

Office of the Superintendent of Schools  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland

October 23, 2019

MEMORANDUM

To: Members of the Board of Education

From: Jack R. Smith, Superintendent of Schools

Subject: Communication and Stakeholder Engagement Committee (CSEC-09-17-19-01-A, CSEC-09-17-19-01-B, CSEC-09-17-19-01-C, and CESC-09-17-19-01-D)

During the State of Communication and Community Engagement discussion, Board members requested the following:

**Question A**

Board members requested the results of the 2018 communications survey.

**Response**

A summary of the English communication survey and the translated Amharic, Chinese, French, Korean, Spanish, and Vietnamese surveys is attached for your reference (Attachment A).

**Question B**

Board members requested a copy of the guidance information that principals receive regarding crisis communications.

**Response**

The July 2016 Office of School Support and Improvement Serious Reporting Information and July 26, 2018, memorandum, Emergency Preparedness Reminders and Expectations, are attached for your reference (Attachment B). Additionally, staff in the Office of Communications annually conducts in-person media training for new principals that includes guidance regarding crisis communications.

**Question C**

Mrs. Smondrowski requested the number of participants that attended the Safety and Security Community Conversations.

**Response**

Five conversations concerning school safety and security were held between February 21 and March 26, 2019. A total of 110 RSVP acknowledgements were received for the 5 events. Official attendance was not taken at any of the five conversations. However, Montgomery County Public Schools (MCPS) staff who attended and supported the conversations estimated that no more than 25 individuals attended any of the five conversations. In addition, staff stated that only two individuals attended the final event.

**Question D**

Board members requested a count of those who rode the buses for the Back-to-school Fair that was held on August 24, 2019.

**Response**

A total of 114 individuals rode the buses that MCPS offered to the Back-to-School Fair. Shuttle stops were located at Paint Branch High School (35 riders), John F. Kennedy High School (12 riders), Northwest High School (20 riders), Albert Einstein High School (there were no riders; the bus operator was released early), Watkins Mill High School (15 riders), Montgomery Blair High School (20 riders), and Carver Educational Services Center (12 riders).

If you have any questions, please contact Mr. Derek G. Turner, chief of communications, Office of Communications, at 240-740-2837.

JRS:DGT:HRJ:fmy

Attachments

Copy to:

Executive Staff

Mrs. Williams

Ms. Webb

## **2018 Communication Survey Overview**

### **Executive Summary**

In the fall of 2018, the Office of Communications distributed a communication survey to determine how Montgomery County Public Schools parents, staff and community members consume information, and to learn how MCPS can continue to improve communication with all stakeholders. The survey was translated into Amharic, Chinese, French, Korean, Spanish and Vietnamese, and distributed across multiple platforms.

The Office of Communications received 18 responses in Amharic, 60 responses in Chinese, 394 responses in English, 24 responses in French, 13 responses in Korean, 726 responses in Spanish, and 10 in Vietnamese, with a total of 1,245 respondents. Some key takeaways from all survey responses are as follows:

- Parents prefer email as a primary means of communication for general news, and text messages for emergencies
- Parents would prefer that MCPS limit the number of platforms they need to visit to stay up-to-date, and streamline communications
- Parents would like to choose the language in which they receive information
- Types of news most important to MCPS' audience are: calendar reminders; school closures and delays; school-specific information; information about academic programs; and information about school or district events

Many respondents, particularly speakers of other languages, indicated that they use the social media platform Google+. Google shut down that platform in early 2019 due to low usage and because it had two significant data leaks that may have exposed millions of users' personal information to outside developers.

### **Amharic Responses**

All respondents were MCPS parents. They primarily receive their MCPS news via email from their schools and the district. Types of news most important to them are: calendar reminders; school closures and delays; information specific to their school; information about academic programs; school and district events; and updates to policies and procedures.

Respondents primarily use the social media platforms Google+, YouTube and Facebook. The majority of respondents did not follow MCPS on any social media platforms.

Respondents would prefer to receive news and information from MCPS via email from their school, and email from the district.

## **Chinese Responses**

Respondents were primarily MCPS parents. Respondents primarily receive their MCPS news via email from their schools and the district, the MCPS website, and *QuickNotes*, a newsletter that is available in Chinese. Types of news most important to them are: calendar reminders; school closures and delays; information specific to their school; information about academic programs; school and district events; updates to policies and procedures; and Board of Education news.

Respondents primarily use the social media platforms Google+, YouTube and Facebook. The majority of respondents did not follow MCPS on any social media platforms.

Respondents would prefer to receive news and information from MCPS via email from their school, email from the district, their school website and text message.

## **English Responses**

The majority of respondents were parents; however, employees, community members and students also completed the survey. Respondents primarily receive their MCPS news via email from their schools, the MCPS website, individual school websites, the *QuickNotes* newsletter, and email from the district. Types of news most important to them are: calendar reminders; school closures and delays; information specific to their school; information about academic programs; school and district events; and updates to policies and procedures.

Respondents primarily use the social media platforms Facebook, Twitter and Instagram. However, half of respondents did not follow MCPS on social media platforms. Respondents who followed MCPS on social media did so on Twitter and Facebook.

Respondents would prefer to receive news and information from MCPS via email from their school, email from the district, text message and their school website.

## **French Responses**

The majority of respondents were parents. Respondents primarily receive their MCPS news via the MCPS website, the *QuickNotes* newsletter in French, email from their school and their school website. Types of news most important to them are: calendar reminders; school closures and delays; information specific to their school; information about academic programs; school and district events; and Board of Education news.

Respondents primarily use the social media platforms Google+, Facebook and YouTube. The majority of respondents did not follow MCPS on social media platforms.

Respondents would prefer to receive news and information from MCPS via email from their school, text message, email from the district and their school website.

## **Korean Responses**

The majority of respondents were parents. Respondents primarily receive their MCPS news via *QuickNotes* in Korean, email from the district and email from their school. Types of news most important to them are: calendar reminders; school closures and delays; information specific to their school; and information about academic programs.

Respondents primarily use the social media platforms YouTube and Facebook. The majority of respondents did not follow MCPS on social media platforms.

Respondents would prefer to receive news and information from MCPS via email from their school and text message.

## **Spanish Responses**

The majority of respondents were parents. Respondents primarily receive their MCPS news via email from their school, the MCPS website, PTA Listservs and *QuickNotes* in Spanish. Types of news most important to them are: calendar reminders; school closures and delays; information specific to their school; information about academic programs; school and district events; and Board of Education news.

Respondents primarily use the social media platforms Facebook, Google+ and YouTube. Approximately 46 percent of respondents do not follow MCPS on social media platforms. Those that do primarily follow MCPS' Facebook and Twitter accounts in Spanish.

Respondents would prefer to receive news and information from MCPS via email from their school, text message, email from the district and their school website.

# Montgomery County Public Schools

July 2016

## Serious Incident Reporting Information

### Why do incidents need to be called in to the Office of School Support and Improvement (OSSI)?

As OSSI is the main contact and support liaison to the schools and where the principals' supervisors are located, all incidents, accidents, outages, and serious matters of concern that may include some level of risk or harm to staff or students must be reported to OSSI. This reporting of matters to OSSI also should include incidents that concern staff or students that could escalate to a community concern or elevated police or legal matter. Serious incidents are broadcasted to the following offices so they are informed about our schools:

- Department of Public Information and Web Services
- Department of School Safety and Security
- Office of the Chief Academic Officer
- Office of the Chief Operating Officer
- Office of the Chief Technology Officer
- Office of Communications
- Office of School Support and Improvement
- Office of Special Education and Student Services
- Office of the Superintendent of Schools
- Supervisor, Diversity Initiatives
- Systemwide Safety Programs

### When to call OSSI? (via telephone, not e-mail, within one hour of the incident)

- Anytime the police, fire department, and/or paramedics are called or are on an MCPS site
- Anytime the School Resource Officer (SRO) or Montgomery County Police is notified about an incident
- Confirmed contagious illnesses (Pertussis, Tuberculosis)
- Building evacuation/closure, as determined by the Chief Operating Officer, due to problems in the building (or possibility of a delayed opening/early dismissal)
- Bus accident (route # req.) (Communication to parents/guardians of involved students by letter or phone call)
- Car accident
- Incident of a sexual nature:
  - Student-to-Student incident: School must notify OSSI and the supervisor of Diversity Initiatives (Dr. Gregory E. Bell and/or his assistant Ms. Ella M. Jennings)
  - Adult-to-Student incident: School must notify Child Protective Services, OSSI, and the Office of Human Resources and Development
- Incident relating to hate/violence (school also must notify the supervisor of Diversity Initiatives)
- *Loss of power, water, or phone lines (school also must contact MCPS maintenance and power/water company to report problem, check when repair will be made, and obtain estimated restoration time)*
- Missing student; left building without permission or did not make it to school or home from school
- Shelter/Lockdown/Evacuation (letter must go home and the communication must be approved by the Public Information Office and director of school support and improvement (DSSI) before sending)
- Student has a weapon at school or on bus. (If bus, letter goes home only to parents/guardians of students from that bus.)
- Death of a student or staff member
- Suspension/10 days with a recommendation for expulsion
- When in doubt, call OSSI (also see MCPS Policy JHC, *Child Abuse and Neglect*)

**What information does OSSI need to create a report?**

- Date and time of incident
- Location of incident
- Parties involved: student's grade and gender
- Parties notified: health tech/school nurse, the individual's family, and/or security, police/paramedics (Specify 911 or non-emergency phone call)
- Description of incident
- Disciplinary actions for offender(s), if applicable (manifestation meeting?).
- Was the individual taken to the hospital? If so, which hospital? If the individual is a student, what is the name of the staff member that accompanied the student to the hospital? Was a family member notified?
- If an investigation is ongoing, we need to specify that on the report. Please call OSSI with any updates ASAP.

**Serious Incident Reminders:**

- **Please call OSSI within 1 hour of the incident** even if it is only to give a "heads up." Please **do not** wait until the end of the day to call in an incident. Once you have follow-up information, please call OSSI with an update. If someone on your OSSI team is not available when you call, anyone else in OSSI can take the report. OSSI is open 7:00 a.m.-5:00 p.m.  
**Please note:** If it becomes necessary for OSSI to generate a memo to the Board of Education, it is imperative that information reported is done in a timely manner and is factual and accurate. If there is a death of a student, please verify if there are any surviving siblings who attend an MCPS school.
- If a letter or Connect-ED message must go home to inform parents of a situation that occurred, please send the draft to the DSSI and copy their administrative secretary. If a message is going out to the community, please send the draft to Mr. Derek G. Turner, director, Department of Public Information and Web Services, for approval (copying his assistant, Ms. Felicia M. Yorro, and your OSSI team—DSSI and administrative secretary). Once approved, please send a signed copy to OSSI for their records.
- **Schools are required to update all applicable tabs in the Serious Incident database within 24-48 hours** with the exception of the 'Synopsis' tab. Please **do not** make any updates to the 'Synopsis' tab.

The screenshot shows the 'Incident Maintenance' software interface. It features a table with columns for Incident Number, Entry Date, Incident Date, Incident Time, Report #, School, Time Incident Occurred, and Location. Below the table are summary statistics for Total # of Perpetrators and Total # of Victims, and tabs for Synopsis, Reporting, Agency/ Injury, and Gangs.

Incident Number	Entry Date	Incident Date	Incident Time	Report #	School	Time Incident Occurred	Location
1	5	07/05/2007	07/05/2007	01:45 PM	Watkins Mill HS	School Hours ~ During Scl	Other ~ Other
2	6	07/05/2007	07/05/2007	08:00 AM	Mill Creek Towne ES	School Hours ~ Before Scl	Building Exterior ~ B
13662		01/09/2013					

Total # of Perpetrators: 0      Total # of Victims: 0

- Please designate a primary and back-up staff member responsible for updating the serious incidents for your school and notify OSSI who they are. **We recommend that the administrative secretary be assigned this role.**
- If a critical incident takes place before or after OSSI office hours, contact your DSSI on his/her cell phone immediately. If you cannot reach your DSSI, contact your associate superintendent.

This e-mail message has been approved for distribution by Dr. Andrew M. Zuckerman, chief operating officer. No hard copy will be distributed.

**ACTION REQUIRED**

Department of School Safety and Security  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland

July 26, 2018

MEMORANDUM

To: Principals and Facility Directors

From: Robert B. Hellmuth, Director *RBH*

Subject: ACTION—Emergency Preparedness Reminders and Expectations

**Summary**

It is important to maintain a high level of readiness in order to effectively respond to any emergency that affects Montgomery County Public Schools (MCPS). The following information addresses protocol requirements and stresses the importance of emergency preparedness such as the practice of emergency preparedness drills.

**Training**

It is critical to maintain a highly-trained staff to assist in responding to different types of emergency scenarios that can occur throughout the year. Frequent changes to your staff present a constant need for retraining each new school year. Your entire On Site Emergency Team, including all administrators designated on the school emergency plan, will receive the updated emergency preparedness training each school year. The emergency preparedness training will be presented by your assigned cluster security coordinator and will take approximately one hour to complete. The trainings are mandatory and must be completed by **Friday, November 2, 2018**. Your cluster security coordinator will contact you to set up a training date and time that will meet your needs.

It is important to ensure your entire school staff and students also receive emergency preparedness reminders at the beginning of each new school year. You should provide an overview on procedures to include expectations during a lockdown, shelter, evacuation, and weather-related emergency. The overview can be provided in written format and at beginning-of-the-year assemblies held at your school.

**Emergency Preparedness Drills**

State of Maryland COMAR Regulation 13A.02.02.04 requires all public schools and facilities to conduct seven specific emergency-preparedness drills to be prepared in the event of an emergency.

The state of Maryland has changed the requirement from six emergency-preparedness drills to seven. The seventh drill will be an active shooter drill. The seven annual mandated drills include: lockdown; shelter; evacuation; reverse evacuation; severe weather; drop, cover, and hold; and active shooter, which can be combined as a lockdown and a shelter drill or an evacuation and a reverse evacuation drill. Students, parents/guardians, and staff must be informed of the expectations for each drill in the event of an actual emergency. These emergency drills must be documented on [MCPS Form 236-3, \*Emergency Preparedness Drills\*](#), for the 2018–2019 school year. Guidelines for lockdown, evacuation, and shelter drills are attached.

- A combination lockdown and shelter in place drill must be conducted within the first 60 days of the school year. The principal must be the incident commander during this drill. Contact your cluster security coordinator to schedule your first drill so he or she can be present at the time of the drill. The remainder of the drills should be scheduled throughout the school year until all seven mandatory drills have been completed.
- We are working with the Maryland State Department of Education and the Montgomery County Police Department to develop guidance around the new state requirement for an active shooter drill. Additional information about the active shooter drill expectations and protocols will be presented to you during the August training for principals on safety protocols and will be shared broadly to all employees in September. Your cluster security coordinator will work with you to plan for this drill.
- Arrival, dismissal, transition, and lunch times are challenging times during the school day in which to manage a real emergency; therefore, drills should be practiced during those times to ensure that students and staff know how to react to a real emergency if one should occur.
- It is required that all emergency-preparedness drills be scenario-based. The Department of School Safety and Security maintains a library of emergency scenarios. Your cluster security coordinator can provide a scenario and is available to assist in the planning and implementation of the drill at your school or facility.

### **Emergency Communication**

Each school should maintain a communication plan to keep parents/guardians informed, as appropriate, in the event of a school emergency. This plan may utilize Connect-ED, the school's website, listservs, voice mail recordings, telephone trees, etc.

The MCPS supplied emergency cell phones (2) are part of the MCPS communication plan and will be used to make emergency notifications in certain situations. The phones should be properly programmed, maintained in good working order, and centrally placed, preferably in the main office, where key staff members have the ability to monitor and respond if necessary. It is important that during an evacuation of the school or facility, the emergency phones and emergency kits are taken by an assigned staff member to the evacuation location.

The National Oceanic and Atmospheric Administration (NOAA) weather-alert radio is another communication source. This radio also should be centrally placed where key staff members have the ability to monitor and respond to the alerts. A staff member must be assigned to ensure that the radio is plugged in for power, turned on, and that the battery that provides back-up power is

charged. You also are strongly encouraged to utilize the various different smart phone or computer weather applications to help keep you informed when a weather emergency is imminent. Your cluster security coordinator can assist you with locating these useful weather applications.

**Action**

- Provide an overview on emergency preparedness procedures to your entire school staff and students to include expectations during a lockdown, shelter, evacuation, and weather-related emergency.
- Principals must work with assigned cluster security coordinators to schedule emergency preparedness training at each school to be completed by **Friday, November 2, 2018**.
- Principals and facility directors must notify their cluster security coordinators of the dates and times of all scheduled drills to ensure that they attend as many drills as possible. A combination lockdown and shelter in place drill must be conducted **within the first 60 days of the school year**. However, schools will be required to complete their active shooter drill only after receiving training and instruction from their cluster security coordinator.

**Questions**

- Please contact me at 240-740-3066 or via e-mail.

RBH:lam

Attachment

Copy to:

Executive Staff  
Cluster Security Coordinators  
School Administrative Secretaries  
Mr. Koutsos

Approved by: \_\_\_\_\_

  
Andrew M. Zuckerman, Chief Operating Officer

Department of School Safety and Security  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland

***Emergency Preparedness Procedures  
Guidelines for Lockdown-Evacuate-Shelter***

***LOCKDOWN WITH OPTIONS...***

*(Avoid, Deny, Defend)*

This is a term used to describe an emergency at a Montgomery County Public Schools (MCPS) facility. *Lockdown* alerts staff that imminent danger exists inside or outside the building. It requires moving to an immediate lockdown mode and that all students are under supervision. The on-site emergency team (OSET) is not activated during a Lockdown.

**Persons authorized to call a Lockdown**

School administrators or their designee will notify students, staff, and visitors via public address (PA) system and two-way portable radios when a Lockdown is in effect. Directions should be given to immediately move to lockdown mode. Staff should make an announcement and notify 911 and the Office of School Support and Improvement (OSSI).

***Lockdown Alert***

- When the administrator/designee announces a Lockdown, scan the immediate area outside the classroom or office for any students and staff. Allow them in the classroom/office and immediately lock or secure the door if possible.
- Make the room look unoccupied by turning off the lights, closing and/or covering the windows and blinds, and moving away from the line of sight from the doors and windows. Remain silent.
- If staff and students are inside the building but outside a classroom or office when a Lockdown is called, move students to the nearest securable location.
- Staff supervising students outside when a Lockdown alert occurs inside the building should be notified of the Lockdown activation by PA or two-way radio. Staff and students should move to a predetermined safe location identified on the school's emergency plan, away from the building, and maintain communication with the command post.
- Ignore the fire alarm system and class change bells.
- Wait for further instructions.

***EVACUATE***

There are two types of evacuations: *fire* and *directed*.

***Fire Evacuation***

- Activate fire evacuation alarm.
- Students/staff/visitors leave the building by the nearest exit.
- Proceed to a point at least 50 feet from the building.
- Perform an accountability of the students/staff/visitors.

***Directed Evacuation***

- Will be used during possible high-level bomb threats, an identified suspicious package, or an inside hazardous material release.
- Notify 911 and OSSI.
- Determine a plan to direct everyone away from the known danger area.
- Announce via PA and two-way portable radio

- Students/staff/visitors must evacuate to a point at least 300 feet from the building.

***SHELTER***

This is a term used to alert staff that an emergency exists at or near an MCPS facility. It requires all students to be accounted for and under supervision. Administrators may activate OSET and set up a command post when appropriate. There are three types of shelters: *Public Safety*, *Severe Weather*, and *Outside Hazardous Materials Release*.

**Persons authorized to call a Shelter alert**

Administrators or their designee will notify students/staff/visitors via the PA system and two-way portable radios when a Shelter alert is activated. It is recommended that an age-appropriate announcement of a Shelter alert include a brief description of the nature and location of the incident.

***Public Safety Shelter Alert***

- When the administrator announces a Public Safety Shelter alert, bring outside students/staff/visitors into the main building; relocatable classrooms are secured but not evacuated.
- Outside doors are locked and kept secured.
- Students should be accounted for in an instructional area.
- Classroom instruction should continue.
- Staff must document attendance and report any discrepancies to an administrator/designee.
- During a Public Safety Shelter alert, classroom lockdown is not required.
- OSET may be activated by an administrator during a Public Safety Shelter Alert via a PA announcement and two-way portable radios.
- Depending on the nature of the emergency or potential threat, it may not be appropriate to change classes. In these situations, class bells should be turned off and students and staff should remain in their classrooms until directed otherwise by the administrator/designee.
- Do not ignore the fire alarm system.

***Severe Weather Shelter***

A severe thunderstorm or tornado warning is activated for the area near the school.

- Students/staff/visitors must report to the identified weather-safe areas inside the building.
- Relocatable classrooms are to be evacuated to the main building.
- Bring the emergency kit, and cell phones to the identified weather-safe area.
- Ensure that the NOAA weather radio is continually monitored.

***Outside Hazardous Material Release Shelter Alert***

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.

### ***Outside Hazardous Material Release Alert***

When activating an Outside Hazardous Material Release Shelter alert, take the following steps immediately:

- Announce an Outside Hazardous Material Release Shelter alert.
- Bring students/staff/visitors into the main building from outdoor activities.
- Evacuate relocatable classrooms if safe to do so.
- Secure/lock exterior doors and windows.
- Hold students in their current locations inside the building until the best course of action can be determined.
- Turn off electrical power to ensure immediate shutdown of HVAC.
- Ignore fire alarm system only during this Outside Hazardous Material Release Shelter alert.

### ***Parent/Child Reunification***

All schools have plans in place to reunite students with their parents/guardians in the event of an emergency at a school. This process will ensure the safe and orderly reuniting of students and parents/guardians. Schools will ensure that a three-step approach is used:

- Verify the authorization to release the student.
- Locate the student.
- Sign out student and unite student and parent/guardian.

### ***Firearms***

- Avoid attempts to disarm/subdue an armed subject.
- Notify administrator/designee and school-based security of any firearm incidents immediately and call 911 with details.
- Determine the need to implement a Lockdown or Public Safety Shelter alert.
- Abandoned/discarded firearms should be covered by appropriate means and never left unattended.

### ***Bomb Threat Assessment***

- Factors to consider:
  - Specific details provided by the threat.
  - Number of prior threats to the school.
  - Current events surrounding the school.
  - Demeanor of the threat.
- The administrator will make a decision on evacuation based on an assessment of the situation and input from other school administrators, the Department of School Safety and Security, and the police. If the parties do not agree, this disagreement will be resolved in favor of evacuation. Refer to MCPS Regulation EKC-RA, *Bomb Threats/Explosive Devices*. Use a Directed Evacuation to evacuate the school.
- Evacuation is **warranted only** if the threat level is high.
- Evacuation is **not warranted** if the threat level is low.
- It is recommended that an activation of a Public Safety Shelter alert and the use of sweep/scan teams be used during a low-level threat when the building is not evacuated.
- Notify school administration immediately. Report the threat to OSSI and contact 911.

### ***Bomb Threat Sweep/Scan***

- In certain circumstances, staff volunteers may be asked to sweep/scan the facility or grounds for suspicious items.
- A sweep/scan should be conducted in teams and only by visual means (eyes and ears only).
- If a suspicious item is discovered during a sweep/scan, evacuate to a 300-foot safe zone and immediately notify administrator.

*For additional information contact the Department of School Safety and Security at 240-740-3066.*

- If a suspicious item is located, do not use a radio or cell phone in the immediate area; i.e., within 25 feet in all directions.
  - No suspicious item should be handled in any manner by school staff. Do not touch it!

### ***Hazardous Material Spills***

These guidelines should be followed in the event of a chemical incident in which there is potential for a significant release of hazardous materials. Spill response procedures will vary depending on whether the spill is **small** (less than 18 inches in diameter), **medium** (exceeds 18 inches but is less than 6 feet), or **large** (exceeds 6 feet in diameter and any *running* spill that has not been stopped). If a potential biological agent threat or incident is present, follow MCPS Biological Agent Threats/Incidents guidelines.

**General Spill Control Techniques:** Once a spill has occurred, the staff at the spill site must decide whether the spill is small enough to handle without outside assistance. Guidance should be obtained from science resource teachers or staff with a chemistry background, i.e., in science labs, chemistry labs, automotive shop areas. Containment or clean-up of a small spill should be done only by staff members who are properly trained under OSHA Regulation 1910.120.

**Small Spill Evacuation:** Evacuate the immediate area and surrounding areas whenever the air is or could become untenable and could cause someone to experience difficulty breathing, watery eyes, upper respiratory congestion or tightness in chest, coughing, runny nose, etc. Also evacuate the immediate area or building if material is emitting vapors or fumes.

### ***What to do during an Earthquake***

Stay as safe as possible during an earthquake. Be aware that some earthquakes are actually foreshocks and a larger earthquake might occur. 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 Indoors***

- **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, cover your face and head with your arms and crouch in an inside corner of the building.
- Stay away from glass, windows, outside doors and walls, and anything that could fall such as light fixtures or furniture. Use a doorway for shelter only if it is in close proximity to you and you know it is a strongly supported, loadbearing doorway.
- Stay inside until the shaking stops and it is safe to go outside. Most injuries occur when people move to a different location or exit the building.
- Do not use the elevators.

#### ***If Outdoors***

- Stay there. Move away from building, streetlights, and utility wires.