

# REGULATION

## MONTGOMERY COUNTY PUBLIC SCHOOLS

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**Related Entries:** EBA-RA  
**Responsible Office:** Chief Operating Officer

### Emergency and Disaster Preparedness

#### I. PURPOSE

To provide for the safety of all persons in MCPS sites, through the development and maintenance of the comprehensive local crisis plans.

#### II. BACKGROUND

Responsibilities of the Montgomery County government for emergency and disaster preparedness in relation to MCPS include, but are not limited to:

- A. The operation and maintenance of a county emergency plan and standing operating procedures for disaster preparedness, disaster operations, and recovery in responding to man-made and natural disasters
- B. Coordination with county operating departments and agencies for disaster planning, preparedness, and operations
- C. Dissemination of information to increase student and staff knowledge and preparedness for disasters
- D. Maintenance and expansion of peacetime and wartime public emergency shelter systems, and the disaster warning and emergency information systems
- E. Preparing and conducting exercises and training to support disaster preparedness
- F. Maintaining readiness of the county Emergency Operating Center (EOC) and coordinating emergency operations when the EOC is activated

### III. DEFINITIONS

- A. Emergencies and/or disasters can result from fire, gas leak, power failure, boiler explosion, toxic fumes from within; or such an emergency could be the result of a train or truck accident. Natural disasters likely to occur in certain areas include such things as floods, storms, or blizzards.
- B. An *MCPS site* is defined as any school or facility, including grounds, owned or occupied by MCPS. The definition includes the location of an MCPS sponsored activity.
- C. *Principal/director* refers to the administrator responsible for a school or office as appropriate.

### IV. PROCEDURES

- A. Planning
  - 1. MCPS will prepare and maintain comprehensive local crisis plans as part of the Montgomery County Emergency Operations Plan (EOP) Promulgation and the Montgomery County EOP Basis Plan.
  - 2. Each school/office must develop a comprehensive local crisis plan to meet the specific needs of the site and community. The plan should include:
    - a) A description of the site (floor plan), emergency phone numbers, alternate sites, evacuation procedures, establishment of an on-site emergency team, and so forth.
    - b) Location of available space in schools and nearby buildings
    - c) Type of signal, other than the fire alarm, to be used
    - d) Method of communication to be used between nonconnected buildings
    - e) An auxiliary system for messages, especially in large schools, if power failure should occur
  - 3. It should not be assumed that all possible safety procedures are contained herein. There may occur circumstances that require additional procedures in the event of

an emergency evacuation. Procedures will need to be tailored to the uniqueness of the circumstances involved and be included in the comprehensive local crisis plan.

B. Safety Committees

1. A principal/director has the responsibility to see that the site has a safety committee and that its members are instructed in the development of the comprehensive local crisis plan. The Safety Committee will:
  - a) Develop and review the comprehensive local crisis plan
  - b) After a crisis occurs, participate in the debriefing process
2. The principals/directors, in cooperation with their safety committees, and on-site emergency teams, should continue to evaluate and update the comprehensive local crisis plan for all contingencies related to emergency and disaster preparedness.

C. Evacuation and Nonevacuation of MCPS Sites

1. When there is a disaster, there may or may not be time to transport students to their homes; or it may be necessary to evacuate students/staff to an alternate building due to the emergency affecting the site.
2. Only the superintendent or designee is authorized to close school, send students home, or relocate students to an alternate location.
3. The plans for evacuation and non-evacuation at Montgomery County Public School sites are covered in each facility's comprehensive crisis plan.

*Administrative History:* Formerly Regulation No. 243-5, September 30, 1981; reprinted April, 1988; revised October 14, 1999.