

Cloverly's Emergency Crisis Procedures

As part of the Local School Emergency Plan and to prepare for any potential emergencies that occur on or around school grounds, all Montgomery County Schools are required to practice with staff and students a minimum of two Lockdown, two Shelter, and ten Fire drills. The descriptions and procedures for each kind of drill are as follows:

- **Shelter** is a term used in an emergency at a Montgomery County Public Schools (MCPS) facility that requires all students to be accounted for and under supervision. A Shelter situation could be called if a student or staff member was seriously injured in the hallway or if a serious situation was occurring in the community. Students and staff would be alerted by an announcement via the intercom system that a Shelter situation was in effect. All emergency team members would report to the office while students either remained in or reported to their classrooms. Attendance would be taken immediately to account for all students. An announcement would be made notifying everyone that the Shelter situation had ended.
- **Lockdown** is a term used at a MCPS facility when an immediate lockdown of classroom and other doors is warranted. A Lockdown would be called in the event that someone either near or in the school building posed an immediate threat to students or staff. Similar to a Shelter situation, students and staff would be alerted by an announcement via the intercom system that a Lockdown was in effect. All students would either remain in or report to their classrooms or the nearest securable location. In the event of a Lockdown all window blinds would be drawn, attendance would be taken, and all students would be accounted for. Following the Lockdown, an announcement would be made notifying everyone that the Lockdown had ended.
- **Evacuation** is a term we use at a MCPS facility when we need to evacuate in the event of an emergency. A fire drill is an example of an evacuation. Students and staff would be alerted to evacuate by an announcement via the intercom system or by the fire evacuation alarm. Students and staff are directed to go in designated areas away from the school building. Attendance is taken to ensure that each person is accounted for.

At the October PTA meeting, parents and visitors will have the opportunity to ask questions or share concerns with Ms. Brunson, principal, and Mrs. Sifri, assistant principal, about emergency procedures at Cloverly. The PTA meeting is scheduled for October 2, 2012 at 7:00 p.m.