

## IMPORTANT NAMES AND NUMBERS

911

Emergency Police/Fire/Ambulance

Illinois School Violence Tip Line  
800-477-0024

Department of Children & Family Services  
1-800-232-3798

Washington School (PreK-2)  
122 S. Garfield  
Mary Beth Licke, Principal  
Phone 847-949-2714

Mechanics Grove School (3-5)  
1200 N. Midlothian  
Dr. Kathleen Miller, Principal  
Phone 847-949-2712

Carl Sandburg Middle School  
855 W. Hawley  
Mr. Mark Pilut, Principal  
Mr. Camron Nystrom, Assistant Principal  
Phone 847-949-2707

## Partners for Safe Schools



### Mundelein

## Guidelines for Parents and Community Working Together

***Mundelein Elementary School  
District # 75  
470 North Lake Street  
Mundelein, Illinois 60060  
Phone 847.949.2700  
Fax 847.949.2727  
[www.district75.org](http://www.district75.org)***

## SAFE SCHOOLS ARE EVERYBODY'S JOB: A MESSAGE TO OUR SCHOOL COMMUNITY

We want our schools to be safe places for children. We maintain secure, locked buildings and make every effort to keep our children and our staff safe.

While it's impossible to predict the kind of emergency that might occur in one of our schools, it is important for us to be prepared.

This brochure gives some guidelines for what we will do to keep our schools safe and what to do in an emergency situation.

Please keep it handy at all times. If you need more copies, please contact your school office listed on the back of this brochure or talk with your principal.

We must all work together to make our schools as safe as possible for our children. Please report any concerns immediately to your school principals for investigation or prompt action.

***Cynthia L. Heidorn, Ph.D.  
Superintendent***

## PROCEDURES IN BRIEF

*Crisis event*



*Call 911 for  
Mundelein Police  
And Fire Department*



*Police and fire officials arrive on scene,  
secure the building, and take charge of the  
incident*



*Police Chief, Fire Chief and Superintendent  
will provide information  
to the public  
on a continuing basis  
as official spokespersons.  
Principals will notify parents where to  
meet their children.*



*Students will be released only to their  
parents or emergency contact from a safe  
and secure location.*

All District 75 administrators carry a portable radio or cell phone at all times to contact authorities in an emergency.

## BUILDING SECURITY

### WHAT WE WILL DO

All exterior doors of each school are kept locked during the school day. The main entrances are controlled by a buzzer system. All visitors, including parents and volunteers, are required to check in at the school office upon arrival. Visitors must wear identification badges while in the schools.

### SEXUAL OFFENDERS

We reviewed the criminal background checks of all District employees, volunteers and contractor's employees. We monitor the sexual offender's list at [www.co.lake.il.us/SHERIFF/Person/listSexOffender.asp](http://www.co.lake.il.us/SHERIFF/Person/listSexOffender.asp) and on the bulletin board at the Mundelein Police Station.

### FIRE, TORNADO, LOCKDOWN, BUS DRILLS

Fire drills, tornado drills, and lockdown drills are conducted regularly to ensure that teachers and students understand the procedures.

Students will be kept at school during a *tornado warning* until the all-clear signal is given. If the warning comes at dismissal time, students will not be dismissed and school buses will not depart until an all clear is given.

Bus evacuation drills are held regularly so students know how to react in case of a bus accident while going to and from school or on a field trip.

### WEAPONS AND THREATS

Any student who uses, possesses, controls or transfers a weapon to school will be recommended for expulsion for at least one year and will be reported to local law enforcement authorities.

Staff members must report any student who threatens bodily harm to any member of the school community to the principal. The principal will notify parents. The principal will also notify law enforcement authorities where appropriate.

For more information, please refer to our Parent-Student Handbook/Calendar.

### Shelter in Place

In the event of an emergency in the Chicago area, we will contact police to decide if we should keep students at school ("Shelter in Place") or dismiss students as usual.

If we determine it is safest to keep students at school, we will take the following steps:

- Notify parents using the VoiceReach calling system and Cancellations.com
- Post a notice on our web site
- Release students only to parents or to the adult listed on the Emergency Contact form. Please bring identification so that we can verify that we are releasing the child to the proper person.

### Evacuation

In the event we must evacuate a school, Washington, Lincoln, and Mechanics Grove students will be moved to Carl Sandburg Middle School. Carl Sandburg Middle students will be moved to Mundelein High School. Notification and student release procedures discussed under Shelter in Place will be followed.

### CRISIS RESPONSE TEAMS

Each building has a crisis plan and a crisis team is identified.

### INFORMATION

The police/fire department official or the Superintendent will serve as the official spokesperson in a crisis.

We will use the Voice Reach calling system to notify parents of school closing and emergency services. (Please note this system will not work with Privacy Manager or answering machines. It will work with voice mail.)

Updated information will be made available to the public as often as needed. Updated information will be reported using the VoiceReach calling system, the District's web page, [www.district75.org](http://www.district75.org) and U.S. Mail as appropriate.

An information center will also be set up at the District Office.

### PANDEMIC FLU PLANNING

We are working with the Village of Mundelein and other Mundelein School Districts to plan for a community response in the event of pandemic flu or bio-terrorism. *There is no pandemic or bio-terrorism at this time.* The Lake County Public Health Department and Regional Office of Education are developing a countywide response. Watch for more information on how to protect your family.

### FAMILY EMERGENCY PLANNING

Make a Family Safety Plan. The following websites may be useful for families to plan for safety and emergencies:

- American Red Cross: [www.redcross.org](http://www.redcross.org)
- Homeland/Security [www.whitehouse.gov/homeland](http://www.whitehouse.gov/homeland)
- Federal Emergency Management Agency: [www.fema.org](http://www.fema.org)
- American Academy of Pediatrics Family Readiness Kit: [www.aap.org/family](http://www.aap.org/family)
- CDC Pandemic Flu: [www.pandemicflu.org](http://www.pandemicflu.org)

## WHAT YOU CAN DO

- **Report** any unlocked door to the principal immediately. Be patient with the inconvenience locked doors present to you.
- **Report** directly to the school office when you enter a school, sign in and wear an identification badge. Please understand that you will be escorted to the office if you do not do so.
- **Report** any unusual or disturbing behavior at school or around school grounds immediately. Notify the principal during school hours or the Mundelein Police after school hours.
- **Talk** to your children about the importance of safe schools. Be sure they know what to do in an emergency. Be sure they understand the importance of reporting a student who threatens harm to self or others. Be sure they know to tell an adult about unsafe touches. Confidentiality will be maintained to the fullest extent possible.
- **Remove** guns from your home or put trigger locks on all guns kept in the home.
- **Plan** for childcare if school is closed during an emergency.
- **Refrain** from calling school in a crisis, which will tie up lines that will be needed for emergency use. Parents whose children are directly involved in a crisis will be contacted immediately. Be prepared to wait patiently while school officials safely release students individually to parents or emergency contacts.
- **Refrain** from spreading rumors. Ask for the facts. Refrain from speaking to the media to avoid rumors and excessive disruptive coverage that distracts attention from meeting the needs of students.