

MCPS EMERGENCY PREPAREDNESS PROCEDURES FOR LOCKDOWN - EVACUATION - SHELTER

LOCKDOWN

IMMINENT DANGER IN THE BUILDING OR ON THE CAMPUS

- Notify 911 and OSP
- Immediately go to nearest securable location
- Sweep/scan the hallways, if safe to do so
- Secure classroom and office doors
- Close the blinds and cover the door windows
- Turn off the lights
- Maintain silence
- Ignore alarms and bells
- Wait for further instructions

EVACUATION

FIRE EVACUATION

- Pull fire evacuation alarm
- Students/staff/visitors leave the building by the nearest exit
- Everyone must evacuate at least 50 feet from the building

DIRECTED EVACUATION High-level bomb threat/suspicious package/ inside hazardous materials release

- Notify 911 and OSP
- Determine plan to evacuate
- Announce by PA routing occupants away from danger area
- Everyone must evacuate at least 300 feet from the building

SHELTER

PUBLIC SAFETY COMMUNITY SHELTER

- Lock exterior doors
- Notify OSP
- Ascertain school business if person approaches the building

SEVERE WEATHER

- Bring students/staff/visitors into main building
- Evacuate relocatable classrooms
- Move to identified weather-safe areas in the building

OUTSIDE HAZARDOUS MATERIALS RELEASE

- Bring students/staff/visitors into main building
- Evacuate relocatable classrooms
- Lock exterior doors and windows
- Shut down ventilation systems

EMERGENCY

