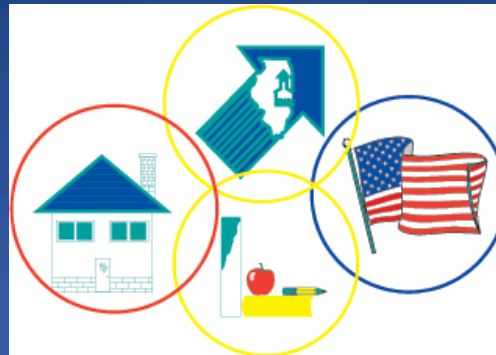




Crisis Safety Plan For 2026/2027

Active Shooter Response Plan for Community Consolidated School District 168

Purpose

The purpose of this plan is to prepare and guide school personnel and students in the event of an active shooter situation. This plan outlines the roles, responsibilities, and actions to take during an active shooter emergency to ensure the safety and well-being of all school occupants.

Emergency Contacts

- **Administration:**
- **Administration Office**
21899 S. Torrence Ave. Sauk Village, IL
Phone: 708-758-1610
- **Key Personnel:**
 - Dr. Donna Leak, Superintendent: 708-774-8796
 - Dr. Jennifer Camilleri, C.S.B.O.: 708-373-6719
 - Dr. Sonya Whitaker, Instructional Services: 708-916-7604
 - Dr. Stephanie Jones, Special Education: 773-398-3360
 - Mr. Jonath Harris, Supervisor of Buildings/Grounds: 708-779-8148
 - Ms. Porscha Mazzarri, Superintendent Secretary: 708-938-3122
 - **Principal Contacts:**
 - Rickover Jr. High: Philip Bazile - 708-758-1900
 - Strassburg School: Angela Barnes - 708-758-4754
 - Wagoner School: Brianne Malatt - 708-758-3322
 - Blossoms Early Childhood: Gerri Latting - 708-758-4762
- **Police:** Emergency: 911 | non-emergency: 708-758-1331
- **Area Hospitals:**
 - St. James Olympia Fields: 708-747-4000
 - Advocate South Suburban: 708-799-8000
 - Ingalls Memorial: 708-333-2300
 - Franciscan St. Margaret Health: 219-865-2141
 - Franciscan Health Munster: 219-922-4200
- **Emergency Numbers**
 - **Police/Fire/Ambulance:** 911
 - **Non-Emergency Police:** 708-758-1331
 - **Poison Control:** 800-222-1222
 - **Com-Ed:** 800-376-7693

- o **Nicor Gas:** 888-642-6748
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General Procedures for Active Shooter Situation

1. Recognize Threat

- o Any staff who hears or sees an active shooter must immediately alert others by activating a hard lockdown and contacting 911.

2. Immediate Response Actions

- o **Lockdown Activation:**
 - Use intercom or emergency notification system to announce "Lockdown – Active Shooter."
 - Secure classrooms, offices, and all areas.
 - Lock doors, turn off lights, and remain quiet.
 - Position students against the wall, out of sight, and away from doors/windows.

3. Classroom & Office Procedures

- o **Teachers/Staff:**
 - Lock doors immediately, close window blinds/door windows, turn off lights, and have students sit quietly against the wall on the side of the door.
 - Do not open doors for anyone except law enforcement.
 - Keep phones silent; do not use them unless to report critical information.
 - The priority is to secure the classroom and keep students hidden or silent.
- o **If outdoors or in common areas:**
 - Move to the nearest safe space immediately, or leave the premises if evacuation is the safest option.

4. Evacuation

- o Only evacuate if safe to do so and directed by law enforcement.
- o Leave personal belongings behind.
- o Help others, if possible, but do not wait for others if it puts you in danger.

5. Communication

- o All staff should use radios or intercom systems to report lockdown status, but only if it does not compromise their safety.
- o Staff communicating with emergency personnel should relay information on the location of the shooter, injuries, or any other critical details.
- o The Superintendent will handle all communication with the media and parents.

6. Response by School Personnel

- o **Principal:** Coordinate response with law enforcement and command staff, relay school status to emergency personnel, notify the Superintendent.
- o **Assistant Principal:** Assist teachers, check that all students and staff are secured, verify building clearance, communicate with the principal.
- o **Superintendent:** Report to the emergency command, communicate with the Board of Education, parents, and media as appropriate, and oversee evacuation and reunification procedures if necessary.

- o **Supervisor of Buildings & Grounds:** Report to the emergency command to assist law enforcement with building access and shutdown procedures.
 - 7. **Law Enforcement Arrival**
 - o **Follow all law enforcement directions:** Remain in your location unless told to move.
 - o Cooperate fully with responding officers; do not make sudden movements.
 - 8. **Parent Communication and Student Reunification:**
 - o The Superintendent will determine when it is appropriate to notify parents of the situation via the school's emergency notification system.
 - o A parent reunification site will be set up at a safe location.
 - o **Blossoms** ~ Sauk Village Public Library
 - o **Wagoner** ~ Sauk Village Hall
 - o **Strassburg** ~ St. James Church
 - o **Rickover** ~ St. James Church
 - o **Student Release Procedures:**
 - Only release students to verified parents or guardians using official school records.
 - Use the designated staff to oversee the release process, ensuring proper documentation and verification.
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Roles and Responsibilities

- **Superintendent:**
 - o Primary authority over emergency decisions.
 - o Liaison between school and law enforcement/emergency responders.
 - o Communicates with media, parents, and staff.
 - o Oversee evacuation and reunification if necessary.
- **Principal:**
 - o Mobilize and ensure the lockdown is executed.
 - o Communicate with emergency personnel and staff on the situation.
 - o Gather information on school population, injuries, and threat details.
- **Assistant Principal:**
 - o Verify all students are accounted for.
 - o Ensure the building is secure and report the findings to the Principal.
 - o Assist in student movement if directed by law enforcement.
- **Teachers/Staff:**
 - o Immediately secure students and ensure all safety measures are in place.
 - o Remain calm, keep students quiet, and follow lockdown protocols.
- **School Nurse/Sp. Ed Director:**
 - o Report to the scene and assist emergency personnel with medical information.
 - o Track injuries and communicate where students/staff have been transported.

- **Social Worker and Classroom Aides:**
 - Support teachers in maintaining student calm and safety.
 - **Maintenance Staff:**
 - Report to Supervisor of Buildings & Grounds for further instructions and assist law enforcement with building systems and access.
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Recovery Phase

- **Post-Incident Procedures:**
 - Account for all students and staff.
 - Assist in reunifying students with families.
 - Provide counseling and support services to affected students and staff.
 - Ensure law enforcement has full access to the school for investigation purposes.
 - **Debrief and Review:**
 - Conduct a full review of the response, noting what worked well and what can be improved.
 - Update the emergency plan based on findings.
 - **Communication:**
 - The Superintendent will provide updates to parents, the Board of Education, and media as needed.
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This plan should be reviewed and updated annually and after every emergency event to ensure it is up to date with best practices and local law enforcement procedures.

Last Updated: May 2026

Prepared by: Dr. Jennifer Camilleri, CSBO