

ADMINISTRATIVE PROCEDURE**Communication Process for Threats**

All employees are to notify their direct supervisor if they hear or become aware of a threat to injure or kill anyone or to destroy personal or district property. The District Crisis Management and Safety plan should be used to guide the administration in handling the situation. The supervisor will notify the Superintendent or his/her designee immediately of any death threat or threat to multiple individuals or threat to district property. The supervisor may contact the police prior to notification of the Superintendent. The Superintendent will notify the Board of Education of the threat as soon as possible.

Once the Administration has investigated the incident, they are to notify the Superintendent or his/her designee of the disposition of the case. The Superintendent or his/her designee will inform the Board of Education of the disposition of the case.

If at any time an employee has an immediate concern for his/her safety or safety of students or school property, they should contact the police by dialing 911 or 309-266-6666. Once the police have been notified, it is the responsibility of the employee to immediately contact his or her supervisor.

Cross Reference – 4:170 (Safety)

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