

# SCHOOL EMERGENCY PLAN

Department of Systemwide Safety and Emergency Management  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland



MCPS Form 236-2  
July 2023  
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**School Year 2023–2024**

**The Maryland Center for School Safety has directed that all local school systems incorporate the components listed on page 10 into their School Emergency Plans**

<b>School Name:</b> Highland View Elementary School Main Office Phone #: FAX #: High School Cluster:		<b>Principal:</b> Cell Phone #: Address of School:  Student Start Time ___:___ a.m. Student Dismissal Time ___:___ p.m.	
<b>Name of the person who completed this plan:</b> Date plan was submitted to DSSEM for review/approval: ___/___/___			
<b>OSSWB, Office of School Support and Well-Being:</b> Director's Name:                      Cell Phone#:                      Office Phone#:		<b>Cluster Security Coordinator:</b> Cell Phone #:	
Number of students:		Number of staff:	
Campus size in acres:		Building square footage:	
Reviewed and approved by:		Approval date:	

## ICS CHAIN OF COMMAND, COMMAND TEAM, AND OSET POSITIONS

The **Incident Command System (ICS)** is a nationally recognized organizational and management tool that is utilized by MCPS when responding to an emergency that identifies an incident commander and **on-site emergency team (OSET)** members who are assigned specific duties/responsibilities to respond to an emergency. **Command team** members will follow the structure of the ICS and coordinate emergency efforts with OSET members. Staff must be identified in advance due to the critical nature of these positions.

Assignment	Full Name of Team Member	Full Name of Back-Up Team Member(s)
Incident Commander (principal/designee)	1. Name _____ Cell Phone #: _____-_____-_____	2. Name _____ Cell Phone #: _____-_____-_____
Operations Team Leader	1. Name _____	2. Name _____
Planning Team Leader	1. Name _____	2. Name _____
Logistics Team Leader	1. Name _____	2. Name _____
Finance/Administration Team Leader	1. Name _____	2. Name _____
Recorder/Tracking Coordinator	1. Name _____	2. Name _____
Student/Staff Accountability Coordinator	1. Name _____	2. Name _____
Parent/Child Reunification Coordinator	1. Name _____	2. Name _____
Liaison Officer	1. Name _____	2. Name _____
Safety Officer	1. Name _____	2. Name _____
Public Information Officer	1. Name _____	2. Name _____

**BEHAVIOR THREAT ASSESSMENT**

A research-based threat assessment process that provides appropriate preventive and corrective measures to maintain a safe and secure school environment, to protect and support potential victims, and to provide assistance, as needed, to the individual being assessed. Each school is required to establish a Behavioral Threat Assessment Team. Please see MCPS Regulation on Behavior Threat Assessment **COA-RA**. <https://ww2.montgomeryschoolsmd.org/departments/policy/pdf/coara.pdf>

**SCHOOL SAFETY/EMERGENCY PREPAREDNESS ASSURANCES**

**PLEASE CHECK THE APPROPRIATE BOXES**

- This school has a Behavior Threat Assessment Team as required under Regulation COA-RA *Behavior Threat Assessment*.
- This school's OSET team has been trained in emergency preparedness, planning, management and response options.

**COMMAND POST**

Indoor and outdoor command post locations must be determined. The indoor command post is a securable location/room from which the command function/incident management will operate during the emergency. Access to computer(s), printer, phone(s), fax, and emergency kit is recommended. Also, it is imperative that the emergency kit, and a laptop computer, if available, are brought to the outdoor command post.

**Indoor Command Post Locations** (i.e., main office, workroom, principal's office):

**Primary Location** \_\_\_\_\_ **Alternate Location** \_\_\_\_\_

**Outdoor Command Post Location** (i.e., parking lot, athletic field, stadium):

\_\_\_\_\_

**MULTI-HAZARD ASSESSMENT**

Multi-hazards in and around the school must be identified. Identify factors that may put students, staff, and/or visitors at risk. These areas may include, but are not limited to, railroad tracks, highways that transport hazardous materials, large underground gas lines or storage tanks.

<b>Hazard (i.e. Route 495)</b>	<b>Location (i.e. north side of school)</b>	<b>Description (i.e. transport of hazardous materials)</b>

**TASKS TO BE CONSIDERED BEFORE, DURING, AND AFTER AN EMERGENCY**

During the school year, a staff member will be responsible for the following:

<b>Responsibility</b>	<b>Names of Responsible Staff Members</b>
Maintain emergency kit.	
Maintain the NOAA weather radio.	
Bring the emergency kit, when the school evacuates.	

**Location of Emergency Kit** \_\_\_\_\_

**Location(s) of First Aid Kit(s)** \_\_\_\_\_

**TYPES OF EVACUATION**

**Fire:** Evacuate at least **50 feet** from the building.

**Bomb Threat or Multi-hazard Threats:** Evacuate at least **300 feet** from the building. **Do not evacuate to one central location, i.e. the stadium.**

**EVACUATION SITES**

**On-Campus Multi-hazard Evacuation Locations** (i.e., athletic field, stadium, parking lot, playgrounds)

<b>Primary Location</b>	
<b>Alternate Location</b>	

**Off-Campus Multi-hazard Evacuation Locations** (i.e., church parking lot, shopping center, another school, vacant field, cul-de-sac). During inclement weather, OSSWB should be contacted regarding special needs.

<b>Primary Location</b> (location/address/phone)	
<b>Alternate Location</b> (location/address/phone)	

**STUDENT/STAFF ACCOUNTABILITY**

Students/staff must be accounted for during an emergency. Staff with computer access should use the Outlook private folder. If there is no access to a computer, other means should be employed to report attendance.

For high schools only: Open Lunch?  No  Yes Start Time \_\_\_:\_\_\_  a.m.  p.m. End Time \_\_\_:\_\_\_  a.m.  p.m.

**SAFE LOCATIONS**

If outdoor activities are in progress when a Lockdown is activated in the school building, students and staff who are outdoors should be notified by public address system or portable radio and move away from the threat to a predetermined safe location(s). Staff should first visually scan, if practical, the safe locations for potential danger. Staff should, if possible, notify the school of their location. Depending on the circumstances of the emergency, the safe location(s) may need to be reconsidered. Please identify at least one and up to three safe locations for use by students and staff who are outdoors when a Lockdown is activated.

1.
2.
3.

**MEDIA STAGING AREA**

This area must be separate from any multi-hazard evacuation location or parent/child reunification area.

<b>Off Campus</b> (i.e., nearby street, park, open area, commercial area) location/address	
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**SCHOOL FLOOR PLAN (8½" x 11"—one page per floor)**

Each emergency plan must include the building's floor plan indicating the following information: classroom numbers; weather-safe areas; gas; **main** electric, water, and HVAC emergency cut-off locations. Please ensure all maps are clear, legible, and include designated room numbers with no staff names, all exit door numbers, and label all ACS doors with "ACS."

Have there been any **physical changes** in your building and/or relocatable classrooms since last school year?  Yes  No

If yes, submit an updated floor plan with this year's emergency plan.

Does your school have an emergency generator?  Yes  No If yes, location? \_\_\_\_\_

**PARENT/CHILD REUNIFICATION (PCR) PROCESS**

Your school's **parent/child reunification process** should include the details of reuniting children with their parents/guardians. The methods of communicating the PCR process to parents/guardians also should be included in the emergency plan (i.e., principal's newsletter, school web page). The parent/child reunification process is an integral part of the emergency plan. Procedures for completing the PCR process are included in the attached instructions. Parents/guardians should provide emergency contact information in the Student Information System, or manually update the information on MCPS Form 565-1, *Student Emergency Information*, for schools to input in the Student Information System.

**Name of Parent/Child Reunification Coordinator** \_\_\_\_\_

**Method(s) to Inform Parents/Guardians About the PCR Process** \_\_\_\_\_

**Name of Staff Person Who is Responsible for the PCR Box** \_\_\_\_\_

The PCR box is a file box, paper box, or similar container that can be easily recognized and labeled and should be kept near the school's emergency kit. The contents should include student schedules, MCPS Form 565-1, *Student Emergency Information*, (parent/child reunification information is now found in the Student Information System), preprinted PCR process logs (copies of this form are found in the Emergency Management Manual), clipboards, pens, pencils, directional signs, and tape for hanging the signs. Additional materials may be needed for reunification, such as portable two-way radios, tables, and chairs.

**Guidelines for Implementing the Parent/Child Reunification Process**

1. Post signs on entrance doors and hallways to direct parents/guardians to the PCR area.
2. Use available staff members to assist with the implementation.
3. Assign available staff members and OSET members to locate and release students.
4. Implement the *three-step approach*:
  - Step 1: Use a parent/child reunification process log to sign in parents/guardians and check identification. If necessary, refer to the child's MCPS Form 565-1, *Student Emergency Information*.
  - Step 2: Use the current student database/schedule cards to locate the student's current teacher and room number.  
 Give the assisting staff member the student's name, current teacher, and location.  
 Staff member will retrieve the student and direct/escort him/her to the PCR area.
  - Step 3: Release student to the authorized guardian.
5. The Student Information System will have information for students with custody concerns.

**Location of Indoor, On-campus PCR Area** \_\_\_\_\_

**Location of Outdoor, On-campus PCR Area** \_\_\_\_\_

**Location of Off-campus PCR Area** \_\_\_\_\_

Name of Contact at Off-campus PCR Area \_\_\_\_\_ Phone number \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Address \_\_\_\_\_

Step 1: Assignments/Tasks	
Name	Assignment
1.	
2.	
3.	

Step 2: Assignments/Tasks	
Name	Assignment
1.	
2.	
3.	

Step 3: Assignments/Tasks	
Name	Assignment
1.	
2.	
3.	









## Joint Occupancy Users

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This page must be attached to the school's emergency plan. Include day and evening Joint Occupancy Users.

**School Name** \_\_\_\_\_

<b>Organization's Name</b>	
Name of Person in Charge	
Supervisor's Cell Number	
Location in Building	
Days/Times on Site	
<b>Organization's Name</b>	
Name of Person in Charge	
Supervisor's Cell Number	
Location in Building	
Days/Times on Site	
<b>Organization's Name</b>	
Name of Person in Charge	
Supervisor's Cell Number	
Location in Building	
Days/Times on Site	
<b>Organization's Name</b>	
Name of Person in Charge	
Supervisor's Cell Number	
Location in Building	
Days/Times on Site	
<b>Organization's Name</b>	
Name of Person in Charge	
Supervisor's Cell Number	
Location in Building	
Days/Times on Site	
<b>Organization's Name</b>	
Name of Person in Charge	
Supervisor's Cell Number	
Location in Building	
Days/Times on Site	



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## Communications

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**School Name** \_\_\_\_\_

### **INTERNAL COMMUNICATIONS**

#### **Communication between Staff/Faculty Members**

Telephone Tree, Morning Faculty Meeting, End of Day Faculty Meeting, Outlook Email, PA Announcements, Two Way Radios, and Text Messages

### **EXTERNAL COMMUNICATIONS**

#### **Communication with Parents and School Community**

Connect Ed, PTA Meeting, PTA Listserv, School Newsletter, email from the School, Back to School Night, and Face-to-Face

The Department of Communications should be consulted regarding parental notification of a school-related emergency or crisis.

### **OTHER CONSIDERATIONS**

Location of Automatic External Defibrillators (AED)

Location of Bleeding Control Kits

Location of Access Control System (ACS) doors

## **Debrief**

A debrief must occur after any emergency, life-threatening incident, and completion of an emergency drill. The purpose of the debrief is to objectively assess what occurred, how did it happen, and what could be done to improve the outcome of the incident or drill. The debrief should include those who were actively involved in the incident to include MCPS staff, public safety officials i.e. law enforcement, fire, and EMS. Your Cluster Security Coordinator can provide guidance regarding the debriefing process and assist in facilitating the debriefing.

## Functional Annexes

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This page must be attached to the school's emergency plan.

School Name \_\_\_\_\_

### ***Please see Emergency Response and Management Manual for additional guidance in responding to emergencies***

**FIRE EVACUATION**—When there is evidence of fire or smoke in the building, or the fire evacuation alarm has activated, the building must be evacuated in an organized manner.

**DIRECTED EVACUATION**—Evacuation directions communicated over the PA system and the two-way radio concerning the proper way to exit the building avoiding the area of concern.

**REVERSE EVACUATION**—A reverse evacuation is used when a dangerous situation outside requires students and staff to be directed back into the building.

**DROP, COVER, AND HOLD**—Is the appropriate action to reduce injury or death during an earthquake.

**LOCKDOWN**—When there is life-threatening imminent danger lockdown and lockdown with option procedures are viable response options to implement. If the extent /severity of the danger, threat, or location of the same on school property is unknown, principals/administrators may elect to activate a school-wide Lockdown for the safety of all, which will override implementation of Lockdown with Options procedures.

**LOCKDOWN WITH OPTIONS**—When a school is faced with an active assailant intending to do harm against a school, staff, or students a Lockdown with Options should be initiated.

**AVOID**—If safe and practicable to do so, AVOID the area by quickly moving/fleeing as far away from the threat as possible.

**DENY**—When you cannot safely AVOID, or it is impossible to do so, lock and barricade your room to DENY access to an assailant, following lockdown procedures.

**DEFEND**—As a last resort, act by yourself, or with age-appropriate students who are willing to assist, to DEFEND your students and self from an assailant.

**PUBLIC SAFETY SHELTER**—This is a term used to alert staff that an emergency exists near an MCPS facility. (i.e. police chase, barricade, large fire, or any ongoing act of violence occurring off school property, but in close proximity to the school.)

**SEVERE WEATHER SHELTER**—When a severe thunderstorm or tornado warning is activated for the area near the school.

**OUTSIDE HAZARDOUS MATERIALS SHELTER**—This is a term used to describe a specific shelter alert due to an outside air contamination emergency at or near the building. This could be the result of a suspected chemical, biological, or radiological incident or a nearby hazardous material spill.

**MODIFIED SHELTER**—There may be a time when there's a medical emergency or law enforcement investigation/action taking place in the hallway and there's a need for students/staff to remain clear of that area. If that is the case, the Incident Commander/Administrator can call for a Modified Shelter. It may require holding the bells or redirecting students/staff down a different hallway.

**BOMB THREAT**—A bomb threat is defined as a threat to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists. A bomb threat assessment must be conducted to determine the appropriate course of response action.

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## **Additional PCR Instructions/Concerns/Details**

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**School Name** \_\_\_\_\_

### **Principal Signature**

Principals are required to certify that they have reviewed the School's Emergency Plan for accuracy and completion.

Principal Name: (Please Print) \_\_\_\_\_

Principal Initials \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_