



U.S. Department of Education
Office of Safe and Drug-Free Schools

Chicago



Multi-Agency Emergency Communications
and E-Information Tools

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- Chicago Police Department
- Director of Development Information Services Division

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- Chicago Public Schools
- Director, Risk Management & Emergency Planning



- **Chicago 911 and Multi-Agency Communication**
- **School Camera Integration**
- **Facility Information Management System (FIMS)**



Office of Emergency Management & Communication (OEMC)

Multi-Agency Communication





School Camera

School staff monitors movement with the building

Visual evidence of criminal activity



10/15/2007 12:40:08.233 PM RTZ (GMT-06:00)



main entrance at



10/15/2007 12:40:21.316 PM RTZ (GMT-06:00)

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main entrance at



10/15/2007 12:40:41.299 PM RTZ (GMT-06:00)

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Camera2 at



4/1/2008 1:53:58 PM RTZ (GMT-06:00)



Camera2 at



4/1/2008 1:54:13 PM RTZ (GMT-06:00)



School Camera Integration

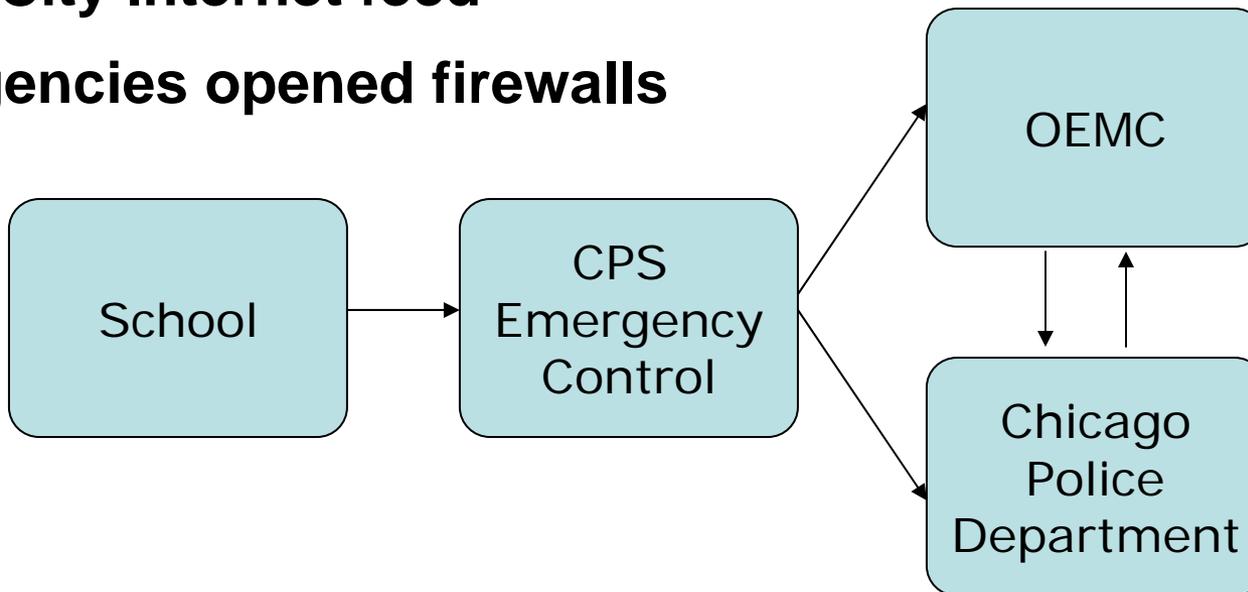
- **Visual access to school interior & exterior**
- **OEMC and (Chicago Police Department (CPD) can view activity on selected areas of school**
- **Identify location of offenders and victims**
- **Increases safety of responding personnel**

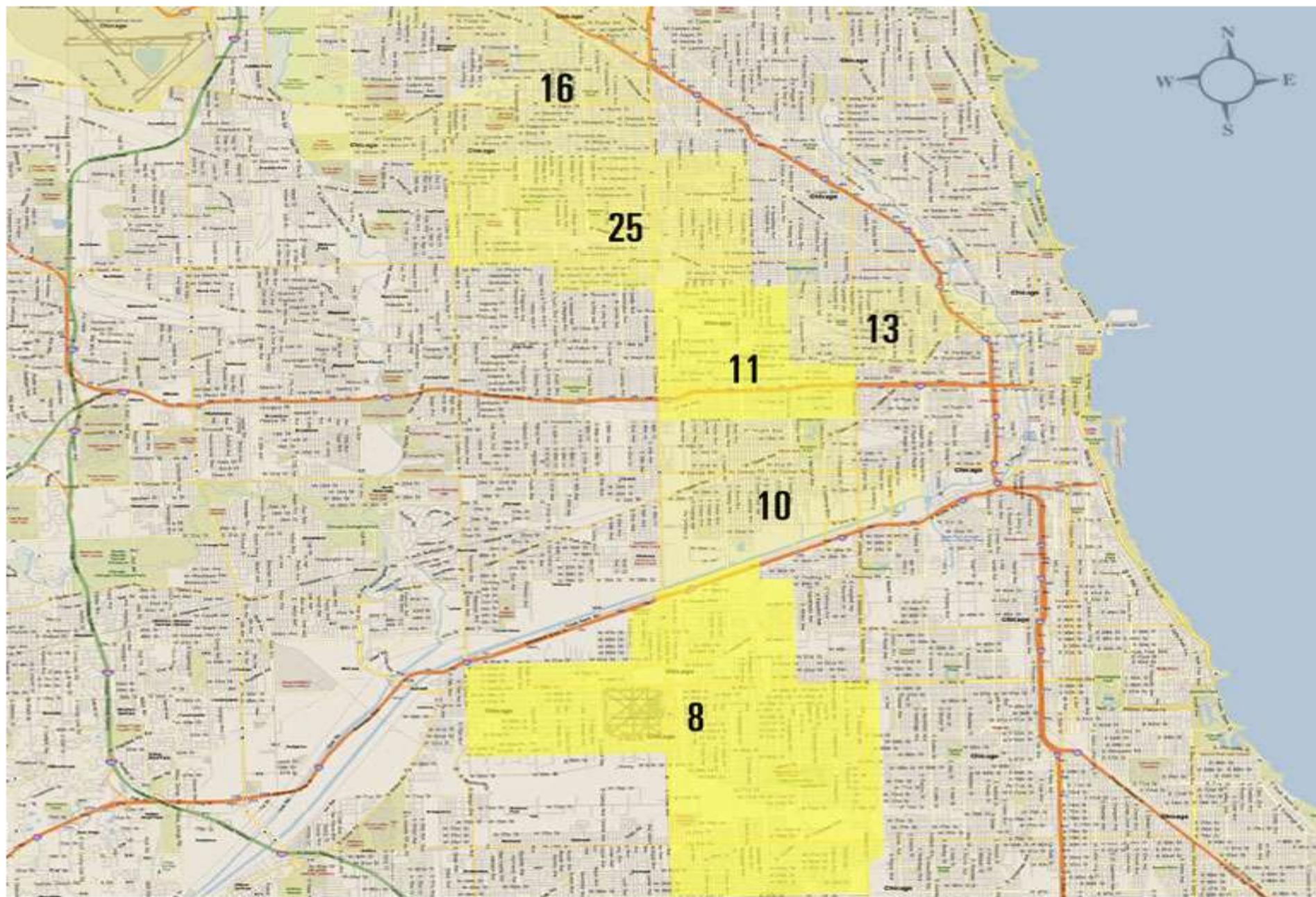


School Camera Integration

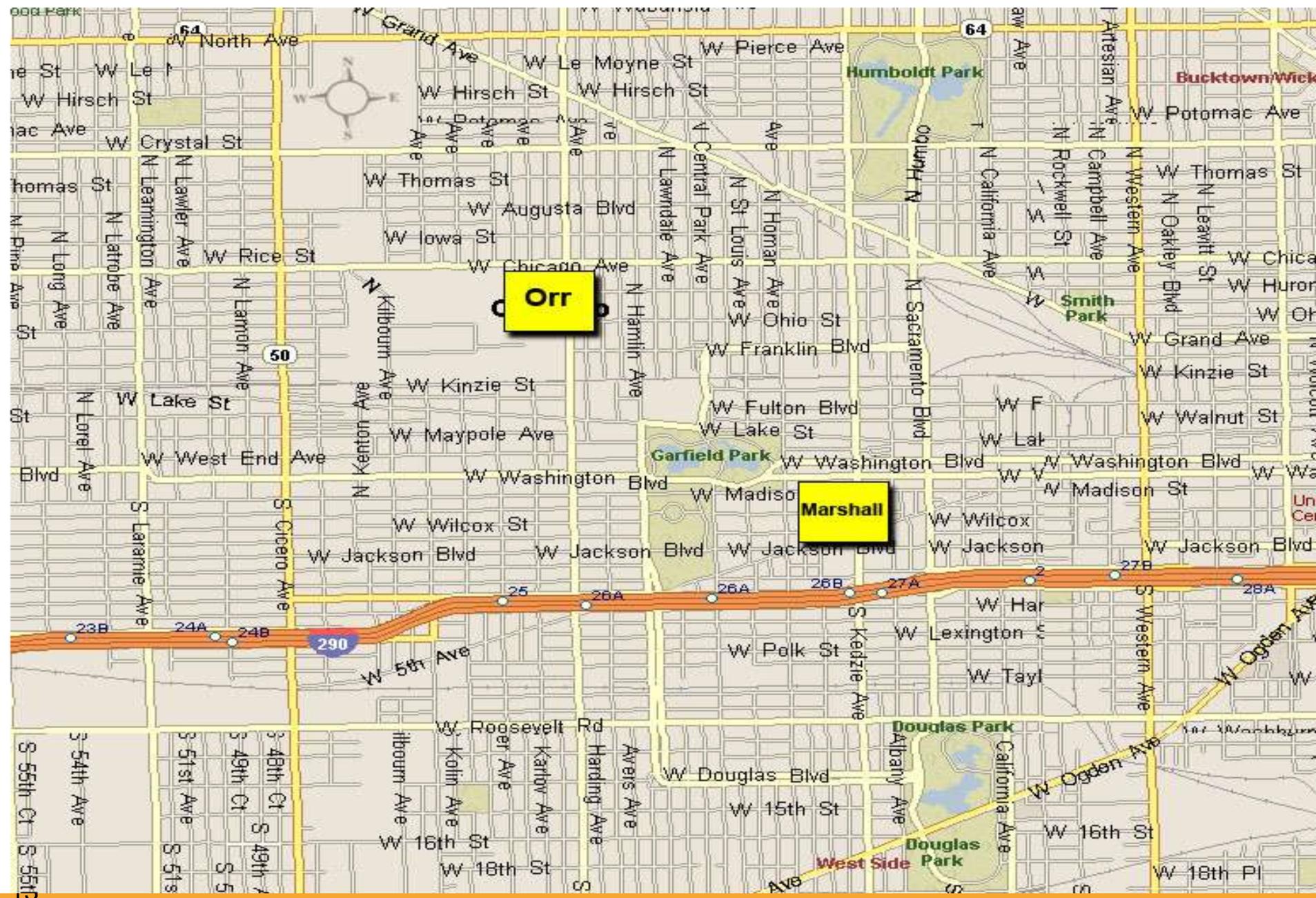
Agreement between Chicago Public Schools (CPS), CPD, and City Internet feed

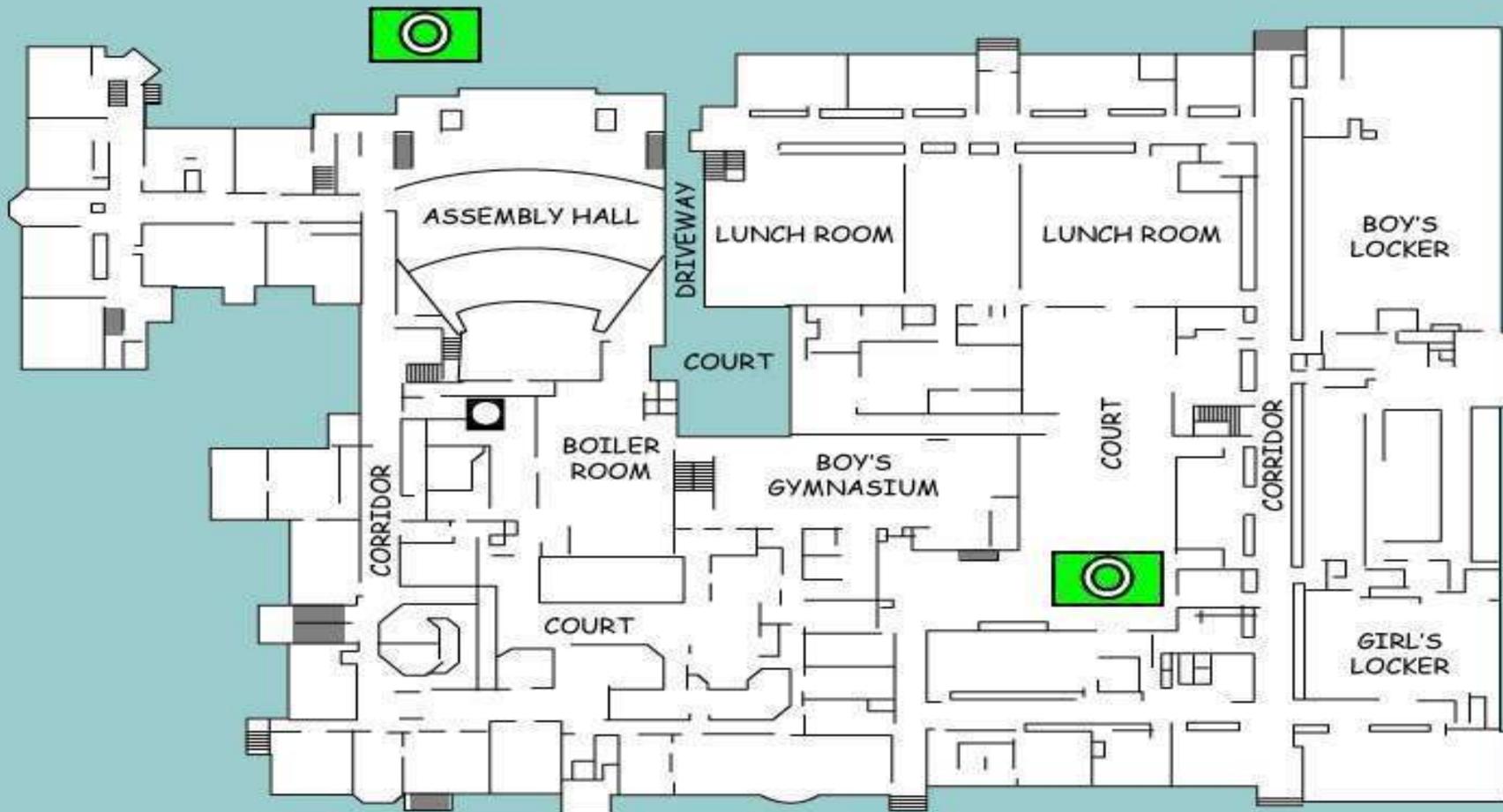
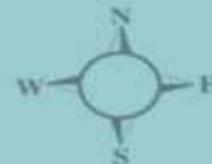
Agencies opened firewalls





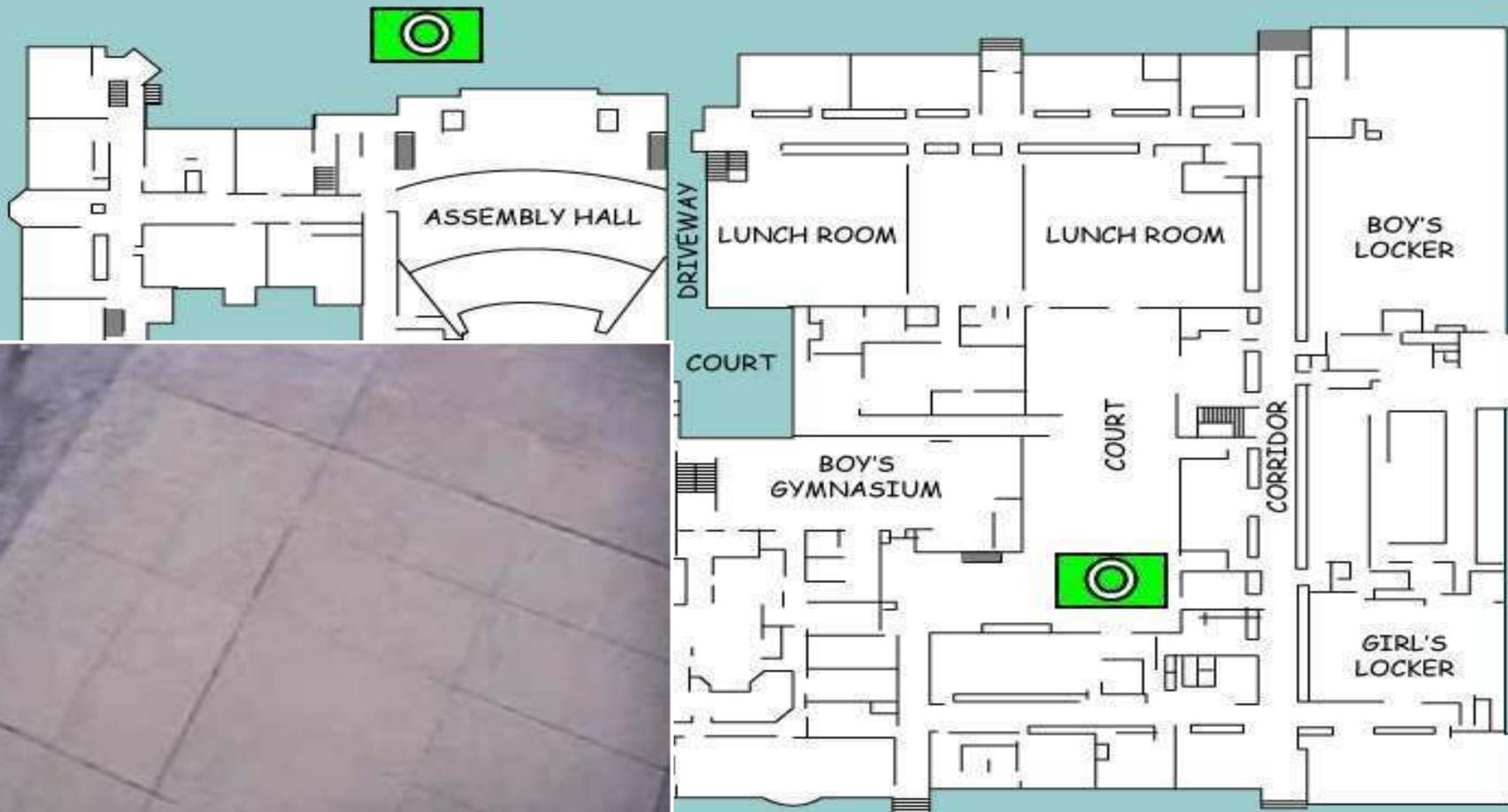
Map



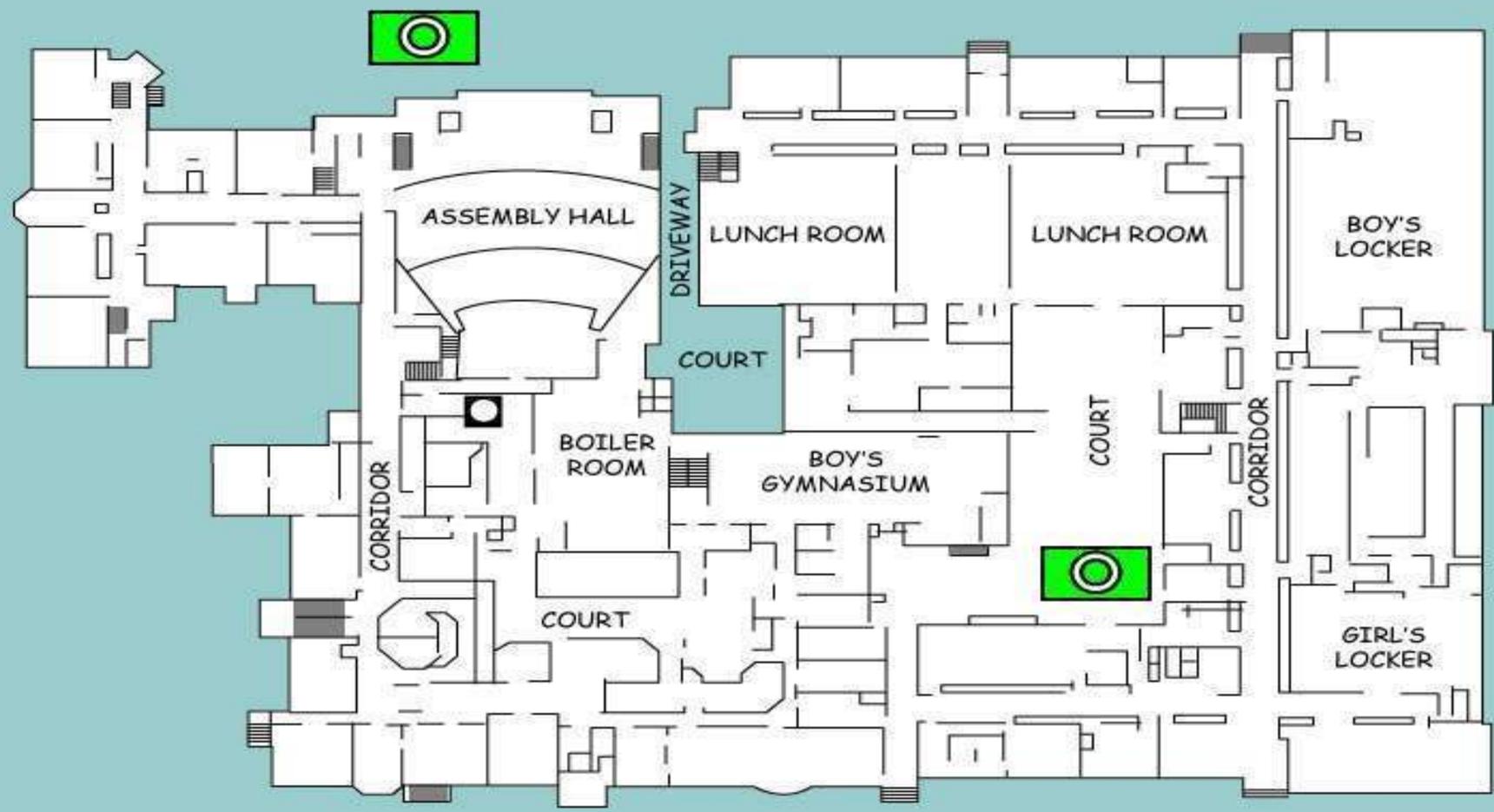
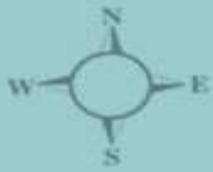


Map

Marshall Exterior Camera

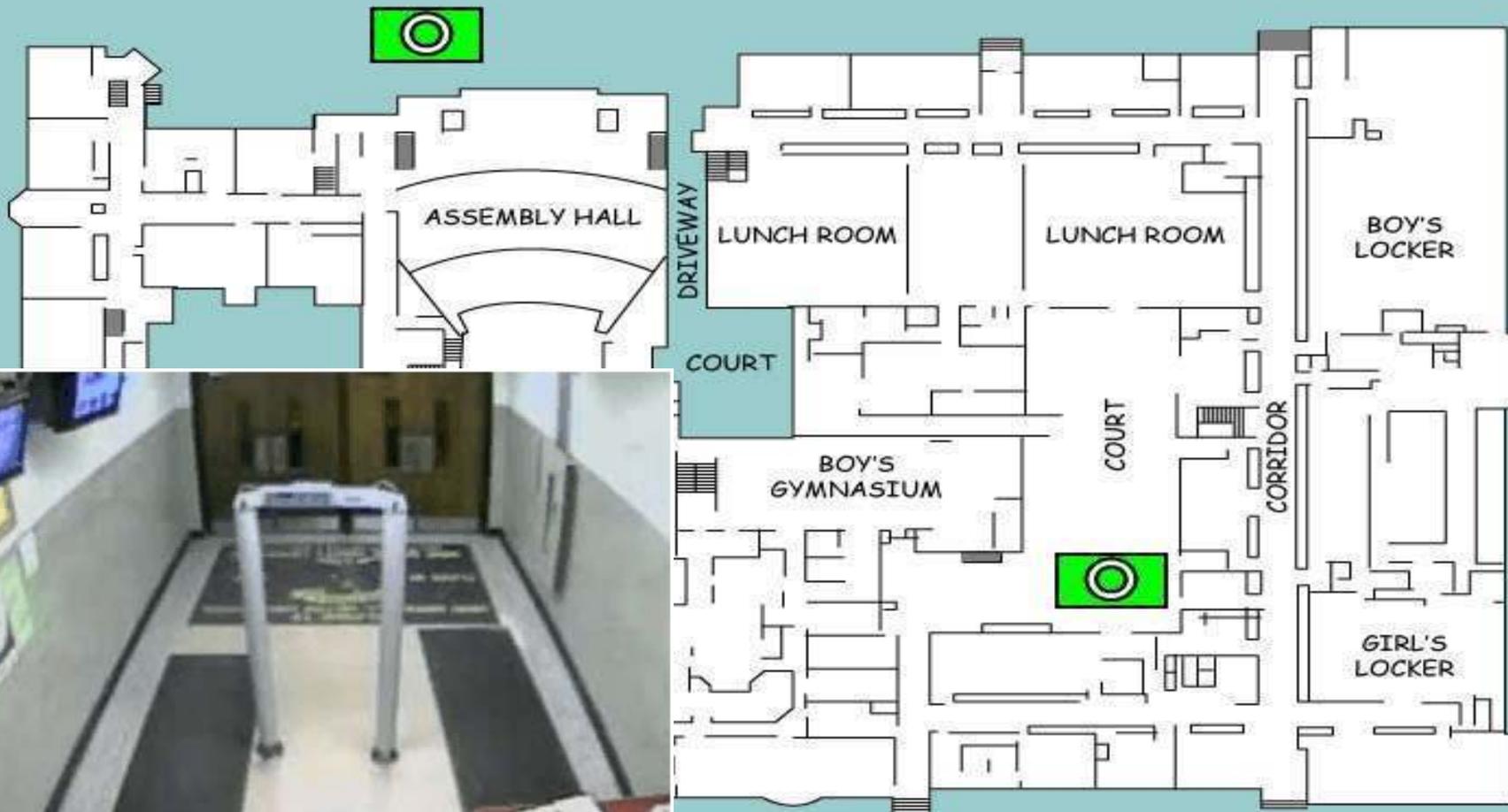


Map



Map

Marshall Interior Hallway





Camera11 at



10/29/2004 3:27:08 PM RTZ (GMT-06:00)

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U.S. Department of Education
Office of Safe and Drug-Free Schools

FIMS Enhancements: Chicago Public Schools

Overview & Features



Agenda

- **Introduction**
- **Features of FIMS**
- **FIMS screen designs**
- **Q & A**

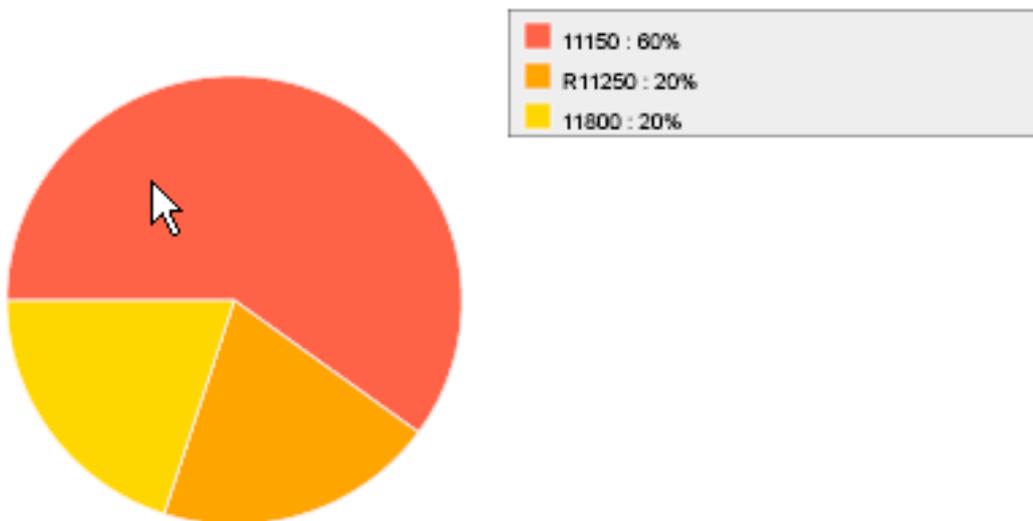


- **Facilities Information Management System (FIMS) is a robust system**
- **Tracks all critical infrastructure and non-critical infrastructure facilities.**
- **Captures critical data**
 - Facility Information
 - Resources and Contact Information
 - Evacuation Plans
 - Hazardous Materials
 - Etc.



Introduction (Cont'd.)

- **Useful during emergency situation.**
- **The data can be used for trend analysis to prevent future emergencies.**





FIMS CPS Objectives

- **Capture CPS school specific information that will assist CPS in case of emergency.**
- **FIMS should be accessible to select CPS administrative and school staff.**
- **CPS Administrator will manage their own users and maintain school related FIMS codes.**
- **CPS users will generate Emergency Planning Template report.**
- **The Bureau of Patrol users should be able to generate Mass Casualty Violence Report.**



FIMS – CPS Features

- **Enhanced screen design**
- **Security**
- **User Management**
- **FIMS code management**
- **Bureau of Patrol**



FIMS – CPS Features...Screen Design

- **New Screen layouts for capturing additional school information (screen designs will be shown later)**
- **Many useful tips added to aid data entry.**
- **CPS Appendix Documents are provided for detailed instructions.**
- **Emergency Plan Template report can be generated based on one or two schools data.**



FIMS – CPS Features...Security

Role	Responsibilities
CPS Security Administrator	Manage CPS users & code tables Update CPS Help attachments
City-wide School Edit	Edit all schools Maintain school classification and school building associations
City-wide School View	View all schools
Area Administrator	Edit all schools in assigned area(s).
Area School View	View all schools in assigned area(s).
School Administrator	Edit only assigned school(s)
School View	Can view only the assigned school(s)



User Administration (Cont'd)

Training & Development Print | Logout | Help
Home » CLEAR Administration Cancel Save

CLEAR User Information

* Agency NCIC Name CHICAGO PUBLIC SCHOOLS

* Last Name * First Name M

* Sex * Race

* SSN CC ID

* SID Sworn

Star No Employee No

* Date Employed

Status

User Id ILCP500AAC

Access to

- | Role Description |
|--|
| <input type="checkbox"/> CPS - SCHOOL BASED EDIT |
| <input checked="" type="checkbox"/> CPS SECURITY ADMINISTRATOR |
| <input type="checkbox"/> CPS - SCHOOL BASED VIEW ONLY |
| <input checked="" type="checkbox"/> CPS CITY WIDE EDIT |
| <input type="checkbox"/> CPS CITY WIDE VIEW |
| <input type="checkbox"/> CPS AREA WIDE EDIT |
| <input type="checkbox"/> CPS AREA WIDE VIEW |

1 - 7

TIP Checking the check box implies Yes.
The "Status" field is the employee status



FIMS – CPS Features...Code Management

CPS Facility Administrator can maintain codes

Maintain FIMS CPS Codes

- ▶ Maintain Safety Drill Types
- ▶ Maintain Equipment Types
- ▶ Maintain Emergency Management Team Roles
- ▶ Maintain Disability Types
- ▶ Maintain Company Types
- ▶ Maintain Emergency Locations
- ▶ Maintain Important Building Areas



New Mass Casualty Violence Incident Information report added.

Contains school summary information useful for First Responders during Emergency.

Chicago Police Department

Mass Casualty Violence Incident Information

Contact information:

Name	ACT CHARTER SCHOOL		
Address:	3513 S MICHIGAN AVE CHICAGO, IL		
Telephone:	3433333368		
Principal Name and Cellular #:	JEFF CROSS		773-575-2563
Engineer Name and Cellular #:	SARAH HOWARD		773-742-6684
Key Holder Name and #:	JOHN JOHN		1231231234
	SARAH HOWARD		773-742-6684

Site Information:

Facility Type: SCHOOL, HIGH SCHOOL, YEAR-ROUND SCHOOL



FIMS Screen Designs



Site Information (Basic Information)

Home » Create/Edit Facility Information [Done]

Facility ID: 2245 Name: ACT CHARTER SCHOOL

» 1. Site Information » 2. Classifications / Gangs » 3. Contacts » 4. Tenants » 5. Hazards » 6. Companies / Associations » 7. Schools » 11. Review & Complete

Steps: 1. Site Information

TIP You will need to complete all the pages listed above. Click on **Next >** to proceed to the next page, when you have entered all your data or you need to stop, click on **[Done]** to go to **Review & Complete** page.

Site Information

TIP TIP: Items marked with * are required.

Helpful
TIPS

Facility ID 2245 Active ?

* Facility Name

* GEO Coded: Street No. * Direction * Street Name Apartment No.

* City * State Zip Beat

Structure Type Parking Type

Website



Site Information (School Info)

School Information

TIP: Multiple buildings and schools will be identified in Associations.

School Unit No. School Unit Description
Phone Fax
CPS Facility ID Area Office Range of Grades
CPD District CPD Bldg

Student Enrollment and Personnel Data

Number of Students
Number of Students with Special Needs
Number of Teachers
Number of ESP/Paraprofessional Personnel
Number of CPS Custodial Personnel
Number of Engineers
Number of Staff with Special Needs
Number of Private Custodial Personnel

Campus Information

Number of Modulars
Do students pass between buildings during school day? Yes No
What doors do Visitors use to access the building?



Site Information (School Info) ...Cont'd

Normal School Hours

TIP Enter the times in Military format. Example: 0600, 1600.

Building Open Time	<input type="text" value="0800"/>	Building Close Time	<input type="text" value="2100"/>
First Start Time	<input type="text" value="0815"/>	Last Dismissal Time	<input type="text" value="2200"/>
Lunch Start Time	<input type="text" value="1100"/>	Lunch End Time	<input type="text" value="1200"/>

Radio Communications

Type of Radio	<input type="text" value="RADIO"/>	Brand	<input type="text" value="MOTOROLA"/>	Model	<input type="text" value="AX-2345"/>
Band / Channel Used	<input type="text" value="1500"/>				
Frequency Assigned	<input type="text" value="500"/>				
Service Provider	<input type="text" value="TMOBILE"/>				

School Rules

TIP: 1. Attach Rules using the View/Edit Attachment button.
2. Indicate if your school's rules include the procedures that address the following :

- Tardy Students
- In-House Movement of Students
- Sign-Out of Students
- Students Cutting Class (Hall Walkers)
- Dismissal
- Staff in Building Beyond Scheduled Work Hours



Site Classification

Home » Create/Edit Facility Information

Facility ID: 2245 Name: ACT CHARTER SCHOOL

1. Site Information 2. Classifications / Gangs 3. Contacts 4. Tenants 6. Hazards 8. Companies / Associations 9. Schools 11. Review & Complete

Steps: 2. Classifications / Gangs View / Edit Attachments

Classifications

* Classification

Description ▲	Delete
HIGH SCHOOL	<input type="checkbox"/>
SCHOOL	<input type="checkbox"/>
YEAR-ROUND SCHOOL	<input type="checkbox"/>

row(s) 1 - 3 of 3

Editable by CPS
Facility Admin

- Select -
- Select -
- CHARTER ELEMENTARY SCHOOL
- CHARTER HIGH SCHOOL
- HIGH SCHOOL
- KINDERGARTEN SCHOOL
- MIDDLE SCHOOL
- PRESCHOOL
- SCHOOL
- YEAR-ROUND SCHOOL

Gang Affiliations

Gang Name ▲	Gang Faction Name
BLACK GANGSTER DISCIPLES	
LATIN INGS MG	NEW FACTION SSS
LATIN KINGS	TESTING

row(s) 1 - 3 of 3

School Crews

Name ▲	Description
GANG1	GANG IN AREA 1

row(s) 1 - 1 of 1



Contacts

Facility ID: 2245 Name: ACT CHARTER SCHOOL

[Done]

1. Site Information 2. Classifications / Gangs 3. Contacts 4. Tenants 6. Hazards 8. Companies / Associations 9. Schools 10. Virtual Tour 11. Review & Complete

Steps: 3. Contacts

Contacts

Title	Name	Work Phone	Home Phone	Cell	Role	Contact Order
<input type="button" value="Edit"/>	SECURITY OFFICER	Caple, Mario			SECURITY PERSONNEL	1
<input type="button" value="Edit"/>	CHIEF ENGINEER	JAYSON, MACK	31212876787	(315) 382-9933	(973) 438-1299	
<input type="button" value="Edit"/>	SAMPLE TEST ABC	TEST CONTACT, TEST CONTACT	(777) 888-9879		(556) 554-5465	
<input type="button" value="Edit"/>		COMMANDER, MR.			GOVERNMENT - LE OPENING & CLOSING BUILDING STAFF SECURITY	3 1
<input type="button" value="Edit"/>	TEST CONTACT 1	TEST CONT, TEST CONT	(123) 123-1234		(123) 123-1234	
<input type="button" value="Edit"/>	ASDFASDFASDF	ASDFSADF, ADFASDF			ADMINISTRATION SECURITY	2 1
<input type="button" value="Edit"/>	AAAAEEEEEE	AAA, AAA			ENGINEERING PROPERTY MANAGEMENT	2 1
<input type="button" value="Edit"/>	TEST SCHOOL CALLING PLAN	TETSET, TEST	123123123123123			
<input type="button" value="Edit"/>	TETESTASDFASD	TEST, TEST CTST	(123) 123-1234		(123) 123-1234	
<input type="button" value="Edit"/>	MANAGEMENT	TEST MEANAGEMENT, TEST MANAGEMETN	1231231234		1231231233	
<input type="button" value="Edit"/>		JEFF CROSS,	773-626-4200EXT		773-575-2563	
<input type="button" value="Edit"/>	TEST FULL DUTY	DUTY TEST, FULL			KEY SCHOOL STAFF OPENING & CLOSING BUILDING STAFF	1 1 1
<input type="button" value="Edit"/>		HOWARD, SARAH	773-626-4200EXT		773-742-6684	
<input type="button" value="Edit"/>					KEY SCHOOL STAFF OPENING & CLOSING BUILDING STAFF SCHOOL CALLING PLAN	2 2 40 2
<input type="button" value="Edit"/>		THOMAS IVEY,	773-626-4200EXT		773-742-6685	
<input type="button" value="Edit"/>					KEY SCHOOL STAFF OPENING & CLOSING BUILDING STAFF	3 3 3

Role and Contact Order shows multiple values



Contact Details



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Development**

[Home](#) | [Print](#) | [Logout](#) | [Help](#)

[Create/Edit Facility Information](#)

Home » Create/Edit Facility Information

Close

Delete

Apply

Add/Edit Contacts

✓ TIP: Make sure you click "Apply" button to ensure your changes are saved on this page.

First Name

* Last Name

Title

Work Phone [e.g. 9999999999]

Work Extension

Cell [e.g. 9999999999]

Home Phone [e.g. 9999999999]

Other Phone [e.g. 9999999999]

Other Phone Description

0 of 240

Fax [e.g. 9999999999]

Email

Contact Roles

Role Description	Contact Order
OTHER	✘
ACCESS CONTROL SYSTEMS STAFF	✘

1 - 2



Tenants Within a Site



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[Home](#) | [Print](#) | [Logout](#) | [Help](#)

[Create/Edit Facility Information](#)

[Home](#) » [Create/Edit Facility Information](#)

Facility ID: 2245 Name: ACT CHARTER SCHOOL [Done]

[1. Site Information](#) > [3. Contacts](#) > [4. Tenants](#) > [8. Hazards](#) > [8. Companies / Associations](#) > [9. Schools](#) > [10. Virtual Tour](#) > [11. Review & Complete](#)

Steps: 4. Tenants [Go](#) [View / Edit Attachments](#) [View CPS Appendix Documents](#)
[Cancel](#) [< Previous](#) [Next >](#)

Tenants [Add](#)

	Tenant Name ▲	Floors Occupied	Contact Name	Contact Phone	Tenant Type Description	Days of Operation	Start Time	End Time	Number of Participants	Usage Description	Room # Used	Exterior Doors for Entry	Exterior Doors for Dismissal
Edit	STAY FIT	1	MS. SUSAN	3124567890	AFTER SCHOOL	MWF	1600	1800	20	WORKING OUT IN THE ROOM UNDER THE INSTRUCTIONS OF A TEACHER	1	BACK DOOR	BACK DOOR
Edit	TEST	3	TOM CAT	1231231234	LESSEE	BUSINESS DAYS	0800	1700	232	OFFICE WORK	CUBICLES	EAST	WEST

row(s) 1 - 2 of 2

TIP Schools are used by various groups on a regular basis. Identify the before and after school programs and/or organizations using your school on a regular basis (do not include those organizations using the building once or twice a year) and all tenants/leasees that have leased space in the building (i.e. health clinic, daycare, etc.), and any CPS offices housed in your school.

User: CPS Copyright © 2002. All rights reserved.

Module: 11400 \$Revision: 1.28 \$



Tenants Edit



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Create/Edit Facility Information

[Home](#) » [Create/Edit Facility Information](#)

Close

Delete

Apply

Add/Edit Tenants

* Tenant/Program Name

Floor(s) Occupied

Contact Name

Contact Phone

Tenant/Program Type

Start Time End Time

Number of Participants

Room # Used

Days Of Operation

Type of Usage

Exterior Doors for Entry

Exterior Doors for Dismissal

- AFTER SCHOOL
- Select -
- BEFORE SCHOOL
- AFTER SCHOOL
- LESSEE
- CPS ADMINISTRATION
- OTHER

TIP Schools are used by various groups on a regular basis. Identify the before and after school programs and/or organizations using your school on a regular basis (do not include those organizations using the building once or twice a year) and all tenants/lessees that have leased space in the building (i.e. health clinic, daycare, etc.), and any CPS offices housed in your school.

User: CPSADMIN
Module: 11400 \$Revision: 1.28 \$

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[Edit Application](#) [Edit Page 310](#) [Create](#) [Session](#) [Debug](#) [Show Edit Links](#)



Hazards



Training & Development

View only Access

[Home](#) | [Print](#) | [Logout](#) | [Help](#)

[Create/Edit Facility Information](#)

[Home](#) » [Create/Edit Facility Information](#)

[\[Done\]](#)

Facility ID: **2245** Name: **ACT CHARTER SCHOOL**

» 1. Site Information » 2. Classifications / Gangs » 3. Contacts » 4. Tenants » 6. Hazards » 8. Companies / Associations » 9. Schools » 11. Review & Complete

Steps: 6. Hazards



[View / Edit Attachments](#)



[View / Edit CPS Appendix Documents](#)



[Cancel](#)

[< Previous](#)

[Next >](#)

Hazards

Include Inactive ?

Hazard Type	Chemical Name	Maximum Daily Inventory	Average Daily Inventory	Container Type	Location	Amount	Active?
CHEMICAL					SCIENCE LAB	500 MG	YES

row(s) 1 - 1 of 1

Attached Files

Description ▲	Uploaded By	Uploaded Date	
MYCOMPANYARCHITECTURE.PDF	KOLB, CATHERINE	28-FEB-2008	[View]

row(s) 1 - 1 of 1

User: CPSADMIN
Module: 11400 \$Revision: 1.28 \$

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Companies Associated with the Site

Home » Create/Edit Facility Information [Done]

Facility ID: 2245 Name: ACT CHARTER SCHOOL

» 1. Site Information » 2. Classifications / Gangs » 3. Contacts » 4. Tenants » 8. Hazards » 8. Companies / Associations » 9. Schools » 10. Virtual Tour » 11. Review & Complete

Steps: 8. Companies / Associations

Companies

TIP Select the companies who have personnel regularly providing services in your building

Company Type ▲	Name	Address	phone
<input type="button" value="Edit"/> BUS SERVICE	BBBBB	BBBBBBBBB	1231231232
<input type="button" value="Edit"/> ENGINEERING - HILL ENVIRONMENTAL	AAAAA	AAAA	1231231232
<input type="button" value="Edit"/> MANAGEMENT	SAMPLE NAME		
<input type="button" value="Edit"/> REFUSE	REFUSE TEAM TEST	ABCDEF	

row(s) 1 - 4 of 4

Associations

TIP This section is maintained by Central Office and shows schools with single buildings housing multiple schools and single schools with multiple buildings. Please review. If you note an error or missing information, please send an email to: rmep@cps.k12.il.us .

No Site Associations Found

Only CPS Security Admin
can edit associated
facilities section Copyright © 2002. All rights reserved.

User: CPSADMIN
Module: 11400 \$Revision: 1.28 \$



Schools, School Staff, Key School Staff

Home » Create/Edit Facility Information

Facility ID: 2245 Name: ACT CHARTER SCHOOL [Done]

- ▶A. School Staff ▶B. Security ▶C. Incident Command ▶D. Communications ▶E. School Calling Plan ▶F. Building Access/Areas
- ▶G. Access Control Systems ▶H. Entry Screening Equipment ▶I. Emergency Locations ▶J. Emergency Drills ▶K. Additional Information

Steps: A. School Staff Go View / Edit Attachments View CPS Appendix Documents

Next >

Key School Staff

TIP: 1. The Principal is the primary person in-charge at all times. If the principal is not on-site or otherwise unable to act as the Administrator-In-Charge, the responsibility falls to the person identified under the Order of Succession on the list. If that person is unable to perform the duties of the Principal, the responsibility falls to the next person in the Order of Succession. The Principal should be identified as "1" under Order of Succession, "2" should identify the next person in line and so on. Day-to-day operation of the school will follow the Order of Succession; however, the command structure may change in the event of an emergency.

Select a Person - Select -

OR

Create a New Contact

Order of Succession

Assign to Key School Staff

	Title	Name	Order of Succession ▲	Work Phone	Home Phone	Cell	Email	Delete
Edit		JEFF CROSS,	1	773-626-4200EXT		773-575-2563		✘
Edit		HOWARD, SARAH	2	773-626-4200EXT		773-742-6684		✘
Edit		THOMAS IVEY,	3	773-626-4200EXT		773-742-6685		✘
Edit	ASSISTANT TOM,	TOM	4	1231231234		2342341234		✘
Edit	ASSISTANT JOHN,	JOHN	5	1231231234		1231231234		✘

row(s) 1 - 5 of 5



Schools, School Staff, Opening and Closing Building

Opening and Closing Building

Select a Person OR

Contact Order Know Alarm Codes? Have Keys?

	Name	Title	Know Alarm Codes?	Have Keys?	Contact Order ▲	Cell	Home Phone	Delete
<input type="button" value="Edit"/>	JEFF CROSS,		YES		1	773-575-2563		✘
<input type="button" value="Edit"/>	TEST CONTACT, TEST CONTACT	SAMPLE TEST ABC	YES	YES	1	(556) 554-5465		✘
<input type="button" value="Edit"/>	HOWARD, SARAH		YES	YES	2	773-742-6684		✘
<input type="button" value="Edit"/>	THOMAS IVEY,		YES	YES	3	773-742-6685		✘
<input type="button" value="Edit"/>	JOHN, JOHN	ASSISTANT		YES	4	1231231234		✘

row(s) 1 - 5 of 5

✔ TIP You can only add or delete "Assignments" from this page. If you wish to permanently delete a contact from the list, navigate to tab 3.Contacts



Schools, Security, Roster

Home » Create/Edit Facility Information

Facility ID: 2245 Name: ACT CHARTER SCHOOL

- ▶ A. School Staff
- ▶ B. Security
- ▶ C. Incident Command
- ▶ D. Communications
- ▶ E. School Calling Plan
- ▶ F. Building Access/Areas
- ▶ G. Access Control Systems
- ▶ H. Entry Screening Equipment
- ▶ I. Emergency Locations
- ▶ J. Emergency Drills
- ▶ K. Site Plans

Steps: B. Security Go View / Edit Attachments View CPS Appendix Documents

Security Personnel Roster

TIP: You can only add or delete "Assignments" from this page. If you wish to permanently delete a contact from the list, navigate to tab 3.Contacts

Select a Person - Select - OR Create a New Contact

Security Personnel Type - Select -

Head of Security?

Assign to Security Personnel Roster

- Select -

- Select -

CPS Part Time

CPS Full Time

CPD Assigned to School

	Name ▲	Title	Part Time	Off Duty CPD	Full Time	CPD Assigned?	Head Of Security	Delete
Edit	AAA AAA	AAAAEEEE	YES				YES	✖
Edit	ANTONY ANTONY	ENGINEER	YES	YES				✖
Edit	JESSE ROOKS	SECURITY OFFICER						✖
Edit	JOHN JOHN	ASSISTANT	YES	YES			YES	✖
Edit	MARIO CAPLE	SECURITY OFFICER						✖
Edit	TOM TOM	ASSISTANT	YES	YES			YES	✖

row(s) 1 - 6 of 6

Edit Security Personnel Roster

Contact Name Aaa Aaa

Security Personnel Type Part Time

Off Duty Cpd?

Head Of Security?



Schools, Security, Schedule

Security Personnel Schedule

TIP: Time must be entered in Military time (24 hour clock).

Name OR

Location

Start Time End Time

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

	Start Time ▲	End Time	Name	Location	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Delete
<input type="button" value="Edit"/>	0800		JESSE ROOKS	MAIN BLDG/PLAYGROUND	YES	YES	YES	YES	YES			✘
<input type="button" value="Edit"/>	0830		MARIO CAPLE	MAIN BLDG/PLAYGROUND	YES	YES	YES	YES	YES			✘
<input type="button" value="Edit"/>	0900		JESSE ROOKS	ANNEX BLDG	YES	YES	YES	YES	YES			✘
<input type="button" value="Edit"/>	0900		MARIO CAPLE	MAIN BLDG	YES	YES	YES	YES	YES			✘
<input type="button" value="Edit"/>	1000		JESSE ROOKS	ANNEX BUILDING - ROOM 114 (10:20 AM - 11:00 AM)		YES						✘
<input type="button" value="Edit"/>	1000		JESSE ROOKS	ANNEX BUILDING	YES		YES	YES	YES			✘
<input type="button" value="Edit"/>	1000		MARIO CAPLE	MAIN BLDG	YES	YES	YES	YES	YES			✘
<input type="button" value="Edit"/>	1100		JESSE ROOKS	ANNEX BUILDING	YES	YES	YES	YES	YES			✘
<input type="button" value="Edit"/>	1100		JESSE ROOKS	ROOM 107		YES						✘
<input type="button" value="Edit"/>	1100		MARIO CAPLE	MAIN BUILDING	YES		YES	YES	YES	YES		✘
<input type="button" value="Edit"/>	1200	1300	TONY TONY	LAB						YES	YES	✘
<input type="button" value="Edit"/>	1205		JESSE ROOKS	LUNCH	YES	YES	YES	YES	YES			✘
<input type="button" value="Edit"/>	1235		MARIO CAPLE	LUNCH	YES	YES	YES	YES	YES			✘
<input type="button" value="Edit"/>	1300		JESSE ROOKS	ANNEX	YES	YES	YES	YES	YES			✘
<input type="button" value="Edit"/>	1305		MARIO CAPLE	MAIN	YES	YES	YES	YES	YES			✘

row(s) 1 - 15 of 20 Next ⌂



Schools, Incident Command

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Create/Edit Facility Information [Done]

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Facility ID: 2245 Name: ACT CHARTER SCHOOL

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» G. Access Control Systems » H. Entry Screening Equipment » I. Emergency Locations » J. Emergency Drills » K. Site Plans

Steps: C. Incident Command [Go] Add Attachments Add Attachments < Previous Next >

Emergency Management Team

TIP: You can only add or delete "Assignments" from this page. If you wish to permanently delete a contact from the list, navigate to tab 3.Contacts

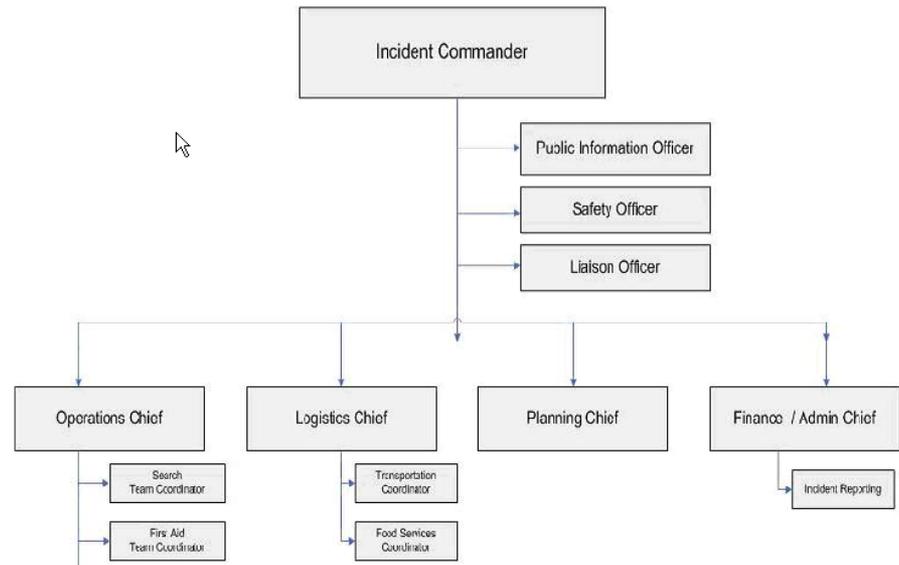
Select a Person OR

EMT Role

Room/Location Description

No records found

Incident Command Flow





Schools, Incident Command (Edit)

Edit Contact Information

Contact Name [John John](#)

Present Role [INCIDENT COMMANDER](#)

Select New Role

Room/Location Description

- Select -
- Select -
- INCIDENT COMMANDER
- LIAISON OFFICER
- SAFETY OFFICER
- PUBLIC INFORMATION OFFICER
- FINANCE / ADMINISTRATION SECTION CHIEF
- PLANNING SECTION CHIEF
- OPERATIONS SECTION CHIEF
- SEARCH TEAM COORDINATOR
- FIRST AID TEAM COORDINATOR
- SPECIAL NEEDS EVACUATION COORDINATOR
- CRISIS INTERVENTION COORDINATOR
- PARENT REUNION COORDINATOR
- LOGISTICS SECTION CHIEF
- TRANSPORTATION COORDINATOR
- FOOD SERVICES COORDINATOR
- INCIDENT REPORTING
- ALTERNATE INCIDENT COMMANDER



Schools, Communications



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Steps:

Emergency Contact Numbers

TIP Please make sure to **ADD** the following Emergency Contact Numbers to the list for your specific school location:

- Chicago Police Department Local District
- CPS Area Office
- Local Hospital (Name)
- Local Hospital Emergency Room

Name

Phone Number [e.g. 9999999999]

Name	Phone Number	Delete
AMERICAN RED CROSS	(312) 729-6100	
CHICAGO DEPARTMENT OF MENTAL HEALTH	(312) 747-9884	
CHICAGO DEPARTMENT OF PUBLIC HEALTH	(312) 742-7919 Emergency (312) 747-9884 Non-Emergency	
CPS CHIEF EXECUTIVE OFFICER	(773) 553-1500	
CPS COORDINATOR OF SCHOOL HEALTH	(773) 553-1830	
CPS CRISIS INTERVENTION	(773) 553-1790	
CPS EMERGENCY CONTROL CENTER	(773) 553-3335	
CPS LAW DEPARTMENT	(773) 553-1700	
CPS OFFICE OF INSTRUCTION & SCHOOL MANAGEMENT	(773) 553-2150/2222	
CPS OPERATIONS PORTFOLIO MANAGER	(773) 553-2900	
CPS RISK MANAGEMENT & EMERGENCY PLANNING	(773) 553-3310	
CPS SAFETY & SECURITY	(773) 553-6900	
CPS STUDENT TRANSPORTATION SERVICES	(773) 553-2860	
CPS TELECOMMUNICATIONS	(773) 553-3000	



Schools, School Calling Plan

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Steps: [Add Attachments](#) [Add Attachments](#)

School Calling Plan

Select a Person

Contact Order

No records found



Schools, Building Access/Areas



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Development**

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Steps: [Add Attachments](#) [Add Attachments](#)

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Building Access & Dismissal Plan

TIP: List EXIT used by specific room numbers or grade groupings. If school campus includes multiple buildings, please type the name of building preceding the name of the Grade or Room Number. Identify the doors to which staff may gain entry or exit the school in the event there is a designated doorway.

Grade or Room Number

0 of 2000

Entry Door

Exit Door

No Building & Access Plan records found.

Important Building Areas

Building Area

Location Description

0 of 2000

No Important Building Area records found.

User: ILCP500AAA
Module: 11400_5\$Revision: 1.59 \$

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Schools, Access Control Systems

[G. Access Control Systems](#)
[H. Entry Screening Equipment](#)
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[J. Emergency Drills](#)
[K. Site Plans](#)

Steps: **G. Access Control Systems**



[View / Edit Attachments](#)



[View / Edit CPS Appendix Documents](#)



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Access Control Systems Utilized

TIP: Identify each point of entry into the building and check the boxes identifying its related security control measures.

Location Description

0 of 2000

- Unlocked Door w/Security Person
- Locked Door w/Security Person
- Locked Door w/Remote Buzzer
- A-Phone (InterComm / Buzzer)
- Exterior Security Cameras
- Interior Security Cameras
- Rapid Eye
- Other, Please describe

Add

Location Description	Unlocked Door w/Security Person	Locked Door w/Security Person	Locked Door w/Remote Buzzer	A-Phone	Exterior Security Cameras	Interior Security Cameras	Rapid Eye	Other	Delete
Edit GYM	YES				YES				
Edit MAIN ENTRY				YES	YES			VISUAL CHECK	

row(s) 1 - 2 of 2

Names and Titles of local, on-site person(s) responsible for maintaining security equipment

TIP: You can only add or delete "Assignments" from this page. If you wish to permanently delete a contact from the list, navigate to tab 3.Contacts

Select Person

OR

[Create a New Contact](#)

[Assign](#)

First Name	Last Name	Cell Title	Delete
MR.	COMMANDER		



Schools, Entry Screening Equipments

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Steps: **H. Entry Screening Equipment** [View / Edit Attachments](#) [View / Edit CPS Appendix Documents](#)

Entry Screening Equipment

TIP: Identify each security device utilized and which population it is intended to monitor.

Equipment Type Students Staff Visitors

Security Device ▲	Students	Staff	Visitors	Delete
<input type="button" value="Edit"/> PHOTO ID VERIFICATION OF VISITOR IDENTITY	YES	YES		✘
<input type="button" value="Edit"/> VISITOR SIGN-IN SHEET (USE INK PEN)	YES		YES	✘
<input type="button" value="Edit"/> X-RAY	YES	YES	YES	✘

row(s) 1 - 3 of 3

- Select -
- PHOTO ID VERIFICATION OF VISITOR IDENTITY
- VISITOR SIGN-IN SHEET (USE INK PEN)
- ID SWIPE SYSTEM
- X-RAY
- WALK-THROUGH METAL DETECTOR
- HAND-HELD METAL DETECTOR
- DEMONSTRATION CODE.

Names and Titles of local, on-site person(s) responsible for maintaining screening equipment

TIP: You can only add or delete "Assignments" from this page. If you wish to permanently delete a contact from the list, navigate to tab 3.Contacts

Select Person OR

First Name ▲	Last Name	Cell	Title	Delete
TOM	TOM	2342341234	ASSISTANT	✘

row(s) 1 - 1 of 1



Schools, Emergency Locations

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Steps: **I. Emergency Locations** [View / Edit Attachments](#) [View / Edit CPS Appendix Documents](#)

Emergency Locations

TIP: Identify multiple Emergency Locations individually (i.e. Area of Rescue Assistance, Gas Shut-off).

Location Type:

Location Description:

0 of 2000

- Select -
- Select -
- ALARMS CONTROL PANEL
- ALTERNATE EVACUATION SITE
- AREAS OF RESCUE ASSISTANCE
- BURGLAR ALARM PANEL
- CAMERA SYSTEM DVR
- CHANGE OF CLASS BELLS
- ELECTRICAL VAULT SHUT-OFF
- EMERGENCY KIT
- EMT STAGING AREA
- EVACUATIONS CHAIRS
- FIRE ALARM ENUNCIATOR PANEL
- FIRST AIDS KIT(S)
- GAS SHUT-OFF
- MEDIA STAGING AREA (OUTSIDE SCHOOL)
- OFF-SITE COMMANDING CENTER
- PA/INTERCOMM SYSTEM CONTROL PANEL
- PARENT STAGING AREA (INSIDE SCHOOL)
- PARENT STAGING AREA (OUTSIDE SCHOOL)
- POTS PHONE JACKS
- PRIMARY COMMAND CENTER
- SECONDARY COMMAND CENTER
- WATER SHUT-OFF

	Emergency Location	Description	Delete
<input type="button" value="Edit"/>	AREA OF RESCUE ASSISTANCE	NONE	<input type="button" value="X"/>
<input type="button" value="Edit"/>	BURGLAR ALARM PANEL	NONE	<input type="button" value="X"/>
<input type="button" value="Edit"/>	CAMERA SYSTEM DVR	NONE	<input type="button" value="X"/>
<input type="button" value="Edit"/>	CHANGE OF CLASS BELLS	2ND LEVEL	<input type="button" value="X"/>
<input type="button" value="Edit"/>	ELECTRICAL VAULT SHUT-OFF	NONE	<input type="button" value="X"/>
<input type="button" value="Edit"/>	EMERGENCY KIT	NONE	<input type="button" value="X"/>
<input type="button" value="Edit"/>	EMT STAGING AREA	NONE	<input type="button" value="X"/>
<input type="button" value="Edit"/>	FIRE ALARM ENUNCIATOR PANEL	NONE	<input type="button" value="X"/>
<input type="button" value="Edit"/>	FIRST AIDS KIT(S)	NONE	<input type="button" value="X"/>



Schools, Emergency Locations, Alternate Evacuation Sites

Alternate Evacuation Sites

Name Contact

* Street No. * Direction * Street Name Apartment No.

* City * State Zip Beat

Phone Emergency Phone

	Name	Contact	Phone	Emergency Phone	Address	Delete
<input type="button" value="Edit"/>	SITE 1	JOHN			3510 S MICHIGAN AVE CHICAGO IL 60606	<input type="button" value="X"/>

row(s) 1 - 1 of 1



Schools, Emergency Locations, Safe Locations

Interior and Exterior Safe Locations

Class Room / Building Area

0 of 2000

Interior Safe Location

Exterior Safe Location

Add

	Location Description	Interior Safe Location	Exterior Safe Location	Delete
Edit	N/E CORNER	NORTH SIDE	EAST SIDE	✖

row(s) 1 - 1 of 1

Evacuation Routes to Exterior Safe Locations

Room Description

0 of 2000

Exit Door to be Utilized

Is this route accessible to those with special needs who require physical assistance ?

Add

	Room Description	Exit Door to be Utilized	Special Needs Accessible	Delete
Edit	ROOM 101	EXIT 5	YES	✖

row(s) 1 - 1 of 1



Schools, Emergency Locations, Rescue Assistance

Areas of Rescue Assistance

TIP: Each person (student, staff, etc) requiring evacuation assistance must be assigned a Rescue Assistant. The Rescue Assistant will aid in the evacuation and if they are unable to evacuate, will escort the person to the Area of Rescue Assistance and report their location to the Special Needs Evacuation Coordinator.

Last Name First Name

Student Staff Other

Disability Type

Student or Staff ID

Usual Room Location

Rescue Assistant Name

Area of Rescue Assistance

	Name	Student	Staff	Other	Type of Disability	Student / Staff ID	Usual Room Location	Rescue Assistant	Area of Rescue Assistance	Delete
<input type="button" value="Edit"/>	SMITH, JOE	YES			504	1234				<input type="button" value="X"/>

row(s) 1 - 1 of 1

- Select -
- 504
- AUTISTIC--MILD
- Autistic--Moderate
- Autistic--Profound
- Autistic--Severe
- Deaf/Blind--Profound
- Developmental Delay--Mild
- Developmental Delay--Moderate
- Developmental Delay--Profound
- Developmental Delay--Severe
- Emotional Disorder--Mild
- Emotional Disorder--Moderate
- Emotional Disorder--Profound
- Emotional Disorder--Severe
- Hearing Impaired--Mild
- Hearing Impaired--Moderate
- Hearing Impaired--Profound
- Hearing Impaired--Severe
- Learning Disabled--Mild
- Learning Disabled--Moderate
- Learning Disabled--Profound
- Learning Disabled--Severe
- Mild Cognitive Impairment
- Moderate Cognitive Impairment
- Multiple Handicaps--Mild
- Multiple Handicaps--Moderate
- Multiple Handicaps--Profound
- Multiple Handicaps--Severe
- Other Health Impaired--Mild



Schools, Emergency Drills

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Steps: J. Emergency Drills [View / Edit Attachments](#)

School Safety Drills

* Safety Drill Type

Scheduled Date Completed Date

Check here if you have a Certificate of Completion

Official Agency Approval By Official Agency Approval Title

Comments

0 of 4000

- Select -
- Select -
- Evacuation 1
- Evacuation 2
- Evacuation 3
- Shelter-In-Place
- Bus Evacuation
- Law Enforcement
- Other

	Scheduled Date	Safety Drill Type	Completed Date	Certificate?	Approval By	Approval Title	Comments	Delete
<input type="button" value="Edit"/>	08-JUL-2008	EVACUATION 1	10-JUL-2008	YES	FIRE	COMMANDER	THIS IS A TEST DRILL.	<input type="button" value="X"/>
<input type="button" value="Edit"/>	09-JUL-2008	EVACUATION 2	11-JUL-2008	YES	BUS	EVACUATION SCHOOL SECURITY	THIS IS A TEST DRILL.	<input type="button" value="X"/>

1 - 2

- ✓ **TIP 1.** In compliance with the provisions of PA 94-600 (105 ILCS 128), also known as the School Safety Drill Act, each school will plan for three (3) Evacuations, one (1) Severe Weather, one (1) Law Enforcement exercise during the school year. A Chicago Fire Department official must sign off on at least one drill completion.
- 2. Schools should attempt to complete Evacuation 1 by October 1st.



Schools, Site Plans



**Training &
Development**

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Steps: [View / Edit Attachments](#)

Schools are annually required to review and annotate copies of their floor plans and site maps to include specific information.

Specifically, schools are required to submit the three following drawings:

1. Safe Passage Routes

A Safe Passage Route should be established and followed by all staff members in the event that an emergency warrants the Incident Commander to direct an evacuation to the Alternate Evacuation Site. A Safe Passage Route can be mapped by using the Chicago Police Department's CLEAR Map application. Click here [CLEAR Maps](#) for detailed instructions on how to create obtain a neighborhood map and mark it up with Safe Pass Route information.

In addition to the drawing of the route, the Safe Passage Route directives must also be written. For example:

- Proceed east on George Street to Sheffield.
- Turn left and proceed north on Sheffield to Nelson.
- Turn right and proceed east on Nelson to Alternate Evacuation Site (insert name).

Both the map and the written instructions should be attached to your school's FIMs record. Use the "view/edit Attachments" button to attach these documents.

2. Exterior Site Plan

A floor plan of the school and areas outside the school must be available in the Emergency Plan. Schools might use a copy of a plat survey or other document available to show the general outline of the school building and surrounding land. Check the attachments to your school's FIMs record to determine if a plot plan is available through FIMS. Alternatively you can use the Clear system to create a plot plan by zooming in to your school on the neighborhood map. See above.

Each of the following must be identified on the Emergency Site Plan:

- Exterior Safe Locations for each classroom, office, building location
- Command Centers
- Exterior Parent Staging Area
- Parent Reunification Area
- Media Staging Area
- First Aid Staging Area
- School playground
- School parking lot
- Location of security cameras
- Student drop off & pick up sites utilized on a typical school day



The final Safe Passage Route Map and directions should look like this:





Review Screen

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Facility Information Summary

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» 1. Site Information » 2. Classifications / Gangs » 3. Contacts » 4. Tenants » 6. Hazards » 8. Companies / Associations » 9. Schools » 11. Review & Complete

Steps: 11. Review & Complete [View / Edit Attachments](#) [View / Edit CPS Appendix Documents](#) [Cancel](#) [< Previous](#) [Complete](#) [Print](#)

TIP You must click on Complete button to save your changes.

Address

Street No 3513 Street Direction S Street Name MICHIGAN AVE Apt No City CHICAGO State IL Zip Beat 211

Site Information [Edit](#)

Facility Name ACT CHARTER SCHOOL Active ? Yes Structure Type REINFORCED CONCRETE Parking Type ATTACHED-ABOVEGROUND Website

School Information [Edit](#)

School Unit No. 12345
Phone (343) 333 3368 Fax (789) 309-9303
CPS Facility ID 21 Area Office AMPS Range of Grades 10-12
CPD District 002 CPD Beat 211

Student Enrollment and Personnel Data [Edit](#)

Number of Students	140
Number of Students with Special Needs	90
Number of Teachers	200
Number of ESP/Paraprofessional Personnel	5
Number of CPS Custodial Personnel	17
Number of Engineers	19



Emergency Plan Report



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Chicago Public School Emergency Plan

Submit

Select a School AASTA - Primary
 ORR C.A. H.S. REZIN - Alternate

Emergency Plan	Created Date	Report Status	Comments
12345_080808140840.PDF	08-AUG-2008		File Generated

1 - 1

TIP If your school is housed in a building that has the controlling school, select the appropriate school and hit Submit, else do not select any school and hit Submit.

User: CPSADMIN
Module: 11400 \$Revision: 1.28 \$

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Emergency Plan Report (Cont'd)



ACT CHARTER SCHOOL
Chicago Public School
Emergency Plan
12345

(343) 333-3368

3513 S MICHIGAN AVE CHICAGO, IL

PRINCIPAL JEFF CROSS

ENGINEER SARAH HOWARD

Generated on: August 8, 2008 2:14 pm



SECURITY PERSONNEL SCHEDULE

Insert name of person performing security duties and his/her location. Complete time of day shown in column 1. If no security is provided during a particular time of day, please type "N/A"

Time of Day	Monday Name Location	Tuesday Name Location	Wednesday Name Location	Thursday Name Location	Friday Name Location	Saturday Name Location	Sunday Name Location
0700 - 0840	PATRICK ROHAN MAIN ENTRANCE						
0700 - 1000	EILEEN SUTTON PARKING LOT	EILEEN SUTTON PARKING LOT					
0700 - 1100	KATE BLACKERD STADIUM AREA						
0700 - 1300	PAUL RUEBENS LIBRARY VERONICA CASTILLEJA PRINCIPALS OFFICE						
0700 - 1500	PAUL RUEBENS 1ST FLOOR MAIN						
0800 - 1300	ENRIQUE GALLEGOS ASSEMBLY HALL	ENRIQUE GALLEGOS ASSEMBLY HALL	ENRIQUE GALLEGOS ASSEMBLY HALL	ENRIQUE GALLEGOS ASSEMBLY HALL			
0845 - 0950	VERONICA CASTILLEJA MAIN ENTRANCE	VERONICA CASTILLEJA MAIN ENTRANCE	VERONICA CASTILLEJA MAIN ENTRANCE		VERONICA CASTILLEJA MAIN ENTRANCE		
1000 - 1500	JOE SHOOZE 3RD FLOOR MAIN						
1100 - 1300	JOE SHOOZE LUNCHROOM						



INCIDENT COMMAND: EMERGENCY MANAGEMENT TEAM

EMT ROLE	FIRST NAME	LAST NAME	SCHOOL TITLE	ROOM/ LOCATION	WORK PHONE	CELL PHONE	HOME PHONE
INCIDENT COMMANDER		ALGRID C. PRETKELIS	PRINCIPAL	MAIN ENTRANCE	(773) 535-4900		
ALTERNATE INCIDENT COMMANDER		VERONICA CASTILLEJA	ASSISTANT PRINCIPAL		(773) 535-4900		
LIAISON OFFICER		SHIRLYNN CARTER	ASSISTANT PRINCIPAL		(773)535-4900		
SAFETY OFFICER		ENGINEERING			(773) 535-4916		
PUBLIC INFORMATION OFFICER		PATRICK ROHAN	ASSISTANT PRINCIPAL		(773) 535-4900		
FINANCE / ADMINISTRATION SECTION CHIEF	ENRIQUE	GALLEGOS	INVESTIGATOR				
PLANNING SECTION CHIEF	EILEEN	SUTTON	CEO				
OPERATIONS SECTION CHIEF	ENRIQUE	GALLEGOS	INVESTIGATOR				
SEARCH TEAM COORDINATOR	SUSIE	SMITH	DR.		(773) 553-6900	13126966332	(708) 987-4561
SEARCH TEAM COORDINATOR	SUSIE	SMITH	DR.		(773) 553-6900	13126966332	(708) 987-4561
FIRST AID TEAM COORDINATOR		LUNCHROOM			(773) 535-4917		
SPECIAL NEEDS EVACUATION COORDINATOR		VERONICA CASTILLEJA	ASSISTANT PRINCIPAL		(773) 535-4900		
CRISIS INTERVENTION COORDINATOR	ENRIQUE	GALLEGOS	INVESTIGATOR				
PARENT REUNION COORDINATOR	SUSIE	SMITH	DR.		(773) 553-6900	13126966332	(708) 987-4561
PARENT REUNION COORDINATOR		VERONICA CASTILLEJA	ASSISTANT PRINCIPAL		(773) 535-4900		
LOGISTICS SECTION CHIEF	EILEEN	SUTTON	CEO				
TRANSPORTATION COORDINATOR		SHIRLYNN CARTER	ASSISTANT PRINCIPAL		(773)535-4900		
FOOD SERVICES COORDINATOR		LUNCHROOM			(773) 535-4917		



Andres Durbak

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