

MONTGOMERY COUNTY PUBLIC SCHOOLS

FACILITY EMERGENCY PLAN

Department of Systemwide Safety and Emergency Management
 MONTGOMERY COUNTY PUBLIC SCHOOLS
 Rockville, Maryland



School Year 20____-20____

MCPS Facility Information	Building Management Information
Name of Facility:	Building Administrator:
Address of Facility:	Phone Contact #:
	Building Administrator:
	Phone Contact #:
MCPS Facility Administrator:	Building Administrator:
Phone #1:	Phone Contact #:
Phone #2:	Building Administrator:
Days and hours of operations:	Phone Contact #:
	Address of Building Management:
Cluster Security Coordinator:	Location of Building Management Command Post:
Phone #:	
Location(s) of MCPS Offices:	
Location of MCPS Command Post:	Location and Address of Evacuation Site:
Number of MCPS Employees:	

Assignment	Full Name of Team Member	Name of Back-Up Team Member
Incident Commander (Facility Director/Designee)	1.	2.
	Cell: ____-____-____	Cell: ____-____-____
		3.
		Cell: ____-____-____
Operations Team		
Logistics Team		
Liaison Team		
Planning Team		
Finance/Administration Team		
Recorder/Tracking Coordinator		

ICS CHAIN OF COMMAND, COMMAND TEAM, AND OSET POSITIONS

The **Incident Command System (ICS)** is a nationally recognized organizational and management tool that is utilized by MCPS when responding to an emergency that identifies an incident commander and **on-site emergency team (OSET)** members who are assigned specific duties/responsibilities to respond to an emergency. The **incident commander** activates the OSET only during an Evacuation or Shelter. **Command team** members will follow the structure of the ICS and coordinate emergency efforts with OSET members. Staff must be identified in advance due to the critical nature of these positions.

Tasks that must be completed in the event of an Emergency:

<input type="checkbox"/> 1.	Contact 911/Division of Maintenance and Office of Finance and Operations, if needed.	<input type="checkbox"/> 6.	Establish/continue liaison with building management.
<input type="checkbox"/> 2.	Contact supervisor or main office.	<input type="checkbox"/> 7.	Check evacuation site if needed.
<input type="checkbox"/> 3.	Record who, what, why, how aspects of incident for documentation.	<input type="checkbox"/> 8.	Bring emergency contact information.
<input type="checkbox"/> 4.	Notify all staff of the emergency.	<input type="checkbox"/> 9.	Control access to site/buildings if needed.
<input type="checkbox"/> 5.	Establish staff accountability.		

Additional Information Forms

Special Needs: List all staff members who may require special assistance during an emergency. See page 6 of this document.

First Aid and/or CPR Trained Staff: See page 7 of this document.

Joint Occupancy User: List names and phone numbers of all joint occupancy users that are housed in this facility. See page 8 of this document.

Relocatable Buildings: List relocatable buildings and phone numbers. See page 9 of this document.

Additional Information Sheet: Click here to activate attached sheet. See page 10 of this document.

FACILITY FLOOR PLAN (8½" x 11"—one page per floor)

Each emergency plan must include the facilities floor plan indicating the following information: room numbers; gas, **main** electric, water, and HVAC emergency cut-off locations; and all relocatable buildings including their designated room numbers and locations of their exit doors.

Have there been any **physical changes** in your building and/or relocatable rooms? Yes No

If yes, submit an updated floor plan with this year's emergency plan.

Does your facility have an emergency generator? Yes No If yes, location? _____

FACILITY EMERGENCY PREPAREDNESS ASSURANCE

This facility's OSET team has been trained in emergency preparedness, planning, management and response options.

TASKS TO BE CONSIDERED BEFORE, DURING, AND AFTER AN EMERGENCY

During the school year, a staff member will be responsible for the following:

Responsibility	Names of Responsible Staff Members
Maintain emergency kit.	
Maintain the NOAA weather radio.	
Bring the emergency kit, when the school evacuates.	

Location of Emergency Kit _____

Location(s) of First Aid Kit(s) _____

MULTI-HAZARD ASSESSMENT

Multi-hazards in and around the school must be identified. Identify factors that may put students, staff, and/or visitors at risk. These areas may include, but are not limited to, railroad tracks, highways that transport hazardous materials, large underground gas lines or storage tanks.

Hazard (i.e. Route 495)	Location (i.e. north side of school)	Description (i.e. transport of hazardous materials)

TYPES OF EVACUATION

Fire: Evacuate at least **50 feet** from the building.

Bomb Threat or Multi-hazard Threats: Evacuate at least **300 feet** from the building. Do not evacuate to one central location, i.e. the stadium.

EVACUATION SITES

On-Campus Multi-hazard Evacuation Locations (i.e., athletic field, stadium, parking lot, playgrounds)	
Primary Location	
Alternate Location	
Off-Campus Multi-hazard Evacuation Locations (i.e., church parking lot, shopping center, another school, vacant field, cul-de-sac). During inclement weather, OTLS should be contacted regarding special needs.	
Primary Location (location/address/phone)	
Alternate Location (location/address/phone)	

SAFE LOCATIONS

If outdoor activities are in progress when a Lockdown is activated in the school building, students and staff who are outdoors should be notified by public address system or portable radio and move away from the threat to a predetermined safe location(s). Staff should first visually scan, if practical, the safe locations for potential danger. Staff should, if possible, notify the school of their location. Depending on the circumstances of the emergency, the safe location(s) may need to be reconsidered. Please identify at least one and up to three safe locations for use by students and staff who are outdoors when a Lockdown is activated.

1.
2.
3.

MEDIA STAGING AREA

This area must be separate from any multi-hazard evacuation location or parent/child reunification area.

Off Campus (i.e., nearby street, park, open area, commercial area) location/address	
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This page must be attached to the facility's emergency plan.

Facility Name _____

INTERNAL COMMUNICATIONS

Communication between Staff/Faculty Members

Telephone Tree, Morning Faculty Meeting, End of Day Faculty Meeting, Outlook Email, PA Announcements, Two Way Radios, and Text Messages

EXTERNAL COMMUNICATIONS

The Department of Communications should be consulted regarding any external communications to the community

OTHER CONSIDERATIONS

Location of Automatic External Defibrillators (AED)

Location of Bleeding Control Kits

Location of Access Control System (ACS) doors

Debrief

A debrief must occur after any emergency, life-threatening incident, and completion of an emergency drill. The purpose of the debrief is to objectively assess what occurred, how did it happen, and what could be done to improve the outcome of the incident or drill. The debrief should include those who were actively involved in the incident to include MCPS staff, public safety officials i.e. law enforcement, fire, and EMS. Your Cluster Security Coordinator can provide guidance regarding the debriefing process and assist in facilitating the debriefing.

This page must be attached to the facility's emergency plan.

Facility Name _____

Please see Emergency Response and Management Manual for additional guidance in responding to emergencies

FIRE EVACUATION—When there is evidence of fire or smoke in the building, or the fire evacuation alarm has activated, the building must be evacuated in an organized manner.

DIRECTED EVACUATION—Evacuation directions communicated over the PA system and the two-way radio concerning the proper way to exit the building avoiding the area of concern.

REVERSE EVACUATION—A reverse evacuation is used when a dangerous situation outside requires students and staff to be directed back into the building.

DROP, COVER, AND HOLD—Is the appropriate action to reduce injury or death during an earthquake.

LOCKDOWN—When there is life-threatening imminent danger lockdown and lockdown with option procedures are viable response options to implement. If the extent /severity of the danger, threat, or location of the same on school property is unknown, principals/administrators may elect to activate a school-wide Lockdown for the safety of all, which will override implementation of Lockdown with Options procedures.

LOCKDOWN WITH OPTIONS—When a school is faced with an active assailant intending to do harm against a school, staff, or students a Lockdown with Options should be initiated.

AVOID—If safe and practicable to do so, AVOID the area by quickly moving/fleeing as far away from the threat as possible.

DENY—When you cannot safely AVOID, or it is impossible to do so, lock and barricade your room to DENY access to an assailant, following lockdown procedures.

DEFEND—When you cannot safely AVOID, or it is impossible to do so, lock and barricade your room to DENY access to an assailant, following lockdown procedures.

PUBLIC SAFETY SHELTER—This is a term used to alert staff that an emergency exists near an MCPS facility. (i.e. police chase, barricade, large fire, or any ongoing act of violence occurring off school property, but in close proximity to the school.)

SEVERE WEATHER SHELTER—When a severe thunderstorm or tornado warning is activated for the area near the school.

OUTSIDE HAZARDOUS MATERIALS SHELTER—This is a term used to describe a specific shelter alert due to an outside air contamination emergency at or near the building. This could be the result of a suspected chemical, biological, or radiological incident or a nearby hazardous material spill.

MODIFIED SHELTER—There may be a time when there's a medical emergency or law enforcement investigation/action taking place in the hallway and there's a need for students/staff to remain clear of that area. If that is the case, the Incident Commander/Administrator can call for a Modified Shelter. It may require holding the bells or redirecting students/staff down a different hallway.

BOMB THREAT—A bomb threat is defined as a threat to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists. A bomb threat assessment must be conducted to determine the appropriate course of response action.

Director Signature

Directors are required to certify that they have reviewed the Facility's Emergency Plan for accuracy and completion.

Director Name: (Please Print) _____

I understand that my electronic submission of this form and my electronic signature are intended to be, constitute, and are equivalent to my personal signature.

Director Signature _____ Date ____/____/____

Specific Additional Instructions/Concerns/Details for this Facility

20____-20____

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Rockville, Maryland

This page must be attached to the emergency plan.

Facility Name _____

Large empty rectangular box for providing specific additional instructions, concerns, or details for the facility.