

## **Emergency Closings**

**When children are not in school:** In the event of an emergency (snow, broken pipes, etc.) when school will not be in session, parents will be notified either by radio announcement (WGN, WMAQ, WLS, WIND) or by school arrangement where a message will be simultaneously broadcast by telephone to the home phone numbers to notify families of the closing. The same information will be posted on the school website.

<http://www.icgradeschoolelmhurst.org>).

**When children are in school during the school day:** In the event an emergency occurs during the school day, our CRISIS MANAGEMENT PROGRAM will be followed:

Immaculate Conception Grade School has a complete Crisis Management Plan on file. This plan includes procedures to provide for the safety of the school community in the event of an emergency. Included in the plan are action plans for a wide variety of scenarios. The Crisis Management Plan may be reviewed in the office at your leisure.

Some important facts to know:

**Emergency Evacuation:** Once our school office is notified that an emergency evacuation must be enacted, we will initiate our School Reach Communication Program. This system will simultaneously dial parents' home, cell and work phone numbers with a message informing them of the problem and instructions on pick-up.

In the event of an emergency evacuation during the school day, ICGS has four alternate housing sites on record. They are listed below in the order that they would be utilized.

1. Hawthorne School 630-834-4541  
145 W. Arthur St.  
Elmhurst, IL 60126
2. Immaculate Conception HS 630-530-3460  
207 S. Cottage Hill Ave.  
Elmhurst, IL 60126
3. Immaculate Conception Parish 630-530-8515  
Administrative Center  
134 W. Arthur  
Elmhurst, IL 60126
4. Elmhurst Public Library 630-279-8696  
126 S. Prospect Ave.  
Elmhurst, IL 60126

Once again, the order of location is as listed unless the emergency itself called for us to avoid first preferences.

Once parents arrive for pick-up at the designated location, two pick-up locations will be set-up as follows:

- Last names beginning with letters A – L should report to one table
- Last names beginning with letters M – Z should report to a second table

Children will not be released until parents sign them out.

### **Non-emergency Evacuation**

Once our school office is notified that a non-emergency evacuation must be enacted, we will initiate our School Reach Communication Program. This system will simultaneously dial parents' home, cell and work phone numbers with a message informing them of the problem and instructions on pick-up.

In the event of a non-emergency evacuation from our building we will be following the procedures listed below:

1. Teachers will be notified to have students prepare for the dismissal, but will retain them in the classrooms until parents arrive. All efforts will be made to continue with school work and maintain a calm environment.

2. Once parents arrive for pick-up, they should report to one of the following doors according to their last name:

- Last names beginning with letters A – L should report to front, west (bell door)
- Last names beginning with letters M – Z should report to back door (near ramp)

3. Entering the door(s), parents should proceed to a table manned by ICGS faculty/staff. Parents will sign in to release their children from school. You will return outside to wait for your child(ren) to be released. All children from a family will be released through the door where the parent is located.

4. Preschool students will be signed out directly from the Preschool room.