

## Emergency Preparedness Response Quick Guide 2022-2023

### Emergency Preparedness Drill Requirements:

The State of Maryland requires six annual mandated drills: lockdown; shelter-in-place; evacuation; reverse evacuation; severe weather; drop, cover, and hold (earthquake); and also, strongly encourages the practice of a Lockdown with Options (Avoid, Deny, Defend).

Some of these drills can be combined, such as a lockdown and shelter-in-place or an evacuation and a reverse evacuation.



LOCKDOWN



EVACUATION



REVERSE  
EVACUATION



SHELTER  
IN PLACE



DROP, COVER, AND  
HOLD SHELTER



SEVERE WEATHER  
SHELTER

Students, parents/guardians, and staff must be informed of the expectations for each drill in the event of an actual emergency.

In addition, all schools must practice fire evacuation drills.

For schools that are **fully protected by automatic fire sprinklers**, five fire evacuation drills are required, two of which must be conducted during the first four months of school.

For schools that are **not fully protected by automatic fire sprinklers**, eight fire evacuation drills are required, with at least three during the first four months of school.



State law also requires that if a student's **Individualized Education Program (IEP)** requires specific accommodations for evacuation in an emergency, the student's IEP shall include those accommodations.

In addition, if a student with a **504 Plan** requires specific accommodations for evacuation in an emergency, the student's 504 team shall discuss and address the student's needs as necessary.

### Emergency and Non-Emergency Incident Reporting

In an emergency situation, call **911**

In a non-emergency situation, call the MCPS non-emergency number **(240)683-1600**

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A fire drill or fire evacuation occurs when there is a fire or life safety emergency, the fire alarm is activated, or you are notified by emergency personnel to evacuate the building.

In the event of a fire drill or fire evacuation do the following:

- Take the Emergency Folder.
- Remind students to exit quickly and quietly to the designated location.
- Leave the building by the nearest exit.
- Move to a designated location **at least 50 feet away** from the building.
- Take attendance and account for any discrepancies.
- Wait for further instructions.



A directed evacuation may occur for a bomb threat, a suspicious package, or an inside hazardous material release. Students and staff are directed away from the known danger area and do NOT assemble all in one location.

In the event of a directed evacuation do the following:

- Take the Emergency Folder.
- Leave the building by the designated exits identified by administration (away from the potential danger).
- Move to a designated location **at least 300 feet away** from the building.
- Take attendance and account for any discrepancies.
- Wait for further instructions.



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A reverse evacuation can occur when a dangerous situation outside requires students and staff to be directed back into the building. Some examples of these dangerous situations include severe weather, police activity in the area, or a dangerous person on the playground.

In the event of a reverse evacuation do the following:

- Direct students back into the building.
- Report to the classroom or to the **Identified Weather Safe Area** in the building.
- Take attendance and account for any discrepancies.
- Wait for further instructions.



A severe weather shelter can occur when a severe thunderstorm or tornado warning is activated.

In the event of a severe weather shelter do the following:

- Take the Emergency Folder.
- Relocatable classrooms are to be evacuated into the main building.
- Report to the **Identified Weather Safe Area** in the building.
- Avoid rooms with open, wide-span roofs (auditorium, gym, media center, cafeteria, etc.)
- Take attendance and account for any discrepancies.
- Wait for further instructions.



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A shelter-in-place can occur when there is a danger in the neighborhood or near school property, or the need for heightened awareness of what is going on in the area around the school. The exterior doors to the school building will be locked and monitored to ensure the threat does not come onto the school property. A shelter-in-place is also a response to a biological, chemical, or radiological incident.

In the event of a shelter-in-place do the following:

- Continue classroom instruction.
- Limit hallway passes.
- Listen for announcements regarding bells.
- Take attendance and account for any discrepancies.
- Wait for further instructions.



A drop-cover-hold shelter is for any earthquake activity in or outside of the school building. Stay as safe as possible during an earthquake.

If **Indoors** do the following:

- **DROP** to the ground.
- Take **COVER** by getting under a sturdy table or other piece of furniture.
- **HOLD** on until the shaking stops.
- If there isn't a table or desk near you, then cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, and hanging light fixtures that could fall. Use a doorway for shelter only if it is strongly supported and load bearing. Do not use elevators in the building.
- Minimize your movements to a few steps to a nearby safe place and if you are indoors, stay there until the shaking has stopped and you are sure exiting is safe.

If **Outdoors** stay there. Move away from the building, streetlights, and utility wires.



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A **lockdown** occurs when there is life-threatening imminent danger. If the extent or severity of the danger, threat, or location is unknown, a principal or administrator may elect to activate a school-wide lockdown for the safety of all.

In the event of a lockdown, do the following:

- Sweep or scan the immediate area outside the classroom, if it is safe and practicable to do so, for any students and staff and allow them in.
- Students and staff inside the building but outside a classroom or office should go to the nearest securable location.
- Students and staff outside the building should move to a predetermined safe location (identified in the school emergency plan) away from the building.
- Lock and secure doors.
- Cover door windows and close blinds.
- Turn off lights.
- Silence electronics.
- Assemble students in a safe corner of the room away from doors and windows.
- Remain silent and ignore alarms and bells.
- You may be directed to check your computer or other device to receive incident updates, if safe and practicable to do so.
- Only take attendance when it is deemed safe and practicable to do so.
- Wait for further instructions.



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A **lockdown with options** (Avoid, Deny, or Defend) may occur depending on the location and seriousness of an active assailant threat. The Principal/Administrator has the authority to issue a school-wide lockdown and can override Avoid, Deny, Defend procedures when it would be safer to lockdown.

In the event of a lockdown with options, everyone must decide whether to:

### **AVOID**

If safe and practicable to do so, **AVOID** the area by quickly moving/fleeing as far away from the threat as possible. Students and staff are empowered to avoid/flee from danger if this can be done safely. Move quickly to a safe location where you cannot be seen by the assailant.

### **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. You may use **protective assets**, such as desks, chairs, file cabinets, tables, etc., to place against a door to block or **DENY** entry to a classroom or office, if safe and practicable to do so.

### **DEFEND**

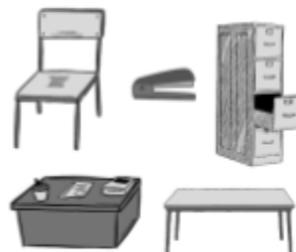
As a last resort, act by yourself, or, with age appropriate students who are willing to assist, to **DEFEND** your students and self from the assailant. You may also need to utilize **protective assets** to **DEFEND** yourself and others against an assailant in a classroom or office.

**Situational Awareness** involves taking in the details of your surroundings, so you can adapt and respond to challenging situations in a safe manner, if and when they arise.

**Safe Corners** are areas in classrooms where students and teachers would not be visible from hallways, windows or door openings.

**High Risk Zones** are areas such as stairwells, hallways, and doorways that are generally narrow, confined areas that offer little or no cover or concealment. These zones should be avoided during an emergency to maximize the safety of all.

**Protective Assets** are available furniture, such as desks, chairs, file cabinets and tables, can be placed against a door to block, or DENY, entry to an office or classroom.



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The Parent-Child Reunification (PCR) Process involves reuniting children with their parents/guardians in the event of an emergency or crisis at a designated location (indoor or outdoor, on-campus or off-campus). A Parent/Child Reunification Coordinator is identified in the School Emergency Plan and a staff member is responsible for the PCR Box.

In the event of a Parent-Child Reunification (PCR) Process, OSET members and additional staff will:

- Post signs on entrance doors and hallways to direct parents/guardians to the PCR area
- Ensure one-directional flow of traffic to create an orderly and efficient process
- Sign-in parents/guardians and check identification
- Match this with the Student Emergency Information and check for any custody concerns
- Identify the current location of the student (student schedule, teacher, room number, etc.)
- Retrieve student and direct/escort them to the PCR area
- Release student to the authorized guardian



The **PCR Box** should be kept near the school's emergency kit. It includes student schedules, student emergency information, PCR process logs, clipboards, pens, pencils, and directional signs (and tape for hanging the signs). Additional materials such as portable two-way radios, tables, and chairs may also be needed for reunification.

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Safe Schools Maryland is an ANONYMOUS and FREE reporting system available to students, teachers, school staff members, parents, and the general public to report any school or student safety concerns, including mental health concerns.

- Safe Schools Maryland operates twenty-four hours a day, seven days a week, and 365 days a year.



1-833-MD-B-SAFE

1-833-632-7233