



Homer Community Consolidated School District 33C

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Dr. Craig Schoppe, Superintendent

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Emergency Notification Procedures

September 27, 2024

Dear Parents/Guardians,

This is our annual emergency notification procedures for our parents and guardians. During the first few weeks of school, our staff and students participate and practice different safety drills as required by the state of Illinois. We hope there is never a need to evacuate a building or initiate a lockdown or evacuation, but if we do, we want you to be prepared and understand what each situation means and how we will communicate with you.

- **HOLD-IN-PLACE & TEACH:** A school may initiate a “Hold-In-Place & Teach,” when a non-life threatening issue is occurring inside the school building, which may include building maintenance issues, student health-related illnesses requiring cleanup or student privacy. The restrictions will vary based upon the perceived threat or issue. For example, students and staff may be restricted to the classroom (with teacher instruction permitted). If students are already outside for PE or recess, they may continue that activity based on the issue at hand. **Building Parents/Guardians will receive an email when a Hold-In-Place & Teach occurred.**
- **SECURE BUILDING & TEACH:** A school may initiate a “Secure Building & Teach,” when a non-life threatening issue is occurring outside the school building, which may include a potential or known threat near the school or safety risks in surrounding areas or towns. The restrictions will vary based upon the perceived threat or issue. For example, students and staff may be restricted to the classroom (with teacher instruction permitted). If students are outside for PE or recess, students and staff will move indoors immediately. Based on the issue, it may be possible for students to transition to specials, lunch or other activities but all students and staff must remain inside the building until given the all clear. Parents will not be allowed to enter the building during a Secure Building & Teach (exceptions may be allowed to pick their child up for a doctor’s appointment at administrations’ discretion). **District Parents/Guardians will receive a text blast from the district as well as a follow-up email when a Secure Building & Teach is initiated.**
- **LOCKDOWN (RUN-HIDE-FIGHT):** When a school initiates a “Lockdown,” that means no one, including parents or staff traveling between buildings, will be allowed to enter or exit our school. All interior doors are locked, and students and staff are instructed to follow the Run-Hide-Fight procedures until an all-clear from police. Lockdowns are initiated when there is an immediate danger inside the school or on school property. **District Parents/Guardians will receive a text blast from the district when a Lockdown is initiated. The District will provide additional informational updates until an all-clear has been given by the police. For the safety of our students, staff and community, we request that families refrain from coming to school campuses during lockdowns to allow law enforcement to access and secure the area.**
- **EVACUATION:** Reasons for evacuating a school may include a fire, flood or significant maintenance issue, such as an extended power outage. **Building Parents/Guardians will receive a text blast from the building as well as a follow-up email when an evacuation is initiated.**

- **RELOCATION/REUNIFICATION:** If a school requires evacuation and we are unable to return to the building, we will relocate students to an alternate location. The District will provide additional information if a reunification process is required. **District Parents/Guardians will receive a text blast from the building as well as a follow-up email when a relocation/reunification is initiated.**
- **SEVERE WEATHER:** Initiated when severe weather in the area requires sheltering within the school immediately. **Building Parents/Guardians will receive a text blast from the building as well as a follow-up email when a severe weather emergency is initiated.**
- **BUS ACCIDENT:** In the event of a bus accident, **we will send a text blast to parents whose children were on board the bus** – no matter how minor. In addition, parents will receive a follow-up email from their child's school. **The District and law enforcement request parents not show up to the scene; students will not be released to parents or guardians at the accident scene.**

We understand a parent's natural desire to have their children safely at home with them during frightening and uncertain moments. In an emergency situation we will hold all students until they can be safely released. When appropriate, we will notify parents of reunification procedures as necessary.

All emergency contact information is pulled from each student's PowerSchool contacts, which parents provide and update during registration every year. This information should be viewed and updated in the PowerSchool Parent Portal to ensure all parents/guardians receive the emergency notifications.

Please be assured that the safety and security of our students and staff are of the utmost importance. We work very closely with the Will County Sheriff's Department, Lockport Police Department, Homer Fire Departments and Lockport Fire Department and know we can count on them for an immediate response to any incident.

Sincerely,

A handwritten signature in blue ink that reads "Craig Schoppe". The signature is written in a cursive, flowing style.

Dr. Craig Schoppe
Superintendent