

SCHOOL SAFETY & EMERGENCY PROCEDURES

Important Information for Parents and Families

Know What to Expect and How to Respond

Do

- **DO:** Keep your contact information current in ParentSquare so you receive emergency notifications.
- **DO:** Monitor ParentSquare and official MCPS communications during an emergency.
- **DO:** Follow all instructions provided by the school district and emergency responders.
- **DO:** Review emergency procedures with your child and encourage them to take drills seriously.
- **DO:** Report safety concerns promptly to school administration or the Maryland Safe Schools Tip Line.
- **DO:** Call 911 when there is an immediate threat or emergency.

IMPORTANT REMINDERS

- Emergency procedures may change based on the situation.
- Review the [Standard Response Protocol Quick Guide](#) with your child so your family understands the actions schools may use during an emergency.
- If reunification is necessary, families will receive the location and instructions through official MCPS communications.

Scan for the
Standard
Response
Protocol
Quick Guide



Don't

- **DON'T: Rush to the school or emergency scene** unless you are instructed to do so.
- **DON'T: Call the school office during an active emergency.** Staff must remain focused on student safety and emergency response.
- **DON'T: Share rumors, photos or unverified information.** Rely on official updates from MCPS and emergency responders.
- **DON'T: Go to a reunification location** until the district provides the location and instructions.
- **DON'T: Give your child instructions that conflict with directions** from school staff or emergency responders.

Other Important Information

MCPS Standard Emergency Actions

- **Hold:** Remain in your room or area and clear the hallways.
- **Secure:** Bring everyone inside and lock exterior doors.
- **Lockdown:** Lock doors, turn off lights and move out of sight.
- **Evacuate:** Move to a designated location outside of the school.
- **Shelter:** Follow protective instructions for a specific hazard.

Schools practice emergency drills throughout the year so students and staff are prepared to respond safely.

CONTACT INFORMATION OR QUESTIONS.

- For questions about lockdown procedures, contact a school administrator.
- Review your school's emergency procedures or visit the Standard Response Protocol website.
- Report safety concerns to school administration or anonymously through the Maryland Safe Schools Tip Line at **1-833-MD-B-SAFE**.
- For an immediate threat or emergency, call **911**.