

Immaculate Conception Grade School

Elmhurst, Illinois

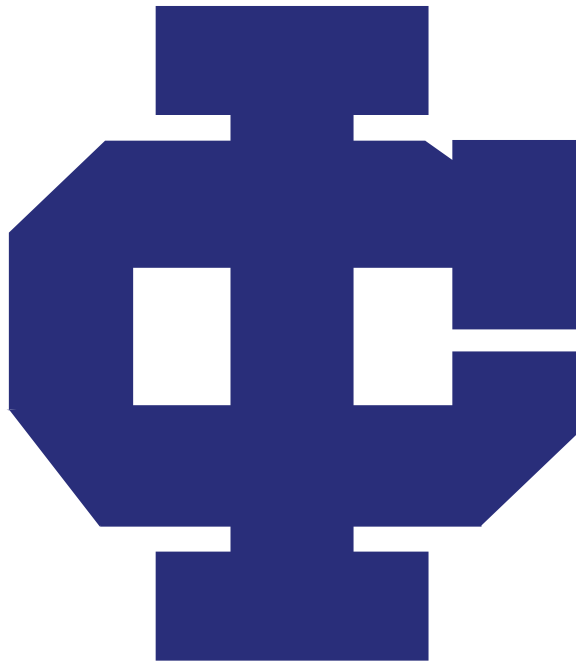


ATHLETIC COACHES

Emergency/ Crisis Management Plan 2025-2026 School Year

Table of Contents

A. General Coaching Emergency Procedures	3
B. Fire Evacuation	4
C. Tornado / Severe Weather Procedure	5
D. Earthquake	7
E. Bomb Threat	8
F. Lockdown Procedures	9



**Immaculate Conception Grade School
ATHLETIC COACHES Crisis Management**

A. GENERAL COACHING EMERGENCY PROCEDURES

1. Coaches always have team roster with emergency contact information and Medical Release information on all players
2. At least Head Coach will have cell phone
3. Discuss general procedures for Crisis Management with players and parents
4. Coaches will be given Athletic Director's cell phone number and office number.

Crisis Management Team

1. The following individuals will make up the team:
 - Mr. Brad Johnson, Athletic Director
 - Ms. Brianna Hernandez, Asst. Athletic Director
 - Ms. Mary Kate Lyons, Asst. Athletic Director
 - Mrs. Sharon Meyer , Principal
 - Mr. Jon Muchowski, Facilities
2. The Principal will decide if it is appropriate to call in the Crisis Intervention Team affiliated with our school.

B. FIRE EVACUATION

IC GYMNASIUM - Exit from gymnasium down the southeast stairs, exit southeast door, holding area is along York Street north of the entrance to the parking lot.

Fire Procedure Movement

1. Students in the Parish Center/Gymnasium area will **NOT** hear the **SCHOOL** fire alarm. the Parish Center is on a different system but will be alerted by Parish/school authorities.
2. When the fire alarm is sounded, or notice is given of a fire, ALL personnel within the school/gym building will begin an immediate, quiet and orderly exit without stopping to secure coats or athletic bags. COACHES should take their emergency folders with them. Students should be instructed not to crowd and push other students.
3. Personnel should proceed briskly but not run. Double lines should be employed when possible. THERE SHOULD BE NO TALKING. Coaches and students should be alert for directions indicating a possible change of exits due to blockage by fire, smoke, or explosion.
4. A coach or assistant coach should lead into the hallway first, if possible, making sure the doors and windows are closed.
5. Students should be moved to designated area well away from the building. Care should be taken so that these holding areas are away from possible fire equipment routes and/or fire hydrants.
6. Students must remain in their team groups with their coach to aid in student accountability.
7. Students in other areas of the building such as the weight room, office, locker rooms, restroom, etc. should use the nearest exit and join the nearest coach away from the building.
8. Teachers should have the emergency folder with them. Classes may have to double up on the sidewalks.
9. Attendance should be taken immediately.
10. Coaches should have the emergency folder with them. Teams may have to double up on the sidewalks.
11. All personnel should remain outside the building until instructed to return or move to emergency housing.

C. TORNADO / SEVERE WEATHER PROCEDURE

IC Gymnasium Area

Notification may come from any of these methods:

1. Phone call from the school
2. Siren tone from high school building
3. Runner from the grade school.
4. Alert on Cell Phone or Severe Weather Alert System

Once notified, you will:

Evacuate in an orderly manner to the Lower Level hallway, near the preschool rooms facing the inside wall.

PLEASE STRESS –

- **ABSOLUTE QUIET- NO EXCEPTIONS-** you are listening for directions from a coach
- Walking quickly

DANGER SIGNS

IC Grade school is connected with the National Weather Service Radio Tone- Alert System. The alert system is located in the Main Office. or use of cell phones

1. **Severe Thunderstorms-** thunder, lightning, heavy rains and strong winds.
2. **Hail-** pellets of ice from dark clouded skies.
3. **Funnel-** dark, spinning “rope” or column from the sky to the ground.
4. **Tornado Watch-** it means there is a chance of dangerous weather later with damaging winds. Be on the lookout for the danger signs and be ready to move quickly to safety if the warning signal is given.
5. **Tornado Warning-** It means a TORNADO HAS BEEN SIGHTED. Go at once to the shelter area. If you see or hear the tornado coming, DO NOT wait for the warning signal. Go to the shelter area if there is time, if not, curl up on the floor and protect yourself.

Lookout for the danger signs of threatening weather conditions. DO NOT wait for the warning signal if the above conditions present a danger to the students. If you are unsure- contact the Athletic Director immediately.

COACH RESPONSIBILITIES

Coaches or Assistant Coaches

- Individuals sponsoring outdoor activities or if caught on the bus.
- Use extreme caution- escort students to a nearby ditch or ravine.
- Lie face down with arms covering head.
- DO NOT PLACE STUDENTS IN DANGER TO GET IN A PRACTICE, GAME, OR ACTIVITY. THEY ARE YOUR RESPONSIBILITY.

PROCEDURES AT ALL ATHLETIC FACILITIES

1. No one shall be allowed to leave the location they occupy. Coaches confirm attendance.
2. Students and Coaches should listen carefully for any additional instructions, which may be given by the Safety Director
3. Students should sit facing the walls, inside the hallway, if applicable, facing away from windows and lights, shielding their head with their arms.
4. Students and coaches will remain in the disaster shelter area until the Parish/School authority gives an "ALL CLEAR" signal
5. Upon receiving the "ALL CLEAR" signal, coaches will check all students for injuries and notify school officials so that treatment can be started immediately.

L. EARTHQUAKE

Earthquakes usually occur without warning. If an earthquake occurs, the following actions should be taken.

Procedures at INSIDE Athletic Facilities

1. The coach or person in authority implements immediate action by having students DROP and seek protective cover under room furniture.
2. As soon as possible, children should be moved away from the windows and out from under heavy suspended light fixtures.
3. When given the directive to leave the building following an earthquake, students are to evacuate using all north exits of the building.
4. Students are to remain outside until the building is declared safe to be occupied.
5. Students in Parish Center should leave by the south east door assembling in the First United Methodist Church (FUMC) parking lot.
6. **Under no circumstances should children be released to the parents/legal guardian without the Coaches' permission.**

Outside the Building Procedures

1. The coach or person in authority implements action by having student **DROP**.
2. As soon as possible, children are to be moved away from buildings, trees, or exposed wires. The safest place is in the open.

M. BOMB THREAT PROCEDURES AT ALL ATHLETICS FACILITIES

If you observe or are advised of a suspicious object of potential bomb on campus, **DO NOT HANDLE THE OBJECT.** Clear the area immediately and notify the office/school of the need to call **911**. Be clear and concise in your message so they understand the severity of the situation.

1. Exact location of bomb. (building, floor, and room)
2. Time the bomb will go off.
3. Information regarding the type of bomb.

The person receiving the bomb threat should notify the school/athletic director immediately. The Safety Director will activate the Bomb Threat Procedures. If on the phone, keep talking to the caller as long as possible and record the following information.

1. Date and time of call.
2. Location of the bomb.
3. Detonation time.
4. Type of bomb.
5. Speech pattern, accent, etc. of caller.
6. Background noise.
7. Critical statements made by caller.

Upon instructions, Coaches should:

1. Activate fire alarm and evacuate if explosion is imminent.
2. Evacuate buildings by nearest safest route.
3. Evacuate all disabled students and adults; then notify emergency personnel of their location.
4. Move to a clear area away from the building.
5. Keep streets and sidewalks clear for emergency personnel.
6. Take attendance and report absences.
7. Remain with students.
8. Wait for instructions.

General Lockdown

IMMEDIATE DANGER

BE ALERT TO THIS ANNOUNCEMENT:

“THIS IS A LOCKDOWN”

Lock Down for the Gym:

1. Once coach is informed of the LOCK DOWN the coaches will follow all instructions given by the Facility Managers.
2. Attempt to contact school office or if possible stay close to the phone located in the offices.
3. If possible, instruct all students to remain silent and immediately guide all students to the locker room and lock all entry doors to the locker room. If unable to get players to locker rooms, secure/close/lock all exterior doors to the gym.
4. Coaches and students remain locked in the locker rooms until they are released by an administrator or a member of the Police Department.

If designated by Parish/School authority, a student may be signed out and released to ONLY their parents or a parent designated person.