

# Annual Review Report Emergency & Crisis Response Plans DuPage ROE

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Please note:

- Due to the DuPage ROE by **November 1st** of the current school year.
- **District sends to:** [kozerka@dupageroe.org](mailto:kozerka@dupageroe.org)

<b>District Name:</b>	
<b>District Number:</b>	
<b>Date of this Report:</b>	
<b>Annual Review Meeting Date(s):</b>	
<b>Name of person sending this report:</b>	
<b>Board president Name:</b>	
<b>Superintendent Name:</b>	

## 105 ILCS 128, Section 25. **Annual Review Meeting**

- A. **Purpose.** Each school (public and non-public), through its school board or the board’s designee shall conduct a minimum of one annual meeting at which it will review each school building’s emergency and crisis response plans, protocols, and procedures and each building’s compliance with the school safety drill programs. The purpose of this annual review shall be to review and update the emergency and crisis response plans, protocols and procedures, and the school safety drill programs.
- B. **Participants.** Each school board or the board’s designee is required to participate in the annual review and to invite each of the following parties to the annual review and provide each party with a minimum of 30-days’ notice before the date of the annual review:

	<b>Agency name, person name, position</b>
1) Principal(s) or designee.	
2) Representatives of any other education-related organization or association deemed appropriate by district.	
3) Representatives from all local first responder organizations to participate, advise, and consult in the review process, including but not limited to:	
a. Appropriate local fire department or district(s).	
b. Appropriate local law enforcement agency.	

c. Appropriate local emergency medical services agency if the agency is a separate, local first responder unit.	
d. Any other member of the first responder or emergency management community that has contacted the district superintendent or his or her designee during the past year to request involvement in a school's emergency planning or drill process.	
4) School board's choice to invite to the annual review any other persons who it believes will aid in the review process, including, but not limited to, any members of any other education-related organization or the first responder or emergency management community.	

**C. DuPage ROE recommendation on meeting format and agenda items:**

- This meeting should occur early in June - August and reported to the ROE each year by 11/01
- Invite police, fire and the local municipal emergency management administrator (EMA)
- Create an agenda and minutes - School District maintains, distribute to participants
- Record attendance
- Recommended agenda:
  - The 5 standard action steps during emergencies - Common Terms - Classroom Action Guide
    - Discuss how each agency would respond and identify gaps to be resolved
  - Discuss the District's Emergency Operations Plan - provide a copy
    - Request the EMA review for common plans
  - Discuss the DuPage Safety Drill reporting act concerning activating panic alarms and emergency equipment during law enforcement drills and checking the Knox Box keys by the fire departments.
  - Review the current version of the information sharing agreement
  - Review threat assessment team procedures and process and Clear and Present Danger Reporting
  - Conduct a collaborative tabletop scenario
    - Options may include Reunification, Community event, Active Threat, Chemical spill
    - Complete an After Action Report (AAR) on the Table Top Scenario

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- Finally - use an AAR to review the meeting activities and develop an action plan for gaps

D. **Report.** Upon conclusion of the annual review, the school board or board’s designee shall sign a one page report including:

- a. Summary of recommended changes to existing school safety plans and drill plans (please are attached).
- b. The parties listed above (B) were invited to the annual review and provided with a minimum of 30-days’ notice before the date of the annual review. The annual review’s attendance record is attached.
- c. This certifies that an effective review of the emergency and crisis response plans, protocols, procedures, and the school safety drill programs for all/every school building has occurred.

School District Number		Name:	
Address, City, Zip			
School board or board’s designee Name typed:		<hr style="width: 80%; margin: 0 auto;"/> Signature	

- d. The school district will provide training and implement the plans, protocols, and programs, during the academic year.

e. The plan is hereby authorized by

School board or board’s designee name typed:	
Signature in the next box:	<hr style="width: 80%; margin: 0 auto;"/> Signature
Date of signature:	

E. **Copies and Comments.** The school board, or its designee, shall send a copy of this report to each party that participates in the annual review process and to the regional superintendent of schools. If any of the participating parties have comments on the certification document, those parties shall submit their comments in writing to the appropriate regional superintendent. The regional superintendent shall maintain a record of these comments.

cc: Annual Review Participants - List all



# Regional Office of Education School Safety Drills Report

(as required by P.A. 94-0600, P.A. 95-1015 & P.A. 98-0048)

## 1 - Law Enforcement Drill Report - Due November 1st of each school year

Law enforcement drill - Active Threat - One Law Enforcement Drill, including a school shooting incident held within 90 days of the beginning of the school year. If a date cannot be agreed upon with local law enforcement the drill must still be held.

This form must be completed and kept with your records to be reviewed at the annual safety plan review meeting and by the Regional Office staff at next year's annual inspection. All listed drills are required.

Please send all completed forms to your DISTRICT OFFICE.

**District sends to:** [kozerka@dupageroe.org](mailto:kozerka@dupageroe.org)

Complete the required law enforcement drill and send the report to the DuPage ROE by **November 1st** of each year.

<b>Record of Required Drills</b>		<b>School year:</b>	
<b>District #</b>		<b>School:</b>	
<b>Principal Name:</b>		<b>*Principal email:</b>	

\*Email was added to include the ability for Adobe signature process

<b>Date completed:</b>		<b>Police Present? (Yes /No):</b>	
<b>Panic buttons or all building active threat alarm systems activated?</b>		<b>(Yes / No / NA):</b>	
<b>Police Officer Name (typed):</b>		<b>Position:</b>	
<b>Was an After Action Report completed post drill completion?</b>		<b>(Yes / No):</b>	
<b>Note:</b>	<b>The After Action Report is for your records only and not required.</b>		

PA 94-0600: During each academic year, schools must conduct a minimum of 3 school evacuation drills to address and prepare students and school personnel for fire incidents. One of the 3 school evacuation drills shall require the participation of the appropriate local fire department or district. During each academic year, schools must conduct a minimum of one bus evacuation drill.

During each academic year, schools must conduct a minimum of one severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents and may conduct additional severe weather and shelter-in-place drills to account for other incidents, including without limitation earthquakes or hazardous materials. PA 95-1015: During each academic year, schools must conduct one law enforcement drill in accordance with the school's current emergency and crisis plans. The drill must be done on days when students are present. P.A. 98-0048 Law enforcement drill shall include a school shooting incident and must be held within the first 90 days of school even if the school and law enforcement cannot agree on a date. PA 100-443.



# Regional Office of Education School Safety Drills Report

(as required by P.A. 94-0600, P.A. 95-1015 & P.A. 98-0048)

## 2 - Non-Law Enforcement Drills Report-Required by March 20 of each school year.

This form must be completed and kept with your records to be reviewed at the annual safety plan review meeting and by the Regional Office staff at next year's annual inspection. All listed drills are required.

Please send all completed forms to your DISTRICT OFFICE. District sends to: [kozerka@dupageroe.org](mailto:kozerka@dupageroe.org)

Complete required drills and send the report to the DuPage ROE by **March 20** of each year.

<b>Record of Required Drills</b>		<b>School year:</b>	
<b>District #</b>		<b>School:</b>	
<b>Principal Name:</b>		<b>*Principal email:</b>	

\*Email was added to include the ability for Adobe signature process

### Three fire drills required (one drill requires participation of the fire department)

Date completed:		With the fire department? (Yes / No):	
Date completed:		With the fire department? (Yes / No):	
Date completed:		With the fire department? (Yes / No):	
Fire Department		Firefighter name (typed):	
Fire department checked the Knox Box for proper keys?		(Yes / No):	
Interior, exterior, and bathroom keys present, tested and functional?		(Yes / No):	
If not, the principal creates a work order for the proper keys to be placed inside the Knox Box (exterior, interior, bathroom).			
Fire Dept. member name who attended drill and checked the Knox Box (typed):			

### One bus evacuation drill required

Date bus safety training and evacuation drill completed:	
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### One severe weather drill required

Date completed:	
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PA 94-0600: During each academic year, schools must conduct a minimum of 3 school evacuation drills to address and prepare students and school personnel for fire incidents. One of the 3 school evacuation drills shall require the participation of the appropriate local fire department or district. During each academic year, schools must conduct a minimum of one bus evacuation drill.

During each academic year, schools must conduct a minimum of one severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents and may conduct additional severe weather and shelter-in-place drills to account for other incidents, including without limitation earthquakes or hazardous materials. PA 95-1015: During each academic year, schools must conduct one law enforcement drill in accordance with the school's current emergency and crisis plans. The drill must be done on days when students are present. P.A. 98-0048 Law enforcement drill shall include a school shooting incident and must be held within the first 90 days of school even if the school and law enforcement cannot agree on a date. PA 100-443.