

## Emergency Preparedness @ Germantown ES

Our school system and Germantown Elementary School are working to be sure that we have crisis plans in place and have communicated those plans to staff and to our community. This level of readiness is our best defense against panic and will ensure the safety of all our students.

Please be assured that our safety procedures have been established, and will be practiced all year. In any emergency situation, our response will depend on the nature and scope of the incident and prevailing conditions. We will be advised by MCPS Department of Safety and Security in conjunction with the Montgomery County Public Safety officials as to the nature of the incident and the strategy or response. While there is no one set of guidelines to deal with every possible situation, we have been instructed to use our existing Code Red, Code Blue, Shelter-In-Place, and evacuation procedures as the foundation of the initial response to any emergency.

### **CODE RED**

Code Red indicates there is an emergency that **presents imminent danger** to our students and staff. An administrative command post is set up immediately. An administrator announces the Code Red. A Code Red requires that all areas in the building be secured immediately (lockdown). **OSET (On-Site Emergency Team) does not assemble.** Staff and students remain in or get to a secure classroom as quickly as possible, lock doors, turn out lights, close blinds, and take roll. Before locking down, available staff quickly checks bathrooms and hallways nearest them and gather stray children to the closest secure room. If children are outside, they should be brought inside if it is safe to do so. All staff remains with students keeping them calm and away from doors and windows. Once a door is locked no one is allowed in or out until the administrator gives the signal. A Code Red sign will be placed in our office/ front window, if possible.

### **CODE BLUE**

Code Blue indicates there may be an emergency that requires all students to be under supervision and accounted for. **OSET reports to a predetermined area.** Each teacher gets students into a securable classroom and takes roll. Instruction can continue. Staff awaits further instructions from the administrators or other members of the emergency team. Children may go to the bathroom and change classes, with supervision, depending on the situation. A Code Blue sign will be placed in our office/front windows, if possible.

### **EMERGENCY WEATHER (TORNADO)**

Students and staff report to previously assigned “safe areas” in the building. These areas are interior hallways and/or rooms without windows and good building structure supports. Students and staff will assume the “tornado tuck” position on the floor until the weather conditions subside.

### **SHELTER-IN-PLACE**

In certain emergency situations, it would be necessary to immediately secure students and staff indoors. Shelter-in-place is an enhanced level of Code Blue to be used if there is a suspected chemical, biological or radiological incident. The nature and duration of the shelter-in-place will be determined by the emergency situation or by public safety officials and/or MCPS officials. Notification and/or awareness of such an incident can come from several sources: first hand observation of an immediate hazard, notification by public safety personnel, notification by the Office of School Performance, notification by the Department of School Safety and Security, and notification by media. Once notification is confirmed, the following **immediate and simultaneous** shelter-in-place action is taken:

- Initiate Code Blue
- Assemble OSET members
- Initiate HVAC emergency ventilation shut down procedures in the main building
- Secure and lock all exterior doors and windows
- Place Shelter-in-place sign in window
- Make PA announcement (as necessary)

**Germantown Elementary Parent/Child Reunification Plan-** An orderly and efficient process of reuniting children with their parents/guardians after an emergency or crisis.

- OSET will assemble in the office and will be assigned two-way radios.
- Assign staff to monitor on-site traffic control.
- Parents will enter through the side (near gym) door. Front doors will be locked.
- Assign staff to supervise the reunification tables (at top of stairs near the gym).
- Four staff members will man the tables with alphabetical lists of all students, and yellow emergency cards. Each parent will have to show identification and be identified as a parent or emergency contact on the yellow card in order to release a student.
- Staff will stand behind the table with two way radios and call to “runners” with two way radios in each grade level hallway to escort students to reunify in the gymnasium.
- Once parents have checked in at the table they will initial that they have picked up their child and can proceed to the gymnasium for reunification with their children.
- No students will be released without parent identification or permission to do so on the emergency card.
- Parents and students will exit through the side door in the gymnasium.
- An administrator will notify staff when reunification is complete.
- We will notify OSP that reunification is complete and that appropriate correspondence is being sent home. Debrief within 24 hours, and within 2 days with central office staff.