



Extended School Year (ESY) Emergency Plan

Office of Special Education
Division of Business, Fiscal, and Information Systems
MONTGOMERY COUNTY PUBLIC SCHOOLS
Rockville, Maryland 20850

MCPS Form 336-47
January 2019

School _____ ESY Program _____

Hours of Operation _____

CONTACT INFORMATION (Please provide all available contact information)

Building Administrator: Name _____ Contact Number ____ - ____ - ____

ESY Site Coordinator: Name _____ Contact Number ____ - ____ - ____

ESY Secretary: Name _____ Contact Number ____ - ____ - ____

Special Education Program Supervisor: Name _____ Contact Number ____ - ____ - ____

Special Education Cluster Supervisor: Name _____ Contact Number ____ - ____ - ____

Special Education Instructional Specialist: Name _____ Contact Number ____ - ____ - ____

MCPS ESY Coordinator: Name Anna_E_Szilagyi-Weichbrod@mcpsmd.org Contact Number 240 - 740 - 3855

In the event that the building administrator is on leave or not available during an emergency, please contact the following principal in this cluster:

Cluster Administrator: Name _____ Contact Number ____ - ____ - ____

LEAVE INFORMATION (Please identify by individual staff member's scheduled leave, acting staff member and dates of anticipated leave/absence from the building)

Name of Staff Member on Leave (building administrator, AP, ESY site coordinator, ESY secretary)	Anticipated Date(s) of Leave	Acting Staff Member Name and Contact Information

MEDICAL EMERGENCY PROCESS

In the event of a serious medical emergency, call 911 immediately, inform the parent/guardian, ESY site coordinator, MCPS ESY coordinator and the Office of School Support and Improvement to report the serious incident.

Medical records for students are stored in Room _____

Assigned nurse/health technician to the ESY site: Name _____ Contact Number ____ - ____ - ____

Epinephrine auto-injectors and Narcan are located in Room _____

FIRE DRILL/EVACUATION PROCESS (Please identify all information regarding plan drills and procedures)

Date of Pre-planned fire drill (must be within the first three days of ESY): ____/____/____

Location of Safe Room: _____

EMERGENCY CLOSING PROCEDURES

In the event of severe weather that results in loss of electricity prior to the opening of the ESY school day or during the day, follow MCPS procedures for school closings. If you need to report a power outage or water problem that may result in the inability for students to attend an ESY site, please contact the Office of the Chief Operating Officer (OCOO) at 240-740-3050, and your director of Learning, Achievement, and Administration in the Office of School Support and Improvement. Schools are notified by OCOO regarding school closures. An ESY site or building administrator cannot close a school site due to an emergency.