

Lockdown and Shelter Procedures

Shelter

This is a term used to alert staff that an emergency/crisis exists at or near an MCPS facility. It requires all students to be accounted for and under supervision. Administrators may activate the On-Site Emergency Team (OSET) and set up a command post when appropriate. There are 3 types of shelter. They are public safety, severe weather and outside hazardous materials. In severe weather shelter, we bring the students inside as quickly as possible. For outside hazardous materials, windows cannot be opened and doors are shut and locked. For these and for the public safety shelter, classroom instruction continues inside the building with controlled class change, which means staff should supervise students in the hallways and between relocatable classroom (if and when we have them) and the main building. School lunch should continue with appropriate supervision of staff. It is recommended that schools secure exterior doors today. When exterior doors are locked, schools should post staff/OSET member at the front door and the door of the main building leading to the relocatable classrooms to allow appropriate movement in and out of the school. Teachers are allowed to open windows to ensure ventilation. In a Shelter, it is not necessary to bring students in to the main building from the relocatable classrooms (if and when we have them).

Lockdown

Lockdown is defined as an alert status indicating imminent danger exists to all staff and students. During a Lockdown, staff and students must remain within their locked classroom or within a secured area. If students are in the hallways, they must quickly move to the nearest classroom or to a secure area, remain quiet and follow staff instructions. Staff should secure their immediate area and account for students. Students should also be kept away from doors and windows. Window and door blinds will be drawn down, and lights should be turned off.

Fire Drills

Exit according to the emergency exits signs in each room. Follow directions of the staff members. Under no circumstances re-enter the building until the drill is complete.

