

EMERGENCY PREPAREDNESS

The Montgomery County Public Schools are working closely with public health and safety officials at the local, county, state, and federal levels in response to national warnings about potential terrorist threats. Depending on the nature and scope of an emergency, including situations involving chemical, biological, and/or radiological materials, school system staff will act at the direction of appropriate emergency management personnel.

Requirements

- ▶ 10 fire evacuation drills
 - ▶ Minimum 2 in the first 30 days of school
 - ▶ Minimum 1 every month

- ▶ 4 Code Red/Blue drills
 - ▶ Minimum 1 combination drill in the first 30 days of school
 - ▶ Minimum 2 additional drills throughout the school year

Code Blue

Definition: a term used to alert staff that an emergency/crisis exists at or near an MCPS facility

- COMMUNITY BASED EMERGENCY SITUATIONS
 - WEATHER EMERGENCIES
 - MEDICAL EMERGENCIES IN YOUR SCHOOL
 - BOMB THREATS
- Requires all students and staff to be accounted for and under supervision
 - Administrators may activate the OSET and set-up a command post, when appropriate
 - Classroom instruction will continue
 - Controlled class change under adult supervision
 - Classroom doors do not need to be locked unless directed to do so
 - Communication with staff/students outside the building
 - Staff documents attendance
 - Hall passes may be restricted
 - Bells controlled by administration
 - Wait for further instructions
 - "Fluid" Code
 - Periodic updated announcements
 - Fire alarm - must evacuate

Code Red

Definition: A term used to describe an emergency/crisis at an MCPS school/facility alerting staff that an imminent danger exists inside or outside the building.

- All staff, students, and visitors must go to the nearest securable location under adult supervision
- Sweep/scan hallways
- Secure classroom doors
- Close/cover windows or blinds
- Take attendance
- Give age appropriate details
- Turn lights off
- Move away from doors and windows
- Ignore alarms and bells
- Remain silent
- Wait for further instructions

Code Blue Shelter in Place

Definition: Enhanced level of Code Blue requiring housing your staff/students indoors for a period of time. The nature and duration of the shelter-in-place will be determined by the emergency and by public safety officials.

- For:
 - Suspected chemical, biological, or radiological incident
 - Possible hazardous material incident (depending on the specific chemical incident)
- Suspected chemical, biological, or radiological incident
 - Code Blue/Shelter-in-Place
 - Secure/lock exterior doors and windows
 - **Initially** keep students in relocatable classrooms until public safety advises differently
 - Bring in students from outdoors activities (recess, athletics) into the main building
 - Hold students in their current location inside until the best course of action can be determined
 - Turn off power

Parent/Child Re-Unification

An orderly and efficient process of re-unifying children with their parents/guardians following the emergency/crisis

- On Campus PCR- All Purpose Room
- Outside On Campus PCR- Cedar Valley Park
- Off Campus PCR-Seneca Valley HS

Pick up walkie-talkies prior to going to duty location

- Administrator, building services, front door personnel, media center personnel

Both Front doors will have procedures signs

- All parents will enter through the front door on the Kindergarten side

Parent Procedures

- Parent identification is checked through the door (shown through the door window) and verified with yellow emergency card
- Parent/designated person signs in
- Visitor sticker given to parent/designee
- Parent sent to All Purpose Room

All Purpose Room

- Stations by alphabetical last name
- Staff check emergency release form to verify authorized adult to take the student

Parent signs out student while runner gets student

Tables are staffed by:

- Designated school personnel (K-1,2-3,4-5)

We are encouraging Parents **NOT** to call or come to the school at the onset of the emergency situation.

- This will impair our ability to safely address the situation.
- Local media will be used to make official announcements about when parents **SHOULD** call or come to the building.
- Be aware that the re-unification sites may change if necessary.