



Safety. Support. Success

REGIONAL OFFICE OF EDUCATION #21

Franklin, Johnson, Massac & Williamson Counties

www.roe21.org

Lorie LeQuatte

Regional Superintendent of Schools

TO: Regional Office of Education #21 County Superintendents and Principals
FROM: Jeff Bink, Health Life Safety Coordinator
Regional Office of Education #21 serving Franklin, Johnson, Massac, and Williamson Counties
RE: [105 ILCS 128, Section 25 Annual Review Report](#)

105 ILCS 128, Section 25 requires all public and non-public schools to 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 the annual review shall be to review and update the emergency and crisis response plans, protocols and procedures, and the school safety drill programs. Each district is required to complete one Annual Review and submit the report to the Regional Superintendent of Schools by September 30th.

The Annual Review Meeting should include members of the district’s crisis management team with members from each attendance center. Additionally, each district should invite the first responders, including local fire department, police department, sheriff’s department, county Emergency Management Agency, Bi-County Health Department, Little Egypt Red Cross, and the Regional Office of Education. Copies of the Crisis Management Plan will need to be available at the review.

The Annual Review Report, the Minimum Component Checklist, and the Drill Scheduling Requirements are attached to assist in the review of your plan.

Upon conclusion of the annual review, the school board or designee shall submit the report to the Regional Office of Education #21 and shall send a copy of the report to each party who participated in the annual review process.

Please submit the signed Annual Review Report to:

Regional Office of Education #21
Attention: Jeffrey Bink
502 W. Jackson Street
Marion, IL 62959
jbink@roe21.org

If you have any questions, please contact me. Have a safe year.

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

Franklin County
901 Public Square
Benton, IL 62812
Phone: 618.438.9711
Fax: 618.435.2861

Johnson County
111 S. 5th/P.O. Box 96
Vienna, IL 62995
Phone: 618.800.3350
By appointment only

Massac County
1102 W. 10th St.
Metropolis, IL 62960
Phone: 618.524.3736
By appointment only

Williamson County
502 W. Jackson
Marion, IL 62959
Phone: 618.998.1283
Fax: 618.998.9226

Annual Review Report-20 -

District: _____ School: _____ 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 and provide each party with a minimum of 30-days' notice before the date of the annual review:
- 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) **Report.** Upon conclusion of annual review, school board or board's designee shall sign one page report including:
- 1) Summary of recommended changes to existing school safety plans and drill plans are attached.
 - 2) 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.
 - 3) This certifies that an effective review of the emergency and crisis response plans, protocols, and procedures and the school safety drill programs for all/every school building at _____ (school district) located at _____ (address) has occurred. _____ (school board or board's designee) _____ (signature).
 - 4) The school district will train on and implement those plans, protocols, 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).
- d) **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, Appropriate Regional Superintendent

Minimum Component Checklist

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

Reviewer Name: _____ Representing: _____

To indicate review conclusion, circle "S" when Satisfactory, "M" when Missing; or "R" when Revision is needed.

I. Concept of Operations.			
A. Description of the school's overall approach to emergency operations.	S	M	R
B. Statement about how and when emergency plan will be implemented.	S	M	R
C. Identify who will coordinate with first responder agencies and how the coordination will take place.	S	M	R
D. Identify who will be responsible for making revision to the Master School Emergency and Crisis Response Plan and for disseminating to all agencies (i.e. principals, first responders, etc.)	S	M	R
II. Direction and Control.			
A. School Emergency Management Organization (Incident Command System)	S	M	R
B. Definition/Assignment of Roles and Responsibilities with designated backup for each role.	S	M	R
1. Responsibilities of individuals who discover an emergency or crisis.	S	M	R
2. Responsibilities of leader/commander and other members of the emergency team.	S	M	R
3. Responsibilities of monitors who will ensure the proper execution of the planned response.	S	M	R
4. Responsibilities for communicating with first responders, building occupants, families, representatives of the media, and other members of the community.	S	M	R
5. Responsibilities for maintaining emergency-related records.	S	M	R
C. Description of the Responses planned (i.e. what should happen, when, and at whose direction) to address various emergencies or crisis that are known to occur in or affect schools, including at least:	S	M	R
1. Severe weather	S	M	R
2. Fire	S	M	R
3. Bomb threat or the discovery of suspicious items	S	M	R
4. Structural failure	S	M	R
5. The failure of utilities or loss of utility service	S	M	R
6. Bus accidents	S	M	R
7. The release of hazardous materials, both indoors and outdoors	S	M	R
8. The presence of an intruder, use of a weapon, or taking of a hostage	S	M	R
9. Public health or medical emergencies	S	M	R
10. Earthquake	S	M	R
11. Nuclear power plant accidents (if located within 10 miles of such a plant)	S	M	R
D. Inventory of resources that are available when responding to emergencies including:	S	M	R
1. Emergency contact list, identifying persons, by title and agency, who will be notified in an emergency.	S	M	R
2. Methods for accounting for the whereabouts and status of all children and the process established for releasing students into the care of their parents and others.	S	M	R
3. Response guidance material and the method of providing it to students and staff, including support personnel such as bus drivers, secretaries, custodians, and visitors.	S	M	R
4. Emergency supplies and equipment (such as first aid kits, food, water, emergency lighting, fuel, two-way and battery-operated radios, etc.) maintained for students and staff to use during an emergency or crisis.	S	M	R
III. Training and Preparedness.			
A. The description of actions taken (i.e. the training provided and the materials used to ensure that all administrators, staff and students understand the warning signals and know what to do in an emergency, including but not limited to the objectives and types of school safety drills conducted in conformance with Sections 15 and 20 of the Act.	S	M	R
B. Information that exists about the school, such as hazard analyses, area maps, site plans, safety reference plans (See 23 Ill. Adm. Code 180.120), community agreements, etc.	S	M	R
C. Record and results of the required school safety drills and any optional drills conducted.	S	M	R