

**PTA Meeting:  
DSSEM Emergency  
Preparedness  
2022-2023**

# Participants will:

- ★ Review the required emergency preparedness drills
- ★ Discuss the concepts and actions associated with emergency preparedness drills and incidents

# 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)



**LOCKDOWN**



**EVACUATION**



**REVERSE  
EVACUATION**



**SHELTER  
IN PLACE**



**DROP, COVER, AND  
HOLD SHELTER**



**SEVERE WEATHER  
SHELTER**

# Fire Evacuation Drill Requirements

- ★ 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.



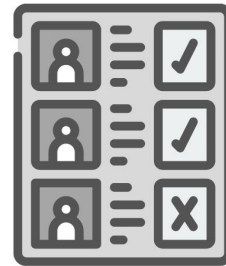
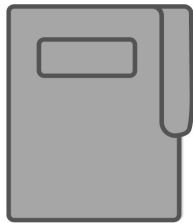
# Accommodation Considerations

- ★ 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.

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:

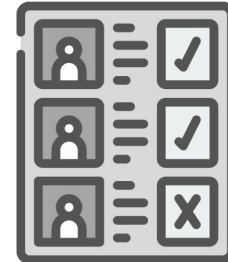
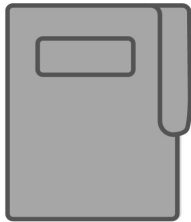
- Take the Emergency Folder.
- Remind students to exit quickly and quietly to the designated location.
- Leave the building by the nearest exit.
- Move to a designated location **at least 50 feet away** from the building.
- Take attendance and account for any discrepancies.
- Wait for further instructions.



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:

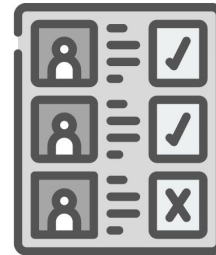
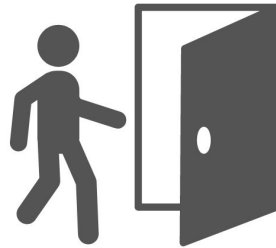
- Take the Emergency Folder.
- Leave the building by the designated exits identified by administration (away from the potential danger).
- Move to a designated location **at least 300 feet away** from the building.
- Take attendance and account for any discrepancies.
- Wait for further instructions.



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.

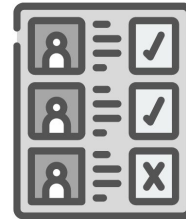
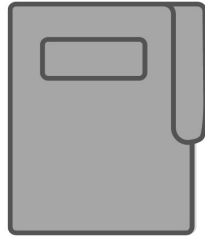




A severe weather shelter can occur when a severe thunderstorm or tornado warning is activated.

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

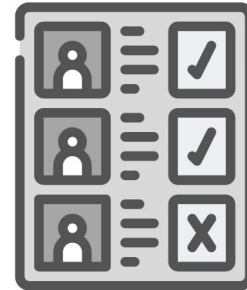
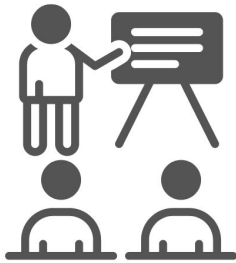
- Take the Emergency Folder.
- Relocatable classrooms are to be evacuated into the main building.
- Report to the **Identified Weather Safe Area** in the building.
- Avoid rooms with open, wide-span roofs (auditorium, gym, media center, cafeteria, etc.)
- Take attendance and account for any discrepancies.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



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.

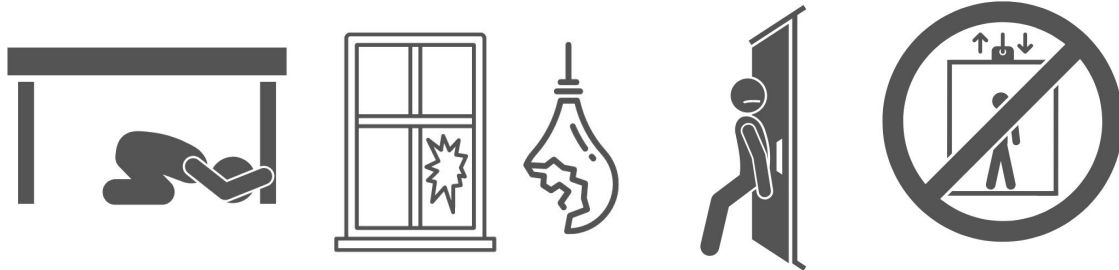


## A drop-cover-hold shelter is for any earthquake activity in or outside of the school building.

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.

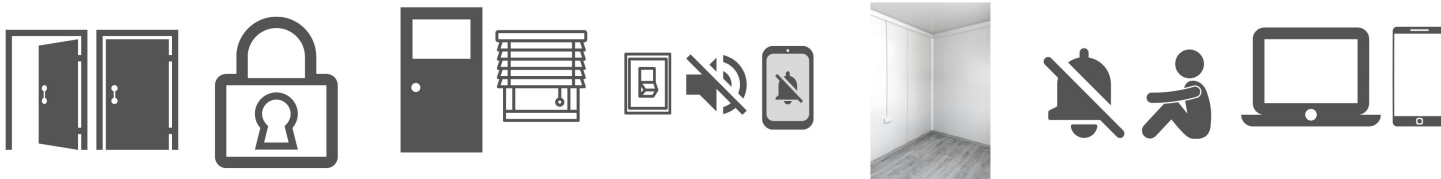
If **Outdoors** stay there. Move away from the building, streetlights, and utility wires.



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.



# Lockdown Considerations:

- If you are inside the building, but outside of a classroom or office when a lockdown is called, you should go to the nearest securable location.
- If you are outside the building when a lockdown is called, you should move to a predetermined safe location (as identified in the school emergency plan) away from the building.



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.

# Next Steps

- Ms. Robertson is co-chairing the MCPS Safety and Security MCAPP Advisory Groups (MAG)
- Every MCPS school did a full Security Assessment with our Security Rover, Jaquettia King. We currently do not have a Community Engagement Officer for the Rockville Cluster. Security is not available on a regular basis at the ES level
- Continue to refine/review communication process before, during, and after lockdown situation
  - Dependent upon circumstances & ability to access computer/phone safely during lockdown
  - Dependent upon whether or not MCPD is involved.
  - During an emergency situation staff, students, and community members should not be communicating via text or email regarding the emergency situation. This can compromise the investigation. Administration works with director/security to support further communication.

