## Process for Reporting Emergencies and Serious Incidents

**What constitutes an emergency or serious incident?**

* Every time 911 is called (Any time fire alarms go off, 911 needs to be called.)
* Serious incidents have widespread impact. Examples include major electricity or plumbing failures.

**First step: Get the situation under control – student and staff safety are paramount.**

**(Call for guidance if needed.)**

**Next step:**

* Contact the OEEP Coordinator - The OEEP coordinator will call the site manager and OEEP supervisor. If the coordinator is not able to be contacted, contact the OEEP supervisor directly.
	+ Contact the primary administrator – If that administrator is not available, contact the backup administrator.

(The OEEP and school administrators will contact Central Office and take appropriate actions, as necessary.)

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**Important addresses and contact information:**

OEEP supervisor’s name and numbers: Laurie Jenkins

Cell: 240-855-8653

Office: 240-740-1404

Address and phone number of each outdoor ed site:

|  |  |  |
| --- | --- | --- |
| Smith Center | Summit Lake | Skycroft |
| 5110 Meadowside LaneRockville, MD 20855240-740-1404  | 7610 Hampton Valley RdEmmitsburg, MD 21727301-271-9880 (health room—phone outside of kitchen) | 9621 Frostown RoadMiddletown, MD 217891-800-536-6759 (or 301-676-3216 Linda Adams-Skycroft nurse) |

**Information you need in case of emergency situations after school hours:**

Contact information for primary administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School administrator’s evening phone numbers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact information for second administrator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School administrator’s evening phone numbers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_