

LAKE FOREST ACADEMY



EMERGENCY GUIDE

Emergency Contacts {cell phone numbers}

Police/Fire/Rescue	911
Poison Control	911
Police Non-emergency	847-234-2601, #9
Lake Forest Academy Security	847-997-3685
Dean of Students Office	847-615-3248 {847-997-4051}
Lake Forest Academy Health Ctr	847-615-3253 {847-507-4728}
Lake Forest Academy On-Call	{847-997-0291}
Student Counseling	{312-259-5788} Mrs. Dalia {847-812-9797} Mrs. Madeley
Lake Forest Academy Facilities	facilities@lfanet.org
Information Technology Services	helpdesk@lfanet.org
Lake Forest Academy Home Page	www.lfanet.org

[Anonymous Tip Report Link](#)

Student emergency mobile app: **Safe2SpeakUP**

Adult emergency mobile app: **Crisis Go**

Dorm Phones

Atlass 1:	847-997-0498
Atlass 2:	847-997-2687
Ferry Hall:	224-300-3047
Field 1:	847-997-0462
Field 2:	847-997-2685
Mac:	847-997-0463
Warner:	847-997-0469

Medical Emergency

- Notify 911, Campus Safety, and/or a Lake Forest Academy adult immediately.
- Do not attempt to move the victim unless he/she is in danger of further injury.
- Properly trained individuals should begin CPR for an unresponsive victim who is not breathing normally.
- Properly trained individuals should commence first-aid while awaiting an ambulance, particularly to stop heavy bleeding.
- If alcohol poisoning is suspected, keep the person awake.

Mental Health Emergency

In the event of overtly threatening behavior constituting an immediate threat to self or others, notify 911, Campus Safety, and/or a Lake Forest Academy adult immediately.

In non-emergency situations, refer students to the Therapists or the Health Center.

- Express your concerns directly to the individual.
- Make a referral in the presence of the individual and offer to accompany them.

Watch for changes in behavior, such as:

- significant changes in academic or work performance;
- changes in hygiene, speech, attentiveness or social interaction;
- excessive drinking or drug use;
- severe loss of emotional control;
- high levels of irritability;
- impaired speech or garbled/disjointed thoughts;
- excessively morbid, violent or depressing themes in written assignments;
- verbal expression of suicidal or violent thoughts.

Menacing Behavior

- Stay calm and unhurried in your response to the person.
- Be empathetic and show your concern.
- Try to sit down with the person, as sitting is a less aggressive posture than standing or moving around.
- Be helpful. Schedule an appointment for a later time, take notes.
- Provide positive feedback such as, "We can get this straightened out," or "I'm glad you're telling me how you feel about this."
- Stay out of arm's reach.
- Limit eye contact.
- Do not argue, yell or joke.
- Do not touch the person.

If the individual's level of agitation increases, attempt the following:

- Leave the scene.
- Notify Campus Safety, a Lake Forest Academy adult, and/or 911 immediately.
- If you leave the scene, alert others that there is trouble.
- If the menacing person leaves, you must alert a Lake Forest Academy adult immediately and/or the Police. Do not allow menacing behavior to go unreported.

Suspicious Mail/Packages

- Do not use a cell phone as it can trigger an explosive device.
- Do not move, open, cover or interfere with the package.
- Move away from suspicious items.
- Notify Campus Safety, a Lake Forest Academy adult, and/or 911 from a safe location.
- Follow police instructions.

Some typical characteristics which ought to trigger suspicion include letters or parcels that:

- Have any powdery substance on the outside.
- Are unexpected or from someone unfamiliar to you.
- Have excessive postage, handwritten or poorly typed address, incorrect titles or titles with no name, or misspellings of common words.
- Are addressed to someone no longer with your organization or are otherwise outdated.
- Have no return address, or have one that can't be verified as legitimate.
- Are of unusual weight, given their size, or are lopsided or oddly shaped.
- Have an unusual amount of tape.
- Are marked with restrictive endorsements, such as "Personal" or "Confidential."
- Have strange odors or stains.

Violent Crime in Progress

If exiting the building is possible:

- Exit the building immediately.
- Notify others as you exit the building.
- Be aware of your surroundings.
- Move away from the school buildings and near natural or man-made obstructions. Stay out of sight.
- Notify Lake Forest Police at 911 immediately upon reaching a safe location.

If exiting the building is not possible:

- Go to the nearest room or office.
- Close and lock the door.
- If possible, cover the door windows.
- Keep quiet and act as if no one is in the room. If necessary, you can flip the furniture in the room to create obstructions and stay out of sight.
- DO NOT answer the door or leave the room for any reason.
- Do not use your phone except to notify Lake Forest Police at 911.

*** If a lockdown was necessary then we would communicate that electronically via text message.

Fire

- Alert people in the immediate area of the fire and evacuate.
- Activate a fire alarm by pulling on an alarm box.
- Notify Campus Safety, a Lake Forest Academy adult, and/or 911 immediately
- Notify 911 to report the location and size of the fire. Always call from a safe location.
- Confine the fire by closing doors as you leave.
- Evacuate the building. Do not use elevators unless directed to do so by authorized emergency personnel.
- Do not re-enter the building until authorized emergency personnel give the "all clear" signal.
- If smoke, heat or flames block your exit routes, stay in the room with the door closed.
- Signal for help using a bright-colored cloth at the window.
- If there is a telephone in the room, call 911 to alert authorities of your situation.
- Report all fires, even those which have been extinguished, to the Fire Department.

Note: There are different types of fire extinguishers for use on different types of fires. Familiarize yourself with the type and operation of fire extinguishers in your work area.

LAKE FOREST ACADEMY FIRE & EVACUATION INSTRUCTIONS

Academic Day

Plan for evacuation of Corbin, Korhumel, Reid Hall, JCC Student Center, Cressey Center, Reyes Science Center, New Hall, Fitzsimmons, and Crown during the academic day.

When the emergency alarm sounds, it is important to clear all buildings, and to organize and take attendance of all students.

All faculty, staff, and students are to follow the general instructions below.

General Instructions:

1. Students should leave classrooms once alarms sound and proceed to designated areas described below.
2. Teachers should bring up the rear, after closing classroom doors. **Classroom teachers should bring their attendance rosters.**
3. Upon arrival at designated areas, student should group themselves with their classroom teachers.
4. Classroom teachers should take attendance.
5. Classroom teachers should report any missing students to the member of the Deans Office who is in charge of the area.
6. The member of the Deans Office who is in charge of the area will then report any missing students to the Fire Department command center.
7. Faculty and Students should remain quiet and at the designated area until further notice.

Routes:

Upper Corbin Classrooms and Offices:

Faculty, staff, and students should proceed towards Reid Hall, exiting out the north doors and gather in front of New Hall.

Secondary route: If the above route is blocked - Faculty, staff, and students should proceed out the nearest exit that leads to the Bowditch Bell. They should then gather on the baseball field.

Lower Corbin Classrooms and Offices:

Faculty, staff, and students should proceed out the nearest exit that leads to the Bowditch Bell. They should then gather on the baseball field.

Secondary route: If the above route is blocked - Faculty, staff, and students should proceed towards Reid Hall, exiting out the north doors and gather in front of New Hall.

Upper Korhumel Classrooms and College Counseling:

Faculty, staff, and students should proceed down the first staircase and exit the doors beneath the Corbin Bridge. They should then gather on the baseball field.

Secondary route: If the above route is blocked - Faculty, staff, and students should proceed towards Reid Hall, exiting out the north doors and gather in front of New Hall.

Lower Korhumel:

Faculty, staff, and students should go out the glass door off the commons and gather on the baseball field.

Secondary route: If the above route is blocked - Faculty, staff, and students should exit through the door beneath the Corbin Bridge. They should then gather on the baseball field.

Upper and Lower Reid Hall (including the Health Services Hallway):

Faculty, staff, and students should exit through the back doors of Reid Hall and gather in the Formal Gardens.

Secondary route: If the above route is blocked - Faculty, staff, and students should exit towards the Student Center and gather on the field there or go out the front doors and gather on the baseball field by the Bowditch Bell.

JCC Student Center:

Faculty, staff, and students should exit the building via the front or side doors and gather on the quad field.

Secondary route: If the above route is blocked - Faculty, staff, and students should exit towards the rear of the building via the basement and then gather in the Formal Gardens behind Marshall Field.

New Hall and Orchestra Room:

Faculty, staff, and students should exit towards the Student Center and gather on the field there.

Secondary route: If the above route is blocked - Faculty, staff, and students should exit through the back doors towards Reid Hall and gather in the Formal Gardens.

Cressey Center and Science Center:

Faculty, staff, and students should exit towards the Student Center and gather on the field there.

Secondary route: If the above route is blocked – Faculty, staff, and students should exit towards the parking lot and then gather down in front of Atlass Hall.

Fitzsimmons (including Mackenzie Ice Arena) and Crown:

Faculty, staff, and students should exit towards the parking lots and gather on the outdoor basketball court.

Secondary route: If the above route is blocked – Faculty, staff, and students should exit towards the sides or back of the building and then gather on the track.

DORMITORY FIRE & EVACUATION PLANS

Plan for the evacuation of the dormitories after the academic day

When the emergency alarm sounds, it is important to clear all buildings, and to organize and take attendance of all students.

All faculty, staff, and students are to follow the general instructions below.

General Instructions

1. Close all windows.
2. Turn off lights.
3. Close door to room.
4. Walk quietly away from building to assigned area.
5. Remain with the group for attendance. Dorm parents will take a full attendance of all students. Any missing students shall be reported by the Dorm Master to the Fire Department command center.
6. Do not return to the dormitory until instructed to do so.

Routes

Atlass:

Faculty, staff, and students should proceed down the center or end staircases and leave the building on the non-parking lot side. They should gather in front of the dorm on the quad field.

Secondary route: If the above route is blocked – Faculty, staff, and all students should proceed down the center or end staircases and leave the building on the parking lot side (main entrance door). They should gather in the tennis courts.

Marshall Field:

Faculty, staff, and students should proceed down the halls of the dormitory and leave out the north or east doorways. They should then gather in front of the dorm by the quad field.

Secondary route: If the above route is blocked – Faculty, staff, and students should exit through the fire exits off of main hallways. They should then gather in front of the dorm by the quad field.

McIntosh:

Faculty, staff, and students should proceed down the hallway and leave by the front door. They should then gather in front of the dorm by the quad field.

Secondary route: If the above route is blocked – Faculty, staff, and students should leave through the commons room door. They should then gather in front of the dorm by the quad field.

Warner:

Faculty, staff, and students should leave from the front door or emergency stairwells upstairs, and gather in front of the dorm on the grass by Academy Woods.

Secondary route: If the above route is blocked – Faculty, staff, and students should leave through the rear door or kitchen door and then gather in front of the dorm on the grass by Academy Woods.

Ferry Hall:

Faculty, staff, and students should proceed down the hallways and leave via the front door. They should then gather in front of the dorm on the quad field.

Secondary route: If the above route is blocked – Faculty, staff, and students should leave through the end staircases and gather in front of the dorm by the quad field.

Bomb Threat

All bomb threats are to be taken seriously. Notify Campus Safety, a Lake Forest Academy adult, and/or 911 immediately.

If you receive a bomb threat by telephone, remain calm, write down the caller's exact words and note the time of the call. Check for caller ID information and try to write it down. Ask the caller:

- When is the bomb going to explode?
- Where is the bomb?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Did you place the bomb?
- What is your name and address?

If you receive a bomb threat in written form:

- Notify Campus Safety first and/or 911 immediately.
- Notify a Lake Forest Academy adult who will contact 911.
- Do a quick visual inspection of your area. Do not touch or move any suspicious objects.
- Do not use radios, pagers or cell phones as they can trigger an explosive device.
- If you are told to evacuate the area by authorized emergency personnel, take your notes about the call with you.

Explosions

- Notify the Lake Forest Fire Department and/or Lake Forest Police at 911 immediately.
- Take cover under sturdy furniture or evacuate the building if directed to do so by authorized emergency personnel.
- Do not use elevators and be careful of fallen debris, glass or heavy objects that might be about to fall.
- If possible, move away from the site of the hazard to a safe location.
- Do not use cell phones or any electrical device that could spark further explosions.
- Signal for help by shouting or hanging an article of clothing from a window, but do not linger by windows.

Utilities

In the event of a major utility failure during regular business hours, go to a safe location and notify Campus Safety at 847-997-3685 or Building Services at 847-615-3200 or the On-Call phone at 847-997-0291.

Electrical Outage

- Remain calm and, as long as there is no imminent danger, try to remain where you are. The dormitories and the facilities department have high-powered flashlights.
- Evacuate the building if the fire alarm sounds or upon notification by authorized emergency personnel.
- In laboratory buildings, fume hoods do not operate during a power outage and most laboratories should not be used until the ventilation is properly restored.

Gas Leak/Unusual Odors

- Alert Campus Safety or a Lake Forest Academy adult immediately.
- Cease all operations immediately.
- Do not use cell phones or other electronic equipment.
- Do not switch lights on or off.
- Evacuate as soon as possible.

Flooding/Plumbing Failure

- Alert a Lake Forest Academy adult immediately
- Cease using all electrical equipment.
- Avoid contact with the water.
- Evacuate the building.

Hazardous Materials

In school incident:

- Call 911
- Notify Campus Safety and/or the Dean of Students Office who will notify the Head of School and Facilities Director.
- Seal off area of leak/spill and isolate the area by closing doors or cordoning it off
- Do not touch the material
- Take charge of the area until fire personnel arrive.
- Fire officer in charge will recommend shelter or evacuation actions
- Follow procedures for sheltering or evacuation

Incident occurred near school property:

- Fire or Police will notify Lake Forest Academy
- Fire officer in charge of the scene will recommend shelter or evacuation actions
- Follow procedures for sheltering or evacuation

Radiological Incident:

The Zion Power Plant is not a fully operative facility, but after the event of September 11, 2001 there is still a possibility of a threat for a radiological incident. In the event of an actual incident, appropriate warnings and instructions will be broadcast over the state Emergency Alarm System (EAS). The school will be notified if radiological release requires protective actions.

Evacuation

Leave your building immediately when an alarm sounds or if you are instructed to do so by authorized emergency personnel and meet in the locations designated for fire drills.

- Follow normal fire drill procedures
- Notify others on your way out, but stay with your classmates or dorm mates.
- Turn off lights, electrical equipment, gas, water faucets, air conditioning, and heating system.
- Secure hazardous operations if possible.
- Take important personal items (just what you can grab).
- Close doors behind the last person out.
- Walk quickly to the nearest safe exit.
- Do not use elevators unless authorized emergency personnel tell you to do so.
- Do not re-enter the building until authorized emergency personnel give the "all clear" signal.
- Report any missing or trapped persons to authorized emergency personnel.
- Move away from the building.
- Go to your evacuation meeting site and sign in. Even if you were not in your building when it was evacuated, go to your evacuation meeting site so you will be accounted for.

If you are required to leave the building immediately but are unable to (because of a physical disability, injury or obstruction):

- Go to the nearest area where there are no hazards.
- Notify Campus Safety, a Lake Forest Academy adult, and/or 911.
- Signal out the window to emergency responders if possible.
- Remain calm, responders will arrive.

Relocation Centers:

- The primary site is located close to the school. The secondary site is located further away from school in case of a community-wide emergency.

Primary: LFHS West Campus (at the corner of Route 60 and Route 43)
300 S. Waukegan Rd., Lake Forest, Illinois 60045

Secondary: Hawthorn Mall (Route 60 in Vernon Hills)
122 Hawthorn Center, Vernon Hills, Illinois 60061

Evacuating Persons with Disabilities

Instructors and supervisors should be proactive and be aware of people who will need assistance.

Assisting Blind/Visually Impaired:

- Clearly announce the type of emergency.
- Offer your arm for guidance.
- Tell the person where you are going, and alert him/her to obstacles along the way.

Assisting Deaf/Hearing Impaired:

- Turn lights on and off to gain the person's attention.
- Indicate directions with gestures or a written note.

Assisting Mobility-Impaired/Wheelchair Users:

- Elevators should not be used to move people with disabilities.
- Seek volunteers to assist students/personnel with physical disabilities to the nearest enclosed stairway or designated areas for rescue assistance.
- One individual should remain with the person(s) if it can be done without unreasonable personal risk.
Others should advise emergency personnel of the location so that the evacuation can be completed.
- If an imminent danger situation exists and the person requests assistance in evacuation before emergency personnel can arrive, assist in finding volunteers to evacuate the person per his/her instructions.

Weather Emergencies

Thunderstorms

- Move inside.
- Stay away from windows
- Draw shades or blinds to reduce injury from flying glass.
- Minimize use of electric appliances, including cell phones, computers, etc.

Weather Closing Information

As a boarding school, Lake Forest Academy holds its daily classes and extracurricular activities as scheduled during winter weather. However, we recognize that day parents may have some concerns about their students' personal safety with regard to transportation issues. Therefore, we ask that you communicate directly to the Dean of Students Office any absence due to the weather by calling the attendance line (847-615-3283) before 9:00 am. If weather issues arise during the school day or if you have other questions, you should contact the Dean of Students Office.

Information regarding weather closings is communicated via email as well as to the emergency closings center which displays that information on the television. Information may also be broadcast by means of our automated broadcast system that will call the phone numbers we have entered in our system.

Tornados: Classrooms and Office Procedures

A tornado watch (not a tornado warning) is meant to alert residents in a specific area that tornados are possible. A tornado warning, which under all circumstances should be taken with the utmost seriousness, is issued when a tornado is actually spotted. A tornado warning will be issued by the sounding of an air horn.

Reid Hall

Proceed to the basement. If you cannot get to the basement safely, proceed to the hallway by the mailroom. Stay between the nurse's staircase and the kitchen doors. Avoid all windows and doors. If it is impossible to get to this space, go to an interior hallway on the ground floor. Remain there until you are told it is safe to leave.

Corbin and Korhumel

Proceed to the basement. If you cannot get to the basement safely, proceed to the ground level of Corbin or Korhumel. Do not go outside, and stay away from all doors. Remain there until you are told it is safe to leave.

Cressey Arts Center

Proceed to the basement. If it is impossible to get to this space, go to an interior hallway on the ground floor. Avoid all windows and doors and remain there until you are told it is safe to leave.

Reyes Science Center

Proceed to the basement. Avoid all windows and doors. If it is impossible to get to this space, go to an interior hallway or interior classroom on the ground floor. Remain there until you are told it is safe to leave.

JCC Student Center

Proceed to the basement. If you cannot get to the basement safely, proceed to an interior hallway or area within the kitchen space. Avoid all windows and doors. Remain there until you are told it is safe to leave.

New Hall and Orchestra Room

Proceed to the basement in Reid Hall. If it is impossible to get to this space, go to the middle of the room in Hutch to be away from all windows and doors. Seek coverage under tables and remain there until you are told it is safe to leave.

Crown and Fitzsimmons

Proceed to the locker rooms in either building. If it is impossible to get to this space, go to the interior hallway between the ice rink and locker rooms in Fitzsimmons. Avoid all windows and doors and remain there until you are told it is safe to leave.

Please note that if a severe weather threat involving tornados was forecast that we would be monitoring the situation extremely closely and we would have campus safety unlock the basement doors in case we needed to access those areas.

Tornados: Dorm Procedures

A tornado watch (not a tornado warning) is meant to alert residents in a specific area that tornados are possible. A tornado warning, which under all circumstances should be taken with the utmost seriousness, is issued when a tornado is actually spotted. A tornado warning will be issued by the sounding of an air horn.

Atlass

Proceed to the basement of the dorm and remain there until you are told it is safe to leave. If you cannot get to the basement safely, go to the hallways on the 1st floor. Close the doors to the dorm rooms and at the ends of the hallways. Remain there until you are told it is safe to leave.

Marshall Field

Proceed to the basement of the dorm and remain there until you are told it is safe to leave. If you cannot get to the basement safely, go to the hallways on North or East. Close the doors to the dorm rooms and at the ends of the hallways. Remain there until you are told it is safe to leave.

Warner

Proceed to the basement of the dorm and remain there until you are told it is safe to leave. If you cannot safely get to the basement, go to the hallway on the lower floor near the laundry room and bathroom. Close the doors to the dorm rooms and stay away from the outer doors. Remain there until you are told it is safe to leave.

McIntosh

Proceed to the basement of the dorm and remain there until you are told it is safe to leave. If you cannot get to the basement safely, go to the East hallway (by the kitchen). Close the dorm room doors and gather near the interior walls. Remain there until you are told it is safe to leave.

Ferry Hall

Proceed to the basement of the dorm and remain there until you are told it is safe to leave. If you cannot get to the basement safely, go to the hallways on the 1st floor. Close the doors to the dorm rooms and at the ends of the hallways. Remain there until you are told it is safe to leave.

Automatic External Defibrillators (AED)

Lake Forest Academy Campus 2021

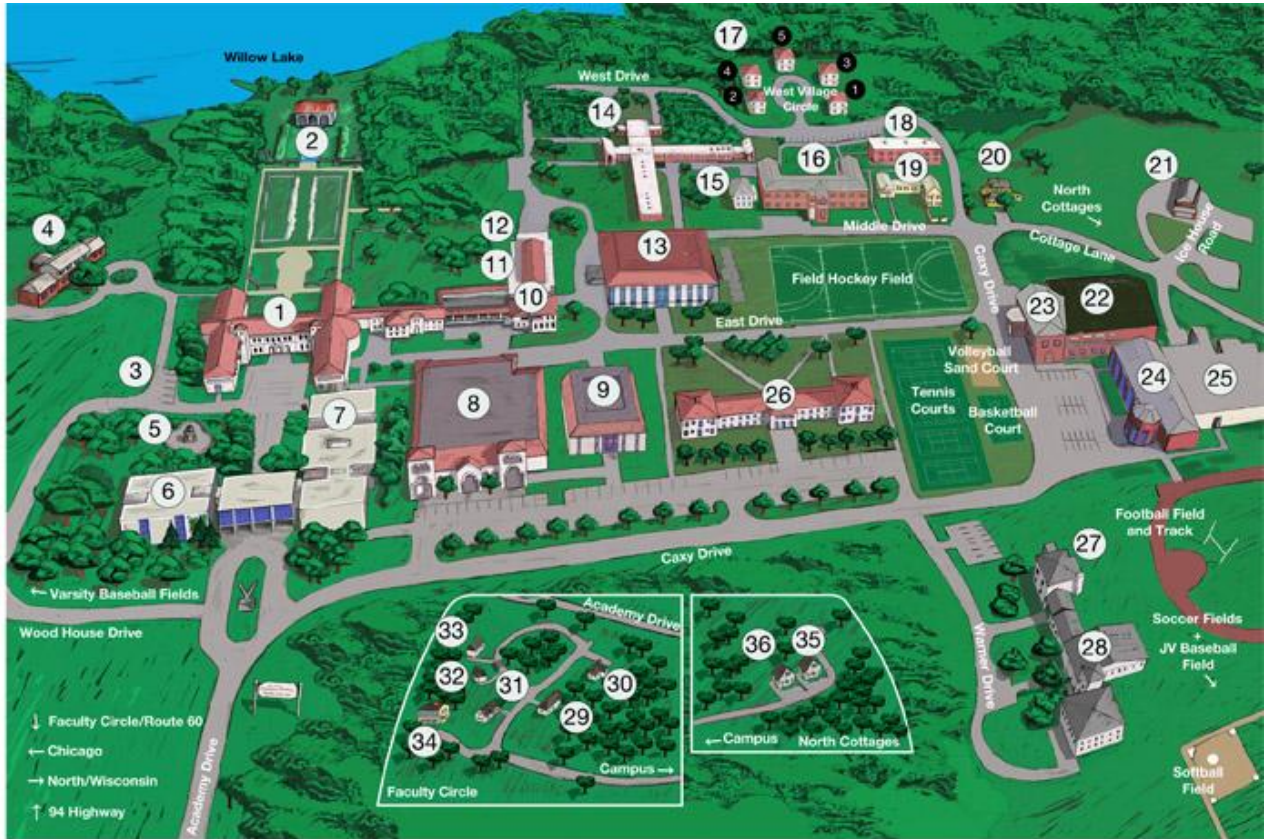
- **Atlass Dorm:** 1st floor; wall by stairs to basement, East entrance
- **Corbin:** 2nd floor; across the hall from the Dean of Students Office
- **Cressey Center:** East staircase wall across from the restrooms
- **Crown:** 1st floor; by room #161 and vending area, East entrance
- **Crown:** 2nd floor; Morrison fitness center, portable
- **Crown:** pool hallway
- **Ferry Hall:** 1st floor; North wall near entrance
- **Fitzsimmons:** Athletic training room #126
- **Fitzsimmons:** Main hall outside Mengel Meeting Room #103
- **Fitzsimmons:** Athletic Trainer; portable
- **Hockey Rink:** East wall between vending machines and bleachers
- **JCC Student Center:** Between the Men's and Women's restrooms
- **Marshall Field Dorm:** 1st floor; wall by kitchen area
- **McIntosh Dorm:** On wall by kitchen area, facing front entrance
- **New Hall:** Next to the New Hall Conference Room
- **Reid Hall:** 1st floor; right of the Grand Staircase
- **Reid Hall:** 2nd floor; top of the Nurse's staircase
- **Reyes Science Center:** 1st floor; left of elevator
- **Reyes Science Center:** 2nd floor; outside of Lab #202
- **Reyes Science Center:** Basement outside of Robotics Room #007
- **Security:** Car; portable
- **Soccer Field:** Between the turf fields and soccer fields, West of bleachers
- **Warner Dorm:** 1st floor; just inside front entrance



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| 1. Reid Hall / Armour Mansion | 7. Corbin Academic Center | 13. Student Union | 22. Glore Memorial Gymnasium & Pool | 28. Warner House |
| 2. Formal Gardens & Pagoda | 8. The Cressey Center for the Arts | 14. Marshall Field House | 23. Crown Fitness & Wellness Center | 29. Faculty Circle #1 |
| 3. Admissions & Guest Parking | 9. The Reyes Family Science Center | 15. Durand Cottage | 24. James P. Fitzsimmons Athletic Wing | 30. Faculty Circle #2 |
| 4. Wood House | 10. New Hall | 16. Ferry Hall | 25. MacKenzie Ice Arena | 31. Faculty Circle #3 |
| 5. The Bowditch Bell | 11. Hutchinson Building | 17. West Village (#1 to #5) | 26. Atlass Hall | 32. Faculty Circle #4 |
| 6. Korhumel Wing | 12. Music Practice Room | 18. Weinbrenner House | 27. Remsen Cottage | 33. Faculty Circle #5 |
| | | 19. McIntosh Cottage | | 34. Gate House #1 & #2 |
| | | 20. Richards Cottage | | 35. North Cottage #1 |
| | | 21. Facilities | | 36. North Cottage #2 |