

Franklin-Johnson-Massac-Williamson County Superintendents and Principals:

The Public Act 094-0600 School Safety Drill Act requires all public and private schools review their school emergency and crisis response plans each year and submit proof of review to both the local Annual Review Committee participants and the Regional Office of Education. Schools are also required to meet with their first responders in reviewing their plan.

Each district is required to have its own Annual Review. (One Annual Review for each district.) It should be completed by September 30, 2018.

The meeting should include the members of the district's crisis management team with members from each attendance center. Also, your district should invite your first responders, including local fire department, police department, sheriff department, county Emergency Management Agency, Bi-County Health Department, Little Egypt Red Cross, and Regional Office of Education.

Be sure to have copies of your Crisis Management Plan available at the review.
I have attached the *Minimum Component Checklist* to assist in the review of your plan.

As in the past, each district should complete an Annual Emergency Review Report (attached) and sent it to:

Jeffrey Bink
ROE 21
407 N. Monroe St., Suite 300
Marion, Il. 62959
jbink@roe21.org

If you have any questions, please contact me.

Have a safe year.

Sincerely,

Jeffrey Bink

For more information on Emergency Planning, go to
<https://www.isbe.net/Pages/Health-and-Life-Safety.aspx>

2018-2019 Annual Emergency Review Report
District Annual Review of Safety Plans, Protocols, Procedures, and School Safety Drills Report
(as required by Public Act 94-0600)

District: _____ School(s): _____ Annual Review Date(s): _____

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.
- 1) Principal(s) or designee.
 - 2) Representatives of any other education-related organization or association (such as Regional Office of Education) deemed appropriate by district.
 - 3) Those parties invited with 30 days notice, including representatives from all local first responder organizations to participate, advise, and consult in the review process, including but not limited to:
(*List those invited*)
 - 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) Appropriate local Emergency Management Agency:
_____.
 - E) 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.
_____.
- c) **Report.** Upon conclusion of annual review, school board or board’s designee shall sign one page report (page 2 of this report) including:
- 1) Summary of recommended changes to existing school safety plans and drill plans are attached.
 - 2) The parties listed above (b) that attended the annual review. (listed on page 2 of this report.)
 - 3) Certify the school district conducted an effective review of the emergency and crisis response plan.
 - 4) The school district will train on and implement those plans, protocols, and programs, during the academic year.

1. Summary of changes to the existing school safety plans and drill plans as recommended at the Annual Review meeting(s): _____ Attached OR _____ Listed Below

2. a. Date of Annual Review meeting(s): _____
b. Participants with attendance record: _____ Attached OR _____ Listed below

3. _____ A check (✓) certifies that the school district conducted an effective review of the emergency and crisis response plans, protocols, and procedures and the school safety drill programs of the district and each of its school buildings.

4. _____ A check (✓) indicates that the school district will implement those plans, protocols, procedures, and programs, during the academic year.

5) The plan is hereby authorized by _____ (school board or board's designee)

_____ (signature)

on this day of _____ (date).

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.