A post-incident debriefing will be conducted with key personnel to review the response, evaluate the effectiveness of protocols—including any pandemic-related procedures used—and identify areas for improvement to enhance future readiness.

Additional Considerations

Following a medical emergency incident, several critical areas should be considered to ensure safety and recovery:

- In the event the incident were to require reunification, refer to the *Lab School's Reunification Plan* to implement reunification protocols to safely return students to their families.
- In the event the incident resulted in serious injury and/or death, refer to the *Death of Constituents Annex* for the appropriate procedures.

Cardiac Emergency Response Plan (CERP)

Purpose

This document provides direction and guidance for responding to a sudden cardiac arrest (SCA) through a Cardiac Emergency Response Plan (CERP) in accordance with Illinois state statute. All staff members must be prepared to perform the duties outlined below. Immediate action is crucial to successfully respond to a cardiac emergency. Consideration should be given to obtaining on-site ambulance/EMS coverage for high-risk athletic events. One should also identify the closest appropriate medical facility that is equipped with advanced cardiac care.

Response

Follow these steps in responding to a suspected cardiac emergency:

1. **Recognize the following signs of sudden cardiac arrest and act quickly in the event of one or more of the following:**
    a. The person is not moving, unresponsive, or unconscious.
    b. The person is not breathing normally (has irregular breaths, gasping or gurgling, or is not breathing at all).
    c. The person may appear to be having a seizure or is experiencing convulsion-like activity. Cardiac arrest victims commonly appear to be having convulsions. If the person is having a seizure without a sudden cardiac arrest an AED will not deliver a shock.
    d. If the person received a blunt blow to the chest, this can cause cardiac arrest, a condition called commotio cordis. The person may have the signs of cardiac arrest described above and is treated the same

2. **Facilitate immediate access to professional medical help:**
    a. Call 9-1-1 or ISUPD (438-8631) as soon as you suspect a sudden cardiac arrest. The main office should also be notified. Provide the facility address and patient's condition. Remain on the phone with 9-1-1. (Bring your mobile phone to the patient's side and put on speaker, if possible.)
    b. Give the exact location ("Mr. /Ms. ___ Classroom, Office or Room # ___, gym, football field, cafeteria, etc.") and provide the recommended route for ambulances/personnel to enter and exit. Designate another staff member to escort emergency responders to the victim. One staff member (ideally the one communicating with emergency personnel) should stay with the victim until emergency responders arrive.
    c. Provide assistance consistent with your level of knowledge. Automated External Defibrillators (AEDs) should be used in the event of a sudden cardiac arrest emergency. Cardio Pulmonary Resuscitation (CPR) can be performed by anyone trained in CPR.

3. **Start CPR as soon as possible. The first person who can start CPR should begin immediately and, if additional bystanders are available, other tasks can be delegated.**

a. Begin continuous chest compressions and have someone retrieve the AED if not at the scene. Referred to the Act Now. Save a Life. (Simplified Adult Basic Life Support) graphic at the back of this plan.
b. Press hard and fast in the center of the chest, at 100-120 compressions per minute. (Faster than once per second, but slower than twice per second.) Use 2 hands: The heel of one hand and the other hand on top (or one hand for children under 8 years old), pushing to a depth of at least 2 inches (or 1/3rd the depth of the chest for children under 8 years old). Follow the 9-1-1 telecommunicator's instructions, if provided.
c. If you are able and comfortable giving rescue breaths, please use a barrier and provide 2 rescue breaths after 30 compressions.

4. **AED Access. The person who can retrieve the AED the fastest (ideally in route to the scene) should get it to the site and leave the AED cabinet door open as a signal that the AED was retrieved.**
    a. A listing of all AED's on the Lab Schools Campuses is attached to the back of this plan.

5. **Use the nearest AED.**
    a. When the AED is brought to the patient's side, press the power-on button, and attach the pads to the patient as shown in the diagram on the pads. Then follow the AED's audio and visual instructions. If the person needs to be shocked to restore a normal heart rhythm, the AED will deliver one or more shocks. Be familiar with your school's AED and be aware if you will need to press the shock button or if it will deliver automatically.
        i. Note: The AED will only deliver shocks if needed; if no shock is needed, no shock will be delivered.
    b. Minimize interruptions of compressions when placing AED pads to patient's bare chest.
    c. Continue CPR until the patient is responsive or a professional responder arrives and takes over. Make sure to rotate people doing compression to avoid fatigue.
    d. Do not remove AED pads even if the patient regains consciousness - the pads should be left in place until handoff to EMS occurs. This precaution is necessary in case the patient has a relapse.
    e. If the AED is used be sure to have a plan to download the data, store the data, and deliver to the patient's cardiology care team.

6. **Transition care to EMS.**
    a. Once EMS arrives, there should be a clear transition of care from school personnel to EMS.
    b. Team focus should now be on assisting EMS safely out of the building/parking lot.
    c. Provide EMS a copy of the patient's emergency information sheet.

7. Action to be taken by Office / Administrative Staff.

a. Confirm the exact location and the condition of the patient.
b. Confirm that a staff member/someone trained in CPR has responded.
c. Confirm that 9-1-1 was called. If not, call 9-1-1 immediately.
d. Assign a staff member to direct EMS to the scene.
e. Perform "Crowd Control" – directing others away from the scene.
f. Notify other staff: school nurse, athletic trainer, athletic director, safety director, safety manager, leadership, sports facilities manager, etc.
g. Plan for ongoing coverage following an emergency response in case a subsequent event occurs.
h. Consider having the people (e.g., staff, students) stay in place (e.g., delaying class changes or hallway traffic, services provided, dismissal, recess, or other changes) to facilitate CPR and EMS functions.
i. Designate people to cover the duties of the CPR responders.
j. Copy the patient's emergency information for EMS.
k. Notify the patient's emergency contact (parent/guardian, spouse, etc.).
l. Notify faculty and students, staff, employees, and sports attendees when to return to the normal schedule or services.
m. Contact organization leadership (e.g., school district administration), human resources and/or other facility management (e.g., sports facility management).

8. Debrief

a. Discuss the outcome of the cardiac emergency. This shall include but not be limited to a summary of the presumed medical condition of the person who experienced the cardiac emergency to the extent that the information is publicly available. Personal identifiers should not be collected unless the information is publicly available.
b. An evaluation of whether the CERP was sufficient to enable an appropriate response to the specific cardiac emergency. The review shall include recommendations for improvements to the Plan and in its implementation if the plan was not optimally suited for the specific incident. The post-event review may include discussions with medical personnel (ideally through the organization's medical counsel) to help in the debriefing process and to address any concerns regarding on-site medical management and coordination.
c. An evaluation of the debriefing process for responders and post-event support. This shall include the identification of aftercare services including crisis counselors

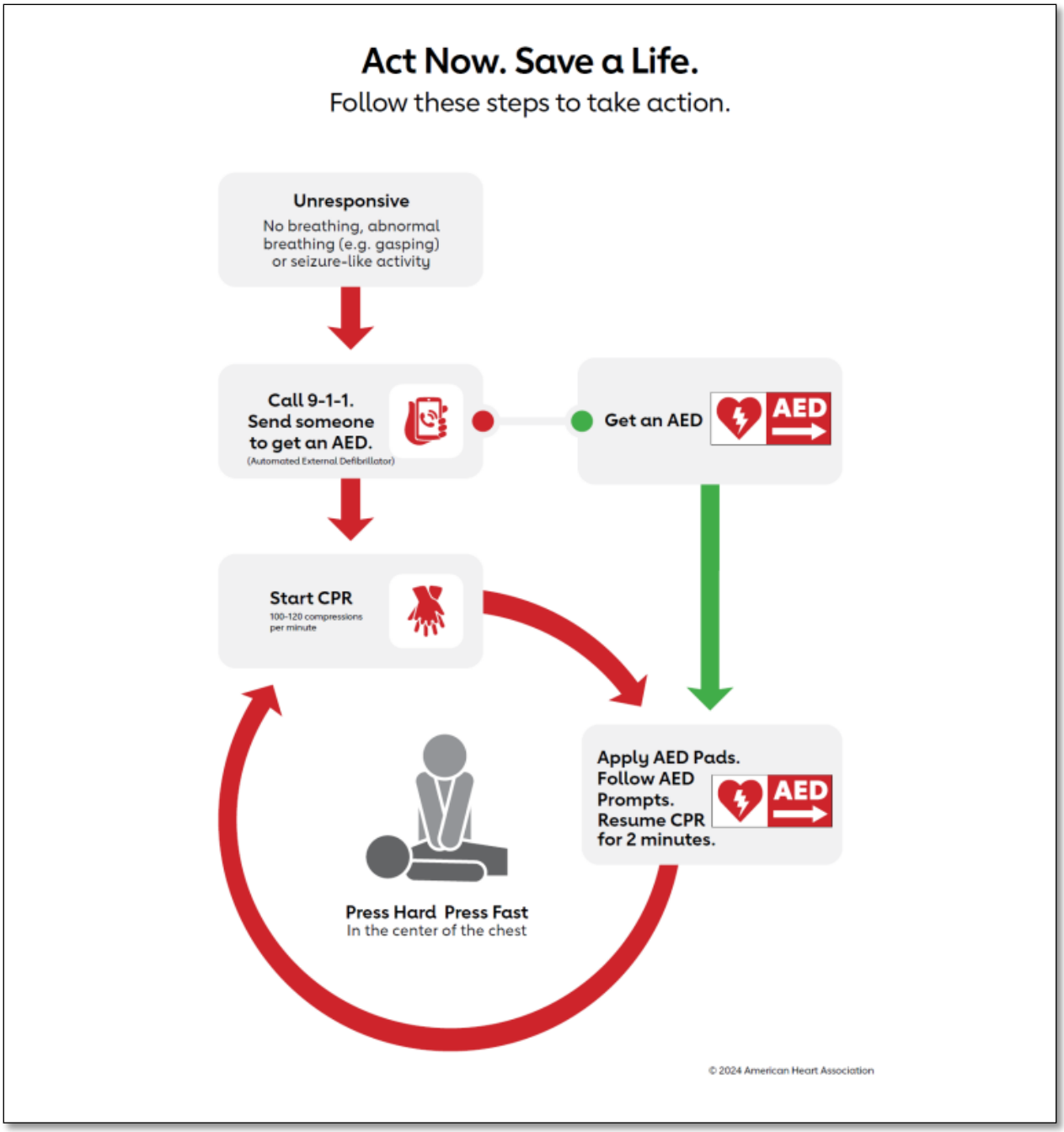
AED Listings

Thomas Metcalf Elementary						
Location	**Battery Exp Date**	**Adult Pads Exp Date**	**Spare Adult Pads Exp Date**	**Pediatric Pads Exp Date**	**Universal Pads Exp Date**	**Spare Universal Pads Exp Date**
Outside Rm 139	2028-Nov-06	2027-Sep-28	2027-Sep-28	2027-Sep-28		
Outside Rm 222	2029-Aug-25				2028-Aug-27	2028-Sep-24
Rm 119 *	2029-Jan-14				2028-Sep-10	2028-Sep-24
Rm FH114	2027-Apr-10				2028-Jan-01	2028-Apr-21
Outside Rm 120	2026-Apr-01	2027-Sep-28	2027-Sep-28	2027-Sep-28		

University High School						
Location	**Battery Exp Date**	**Adult Pads Exp Date**	**Spare Adult Pads Exp Date**	**Pediatric Pads Exp Date**	**Universal Pads Exp Date**	**Spare Universal Pads Exp Date**
West end 3rd floor	2027-Oct-09	2026-Mar-28	2026-Mar-28	2026-Jul-38		
Outside Rm 117B *	2029-Aug-25				2028-Aug-27	2028-Sep-24
Outside Rm 117B *	2029-Aug-25				2028-Aug-27	2028-Sep-24
Outside Rm 225A	2029-Aug-25				2028-Aug-27	2028-Sep-24
Outside Rm 247	2029-Aug-20				2028-Aug-27	2028-Sep-24
South Wall Rm 116	2029-Aug-25				2028-Aug-27	2028-Sep-24

AEDs have been provided in a majority of university buildings to allow for quick access throughout campus. These include publicly accessible AEDs located in wall-mounted cabinets and mobile AEDs that are used for transient applications, such as sporting events and practice (denoted with an asterisk above).

Environmental Health & Safety coordinates the Automated External Defibrillator (AED) program for the entire University, including the Lab Schools. EHS maintains a current inventory of all AEDs on campus, sharing AED locations with our 911 centers and assisting departments with training their personnel on proper usage. EHS is also responsible for the routine maintenance of all campus AEDs. They are checked by EHS staff by the 15th of each month. Please contact Environmental Health and Safety at (309) 438-8325 with any questions.


Act Now. Save a Life.
Follow these steps to take action.
Unresponsive
No breathing, abnormal breathing (e.g. gasping) or seizure-like activity
Call 9-1-1. Send someone to get an AED.
(Automated External Defibrillator)
Get an AED
AED
Start CPR
100-120 compressions per minute
Apply AED Pads. Follow AED Prompts. Resume CPR for 2 minutes.
AED
Press Hard Press Fast
In the center of the chest
© 2024 American Heart Association

MISSING AND/OR UNACCOUNTED STUDENT(S)/INDIVIDUAL(S)

The Missing and/or Unaccounted Student(s)/Individual(s) Annex outlines procedures to ensure a swift, coordinated response when a student or individual is reported missing or unaccounted for at the Lab Schools. It prioritizes the safety and well-being of all individuals while detailing steps for communication, search efforts, and collaboration with law enforcement and families.

Goal 1: To prepare and protect the students, staff, and faculty in the event of a missing and/or unaccounted for student(s)/individual(s).

Objective 1.1: Establish clear, pre-defined protocols and notification procedures to guide students, staff, and faculty in the event of a missing and/or unaccounted for student(s)/individual(s).

Objective 1.2: Equip staff and faculty with the training and capabilities necessary to report missing and/or unaccounted for student(s)/individual(s).

Objective 1.3: Develop and maintain a robust emergency notification system.

Goal 2: Maintain effective communication and coordination in the event of a missing and/or unaccounted for student(s)/individual(s).

Objective 2.1: Implement established procedures to locate and to facilitate communication among those directly impacted.

Objective 2.2: Ensure that information, instructions and updates are communicated to the student(s)/individual(s) family.

Objective 2.3: Conduct accountability and coordinate medical care as appropriate.

Objective 2.4: Conduct family reunification as appropriate.

Goal 3: Enact appropriate follow up measures.

Objective 3.1: Conduct a comprehensive review of the incident and necessary reporting documentation.

Objective 3.2: Provide emotional and psychological support for students, staff, and families impacted by the incident, including access to counseling and mental health resources.

Objective 3.3: Restore operations, implement temporary learning arrangements if needed, and communicate plans for returning to normal operations.

Courses of Action

In the event of a missing or unaccounted-for individual, the Lab Schools will immediately implement a coordinated response to ensure the safety of students, staff, and visitors while locating the individual as quickly as possible. Upon discovering or being notified of the situation, school administrators will start investigating, including conducting an initial search of the last known or suspected location, the school building and grounds. Administrators will also contact parents to determine if they are aware of the

missing person's whereabouts. Should initial efforts fail to locate the missing person, administrators will contact the University Police Department.

University Police will follow their established protocols for missing persons, which may include issuing an Attempt-to-Locate to area law enforcement agencies, conducting investigations/interviews, conducting searches, contacting search and rescue teams, etc. For larger scale operations, Emergency Management will activate the University's Incident Management team, open the Emergency Operations Center and coordinate the University's portions of operations.

If law enforcement determines that the situation meets the criteria for issuing an AMBER Alert (e.g., evidence of abduction and belief that the child is in imminent danger), the school will fully cooperate in providing critical information such as descriptions, recent photographs, and security footage. This collaboration ensures swift action and access to broader community resources for locating the missing individual.

Clear communication with all stakeholders, including parents and families, will be prioritized to ensure they are informed about the situation, the actions being taken to locate the individual, and any necessary adjustments to school operations.

Thomas Metcalf Elementary Response Procedure

Faculty Associates Responsibilities

- **Immediate Actions**
  - Confirm if this may be a known/excused absence.
  - Search the premises (including but not limited to classrooms, restrooms, locker rooms, storage closets, back areas of classrooms, outdoor spaces immediately surrounding the building, and adjacent facilities).
  - Inform the principal or designee about the situation.
    - Provide as much information as possible (including name, description, last known location).
  - Inquire with other faculty associates or staff if the student may have been seen in their classrooms or areas.
- **Post-Incident Actions**
  - Support administration post actions.

Administrator (Principal or Designee) Responsibilities

- **Immediate Actions**
  - Conduct search of building and grounds (use radios, PA system and camera footage to assist)
  - If the individual is not located within the initial search:
    - Contact 9-1-1
    - Notify parent(s)/guardian(s)
    - Notify Lab Schools Director or designee
    - Initiate Hold procedures if safety concerns arise
  - Communicate the situation to faculty and staff
  - Coordinate with law enforcement to support their search.

- Provide reassurance to students, faculty, and staff during the incident
- **Post-Incident Actions**
  - Inform parent(s)/guardian(s) and law enforcement of the resolution
  - Conduct a debriefing with the individual(s)
  - Provide guidance to faculty and staff on addressing student concerns

Mental Health Professional Responsibilities

- **Immediate Actions**
  - Assist with on-site search as directed by administration.
- **Post-Incident Actions**
  - Provide emotional support and counseling to any students impacted by the incident.
  - Coordinate follow-up sessions for students requiring additional support.

Building Manager Responsibilities

- **Immediate Actions**
  - Assist with the on-site search by checking areas such as mechanical rooms, storage areas, and facility access points, once checked ensure they are secured.
  - Provide access to emergency personnel as needed and assist them with building navigation.
- **Post-Incident Actions**
  - Ensure any affected areas are restored and secured following the incident.
  - Support administrative efforts in documenting the event and preparing the facility for regular operations.

University High School Response Procedure

Faculty Associates Responsibilities

- **Immediate Actions**
  - Confirm if this may be a known/excused absence
  - Search the premises (including but not limited to classrooms, restrooms, locker rooms, outdoor spaces, gyms, auditorium and workshop).
  - Inform the principal or designee about the situation.
    - Provide as much information as possible (including name, description, last known location).
  - Inquire with other faculty associates or staff if the student may have been seen in their classrooms or areas.
- **Post-Incident Actions**
  - Support any reunification efforts if the individual is located.
  - Report any signs of anxiety or distress from students to administration

Administrator (Principal or Designee) Responsibilities

- **Immediate Actions**
  - Conduct search of building and grounds (use radios, PA system and camera footage to assist)
  - Verify if the student had permission to leave campus or was participating in an off-campus activity or event.
  - If the individual is not located within the initial search or did not have permission to leave campus:
    - Contact the student
    - Notify parent(s)/guardian(s)
    - Contact 9-1-1 and provide relevant details
    - Notify Lab Schools Director or designee
    - Initiate Hold/Secure/Lockdown procedures if safety concerns arise.
  - Communicate the situation to faculty and staff providing regular updates.
  - Coordinate with law enforcement to support their search.
  - Provide reassurance to students, faculty, and staff during the incident
- **Post-Incident Actions**
  - Inform parent(s)/guardian(s) and law enforcement of the resolution
  - Conduct a debriefing with the individual(s)
  - Provide guidance to faculty and staff on addressing student concerns

Mental Health Professional Responsibilities

- **Immediate Actions**
  - Assist with on-site search as directed by administration.
- **Post-Incident Actions**
  - Provide emotional support and counseling to any students, faculty, staff or families impacted by the incident.
  - Coordinate follow-up sessions for individuals requiring additional support.

Building Manager Responsibilities

- **Immediate Actions**
  - Assist with the on-site search by checking areas such as mechanical rooms, storage areas, and facility access points and secured once checked
  - Provide access to emergency personnel as needed and assist them with building navigation.
- **Post-Incident Actions**
  - Ensure any affected areas are restored and secured following the incident.
  - Support administrative efforts in documenting the event and preparing the facility for regular operations.

Immediate Aftermath of Missing and/or Unaccounted for Student(s)/Individual(s)

Once the missing or unaccounted-for student or individual is located, the Lab Schools will prioritize their safety, well-being, and reunification with their family. Medical attention will be provided if needed, and

counseling services will be made available, if needed, to address any emotional distress experienced by the individual, their peers, or staff. School administration will conduct a debrief to review the circumstances of the incident, document actions taken, and identify any gaps in procedures. Communication with parents, faculty and staff will be clear and transparent, ensuring accountability and reinforcing trust within the school community.

Additional Considerations

For larger or more complex missing persons incidents, the University Incident Management Team may be activated to coordinate the University's response. In addition to law enforcement, trained Search and Rescue teams may be called in to assist.

Following a missing, unaccounted for student(s) or individual(s) incident, several critical areas should be considered to ensure safety and recovery:

- In the event the incident were to require reunification, refer to the *Lab School's Family Reunification Plan* to implement reunification protocols to safely return students to their families.

PHYSICAL ALTERCATIONS & ASSAULT

The ISU Lab Schools recognize the importance of preparing for and addressing potential risks related to physical altercations (battery) and assaults (threat of receiving a battery). Proactively addressing these risks is essential to safeguarding students, employees, and visitors, and maintaining a secure learning environment.

Goal 1: To protect the students, staff, faculty, and visitors in the event of a physical altercation and/or assault.

Objective 1.1: Establish clear, pre-defined protocols and notification procedures to protect students, staff, faculty and visitors in the event of a physical altercation and/or assault.

Objective 1.2: Equip students, staff and faculty with de-escalation techniques, emergency response protocols, and reporting procedures related to physical altercations and assaults.

Objective 1.3: Implement and maintain a reporting system for students, faculty and staff to utilize to report physical altercations, assaults, and bullying incidents.

Goal 2: Maintain effective coordination and communication during a physical altercation and/or assault incident.

Objective 2.1: Implement established procedures to enact protective measures to those directly impacted by the incident.

Objective 2.2: Separate individuals involved in the altercation and ensure that appropriate medical attention is provided if necessary.

Objective 2.3: Secure the area(s) where the incident took place, and communicate with students, faculty, staff and families of those involved.

Goal 3: Enact appropriate follow up measures.

Objective 3.1: Allow for the appropriate investigations to take place.

Objective 3.2: Provide emotional and psychological support for students, staff, and families impacted by the incident, including access to counseling and mental health resources.

Objective 3.3: Implement appropriate improvement, training, and/or remediation plans.

Courses of Action

In the event of a physical altercation or assault, immediate action will focus on de-escalating the situation, ensuring the safety of all individuals, and addressing any injuries. Faculty associates or nearby staff will intervene to separate individuals involved, if it is safe to do so, while simultaneously calling for administrative support. Bystanders will be directed away from the scene to minimize further escalation and maintain a secure environment. Administrators will respond promptly, taking control of the situation,

contacting law enforcement, as necessitated by mandated reporter requirements, and notifying parents or families of the involved students. Medical assistance will be provided to any injured parties, and counseling staff will be mobilized to offer emotional support to those directly or indirectly impacted. All incidents will be thoroughly documented, and a post-incident investigation will include interviews with involved parties and witnesses to determine appropriate follow-up actions. If law enforcement is involved, all investigative work will be deferred to them. Staff and administrators will work together to identify underlying causes, implement conflict resolution strategies, and refine preventive measures to reduce the likelihood of future incidents. Following the resolution, a debriefing will be conducted to evaluate the response and ensure continuous improvement in safety protocols.

Thomas Metcalf Elementary & University High School Response Procedure

Faculty Associates Responsibilities

- **Immediate Actions**
  - If safe to do so, separate the individuals involved in the altercation.
  - Call for additional staff support if needed.
  - Notify administration
  - Ensure the safety of bystanders by directing them to move away from the area and remain calm.
  - If necessary, provide first aid to injured individuals until medical assistance arrives.
- **Post-Incident Actions**
  - Escort involved students to a designated safe area or office for further intervention.
  - Assist in providing a calm and controlled environment for other students affected by the incident.
  - Document key details of the incident, including the individuals involved, actions taken, and any witnesses.
  - Participate in debriefing sessions with administrators to provide details and suggestions for future prevention.

Administrator (Principal or Designee) Responsibilities

- **Immediate Actions**
  - Initiate Hold procedures
  - Notify law enforcement if the altercation involves serious injury, weapons, sexual assault or an ongoing threat to safety.
    - If situation escalates initiate Lockdown procedures.
  - Respond to the scene promptly to take control of the situation.
  - Contact the school nurse or medical personnel to provide assistance to any injured individuals.
  - Communicate with parents or families of the students involved to inform them of the situation and next steps.
- **Post-Incident Actions**
  - Conduct an investigation, including interviews with involved parties and witnesses.
    - If law enforcement is involved, all investigations are deferred to them
  - Coordinate counseling services for students affected by the altercation, including both participants and bystanders.

- Ensure incident documentation is complete and submitted as required for reporting purposes.

Mental Health Professional Responsibilities

- **Immediate Actions**
  - Provide emotional support to students involved in or impacted by the altercation.
  - Collaborate with faculty associates and administrators to identify students in need of immediate intervention.
- **Post-Incident Actions**
  - Offer strategies for conflict resolution and emotional regulation to students as part of follow-up care.
  - Work with parents and guardians to support students in managing the emotional aftermath of the incident.

Building Manager Responsibilities

- **Immediate Actions**
  - Secure the area where the altercation occurred, ensuring it is safe for students, faculty, and staff.
- **Post-Incident Actions**
  - Conduct a safety inspection of the area to ensure it is ready for regular use.
  - Document and report any maintenance or repair needs resulting from the incident. Report any issues to ISU Facilities Management at (309) 438-5656.

Immediate Aftermath of Physical Altercations and Assaults

Following a physical altercation or assault, the Lab Schools will prioritize the safety, well-being, and support of all affected individuals. Medical assistance will be provided immediately to anyone injured, and mental health professionals will be made available to support students experiencing emotional distress. Administrators will ensure that involved parties are separated and supervised to prevent further escalation, and parents or guardians of all individuals involved will be notified promptly. A thorough investigation will be conducted, including collecting witness statements and reviewing any relevant evidence. Staff will document all actions taken during and after the incident to assist in understanding its context and determining appropriate disciplinary or remedial actions. Finally, a debriefing will be held with school personnel to assess the response, identify lessons learned, and refine strategies to enhance future preparedness and prevent similar incidents.

Additional Considerations

Following a physical altercation or assault, there may be additional considerations that need to be addressed to help ensure safety and recovery of the Lab Schools community:

- If principal, or their designee, deems relocation/reunification necessary refer to the *Lab School's Reunification Plan* in order to safely and efficiently return students to their families.

- In the event the incident resulted in serious injury and/or death, refer to the *Death of Constituents Annex* for the procedure to address any injuries or fatalities that may have resulted from the incident.

PROXIMATE INCIDENTS

The Proximate Incidents Annex outlines procedures for responding to nearby or related emergencies, including rail incidents, hazardous substance releases or explosions, armed robberies, suspicious packages, industrial incidents, transportation accidents, or other threats that could affect Lab Schools' safety. This annex establishes procedures for assessment, notification, protective actions, communication, and coordination with local emergency responders when off-campus incidents have the potential to impact school operations or occupant safety.

Goal 1: To protect the students, staff, faculty, and visitors in the event of an outside incident occurring within proximity.

Objective 1.1: Establish clear, pre-defined protocols and notification procedures to guide students, staff, faculty and visitors in the event of an incident occurring within proximity.

Goal 2: Maintain awareness and communication in the event of an outside incident occurring within proximity.

Objective 2.1: Maintain situational awareness of the nearby incident.

Objective 2.2: Where appropriate, communicate with constituents.

Objective 2.3: Take proactive action if warranted or directed.

Goal 3: Conduct appropriate follow up measures.

Objective 3.1: If appropriate conduct an After-Action Review and conduct trainings and exercises if warranted.

Courses of Action

In the event of a proximate incident, such as a nearby rail incident, hazardous substance release or explosion, transportation accident involving hazardous materials, armed robbery, suspicious package, or other potential threat, the Lab Schools will implement protective actions to ensure the safety of students, faculty, staff, and visitors. In accordance with the I Love U Guys Foundation Standard Response Protocol (SRP), a **Secure** response may be initiated when a threat exists outside the school building. During a Secure action, all students, staff, and visitors are brought inside, exterior doors are secured, and normal operations may continue while the situation is monitored. The principal or designated administrator will assess the situation in collaboration with law enforcement and emergency responders to determine the appropriate response, including secure, lockdown, or evacuation. Faculty associates and staff will supervise and account for students, providing medical assistance or evacuating the area if needed. Law enforcement updates will guide decisions, and an “all-clear” will only be issued when the threat is resolved. Parents and families will be notified promptly about the incident and any impact on student safety.

Thomas Metcalf Elementary Response Procedure

Faculty Associates Responsibilities

- **Immediate Action**
  - Quickly assess the situation and move students to a safe location if necessary.
  - Keep students calm and explain the situation if necessary.
  - Account for all students and report any discrepancies to the administration.
  - Monitor school communications for updates and wait for an "all-clear" from administration or emergency personnel.
  - Provide appropriate medical care until emergency personnel arrive, if needed.
- **Post-Incident Actions**
  - Reassure students and answer any questions as directed by administration.
  - Report any signs of anxiety, distress or health concerns among students to the administration.

Administrator (Principal or Designee) Responsibilities

- **Immediate Actions**
  - Assess the proximity and severity of the threat in collaboration with law enforcement and emergency services.
  - Initiate Secure or other safety protocols, depending on the nature of the threat.
  - Notify all staff, students, and visitors of the situation, providing clear and concise instructions.
  - Notify the Lab Schools Director or designee.
  - Coordinate with emergency personnel to assess ongoing risks.
- **Post-Incident Actions**
  - Provide an "all-clear" to students, faculty, staff and visitors after receiving confirmation from emergency personnel that the situation no longer poses a threat.
  - Notify parent(s)/guardian(s) about the incident and provide updates on the status of students and staff.
  - Ensure support services are available for students, staff, and families affected by the incident.

Mental Health Professional Responsibilities

- **Immediate Actions**
  - Offer support to students who may feel anxious or unsettled during the incident.
- **Post-Incident Actions**
  - Provide counseling and emotional support to students affected by the incident.
  - Coordinate with administration to provide additional resources for students, if needed.

Building Manager Responsibilities

- **Immediate Actions**
  - Assist in securing entrances, exits, and outdoor areas to prevent unauthorized access or exposure to the threat.

- Monitor communications from law enforcement and school administrators for updates.
- Ensure critical utilities (e.g. gas, water, electricity) are functioning safely or shut off if directed.

- **Post-Incident Actions**
  - Conduct a sweep of the building and grounds with law enforcement to confirm safety before resuming normal operations.
  - Document any facility-related issues, including damage or maintenance needs resulting from the incident. Report any issues to ISU Facilities Services at (309) 438-5656.

University High School Response Procedure

Faculty Associates Responsibilities

- **Immediate Action**
  - If near the impacted area:
    - Quickly assess the situation to determine if evacuation is necessary.
    - If necessary, evacuate students to a designated safe location.
    - Provide appropriate medical care until emergency personnel arrive, if needed.
  - General Response:
    - If notified of an incident nearby, keep students calm and explain the situation, if necessary.
    - Secure classroom doors and windows, ensuring all exterior openings are locked and blinds are drawn.
    - Account for all students and report any discrepancies to the administration.
    - Monitor school communications for updates and wait for an "all-clear" from administration or emergency personnel.
- **Post-Incident Actions**
  - Answer student questions as directed by administration.
  - Report any signs of anxiety, distress or health concerns among students to the administration.
  - Assist in the reunification process, ensuring students are released only to authorized individuals, if required.

Administrator (Principal or Designee) Responsibilities

- **Immediate Actions**
  - Assess the proximity and severity of the threat in collaboration with law enforcement and emergency services.
  - Initiate Secure or other safety protocols, depending on the nature of the threat.
  - Notify all staff, students, and visitors of the situation, providing clear and concise instructions.
  - Notify the Lab Schools Director or designee.
  - Coordinate with emergency personnel to assess ongoing risks.
- **Post-Incident Actions**

- Provide an "all-clear" to students, faculty, staff and visitors after receiving confirmation from emergency personnel that the situation no longer poses a threat.
- Notify parent(s)/guardian(s) about the incident and provide updates on the status of students and staff.
- Coordinate with counselors to provide emotional and psychological support for students and staff.

Mental Health Professional Responsibilities

- **Immediate Actions**
  - Offer support to students who may feel anxious or unsettled during the incident.
- **Post-Incident Actions**
  - Provide counseling and emotional support to students affected by the incident.
  - Coordinate with administration to provide additional resources for individuals, if needed.

Building Manager Responsibilities

- **Immediate Actions**
  - Assist in securing entrances, exits, and outdoor areas to prevent unauthorized access or exposure to the threat.
  - Monitor communications from law enforcement and school administrators for updates.
  - Ensure critical utilities (e.g. gas, water, electricity) are functioning safely or shut off if directed.
- **Post-Incident Actions**
  - Conduct a sweep of the building and grounds with law enforcement to confirm safety before resuming normal operations.
  - Document any facility-related issues, including damage or maintenance needs resulting from the incident. Report any issues to ISU Facilities Services at (309) 438-5656.

Immediate Aftermath of a Proximate Incident

Following the resolution of a proximate incident, the Lab Schools will focus on ensuring the safety and well-being of all students, staff, and visitors. Law enforcement and school officials will assess the situation to confirm that the area is secure and that no ongoing threats remain. Staff will account for all students and provide medical assistance to anyone injured or requiring care. Mental health professionals will be available to support those experiencing emotional distress. Clear communication will be provided to parents and guardians regarding the incident and the safety of their children. If necessary, the school will implement its reunification plan to safely reconnect students with their families. School personnel will document all actions taken during the incident for review and to support any ongoing investigations.

Additional Considerations

Following a proximate incident, several critical areas should be considered to ensure safety and recovery:

- In the event the incident were to require reunification, refer to the *Lab School's Reunification Plan* to implement reunification protocols to safely return students to their families.

SCHOOL SCIENCE LABS

The School Science Labs Annex provides procedures for preventing, responding to, and recovering from science laboratory incidents at the Lab Schools. These procedures are designed to protect students, staff, faculty, and visitors by minimizing risks associated with chemicals, hazardous substances, laboratory equipment, fires, explosions, gas leaks, and laboratory procedures. The annex establishes protocols for notification, evacuation, sheltering, communication, and coordination with emergency responders in the event of a hazardous substance release, explosion, or other laboratory emergency.

Goal 1: To protect the students, staff, faculty, and visitors

Objective 1.1: Establish clear, pre-defined protocols and notification procedures that include thresholds for notification.

Objective 1.2: Equip staff, faculty, and students with the training and capabilities necessary to implement procedures in the event of an incident.

Objective 1.3: Ensure that all science laboratories are routinely inspected and maintained to meet current safety, chemical storage, and hazard mitigation standards.

Goal 2: Maintain effective response and communication in the event of a Science Lab incident.

Objective 2.1: Maintain situational awareness.

Objective 2.2: Determine and provide appropriate services.

Objective 2.3: Communicate with constituents.

Goal 3: Enact appropriate follow up measures.

Objective 3.1: Conduct a comprehensive review of the incident and necessary reporting documentation.

Objective 3.2: Provide emotional and psychological support for students, staff, and families impacted by the science lab incident, including access to counseling and mental health resources, if necessary.

Objective 3.3: Conduct an After-Action Review and implement appropriate improvement, training, and/or remediation plans.

Courses of Action

In the event of a science laboratory incident, including a chemical spill, gas leak, fire, explosion, or release of a hazardous substance, the Lab Schools will prioritize safety through a coordinated response. The faculty associates of the course or other supervising staff will assess the situation and provide the first level of support. This includes individual first aid, use of eyewash stations or other immediate interventions, and will follow emergency procedures as needed. If injuries occur, staff will provide first aid and contact 9-1-1 if needed. In accordance with the I Love U Guys Foundation Standard Response Protocol (SRP), an **Evacuate** action may be implemented when conditions require students and staff to leave the

affected laboratory or building due to hazards such as fire, chemical spills, gas leaks, or other unsafe conditions. A **Shelter** action may be implemented when environmental conditions or hazardous materials incidents require occupants to remain indoors and take protective measures. Faculty associates and staff will supervise students, maintain accountability, and follow established evacuation or shelter procedures as directed. The principal, or designated administrator, will coordinate response actions with emergency responders and determine when normal operations may resume.

In the event of an accident that requires evacuation of the labs, on site staff will provide oversight to ensure safety of all students. The school administration, parents/guardians, and the Lab Schools Director or designee will be notified promptly.

In the event of a science lab incident or any life-threatening situation, faculty and staff have the authority to make immediate decisions to protect the safety and well-being of all students and employees. This authority ensures that quick, decisive actions can be taken to respond to evolving conditions without waiting for administrative instruction when doing so could jeopardize safety.

Thomas Metcalf Elementary & University High School Response Procedure

Faculty Associates Responsibilities

- **Prior to Using Science Lab**
  - All faculty associates and students must undergo safety training to ensure safe usage of all lab spaces.
  - Any facility safety concern should be reported to the Assistant Principal and/or Building Manager. If a facility is deemed unsafe for use, alternative lab locations will be identified for use.
- **During a Science Lab Emergency**
  - If the fire alarm sounds:
    - Turn off all flames and ignition sources.
    - Close all hazardous material containers.
    - Lower fume hood sashes.
    - Turn off all electrical equipment.
    - Calmly evacuate the room with students and take attendance outside.
  - If clothing catches on fire:
    - Instruct the individual to STOP, DROP, and ROLL.
    - Cover the person's face and use a fire blanket or coat (if available) to smother flames.
    - Never use a fire extinguisher on a person.
  - If a hazardous material spill occurs:
    - Determine if it is a major or minor spill.
    - Assist anyone contaminated or injured.
    - Clean up minor spills with spill control kits. If spill clean-up support is necessary, contact ISU Environmental Health and Safety at (309) 438-8325.
    - For all major spills, call University Police at 9-1-1 or (309) 438-8631 and request immediate notification of ISU Environmental Health and Safety (EHS).

        - Evacuate and restrict access until cleared by emergency responders.
    - If using an emergency shower or eyewash station:
        - Activate water flow and keep eyes open under the stream.
        - Remove contaminated clothing and shoes.
        - Remain under water for at least 15 minutes.
- **Post-Incident Actions**
    - Submit a written incident report to administration.
    - Participate in any debriefing or retraining as directed.
    - Identify and support any students who may require follow-up care.

Administrator (Principal or Designee) Responsibilities

- **Immediate Actions**
    - Respond to staff notifications regarding science lab incidents.
    - Contact ISU Environmental Health and Safety, ISU Facilities Services, or emergency responders as needed.
    - Coordinate evacuation and secure the affected area.
    - Notify the Lab Schools Director or designee and ISU Emergency Management.
    - Communicate clearly with parent(s)/guardian(s) and staff regarding the incident and next steps.
- **Post-Incident Actions**
    - Oversee environmental assessments and verify lab safety prior to reopening.
    - Ensure that all documentation, including injury reports and incident logs, is completed including employee accident reporting for ISU Environmental Health and Safety and non-employee accident reporting for University Risk Management.
    - Lead a post-incident review and determine corrective actions.
    - Identify if additional staff or student training is needed.

School Counselor Responsibilities

- **Immediate Actions**
    - Support students experiencing emotional distress during or after a science lab incident.
    - Be available to provide short-term psychological support for those involved.
- **Post-Incident Actions**
    - Offer ongoing counseling services for students affected by the incident.
    - Provide classroom reentry support if needed.
    - Coordinate with administration to connect families to mental health resources.

Building Manager Responsibilities

- **Immediate Actions**
    - Respond to reported safety concerns and assess lab facility conditions.
    - If the lab is unsafe, coordinate temporary relocation or restriction of use.

  - Support responders with building access and system shutoffs if necessary.
- **Post-Incident Actions**
  - Assist ISU Facilities Services and emergency personnel with cleanup or remediation.
  - Confirm that all lab systems (ventilation, electrical, safety showers) are operational before reopening.
  - Participate in post-incident review and implement necessary safety upgrades.

Immediate Aftermath of a Science Lab Incident

Following a science lab incident, the Lab Schools will prioritize student and staff safety, accountability, and support. Emergency services will be engaged if necessary and affected areas will remain closed until deemed safe by ISU Environmental Health and Safety or appropriate authorities. Students and staff will receive medical evaluation and counseling support as needed. The administration will communicate with families and provide timely updates. A thorough review of the incident will be conducted to determine causes, identify corrective actions, and improve future safety protocols. Staff will participate in debriefing sessions and may receive updated training as part of the recovery process.

Additional Considerations

Following a science lab incident, several critical areas should be considered to ensure safety and recovery:

- In the event of a facilities disruption following the incident, refer to *Facilities Disruption Annex* for the procedure for addressing any disruption to the school's facilities that could pose ongoing hazards.
- In the event the incident impacted the school's capability to communicate both internally and externally, refer to the *Lab Schools EOP* for the procedure to address interruptions in communication systems.

SEVERE WEATHER

The ISU Lab Schools have experienced and remain susceptible to a range of severe weather events, from blizzards and extreme cold temperatures to tornadoes and flash flooding.

Goal 1: To protect the students, staff, faculty, and visitors during severe weather events.

Objective 1.1: Establish clear, pre-defined protocols and notification procedures to guide students, staff, faculty and visitors to safety in the event of severe weather.

Objective 1.2: Identify and maintain safe areas throughout the school, such as interior hallways or windowless rooms, that can be used as shelter during severe weather.

Objective 1.3: Equip students, staff and faculty with the training and capabilities necessary to execute the severe weather procedures, ensuring all individuals within schools are effectively sheltered.

Objective 1.4: Develop and maintain a robust emergency notification system.

Goal 2: Maintain Effective Communication and Coordination During Severe Weather Events.

Objective 2.1: Ensure that severe weather warnings, instructions and updates are communicated to the entire school community immediately upon receiving an ISU Emergency Alert or other official emergency notification.

Objective 2.2: Implement established procedures to enact protective measures and to facilitate communication among those directly impacted during a severe weather event.

Objective 2.3: Conduct accountability and coordinate medical care as appropriate.

Objective 2.4: Conduct family reunification as appropriate.

Goal 3: Facilitate a Safe and Efficient Return to Normal Operations After the Event.

Objective 3.1: Conduct a damage assessment of the school building and grounds to determine the safety of resuming school operations.

Objective 3.2: Provide emotional and psychological support for students, staff, and families impacted by the severe weather, including access to counseling and mental health resources.

Objective 3.3: Restore operations, implement temporary learning arrangements if needed, and communicate plans for returning to normal operations.

Courses of Action

Notification of Dangerous Storms

If a funnel cloud or tornado is sighted by trained spotters or is indicated by radar, the National Weather Service (NWS) will generally issue a tornado warning, which will activate NOAA Weather Radios. If the NWS forecasts thunderstorm winds at or above 80mph or hail at or above 2.75", a Destructive Thunderstorm Warning will be issued. Since weather warnings are issued at a county level and since McLean County is the largest land mass county in Illinois, not all weather warnings are applicable to the laboratory schools. Therefore, the University will issue an ISU Emergency Alert when there is a credible and imminent threat of life threatening weather (either Tornado Warning or Destructive Thunderstorm Warning) to the University area, which includes the Laboratory Schools. In addition, the Laboratory Schools should maintain NOAA weather radios in staffed areas (such as front offices) to remain aware of weather conditions year-round.

If the funnel cloud, tornado, or winds in excess of 70 mph threatens the Bloomington-Normal area, McLean County EMA will activate the outdoor warning sirens (outdoor warning sirens may be activated without a tornado warning or destructive thunderstorm warning being issued by NWS, though this is rare). The sirens are designed to alert Bloomington-Normal residents in outdoor areas to immediately take protective actions. After the activation of the outdoor warning sirens, the University will issue an ISU Emergency Alert. The Alert will identify the dangerous weather condition and advise all campus personnel to immediately seek shelter until further notice.

In accordance with the I Love U Guys Foundation Standard Response Protocol (SRP), the Laboratory Schools will implement a **Shelter** action when severe weather poses a threat to the safety of students, employees, and visitors. Upon hearing the outdoor warning sirens or receiving an ISU Emergency Alert, all personnel shall immediately move to designated severe weather shelter areas and follow established shelter procedures. If Laboratory Schools personnel are located in other campus facilities or are off campus during a severe weather event, they should seek the nearest appropriate shelter location and remain there until conditions are deemed safe. Faculty associates and staff will supervise and account for all students during the Shelter action and maintain accountability through the events.

All personnel should remain in the shelter locations until a follow-up "All Clear" is received via ISU Emergency Alert.

Accounting for all students, employees and visitors before, during, and after a severe weather event is essential to ensure the safety of the school community. Faculty and staff are reminded of the importance of keeping their phones on and accessible while sheltering, as this allows for real-time updates and instructions to be received. Staying informed enables a coordinated response and allows individuals to act quickly if conditions change or immediate assistance is needed.

In the event of a severe weather incident or any life-threatening situation, faculty and staff have the authority to make immediate decisions to protect the safety and well-being of all students, employees, and visitors. This authority ensures that quick, decisive actions can be taken to respond to evolving conditions without waiting for administrative instruction when doing so could jeopardize safety.

Key Note for All Staff

Tornado Warnings will be issued for the ISU campus when a funnel cloud or tornado has been spotted or RADAR has indicated a tornado threatening the ISU campus. The University will initiate an ISU Emergency Alert instructing persons to seek shelter. If the Town of Normal sounds their sirens, or an ISU Emergency Alert is issued, the following protocols will be followed.

Thomas Metcalf Elementary Response Procedure

Faculty Associates Responsibilities

- **Immediate Actions**
  - Severe Thunderstorm Warning
    - Bring all students inside the building
    - Close windows
  - Tornado Watch has been issued:
    - Bring all students inside building if necessary
    - Review severe weather drill procedures and location of safe areas
  - Tornado Warning or Destructive Thunderstorm Warning has been issued:
    - Implement Shelter procedures including:
      - Moving students, staff and faculty to designated shelter-in-place areas. If unsure of the pre-designated shelter locations, move to inner hallways, stairwells, underground tunnels, restrooms, or other areas on the lowest level of building. Avoid upper floors of buildings and areas with expansive roofs or glass windows
      - Ensure students are in the "drop, cover and hold positions" (kneel on the floor, facing a wall, and covering their head with their hands
    - If outside during a tornado warning and do not have time to move inside for shelter, lay down in a ditch or other low spot below grade level. This should only be done as a last resort.
    - Account for all students, notify administration of any unaccounted for/missing students.
    - Remain in shelter-in-place area until "all clear" is received via ISU Emergency Alert.
- **Post-Incident Actions**
  - Reassure students and answer any questions as directed by administration.
  - Report any signs of anxiety or distress from students to administration.

Administrator (Principal or Designee) Responsibilities

- **Immediate Actions**
  - Severe Thunderstorm Warning
    - Ensure all students are inside the building
    - Actively monitor weather conditions.
    - Determine status of practices, games, and extracurricular activities.

    - Tornado Watch has been issued:
        - Actively monitor weather conditions.
        - Determine status of practices, games, and extracurricular activities.
    - Tornado Warning or Destructive Thunderstorm Warning has been issued:
        - Implement Shelter procedures
        - Actively monitor weather conditions.
        - Ensure all students, faculty and staff are moved to designated safe zone.
        - Provide medical assistance until EMS arrives, if needed.
- **Post-Incident Actions**
    - Provide all-clear to students, faculty and staff.
    - Notify parent(s)/guardian(s) about the incident and provide updates on the status of students and staff.

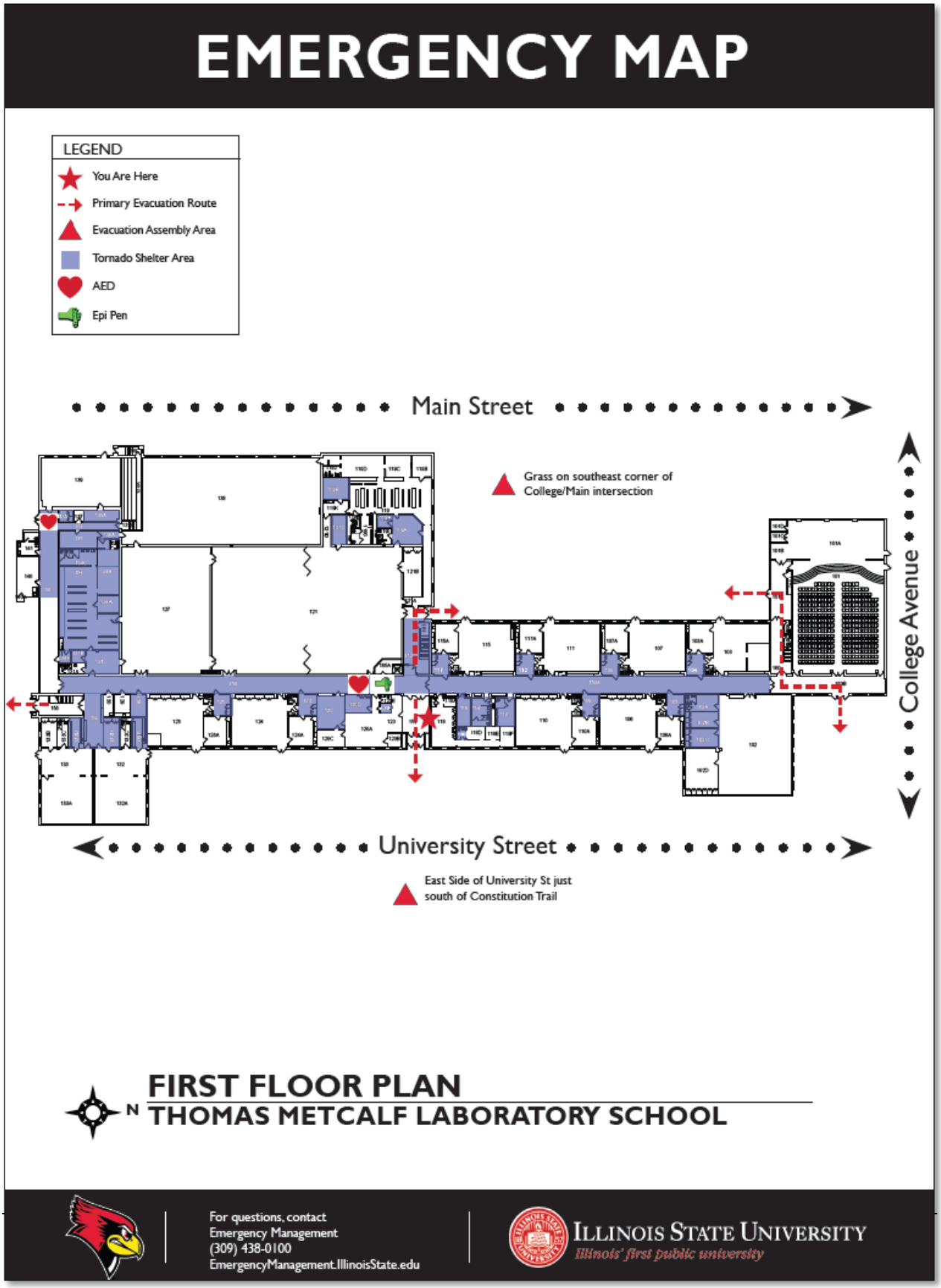
Mental Health Professional Responsibilities

- **Immediate Actions**
    - Provide emotional support to students in designated safe zone who exhibit signs of distress.
- **Post-Incident Actions**
    - Arrange follow-up counseling sessions for students affected by the incident.

Building Manager Responsibilities

- **Immediate Actions**
    - Ensure designated safe zones are accessible and in proper condition to shelter individuals.
    - Support administrator's directives during incident.
- **Post-Incident Actions**
    - Oversee the cleaning and sanitization of affected areas in accordance with safety protocols.

Thomas Metcalf Elementary Shelter-In-Place Locations (Tornado)



University High School Response Procedure

Faculty Associates Responsibilities

- **Immediate Actions**
  - Severe Thunderstorm or Tornado Watch has been issued:
    - Bring all students inside building
    - Close windows and blinds
    - Review severe weather drill procedures and location of safe areas
  - Tornado Warning or Destructive Thunderstorm Warning has been issued:
    - Implement Shelter procedures including:
      - Moving students, staff and faculty to designated shelter-in-place areas. If unsure of the pre-designated shelter locations, move to inner hallways, stairwells, underground tunnels, restrooms, or other areas on the lowest level of building. Avoid upper floors of buildings and areas with expansive roofs or glass windows
      - Ensure students are in the "drop, cover and hold positions" (kneel on the floor, facing a wall, and covering their head with their hands
    - If outside during a tornado warning and do not have time to move inside for shelter, lay down in a ditch or other low spot below grade level. This should only be done as a last resort.
    - Remain in shelter-in-place area until "all clear" is received.
    - Account for all students, faculty and staff, and notify administration of any unaccounted for/missing individuals.
- **Post-Incident Actions**
  - Answer student questions as directed by administration.
  - Report any signs of anxiety or distress from students to administration.

Administrator (Principal or Designee) Responsibilities

- **Immediate Actions**
  - Severe Thunderstorm or Tornado Watch has been issued:
    - Actively monitor weather conditions.
    - Director of Athletics & Activities will determine status of practices, games, and extracurricular activities.
  - Tornado Warning has been issued:
    - Initiate Shelter procedures
    - Administration will supervise the procedures in the following areas, ensuring that all students outside the building have been informed and are re-entering the building:
      - Athletic Director + member of safety committee will supervise the 1st Floor
      - Assistant Principal + member of safety committee will supervise the 2nd Floor
      - Principal + member of safety committee will ensure no one is left on the 3rd Floor and then assist in supervision on the 2nd Floor

        - Actively monitor weather conditions.
        - Ensure all students, faculty and staff are moved to designated safe zone.
        - Provide medical assistance until EMS arrives, if needed.
- **Post-Incident Actions**
    - Provide all-clear to students, faculty and staff.
    - Notify BSW to clean affected areas, if necessary.

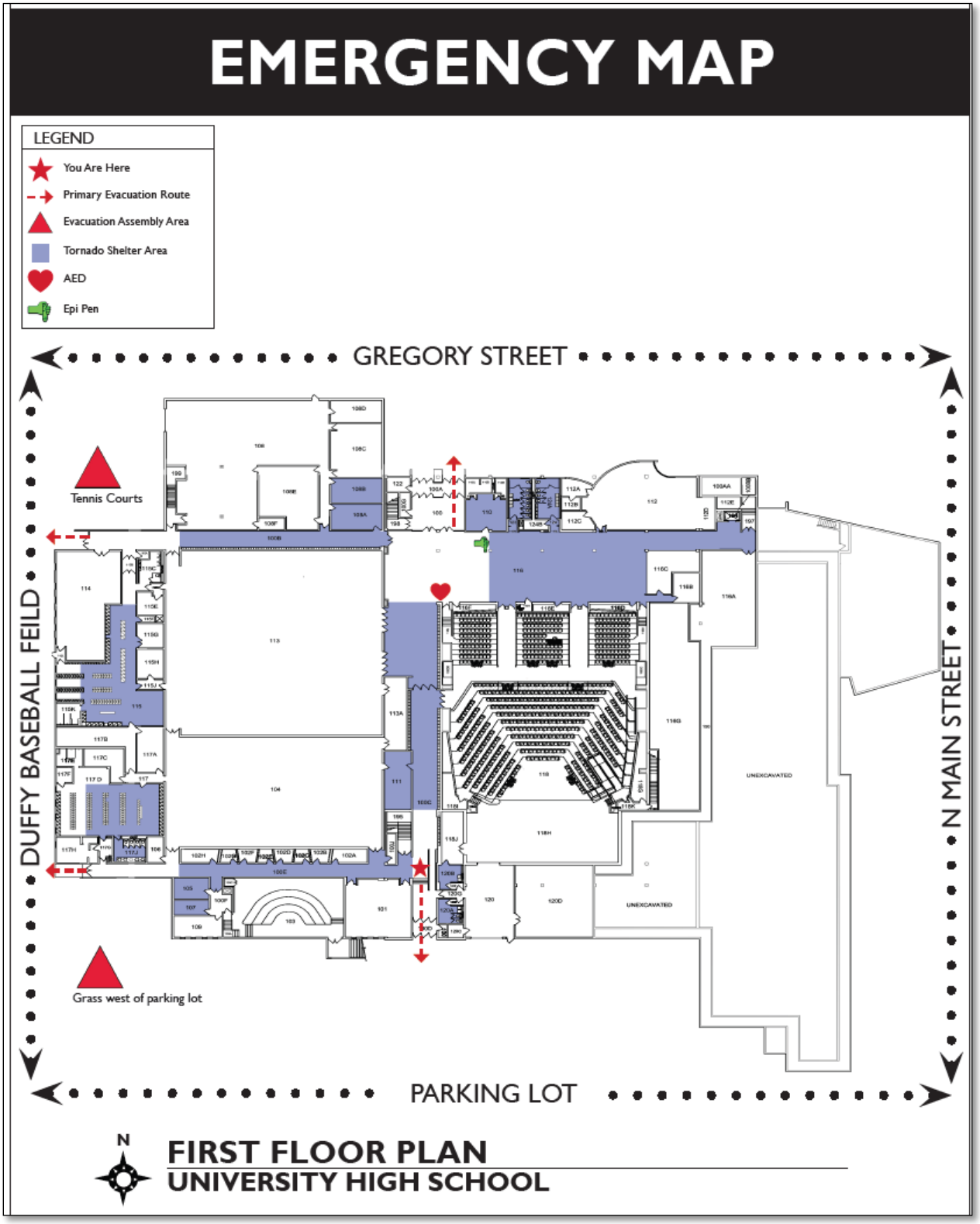
Mental Health Professional Responsibilities

- **Immediate & Post-Incident Actions**
    - Provide emotional support to individuals in designated safe zone who exhibit signs of distress.
    - Arrange follow-up counseling sessions for individuals affected by the incident.

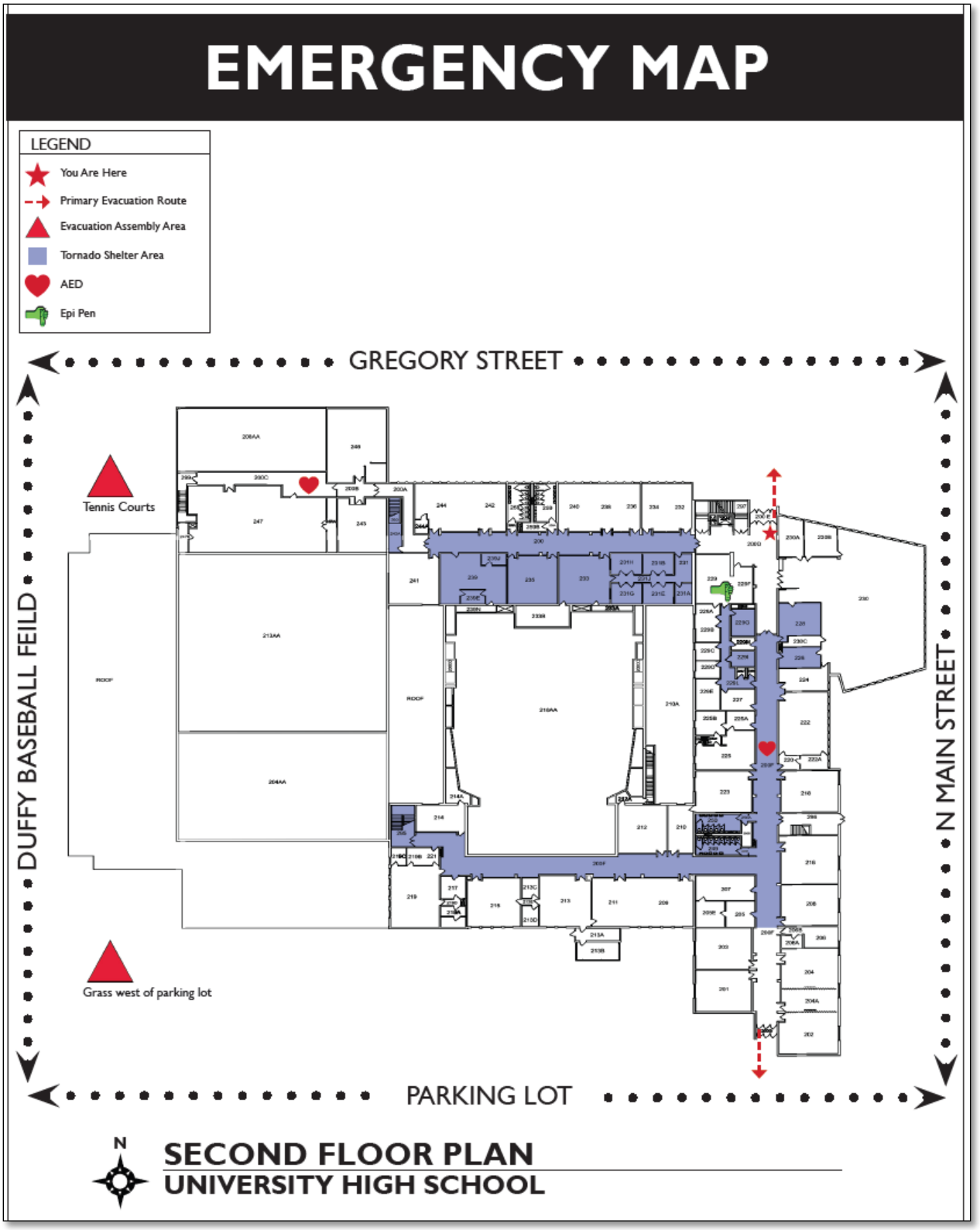
Building Manager Responsibilities

- **Immediate Actions**
    - Ensure designated safe zones are accessible and in proper conditions to shelter individuals.
    - Support administrator's directives during incident.
- **Post-Incident Actions**
    - Oversee the cleaning and sanitization of affected areas in accordance with safety protocols.

University High School Shelter-In-Place Locations (Tornado)



EMERGENCY MAP



Rooms	Designated Sheltering Area	Recommended Path
Large Gym	A. Boys/Girls Locker Rooms B. East-West Hallway between Room 108 and Large Gym Doors	
Room 108C Room 108E	A. East-West Hallway between Room 108 and Large Gym Doors B. Rooms 108A & 108B	
Fitness/Cardio Room Room 243 Room 246	A. East-West Hallway between Room 108 and Large Gym Doors	Use West stairwells to first floor
Small Gym Room 101 Room 103	A. Boys/Girls Locker Rooms B. East-West Hallway between Room 101 and Music Doors	
Front of Stroud	A. North-South Hallway between fire doors and handicap ramp (Senior hallway/Plaques)	
Lounge Rear of Stroud Room 112	A. Lounge Area between Room 110 and Elevator	
Counseling Room 232 U-Link (Room 237) Room 240 Room 241 Room 244 Library	A. Counseling Area (offices, etc.) B. East-West Hallway between Room 232 and Room 244 C. U-Link (Room 237) D. English Office (Room 239)	
Room 211 Room 212 Room 213 Room 214 Room 215 Room 219	A. East-West Hallway between Room 219 and End of Hallway B. North-South Hallway between fire doors and handicap ramp (Senior hallway/Plaques)	
Room 201 Room 202 Room 203 Room 204 Room 208 Room 216 Room 218 Room 222 Tech Help Desk	A. North-South Hallway between Room 208 and Tech Help Desk B. Social Science Office	
Room 301 Room 302 Room 306 Room 307 Room 310	A. North-South Hallway between Room 208 and Tech Help Desk B. Social Science Office	Use East stairwell to second floor

Room 309 Room 314 Room 315 Room 316 Room 318	A. Counseling Area (offices, etc.) B. East-West Hallway between Room 232 and Room 244 C. U-Link (Room 237) D. English Office (Room 239)	Use North stairwell to second floor

Immediate Aftermath of Severe Weather

After exiting shelter areas, personnel should exercise great caution when heading outdoors as active, downed power lines may be resting in water; debris may be present; structures may be compromised.

Injuries, structural damage to facilities, or any other dangerous situation should be reported by dialing 9-1-1. If warranted, the University's Incident Management Team will operate within the Emergency Operations Center to coordinate response and continuity operations. The University's damage assessment team may also activate to survey and assess the structural stability of university facilities.

Damage reports will be shared with the University Emergency Management, which in turn will share those reports with the McLean County Emergency Management Agency and the National Weather Service.

Continuity and Recovery

Following a severe weather event, the Lab Schools will prioritize continuity of operations and recovery efforts to ensure the safety of all individuals, restore operations, and support the emotional and physical well-being of students, faculty, and staff. Continuity planning will focus on maintaining essential functions, such as student care, effective communication, and the provision of educational services, even in the face of disrupted facilities or resources. For additional information refer to the *Lab School's Continuity of Operations Plan.*

The Lab School's recovery efforts will address the immediate needs of the school community, as well as long-term strategies to restore operations and rebuild trust and confidence. Recovery planning will include a focus on mental health, recognizing that severe weather events can be traumatic for students, staff, and families. Counseling services will be made available on-site or through University partners, and faculty associates will receive guidance on how to support students emotionally in the classroom. Family reunification plans will be executed promptly, ensuring students are returned to their guardians safely.

Forecasting Winter Weather's Impact on University Activities

Unlike severe storms, extreme winter weather conditions are generally forecast hours, if not days, in advance. University Emergency Management actively monitors forecasts and participates in scheduled communications with major area employers, educational institutions, public works/highway departments, and the National Weather Service to gain current road reports and near-term forecasts. These efforts, in concert with regular contacts with University Grounds staff, help inform our recommendation regarding the University's status. Key factors influencing a closure recommendation include:

- Forecasted or actual wind chill values
- Forecasted or actual blizzard conditions
- Forecasted or actual snow and/or ice accumulations
- Ability to keep parking lots, sidewalks and at least one accessible entrance per building clear

- Condition of roads leading to campus
- Power outages

Additional Considerations

Following a severe weather event, several critical areas should be considered to ensure safety and recovery:

- In the event the incident were to require reunification, refer to the *Lab School's Reunification Plan* to implement reunification protocols to safely return students to their families.
- In the event the incident resulted in serious injury and/or death, refer to the *Death of Constituents Annex* for the appropriate procedures.
- In the event the incident impacted the school's capability to communicate both internally and externally, refer to the *Lab Schools EOP* for the procedure to address interruptions in communication systems.

SUICIDE PREVENTION & INTERVENTION

The Suicide Prevention & Intervention Annex outlines procedures for preventing, identifying, and responding to suicide-related behaviors, including ideation, attempts, or deaths by suicide. The Lab Schools are committed to fostering a safe, supportive environment and providing appropriate mental health support for students in crisis. This annex ensures staff are prepared to recognize warning signs, respond appropriately in moments of crisis, and support the community through intervention and postvention efforts.

Goal 1: **To prevent students from engaging in self-harming behaviors.**

Objective 1.1: Develop and implement a plan to decrease suicide attempts or ideations.

Objective 1.2: Equip appropriate staff and faculty with the training and capabilities necessary in identifying self-harming behaviors.

Objective 1.3: Implement a Behavioral Threat Assessment Team for the Lab Schools.

Goal 2: **Identify and provide support when students are thinking of suicide, have attempted to harm or end their lives, are actively engaged in an attempt to end their life, or have completed a suicide.**

Objective 2.1: Provide any first aid or seek appropriate medical assistance.

Objective 2.2: Establish a clear reporting protocol and communication chain for staff to follow when a student exhibits suicidal behavior or discloses suicidal thoughts.

Objective 2.3: Provide staff with clear guidance on how to manage in-the-moment crises, including how to safely supervise a student until a handoff to trained professionals can occur.

Goal 3: **Conduct appropriate follow up measures.**

Objective 3.1: Provide emotional and psychological support for students, staff, and families impacted, including access to counseling and mental health resources if necessary.

Objective 3.2: Develop reentry plans for students returning to school after a suicide-related crisis, including academic accommodations and mental health check-ins.

Objective 3.3: Communicate postvention resources and supports sensitively to the broader school community, ensuring messaging avoids glamorization and adheres to best-practice suicide postvention guidance.

Courses of Action

The Lab Schools aim to prevent suicide-related incidents through early identification, staff training, and the promotion of positive mental health. If a student is suspected of having suicidal thoughts or behavior, faculty and staff should notify a school administrator and school mental health professional immediately. Students actively in crisis will be supervised at all times, and emergency medical services will be contacted if necessary. Parents or families will be notified promptly unless it is determined that doing so would increase the student's risk of harm. Following an attempt or disclosure, the school will conduct a risk screening, implement a safety plan, and coordinate reentry support. In the event of a completed suicide, school leadership will activate postvention protocols to provide mental health support, stabilize the learning environment, and prevent further risk.

Thomas Metcalf Elementary Response

The following procedures are limited to suicidal ideations and/or attempts. In the event of a completed suicide, refer to the *Death Protocol Annex*.

Faculty Associates Responsibilities

- **Immediate Actions**
  - If a student expresses suicidal thoughts or intentions, or if warning signs are observed (verbal, written, behavioral, or digital), notify the school counselor and administration immediately.
  - Stay with the student or ensure they are supervised by a trusted adult at all times.
  - Remain calm, listen without judgment, express care and concern, and reassure the student that help is available.
- **Post-Incident Actions**
  - Complete required documentation or reports as directed by administration.
  - Observe students for signs of grief, trauma or distress and refer them to school counselors.
  - Collaborate with counselors and administrators to implement reentry support for students returning to school.

Administrator (Principal or Designee) Responsibilities

- **Immediate Actions**
  - Ensure the student is safely supervised and a suicide risk screening is conducted by the school counselor or trained staff.
  - Contact emergency medical services if the student is at immediate risk.
  - Notify the student's parent or family as soon as appropriate.
  - Document the incident and ensure all actions follow district and legal requirements.
  - Coordinate with the Lab Schools Director and ISU support services as needed.
- **Post-Incident Actions**
  - Ensure a reentry plan is developed for students returning from a suicide-related crisis, including safety planning and academic support.

- Lead a debrief with relevant faculty and staff and ensure follow-up communication is clear and aligned with legal, ethical, and trauma-informed practices.
- Facilitate postvention efforts in the event of a completed suicide, including school-wide communication, staff guidance, and access to mental health resources.
- Review response protocols and update procedures as necessary

Mental Health Professional Responsibilities

- **Immediate Actions**
  - Conduct a suicide risk screening and assess the level of concern based on current thoughts, plans, intent, and access to means.
  - Collaborate with administration to determine the need for emergency services.
  - Contact and engage parents/family, providing information about next steps and available supports.
  - Provide immediate support and help develop a short-term safety plan for the student.
- **Post-Incident Actions**
  - Coordinate ongoing counseling services, whether on campus or through external providers.
  - Monitor students identified as at-risk and schedule regular check-ins.
  - Develop individualized reentry plans in collaboration with families, staff, and students, as appropriate.
  - Assist with classroom-based support and grief counseling for peers, when needed.
  - Document all interventions, plans, and communication in accordance with school policy and confidentiality requirements.

University High School Response Procedure

The following procedures are limited to suicidal ideations and/or attempts. In the event of a completed suicide, refer to the *Death Protocol Annex*.

Faculty Associates Responsibilities

- **Immediate Actions**
  - If a student expresses suicidal thoughts or intentions, or if warning signs are observed (verbal, written, behavioral, or digital), notify the school counselor and principal immediately.
  - Stay with the student or ensure they are supervised by a trusted adult at all times.
  - Remain calm, listen without judgment, express care and concern, and reassure the student that help is available.
- **Post-Incident Actions**
  - Complete required documentation or reports as directed by administration.
  - Observe students for signs of grief, trauma or distress and refer them to school counselors.
  - Collaborate with counselors and administrators to implement reentry support for students returning to school.

Administrator (Principal or Designee) Responsibilities

- **Immediate Actions**
  - Ensure the student is safely supervised and a suicide risk screening is conducted by the school counselor or trained staff.
  - Contact emergency medical services if the student is at immediate risk.
  - Notify the student's parent or family as soon as appropriate.
  - Document the incident and ensure all actions follow district and legal requirements.
  - Coordinate with the Lab Schools Director or designee, and ISU support services as needed.
  - If a report of suicidal ideations or behavior is reported after 4:00 PM, the parents/guardians of the impacted student will be contacted by an administrator. If parents/guardians cannot be reached, local law enforcement will be contacted to conduct a wellness check.
- **Post-Incident Actions**
  - Ensure a reentry plan is developed for students returning from a suicide-related crisis, including safety planning and academic support.
  - Lead a debrief with relevant faculty and staff and ensure follow-up communication is clear and aligned with legal, ethical, and trauma-informed practices.
  - Facilitate postvention efforts in the event of a completed suicide, including school-wide communication, staff guidance, and access to mental health resources.
  - Review response protocols and update procedures as necessary

Mental Health Professional Responsibilities

- **Immediate Actions**
  - Conduct a suicide risk screening and assess the level of concern based on current thoughts, plans, intent, and access to means.
  - Collaborate with administration to determine the need for emergency services.
  - Contact and engage parents/family, providing information about next steps and available supports.
  - Provide immediate support and help develop a short-term safety plan for the student.
- **Post-Incident Actions**
  - Coordinate ongoing counseling services, whether on campus or through external providers.
  - Monitor students identified as at-risk and schedule regular check-ins.
  - Develop individualized reentry plans in collaboration with families, staff, and students, as appropriate.
  - Assist with classroom-based support and grief counseling for peers, when needed.
  - Document all interventions, plans, and communication in accordance with school policy and confidentiality requirements.

Immediate Aftermath of Suicide Prevention or Intervention

Following a suicide attempt, ideation, or completed suicide, the Lab Schools will prioritize the safety and emotional well-being of the entire school community. Students in immediate crisis will receive medical care and mental health support. Parents or families will be contacted with compassion and discretion, and staff will be supported in addressing the incident with their students. Counselors will provide grief and crisis counseling for individuals and groups as needed. If a death by suicide occurs, administrators will coordinate with the University's Media Relations & Strategic Communications office and mental health professionals to ensure appropriate messaging. A debrief will be held with school personnel to review the response, identify lessons learned, and revise procedures to strengthen future prevention and intervention efforts.

Additional Considerations

Following a death of a faculty, staff, student or member of the Lab Schools community, several areas should be considered:

- In the event the incident resulted in serious injury and/or death, refer to the *Death of Constituents Annex* for the appropriate procedures.

SUSPICIOUS PERSON(S) AND/OR UNAUTHORIZED INTRUDER ACCESS

The Suspicious Person(s) and/or Unauthorized Intrude Access Annex outlines procedures for identifying, reporting, and responding to individuals exhibiting suspicious behavior or presence on or near Lab Schools property. It provides clear steps for students, faculty, and staff to ensure safety while notifying authorities and securing the premises.

Goal 1: To protect the students, staff, faculty, and visitors in the event of a suspicious person(s).

Objective 1.1: Establish clear, pre-defined protocols and notification procedures to empower students, staff, faculty, and visitors to safety in the event of a suspicious person(s).

Objective 1.2: Equip students, staff and faculty with the training and capabilities necessary to report a suspicious person(s).

Objective 1.3: Develop and maintain a communication reporting system.

Goal 2: **Maintain effective communication and coordination during reported incident.**

Objective 2.1: Ensure that appropriate warnings, instructions and updates are communicated to the entire school community immediately upon receiving and verifying the report of a suspicious person(s).

Objective 2.2: Implement established procedures to enact protective measures and to facilitate communication among those directly impacted.

Objective 2.3: Conduct accountability and coordinate medical care as appropriate.

Goal 3: **Facilitate a safe and efficient return to normal operations after the event.**

Objective 3.1: Conduct a comprehensive assessment of the school building and grounds to determine the safety of resuming school operations.

Objective 3.2: Provide emotional and psychological support for students, staff, and families impacted, including access to counseling and mental health resources.

Objective 3.3: Restore operations, implement temporary learning arrangements if needed, and communicate plans for returning to normal operations.

Courses of Action

The Lab Schools have established a coordinated response to address suspicious person(s) or unauthorized intruder(s), prioritizing the safety of students, staff, and visitors. Staff are trained to identify and report suspicious behavior immediately, and designated personnel may engage the individual if safe to assess their intentions. Authorized visitors will be directed to check-in locations.

In accordance with the I Love U Guys Foundation Standard Response Protocol (SRP), the school may implement a graduated response based on the nature and severity of the situation. A **Hold** action may be initiated when hallways or common areas must be cleared to allow administrators, school officials, or emergency responders to address the situation while maintaining normal classroom activities. A **Secure** action may be initiated when a potential threat exists outside the classroom or elsewhere on campus, requiring exterior doors to be secured and increased awareness while continuing normal operations inside the building. If the individual poses an imminent threat to the safety of students, staff, or visitors, a **Lockdown** action will be implemented, and law enforcement will be immediately contacted.

Unauthorized individuals who refuse to comply with directions from a school personnel or who engage in threatening behavior will be escorted off the premises and reported to law enforcement. Faculty associates and staff will supervise and account for students during any Hold, Secure, or Lockdown action and follow established emergency procedures. Clear communication will be maintained through internal notification systems, coordination with law enforcement, and timely parent/guardian notifications as appropriate.

Once the situation is resolved, an "All Clear" announcement will be issued, accountability measures conducted, and counseling support provided as needed.

Thomas Metcalf Elementary & University High School Response Procedure

Faculty Associates Responsibilities

- **Immediate Action**
  - Observe and attempt to identify the individual, noting their appearance, clothing, distinguishing features and actions.
  - Assess the situation and determine if the individual poses an immediate threat
  - Notify administration immediately of the contact and if suspicious contact 9-1-1.
  - Follow instructions from admin regarding initiated safety protocols
    - Maintain a calm and quiet environment.
    - Await further communication and all-clear from administration.
- **Post-Incident Actions**
  - Account for all students and report any discrepancies to the administration.
  - Answer student questions as directed by administration.
  - Report any signs of anxiety or distress concerns among students to the administration.

Administrator (Principal or Designee) Responsibilities

- **Immediate Actions**
  - If safe, engage the individual to determine their intentions and assess the potential for harm.
  - If unsafe, notify law enforcement and provide detailed information, including the individual's description, location and behavior.
  - Notify the Lab Schools Director or designee of the situation.
  - Initiate Hold procedures

        - If the situation or incident escalates, initiate appropriate procedures based on the Standard Response Protocol (SRP).
    - Communicate with faculty and staff and provide clear instructions on the response.
- **Post-Incident Actions**
    - Issue an "all-clear" announcement once building has been deemed secure.
    - Communicate with parents and families, providing updates on the incident.
    - Provide guidance to faculty and staff on addressing student concerns.

Mental Health Professional Responsibilities

- **Immediate Actions**
    - Assist with the emotional well-being of students during lockdown or secure-in-place protocols, if feasible.
- **Post-Incident Actions**
    - Provide counseling and emotional support to students impacted by the incident.
    - Coordinate with administration to provide additional resources for students needing follow-up care or support.

Building Manager Responsibilities

- **Immediate Actions**
    - Assist administrator by coordinating with emergency personnel upon arrival.
    - Ensure that building access points are secured to prevent unauthorized entry or exit.
- **Post-Incident Actions**
    - Conduct walkthrough of the facility to ensure all areas are secure and operational following resolution of the incident.
    - Document any damages or security concerns and report any issues to ISU Facilities Management at (309) 438-5656.

Immediate Aftermath of Suspicious Person(s) and/or Unauthorized Intruder Incident

Following the resolution of a suspicious person or unauthorized intruder incident, the Lab Schools will ensure the safety and emotional well-being of all students, faculty, staff, and visitors. Law enforcement and school officials will inspect the premises to confirm the area is secure and free from any lingering threats. School staff will account for all students and personnel to ensure no one is unaccounted for. Mental health professionals will be made available to provide support for anyone experiencing distress due to the incident. The school will promptly communicate updates to parent(s)/guardian(s), ensuring clear and accurate information is shared. All actions taken during the incident will be documented to support any ongoing investigations and assessments.

Additional Considerations

Following a suspicious person and/or unauthorized intruder incident, several critical areas should be considered to ensure safety and recovery:

- In the event the incident requires reunification, refer to the *Lab School's Reunification Plan* to implement reunification protocols to safely return students to their families.
- In the event the incident resulted in serious injury and/or death, refer to the *Death of Constituents Annex* for the appropriate procedures.

TARGETED VIOLENCE

The ISU Lab Schools recognize the importance of preparing for and addressing potential risks related to targeted violence, whether from internal to external sources. Proactively addressing these risks is essential to safeguarding the school's community and maintaining a secure learning environment.

Goal 1: To Protect the Students, Staff, Faculty, and Visitors During a Targeted Violence Incident.

Objective 1.1: Establish clear, pre-defined protocols and notification procedures to guide students, staff, faculty and visitors to safety in the event of a targeted violence incident.

Objective 1.2: Develop and train faculty and staff to recognize the warning signs of violence or distress and implement appropriate reporting procedures.

Objective 1.3: Encourage a culture of safety by promoting students, faculty and staff to report concerning behavior and threats.

Objective 1.4: Deliver age-appropriate training and awareness to Lab Schools students on preventing acts of targeted violence

Goal 2: Maintain Effective Communication and Coordination During a Targeted Violence Incident.

Objective 2.1: Ensure that emergency notifications, instructions and updates are communicated to the entire school community

Objective 2.2: Implement established procedures to enact protective measures and to facilitate communication among those directly impacted during a targeted violence incident.

Objective 2.3: Conduct accountability and coordinate medical care as appropriate.

Objective 2.4: Conduct family reunification as appropriate.

***Goal 3:* Facilitate a Safe and Efficient Return to Normal Operations After the Event.**

Objective 3.1: Conduct an assessment of the school building and grounds to determine the safety of resuming school operations.

Objective 3.2: Provide emotional and psychological support for students, staff, and families impacted by the targeted violence incident, including access to counseling and mental health resources.

Objective 3.3: Restore operations, implement temporary learning arrangements if needed, and communicate plans for returning to normal operations.

Courses of Action

When a threat, concerning behavior, or potential targeted-violence indicator is reported or observed, the Lab Schools will initiate a coordinated response. Administration will evaluate the information, determine the appropriate I Love U Guys Foundation Standard Response Protocol (SRP) action (e.g., Hold, Secure, Lockdown), and notify law enforcement when the threat warrants their involvement. Depending on the nature and severity of the threat, the school may implement **Hold, Secure, or Lockdown** actions to protect students, employees and visitors.

Students involved or directly affected will be supervised in a safe location while initial information is gathered and the Threat Assessment Team is activated to review the situation and recommend interventions. If information indicates an imminent threat of violence, a **Lockdown** action will be initiated immediately. During a Lockdown, occupants will follow established SRP procedures and take appropriate protective actions based on their circumstances and proximity to the threat. Consistent with nationally recognized active threat response principles incorporated into the SRP Lockdown protocol, individuals should be prepared to **Run, Hide, or Fight** as a last resort when confronted with an immediate threat to life.

Faculty associates and staff will maintain accountability for students whenever possible, provide direction during emergency protective actions, and cooperate with law enforcement and emergency responders. Clear communication will be maintained through established emergency notification systems, and parents/guardians will be informed as appropriate once accurate information is available and doing so will not interfere with emergency response operations.

In the event of a targeted violence incident or any life-threatening situation, faculty and staff have the authority to make immediate decisions to protect the safety and well-being of all students, employees, and visitors. This authority ensures that quick, decisive actions can be taken to respond to evolving conditions without waiting for administrative instruction when doing so could jeopardize safety.

Thomas Metcalf Elementary & University High School Response Procedure

Faculty Associates Responsibilities

- **Immediate Actions**
  - Stop all activities immediately.
  - Call 9-1-1
  - Initiate Lockdown procedures
    - Be prepared to run, hide, or fight as a last resort
  - Ensure all students are accounted for
  - Notify an administrator
- **Post-Incident Actions**
  - Answer student questions as directed by administration
  - Report any signs of anxiety or distress from students to administration
  - Provide counseling or support to students experiencing anxiety or health concerns

Administrator (Principal or Designee) Responsibilities

- **Immediate Actions**
  - Assess the report and initiate the appropriate SRP emergency protocols (e.g. Hold, Secure, Lockdown).
  - Notify law enforcement
  - Coordinate communications with ISU Media Relations.
- **Post-Incident Actions**
  - Notify parents/guardians of involved students.
  - Implement or adjust safety and supervision plans.
  - Provide guidance to faculty and staff on addressing student concerns.
  - Address any faculty/staff concerns

Mental Health Professional Responsibilities

- **Immediate & Post-Incident Actions**
  - Provide counseling or support to students experiencing anxiety or health concerns.

Building Manager Responsibilities

- **Immediate Actions**
  - Assist with implementing SRP actions, including securing doors or areas.
  - Provide responders with facility access and building information.
- **Post-Incident Actions**
  - Support restoration of normal building operations.
  - Address any vulnerability points

Immediate Aftermath of Targeted Violence

Following the stabilization of a targeted-violence incident or credible threat, the Lab Schools will prioritize restoring safety, continuity, and well-being. Administration, in coordination with the Incident Management Team, will issue appropriate updates and guidance to staff and families. Academic schedules, classroom locations, and activities may be temporarily adjusted to maintain safety and support recovery. Mental-health personnel will provide counseling and monitor student and staff needs. After-action reviews will be conducted, and improvements will be incorporated into future preparedness efforts, consistent with the University's emergency management review expectations.

Additional Considerations

Following a targeted violence incident, several critical areas should be considered to ensure safety and recovery:

- In the event the incident requires reunification, refer to the *Lab School's Family Reunification Plan* to implement reunification protocols to safely return students to their families.
- In the event the incident resulted in serious injury and/or death, refer to the *Death Protocol Annex* for the appropriate procedures.

THREATS, HARASSMENT & WEAPONS

The Threats, Harassment, & Weapons Annex outlines the procedures for responding to incidents involving threats, harassment—whether verbal, written, or physical—and the discovery of weapons that may compromise the safety and well-being of the Lab Schools community. This annex establishes clear protocols for reporting, investigating, and addressing such incidents, with a focus on maintaining a safe environment and providing appropriate support to those affected.

Goal 1: To protect the students, staff, faculty, and visitors in the event of threats and/or harassment or weapon discovery.

Objective 1.1: Establish clear, pre-defined protocols and notification procedures to guide staff, and faculty in the event of a report of threats and/or harassment or a weapon is discovered.

Objective 1.2: Equip faculty and staff with the training and capabilities to report and implement appropriate protocols including search protocols in the situation of a weapon.

Goal 2: Maintain effective response and communication in the event of threat and/or harassment or weapon discovery.

Objective 2.1: Investigate and implement established response protocols, coordinate with the administration and/or law enforcement and take protective measures.

Objective 2.2: Implement appropriate notifications, communications and reporting.

Goal 3: Enact appropriate follow up measures.

Objective 3.1: Conduct a comprehensive review of the incident and necessary reporting documentation

Objective 3.2: Provide emotional and psychological support for students, staff and faculty impacted by the incident, including access to counseling and mental health resources.

Objective 3.3: Conduct an After-Action Review and implement appropriate improvement, training and/or remediation plans.

Courses of Action

In the event of a reported or observed threat, presence of a weapon, or incident of harassment, faculty and staff will follow established emergency procedures to ensure the immediate safety of students, faculty, staff and guests. Any staff member who witnesses or is made aware of a threat or potential weapon must promptly report the concern to administration.

In accordance with the **I Love U Guys Foundation Standard Response Protocol (SRP)**, administrators may implement a **Hold** action when it is necessary to keep hallways and common areas clear while staff investigate a situation, separate involved individuals, address a disruption, or allow emergency personnel to safely respond. During a Hold, classroom instruction and activities may continue while students and staff remain in their current locations until further direction is provided.

If a weapon is suspected or confirmed, administration will assess the situation and, if necessary, implement additional SRP actions, including **Secure** or **Lockdown**, and notify law enforcement. Staff will avoid direct confrontation, prioritize student safety, and maintain a calm environment. In cases involving harassment or intimidation, school personnel will document the incident, separate the involved parties, and provide appropriate support services. All incidents will be thoroughly investigated by school administration in coordination with law enforcement and appropriate University personnel, if warranted. Mental health and counseling resources will be made available to those affected. Affected families will be notified in accordance with school policy, and appropriate disciplinary or legal actions will be pursued based on the outcome of the investigation.

Thomas Metcalf Elementary Response Procedure

Faculty Associates Responsibilities

- **Immediate Actions**
  - **Verbal Threats and/or Harassment**
    - If witnessed, remain calm and address the behavior if safe to do so.
    - Separate students involved calmly and report the incident to the administration immediately.
    - Document what was said, observed and individuals involved.
  - **Suspected or Witnessed Weapon**
    - In the event a weapon is suspected or witnessed, do not attempt to physically intervene.
    - Notify the administration without escalating the situation.
    - If an immediate danger exists, initiate appropriate emergency protocols (e.g. Hold or Lockdown).
    - Ensure all students are accounted for.
- **Post-Incident Actions**
  - If reunification is necessary, supervise students during reunification procedures.
  - Report any observed signs of anxiety or distress among students to the administration or counselors.

Administrator (Principal or Designee) Responsibilities

- **Immediate Actions**
  - Assess the nature of the report, whether it involves a threat, harassment or weapon.
  - If warranted, initiate appropriate emergency protocols (e.g. Hold or Lockdown).
  - Begin documentation and preliminary investigation in coordination with the appropriate personnel.
  - In the event the situation involves a weapon, notify the Lab Schools director.
- **Post-Incident Actions**
  - Notify parent/guardian of student(s) involved.
  - Coordinate with counselors to provide emotional support to those impacted.
  - Enforce disciplinary actions as outlined in the school handbook and applicable laws.
  - Complete Threat Assessment protocols if necessary

- Ensure a reentry plan is developed for students returning from an incident involving threats and/or weapons, including safety planning and academic support.

Medical Health Professional Responsibilities

- **Immediate Actions**
  - Provide emotional support to students involved in or impacted by the altercation.
- **Post-Incident actions**
  - Offer strategies for conflict resolution and emotional regulation to students as part of follow-up care.
  - Work with parents and guardians to support students in managing the emotional aftermath of the incident.
  - Provide immediate support and help develop a short-term safety plan for the student.

Building Manager Responsibilities

- **Immediate Actions**
  - Secure the area the altercation occurred, ensuring it is safe for students, faculty, and staff
  - Provide access to security footage, floor plans and building access as requested by administration or law enforcement.
  - Provide assistance to administration if needed.
- **Post-Incident Actions**
  - Conduct a safety inspection and report any maintenance or repair needs resulting from the incident to ISU Facilities Management at (309) 438-5656.

University High School Response Procedure

Faculty Associates Responsibilities

- **Immediate Actions**
  - **Verbal Threats and/or Harassment**
    - In the event verbal threats or harassment is witnessed, remain calm and address the behavior if safe to do so.
    - Separate students involved calmly and report the incident to the administration immediately.
    - Document what was said, observed and individuals involved.
  - **Suspected or Witnessed Weapon**
    - In the event a weapon is suspected or witnessed, do not attempt to physically intervene.
    - Notify the administration without escalating the situation.
    - If an immediate danger exists, initiate appropriate emergency protocols (e.g. Hold or Lockdown).
    - Ensure all students are accounted for.
- **Post-Incident Actions**

- If reunification is necessary, supervise students during reunification procedures.
- Report any observed signs of anxiety or distress among students to the administration or counselors.

Administrator (Principal or Designee) Responsibilities

- **Immediate Actions**
  - Assess the nature of the report, whether it involves a threat, harassment or weapon.
  - If warranted, initiate appropriate emergency protocols (e.g. Hold or Lockdown).
  - Remove and supervise and student(s) involved.
  - Begin documentation and preliminary investigation in coordination with the appropriate personnel.
  - In the event the situation involves a weapon, notify the Lab Schools Director or designee.
  - If the incident occurs at a school sponsored event held off campus, respond as promptly as possible to support staff on scene and implement the same investigative and communication procedures.
- **Post-Incident Actions**
  - Notify parent/guardian of student(s) involved.
  - Coordinate with counselors to provide emotion support to those impacted.
  - Enforce disciplinary actions as outlined in school policy and applicable laws.

Medical Health Professional Responsibilities

- **Immediate Actions**
  - Provide emotional support to students involved in or impacted by the altercation.
- **Post-Incident actions**
  - Offer strategies for conflict resolution and emotional regulation to students as part of follow-up care.
  - Work with parents and guardians to support students in managing the emotional aftermath of the incident.

Building Manager Responsibilities

- **Immediate Actions**
  - Secure the area the altercation occurred, ensuring it is safe for students, faculty, and staff
  - Provide access to security footage, floor plans and building access as requested by administration or law enforcement.
  - Provide assistance to administration if needed.
- **Post-Incident Actions**
  - Conduct a safety inspection and report any maintenance or repair needs

Immediate Aftermath of Threats, Harassment, or Weapons Incident

Following any incident involving threats, harassment, or the presence or suspected presence of a weapon, the Lab Schools will immediately prioritize the safety, security, and emotional well-being of all affected students, staff, and visitors. If injuries have occurred, medical assistance will be provided without delay. Mental health professionals will be available to support those experiencing fear, anxiety, or distress related to the incident. School administrators will ensure that involved individuals are safely separated and monitored, and that parents or guardians are promptly notified. A thorough investigation will be initiated, including interviews with involved parties and witnesses, review of security footage (if applicable), and documentation of all observations and response actions. Any recovered weapon will be secured and turned over to law enforcement. Administrators will determine appropriate disciplinary and corrective measures in accordance with school policy and applicable laws. A debriefing will be held with relevant staff to evaluate the incident response, identify lessons learned, and implement improvements to help prevent future incidents.

Additional Considerations

In the event of reported or observed threat, presence of a weapon, or incident of harassment considerations that need to be addressed to help ensure safety and recovery of the Lab Schools community:

- If principal, or their designee, deems relocation/reunification necessary refer to the *Lab School's Reunification Plan* in order to safely and efficiently return students to their families.
- In the event the incident resulted in serious injury and/or death, refer to the *Death of Constituents Annex* for the appropriate procedures.

TRANSPORTATION INCIDENT

The Transportation Annex outlines procedures to ensure the safe and efficient transportation of students, faculty, and staff to and from Lab Schools, including protocols for emergency situations. It prioritizes student, faculty and staff safety by detailing immediate response actions, communication protocols, and coordination with emergency services.

Goal 1: To protect the students, staff, faculty, and other vehicle occupants in the event of a transportation incident.

Objective 1.1: Establish clear, pre-defined protocols and notification procedures that include thresholds for notification.

Objective 1.2: Equip staff and faculty with the training and capabilities necessary to implement procedures in the event of an incident.

Goal 2: Maintain effective response and communication in the event of a transportation incident.

Objective 2.1: Maintain situational awareness.

Objective 2.2: Determine and provide appropriate on-site and/or remote services.

Objective 2.3: Communicate with constituents.

Objective 2.4: Arrange for alternate transportation for impacted constituents.

Goal 3: Enact appropriate follow up measures.

Objective 3.1: Conduct a comprehensive review of the incident and necessary reporting documentation.

Objective 3.2: Provide emotional and psychological support for students, staff, and families impacted by the transportation incident, including access to counseling and mental health resources, if necessary.

Objective 3.3: Conduct an After-Action Review and implement appropriate improvement, training, and/or remediation plans.

Courses of Action

In the event of a transportation incident involving off-campus students, the Lab Schools will prioritize safety through a coordinated response. The driver or supervising staff will assess the situation, determine if evacuation of the vehicle is necessary, and follow emergency response procedures while ensuring all students are accounted for. If injuries occur, staff will provide first aid and contact 9-1-1 if needed. The school administration, parents/guardians, and the Lab Schools Director or designee will be notified promptly and transportation will be coordinated, if required, to ensure safe travel back to school or another safe location. These actions ensure a structured and efficient approach to managing transportation-related emergencies.

In the event of a transportation incident or any life-threatening situation, faculty and staff have the authority to make immediate decisions to protect the safety and well-being of all students and employees. This authority ensures that quick, decisive actions can be taken to respond to evolving conditions without waiting for administrative instruction when doing so could jeopardize safety.

Thomas Metcalf & University High School Response Procedure

Faculty Associates, Athletics, or Activities Representative Responsibilities

- **Immediate Actions**
  - Contact 9-1-1 for serious injuries or if additional emergency support is required.
  - If there is damage to a university vehicle, contact local police to fill out a police report. Refer to University policy 8.1.8 regarding Fleet Vehicles.
  - If necessary, evacuate the vehicle to a safe location.
  - Notify principal (or designee) of the incident.
  - Account for all students.
  - Supervise and provide reassurance to students, ensuring their safety and emotional well-being.
- **Post-Incident Actions**
  - Document incident, including details of the situation, actions taken, and any observed injuries or distress.
  - Report any signs of anxiety or distress from students to administration for follow-up.

Administrator (Principal or Designee) Responsibilities

- **Immediate Actions**
  - Notify parents and families of students involved, providing them with updates about the situation and student safety.
  - Notify Lab Schools Director or designee about the incident and actions being taken. The Lab Schools Director should notify Emergency Management and discuss if the University's Incident Management Team should be activated.
  - Coordinate alternate transportation arrangements to ensure students can return to school or another safe location.
  - Depending on the size and scale of the incident (including inclement weather), determine if alternative lodging and meals are required for students, faculty and/or staff impacted.
- **Post-Incident Actions**
  - Conduct a debriefing with faculty associate(s) or staff involved to review the incident.
  - Provide guidance to faculty and staff on how to address student concerns and assist in transitioning back to regular activities.

Medical Health Professional Responsibilities

- **Immediate Actions**
  - Provide immediate emotional support and reassurance to students showing signs of distress at the scene or upon their return to school.
  - Collaborate with faculty associates and administrators to identify individuals in need of immediate intervention.

- **Post-Incident Actions**
  - Offer ongoing support to students impacted by the incident.

Immediate Aftermath of a Transportation Incident

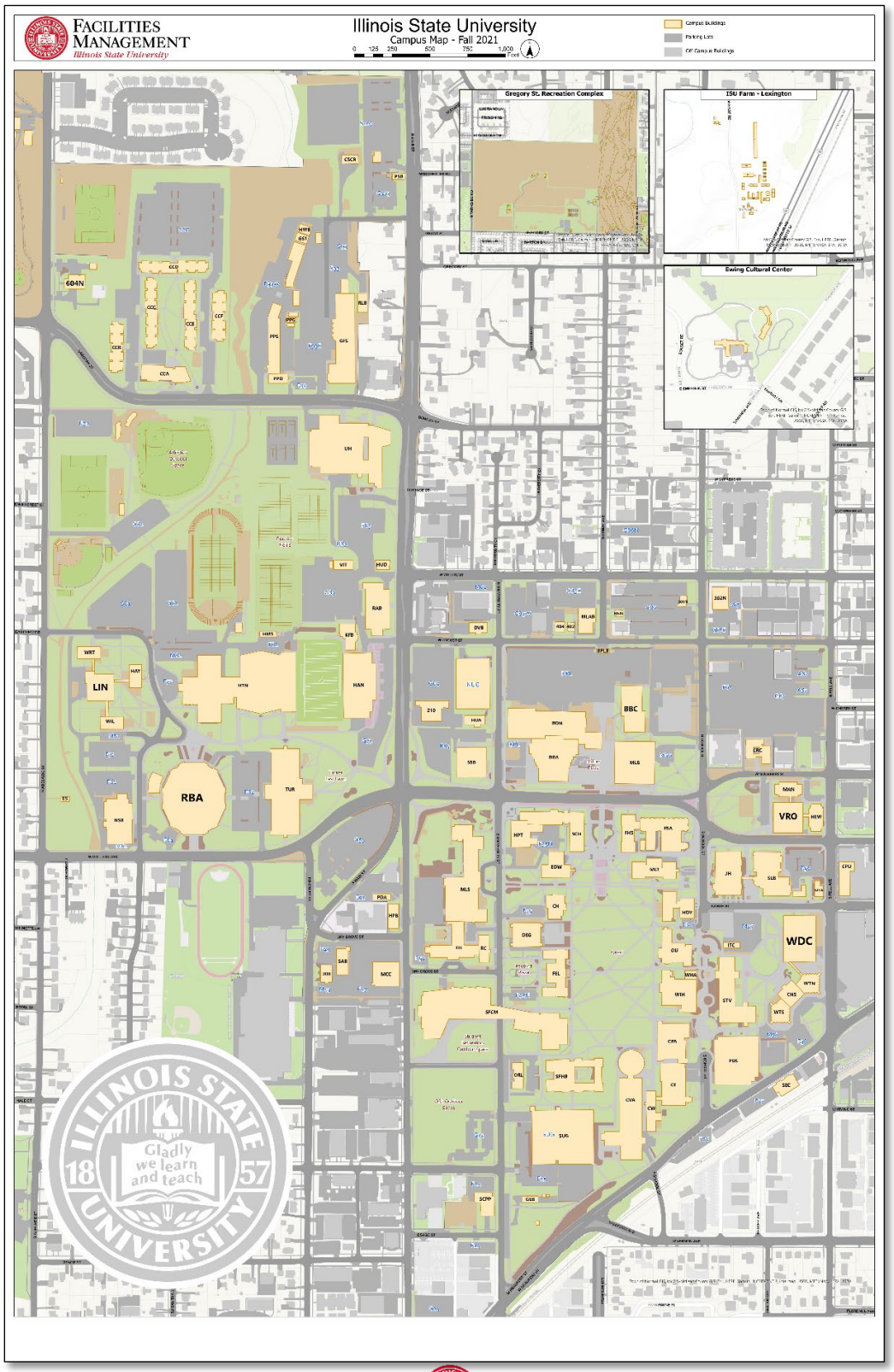
Following a transportation incident involving off-campus students, the Lab Schools will focus on ensuring the safety and well-being of all individuals involved. Medical assistance will be provided to any injured students or staff, if needed. Students will be accounted for and transported back to school or another safe location if required. Parents and families will be promptly notified with details of the incident and the status of their children. Upon return to the school, students will be monitored for any delayed physical or emotional effects, with counseling services available to those in need. The school will document the incident thoroughly and conduct a debrief with involved staff and transportation personnel to review actions taken and improve future response measures.

Additional Considerations

Following the aftermath of a transportation incident, several critical areas should be considered to ensure safety and recovery:

- In the event of a medical emergency following the incident, refer to the *Medical Emergencies Annex* for the procedure to address any injuries that may need medical assistance.
- In the event the incident were to require reunification, refer to the *Lab School's Reunification Plan* to implement reunification protocols to safely return students to their families.

APPENDIX 1: CAMPUS MAP



APPENDIX 2: STANDARD RESPONSE PROTOCOL

IN AN EMERGENCY
TAKE ACTION

HOLD! In your room or area. Clear the halls.

STUDENTS
Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS
Close and lock the door
Account for students and adults
Do business as usual

SECURE! Get inside. Lock outside doors.

STUDENTS
Return to inside of building
Do business as usual

TEACHERS
Bring everyone indoors
Lock outside doors
Increase situational awareness
Do business as usual
Take attendance

LOCKDOWN! Locks, lights, out of sight.

STUDENTS
Move away from sight
Maintain silence
Do not open the door

ADULTS
Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend

EVACUATE! (A location may be specified)

STUDENTS
Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS
Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults

SHELTER! Hazard and safety strategy.

STUDENTS
Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

ADULTS
Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

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