

# Annual Review Report

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. \_\_\_\_\_ (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.