



PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS
Division of Academics
Department of Early Learning

Vendor Managed Child Care Programs

Safety and Security Protocols

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I. INTRODUCTION

The Prince George's County Public Schools Vendor Managed Child Care Programs Office (PGCPS VMCCP Office) and its vendors—AlphaBEST, Champions, Sanbridge, and the YMCA—are committed to the safety and security of students, faculty, staff, and parents/guardians of its programs. In order to support that commitment, PGCPS VMCCP has conducted a thorough review of its emergency mitigation/prevention, preparedness, response, and recovery procedures relevant to natural and human caused emergency and events. The safety and security protocols that follow are the official policy of PGCPS VMCCP, as authorized by the Chief Executive Officer and Safety Officer.

II. RESPONSIBILITY

It shall be the responsibility of each site director, along with VMCCP Office staff, to carry out the policies that will identify those staff members who will be responsible for the effective use of staff time and other necessary resources.

The VMCCP Office staff will conduct a periodic review to ensure compliance with safety and security measures and ensure that right measures are taken for the safety and security of the PGCPS community.

III. GOALS

The goals of the policies and procedures are to provide a safe and secure environment for learning for all students, faculty, staff, and parents/guardians, and in an emergency/disaster to:

- reduce the damage to school/site property;
- respond to emergencies promptly and properly;
- coordinate with the schools' emergency operations plans;
- coordinate with other community resources, such as the local law enforcement;
- provide for fast, efficient dissemination of information to various constituencies (i.e., parents/guardians, Director of Early Learning Programs, Area Office Administrators, and Chief Academic Officer); and
- recover and return to normal operations.

IV. DEFINITION

The policy and protocols are a written set of guidelines to help PGCPS VMCCP Office and its vendors prevent, prepare for, and respond to emergencies and events. An event is defined as, *“a sudden, unexpected, and potentially overwhelming incident that disrupts the normal flow of events and often negatively impacts the program and individuals in the community.”* The safety and security protocols attempt to address a range of emergencies and events caused by both nature and people. The policy and protocols are not an all-inclusive step-by-step guide. However, it does provide guidelines for prudent responses in a variety of situations. The following occurrences would constitute an event:

- Any situation involving serious injury or loss of life to PGCPS VMCCP students, faculty, staff, and parents/guardians in PGCPS VMCCP -sponsored programs. This applies only to incidents occurring on campus and off-campus events sanctioned by the site.

- Any potentially life-threatening situation involving the use of a weapon against PGCPS VMCCP and vendor students, faculty, staff, and parents/guardians in PGCPS VMCCP-sponsored programs. These situations must be reported even if there are no serious injuries. This applies only to incidents occurring at the site.
- Significant criminal activity occurring on PGCPS VMCCP and vendor sites, particularly if it involves PGCPS VMCCP and vendor students, faculty, staff, and parents/guardians in sponsored programs. Examples include: arson, robbery, assault, selling, and/or use of illegal drugs, or extensive vandalism.
- Significant criminal activity perpetrated by PGCPS VMCCP and vendor, staff, or students. This applies only in the case of extraordinarily serious crimes which could require a statement on the part of the program.
- Significant behavioral activity perpetrated by students or staff, which requires disciplinary measures and reporting to Child Protective Service or the involvement of other agencies.

V. PREPAREDNESS

A. School Safety Guides

PGCPS VMCCP and its vendors shall employ an emergency plan, as well as a plan that is an addendum to the schools' emergency plan.

1. Emergency Plan

Emergency plans provide a comprehensive, multi-hazard site plan that covers all site spaces, addresses prevention and intervention strategies, emergency response, and management at the site level. Emergency plans shall be developed by the Site Directors and reviewed by the VMCCP Office staff.

2. Building-Level Safety Plan

PGCPS VMCCP and its vendor plans should be an addendum to the school building's emergency plan.

B. Site Information

Sites shall maintain records of enrollment, student and family information, and staff information.

1. Enrollment

PGCPS VMCCP and its vendors are to maintain records of all students, including students with disabilities and/or medical conditions.

2. Employee

PGCPS VMCCP and its vendor employees are comprised of the following personnel:

PGCPS

- Child Care Liaison

- Secretary

Vendors

- District Managers
- Area Managers
- Site Director
- School-Age Care Teacher
- Aids

VI. EMERGENCIES AND EVENTS

By definition, it is impossible to plan for an emergency and/or event but, as effective leaders, the PGCPs VMCCP administrative team recognizes potential emergencies and events early and takes action to mitigate them. The administrative team has identified the following categories of events that represent types of emergencies its vendors might confront.

- Bomb scare
- Civil unrest
- Criminal activities
- Death of a member of the community
- Epidemic outbreak
- Fire or explosion
- Hazardous materials leak
- Lost or missing child
- Child Protective Services Incidents
- Medical emergency
- Severe weather (snow, hurricane, tornado)
- Structural failure
- Suicide
- Traffic accident (car or school bus)

PGCPs VMCP Safety and Security Protocols require that the site director shall serve as the manager for all emergencies and events that occur. Parents/guardians are immediately contacted for any situation involving student safety. Emergencies and events may be of a medical nature or responding to an external or internal threat. All appropriate reports will be filed to report the event to the school system and/or other county agencies, as deemed appropriate.

1. Medical or Health Condition

The site director will assess the situation and determine if first aid or calling 911 is appropriate. Calls are made to the parent/guardian, vendor area managers, and VMCCP Office Staff. Additional calls may be made to the PGCPs Supervisor, PGCPs security officials, and other school administrators, as appropriate. The site director is responsible for all follow-up with parents/guardians and Risk Management Office as needed. Health condition cases require that all staff have training and access to required medication. All staff are CPR and first aid certified.

2. **External Threats**

This response may require that a "Shelter in Place" or "Lockdown" procedure be activated. Routine drills are scheduled so that staff and students learn and know what to do. The site director is in communication with the PGCCPS Security official and Prince George's County police. Emergency responsibilities are pre-assigned to staff to ensure proper facilitation of the plan.

3. **Internal Threats**

This response may require the evacuation of the building. The site director is in communication with the PGCCPS Security Official and Prince George's County Police. Emergency responsibilities are pre-assigned to staff, including assignment to assist students with special needs to ensure proper and timely evacuation of all students. Designated assembly areas are identified.

4. **Site Incidents**

The site director will assess any situation involving students and/or staff and file the appropriate reports to external and internal agencies for appropriate next steps. Parents are notified immediately.

After all emergencies, there is a debriefing to help determine if adjustments are needed.

Every site must maintain the following:

- Community emergency numbers (posted by telephone);
- Stocked first aid kit;
- Flashlights for each Group Leader and School-Age Child Care Teacher;
- List of emergency contacts for each student;
- Student medications; and
- Student allergy list.

VII. SITE MANAGEMENT

1. **Site Director**

The site director shall serve as the manager for any incidents that occur. The site director will provide an assessment of the situation to VMCCP Supervisor. The site director will then contact local officials, school personnel, identify school response resources required, and direct their team to follow the emergency response plan located in the appendix of this document. Responsibilities of the site director include, but are not limited to, the following:

- Maintain a stocked first aid kit emergency kit.
- Assign site emergency responsibilities to staff, as required.
- Appoint monitors to assist in proper evacuation.
- Ensure a pre-planned area of rescue assistance for students and other persons with disabilities within the building readily accessible to rescuers.
- Collect and manage all incident-relevant operational data.
- Provide input to VMCCP Supervisor.

- Reassign personnel at the site, as needed.
- Compile and display incident status information.
- Report significant changes in incident status.
- Determine need for specialized resources.
- Act as a point-of-contact for agency representatives
- Maintain a list of assisting and cooperating agencies and agency representatives.
- Assist in setting up and coordinating interagency contacts.
- Participate in planning meetings, providing current resource status, including limitations and capabilities of agency resources.
- Log accident, incidents and injuries.

3. **Vendor Staff**

The site staff's primary responsibility is to remain with or be available to students and help ensure their safety and well-being. Staff responsibilities include, but are not limited to, the following:

- Participate in trainings, drills, and exercises.
- Direct and supervise students to pre-designated safe areas within the site grounds or to an off-site evacuation shelter.
- Check all rooms and areas along the path of exit for persons who may not have received the evacuation notice without disrupting the free flow of students out of the building.
- Maintain order while in the student assembly area.
- Verify the location and status of every student. Report to the incident commander or designee on the condition of any student who needs additional assistance or has special needs.
- Establish a buddy system for students and teachers with disabilities.
- Remain with assigned students throughout the duration of the emergency event, unless otherwise assigned or until every student has been released to their parent or guardian.
- Trust the internal crisis team and external emergency responders.

APPENDIX 1

Purpose: This Before and After School supplementary document serves to provide additional guidelines for addressing emergency events, which may occur before or after normal school hours. In general, the vendor staff will follow the site's existing emergency plan.

During operating hours, the following staff members will be essential for handling the first response to on-site emergency events.

| Position: | Name | Cell Phone Number |
|--------------------------------|-------------|--------------------------|
| Vendor Site Director | | |
| Vendor - Licensing Alternate | | |
| Vendor Staff Member | | |
| Vendor Staff Member | | |
| Vendor Staff Member | | |
| Vendor Staff Member | | |
| Building Supervisor (morning) | | |
| Night Lead (afternoon/evening) | | |

Special Instructions

- Other essential phone numbers and contact information can be found in the body of the schools' general emergency plan.
- The attached emergency checklist should be modified to identify staff members who can perform emergency tasks (listed on Page 8) before the start of or after the close of the normal school day. In addition, relocation and reunification sites should be identified when available.

EMERGENCY CHECKLIST

| <u>TASK</u> | <u>RESPONSIBLE STAFF</u> |
|--|--------------------------|
| 911 called | |
| Appropriate announcement initiated--lockdown or evacuate (PA may not be accessible after hours.) | |
| Notifications made | |
| Limited Emergency Response Team assembled | |
| Limited Command Post established and staffed | |
| Media Area is identified and staffed in possible | |
| Family Reunification Area staffed | |
| Alternative Site (if applicable) | |
| Transportation needs (if applicable) 301-952-6570 | |
| Logistical Support (if applicable) | |
| Emergency power/lighting, contact Building Services 301-952-6500 or 301-499-7000 | |
| Notify Communications (if applicable) 301-952-6001 | |
| Notify Vendor Managed Child Care Program Office 240-724-1675 | |

VENDOR EVACUATION ASSEMBLY SITES

| <u>PRIMARY SITE</u> | <u>LOCATION</u> |
|---------------------------------------|-----------------|
| Incident Command Post (if applicable) | |
| Evacuation Assembly Points | |
| Refuge Area | |
| Family Reunification Site | |
| Media Containment Site | |
| Medical Staging Area | |

| <u>ALTERNATE SITE</u> | <u>LOCATION</u> |
|----------------------------|-----------------|
| Incident Command Post | |
| Evacuation Assembly Points | |
| Refuge Area | |
| Family Reunification Site | |
| Media Containment Site | |
| Medical Staging Area | |



Prince George's County Before and After Care Sites Emergency Plan Addendum for

Name of Building

Address of Building

Main Phone Number –

After Hours Phone Number –

SY _____

AlphaBEST - Emergency Preparedness Plan

| | | | | |
|--|----------------------------|---|------------------------------------|--------------------------------------|
| Site Manager's Name: | Name of Program: | | | |
| OCC License/Registration Number: 159826 | Please check type of care: | Center <input checked="" type="checkbox"/> | Family <input type="checkbox"/> | Informal <input type="checkbox"/> |
| Address: County: Prince George's Zip Code: 20607 | | | | |
| Position: | E-mail: | | | |
| Telephone (home): | Telephone (work): | | | |

1. Local Emergency Operations Center

| | | |
|---|--|----------------------------------|
| Name : Prince George's County Office of Emergency Management | Address: 7915 Anchor Street, Landover, MD 20785 | Telephone #: 301-324-4494 |
|---|--|----------------------------------|

Outline plan to make the Emergency Center aware of your child care site:

Notify emergency center, provide address, phone number of children, and give the fire department a copy of my emergency plan.

Note: If the Emergency Center is already aware of your location, note above under plan. Notify Emergency Center, provide addresses and phone numbers of children, and give the fire department a copy of my plan.

2. The following position(s) at the child care site are responsible for:

| Task | Position | Task | Position Responsible |
|---|----------|---|----------------------|
| Declaring an emergency: | | Arranging transportation for children/staff: | |
| Calling for assistance: | | Carrying needed medications: | |
| Contacting families: | | Completing final building check after evacuation: | |
| Making decision to evacuate: | | Determining when the emergency is over: | |
| Initiating contact with evacuation site: | | Conducting emergency drills: | |
| Carrying "Ready to Go" file: (Emergency Preparedness Binder) | | Communicating emergency preparedness plan to parents: | |
| Carrying Disaster Supply Kit: (Children's Emergency Kits) | | Media contact person: | |
| Bringing children's activities to Evacuation Site: | | Providing school-aged activities: | |

3. Children, Staff, and Program Records

Description of the plan to safeguard children, staff, and program records:

Children/Staff emergency records will be placed in the emergency preparedness binder then stored in a waterproof zip lock bag (will be placed in first aid container) to carry in case of evacuation.

4. List local emergency services numbers:

| Agency/Service | Telephone Number | Agency/Service | Telephone Number |
|----------------------------|------------------|--|------------------|
| Ambulance | 301-609-3400 | Poison Control | 1-800-492-2414 |
| Police | 301-934-2222 | Department of social Services | 301-932-6400 |
| Fire Department | 301-705-6655 | Hospital | 301-609-4000 |
| Local Office of Child Care | 301-475-3270 | American Red Cross | 301-934-2066 |
| Health Department | 301-609-6900 | National Response Hotline | 1-410-333-2950 |
| Charles County Water/Sewer | 301-609-7400 | 2 nd Line National Response Hotline | 1-800-424-8802 |
| Verizon Repair | 301-954-6250 | Emergency Operator | 301-609-3402 |
| Substitutes | | Utilities | 301-932-1450 |

5. The local Emergency Alert System (EAS) radio station is: AM FM

6. The locations in child care site where emergency telephone numbers are posted: On the wall by the site telephone and on the Family Communication Board.

7. Emergency Communication

| | |
|--|--|
| Position responsible for communicating emergency information: Site Manager | Alternate position for communicating emergency information: Group Leader |
| The items and methods used to communicate in an emergency are: * *Walkie talkies | |
| Items used for communication will be stored/maintained (where/how): * *Walkie talkies will be on charger in designated area and on staff person when program is in session. | |

8. Disaster Supply Kit

| | |
|--|---|
| The items to be included in the Disaster Supply Kit and first aid kit: | |
| Position responsible for checking supplies in kit on a regular basis: | Description of how emergency preparedness kit will be transported to an evacuation location: First aid kit, medication box, and children/staff emergency preparedness kits will be hand carried to evacuation site. |
| Student activities: Crayons, markers, art paper, and coloring pages that will be placed in a zip lock plastic bag and hand carried. | Pain Medication: None |
| Three day supply of non-perishable food: Each student and staff personal emergency bag. | Changes of clothing: None |
| Blankets: Parents will provide a small blanket or beach towel. | Item that would assist with making children in care readily recognizable: Neon duct tape will be secured to the upper- left arm of the child's outer garment. |
| Essential Document files: Student emergency form, Staff personnel form, medical awareness, medication forms | Money sealed in a water proof container: None |
| Pen and Paper: In zip lock plastic bag with Emergency Preparedness Binder | Battery powered radio: None |

| | |
|---|--|
| Flashlight with an extra battery: A Second flash light is provided in the first aid kit | Extra batteries: Included in additional flashlight kit. |
| Charged cell phone: None | Whistle: One whistle per staff member |
| Vehicle keys none: None | Matches sealed in a waterproof container: None/not permitted on school grounds |
| Manual can opener: None | Disposable eating utensils: Provided in student emergency bag |
| Storage bags: Additional storage bags in first aid kit | Bleach: None |
| Wet wipes: Additional wipes in first aid kit | Antiseptic wipes: None |

9. The sites that are evacuation locations for child care site are:

| Name: | Address: | Telephone #: | Contact Person: Signature and Date: | Formal Agreement in place: | |
|---|----------|--------------|--|-------------------------------|----|
| | | | | Yes | No |
| | | | | Yes | No |
| If site does <u>not</u> have a formal written agreement between the site and evacuation location, one will be secured by: *Already Secured | | | | | |
| The formal written agreement will be reviewed and updated, if necessary, by (position): AlphaBEST Management | | | | | |
| Description of how children and adults will be transported to evacuation site: *Children and staff will be walking to an evacuation location. | | | | | |

10. Accounting for children and adults after an emergency

| | |
|---|--|
| Position responsible to assure all children and adults are accounted for after an emergency: Site Manager | Method used to account for all children and adults: *Physical head count, attendance sheet, and parent sign-in/out sheets. |
|---|--|

11. Natural Emergency Events

| |
|--|
| Description of the natural emergency events that occur most often in the child care site's region (winter storms, hurricanes, etc.): *Tornados, heavy snow storm, hail damage, ice storm, heavy rain storm with high winds and earthquake. |
|--|

12. Difficult Situations with Adults

| |
|---|
| Description of procedures in place to deal with an authorized or unauthorized person that arrives at the child care site displaying endangerment or imposing a threat to the children and/or staff. *Place children in the designated locked area and contact the police. |
|---|

13. Emergency Plan Review

| |
|---|
| The emergency plan is reviewed and/or revised (how often) by (position): *Management-Yearly |
|---|

14. Child Care Site Emergency Readiness

Implementation of the following strategies will strengthen our ability to handle emergency situations at the child care site.

- 1. **Training-Annually**
- 2. **Drills-Monthly (Conducted in the morning and evening session per month)**
- 3. **Strategic Planning-Quarterly (will make necessary revisions as needed)**
- 4. **Inform parents by giving them a copy of the evacuation site address and radio station**

Trainer use only

I have received this emergency plan from _____ and have determined that the information submitted above is complete.

| | | |
|--------------------------|----------------------|-------|
| Trainers Name (Printed): | Trainer's Signature: | Date: |
|--------------------------|----------------------|-------|

If the emergency plan is incomplete, please refer to the corrections and comments below:



Prince George's County Before and After Care Sites Emergency Plan Addendum for

Name of Building

Address of Building

Main Phone Number –

After Hours Phone Number –

SY _____

Purpose:

This Before and After Care supplementary document serves to provide additional guidelines for emergencies which may occur before or after normal school hours. In general, Before and After Care staff will follow the school's existing Emergency Plan but there will be some differences that must be accounted for.

Before normal school hours in the morning and after dismissal in the evening, the majority of the school staff will not be available to assist with emergencies. By necessity then, Before and After Care staff will have to assume multiple duties which might otherwise be handled by full time school staff.

In most cases facilities services personnel will be available for assistance as they arrive to open the building and stay late to perform custodial services.

During Before and After Care operations, the following staff members will be essential for handling the first response to on-site emergencies.

| Position: | Name | Cell Phone Number |
|--------------------------------|-------------|--------------------------|
| BAC Site Supervisor | | |
| BAC alternate/asst. supervisor | | |
| BAC staff member | | |
| BAC staff member | | |
| BAC staff member | | |
| BAC staff member | | |
| Building Supervisor (mornings) | | |
| Night Lead (afternoon/evening) | | |

Special Instructions

- Other essential phone numbers and contact information can be found in the body of the Schools' general Emergency Plan.
- The following emergency checklist should be modified to identify staff members who can perform emergency tasks before the start of or after the close of the normal school day. In addition, relocation and reunification sites should be identified when available.

EMERGENCY CHECKLIST

| <u>TASK</u> | <u>RESPONSIBLE STAFF</u> |
|---|--------------------------|
| 911 called | |
| Appropriate announcement initiated (lockdown or evacuate) PA may not be accessible after hours. | |
| Notifications made | |
| Limited Emergency Response Team assembled | |
| Limited Command Post established and staffed | |
| Media Area is identified and staffed in possible | |
| Family Reunification Area staffed | |
| Alternative Site (if applicable) | |
| Transportation needs (if applicable) 301-952-6570 | |
| Logistical Support (if applicable) | |
| Emergency power/lighting, contact Building Services 301-952-6500 or 301-499-7000 | |
| Notify Communications (if possible) 301-952-6001 | |
| Notify Vendor Managed Child Care Program Office 240-724-1675 | |

BEFORE AND AFTER CARE EVACUATION ASSEMBLY SITES

| <u>Primary Site</u> | <u>Location</u> |
|---------------------------------|-----------------|
| Incident Command Post-if needed | |
| Evacuation Assembly Points | |
| Refuge Area | |
| Family Reunification site | |
| Media containment site | |
| Medical staging area | |

| <u>Alternate Site</u> | <u>Location</u> |
|----------------------------|-----------------|
| Incident Command Post | |
| Evacuation Assembly Points | |
| Refuge Area | |
| Family Reunification site | |
| Media containment site | |
| Medical staging area | |

CHAMPIONS

Prince Georges County Public Schools

Emergency Plan Addendum for Before and After Care Sites

Name of Building

Address of Building

Main Phone Number –

After Hours Phone Number –

SY _____

Purpose:

This Before and After Care supplementary document serves to provide additional guidelines for emergencies which may occur before or after normal school hours. In general, Before and After Care staff will follow the school’s existing Emergency Plan but there will be some differences that must be accounted for.

Before normal school hours in the morning and after dismissal in the evening, the majority of the school staff will not be available to assist with emergencies. By necessity then, Before and After Care staff will have to assume multiple duties which might otherwise be handled by full time school staff.

In most cases facilities services personnel will be available for assistance as they arrive to open the building and stay late to perform custodial services.

During Before and After Care operations, the following staff members will be essential for handling the first response to on-site emergencies.

| Position: | Name | Cell Phone Number |
|------------------|-------------|--------------------------|
| Site Director | | |
| Lead Teacher | | |
| Teacher | | |
| Teacher | | |
| Teacher | | |
| Area Manager | | |

Special Instructions

- Other essential phone numbers and contact information can be found in the body of the Schools’ General Emergency Plan.
- The following emergency checklist should be modified to identify staff members who can perform emergency tasks before the start of or after the close of the normal school day. In addition, relocation and reunification sites should be identified when available.

EMERGENCY CHECKLIST

| <u>TASK</u> | <u>RESPONSIBLE STAFF</u> |
|---|--------------------------|
| 911 called | |
| Appropriate announcement initiated (lockdown or evacuate) PA may not be accessible after hours. | |
| Notifications made | |
| Limited Emergency Response Team assembled | |
| Limited Command Post established and staffed | |
| Media Area is identified and staffed in possible | |
| Family Reunification Area staffed | |
| Alternative Site (if applicable) | |
| Transportation needs (if applicable) 301-952-6570 | |
| Logistical Support (if applicable) | |
| Emergency power/lighting, contact Building Services 301-952-6500 or 301-499-7000 | |
| Notify Communications (if possible) 301-952-6001 | |
| Notify Vendor Managed Child Care Program Office 240-724-1675 | |

BEFORE AND AFTER CARE EVACUATION ASSEMBLY SITES

| <u>Primary Site</u> | <u>Location</u> |
|---------------------------------|--|
| Incident Command Post-if needed | Stage of multipurpose area (cafeteria) |
| Evacuation Assembly Points | Main entrance |
| Refuge Area | Black top (to the right of the building) |
| Family Reunification site | Black top (to the right of the building) |
| Media containment site | Back parking lot |
| Medical staging area | Black top (to the right of the building) |

| <u>Alternate Site</u> | <u>Location</u> |
|----------------------------|--|
| Incident Command Post | Front office |
| Evacuation Assembly Points | Playground (back of building) |
| Refuge Area | Playground (back of building) |
| Family Reunification site | Black top (to the right of the building) |
| Media containment site | Bus lot |
| Medical staging area | Black top (to the right of the building) |

APPENDIX 5



Prince Georges County Public Schools

Emergency Plan Addendum for Before and After Care Sites

Name of Building

Address of Building

Main Phone Number –

After Hours Phone Number –

SY _____

Purpose:

This Before and After Care supplementary document serves to provide additional guidelines for emergencies which may occur before or after normal school hours. In general, Before and After Care staff will follow the school’s existing Emergency Plan but there will be some differences that must be accounted for.

Before normal school hours in the morning and after dismissal in the evening, the majority of the school staff will not be available to assist with emergencies. By necessity then, Before and After Care staff will have to assume multiple duties which might otherwise be handled by full time school staff.

In most cases facilities services personnel will be available for assistance as they arrive to open the building and stay late to perform custodial services.

During Before and After Care operations, the following staff members will be essential for handling the first response to on-site emergencies.

| Position: | Name | Cell Phone Number |
|------------------|-------------|--------------------------|
| Site Director | | |
| Lead Teacher | | |
| Teacher | | |
| Teacher | | |
| Teacher | | |
| Area Manager | | |
| | | |

Special Instructions

- Other essential phone numbers and contact information can be found in the body of the Schools’ general Emergency Plan.
- The following emergency checklist should be modified to identify staff members who can perform emergency tasks before the start of or after the close of the normal school day. In addition, relocation and reunification sites should be identified when available.

EMERGENCY CHECKLIST

| <u>TASK</u> | <u>RESPONSIBLE STAFF</u> |
|---|--------------------------|
| 911 called | |
| Appropriate announcement initiated (lockdown or evacuate) PA may not be accessible after hours. | |
| Notifications made | |
| Limited Emergency Response Team assembled | |
| Limited Command Post established and staffed | |
| Media Area is identified and staffed in possible | |
| Family Reunification Area staffed | |
| Alternative Site (if applicable) | |
| Transportation needs (if applicable) 301-952-6570 | |
| Logistical Support (if applicable) | |
| Emergency power/lighting, contact Building Services 301-952-6500 or 301-499-7000 | |
| Notify Communications (if possible) 301-952-6001 | |
| Notify Before and After Care at Central Office | |

BEFORE AND AFTER CARE EVACUATION ASSEMBLY SITES

| <u>Primary Site</u> | <u>Location</u> |
|---------------------------------|-----------------|
| Incident Command Post-if needed | |
| Evacuation Assembly Points | |
| Refuge Area | |
| Family Reunification site | |
| Media containment site | |
| Medical staging area | |

| <u>Alternate Site</u> | <u>Location</u> |
|----------------------------|-----------------|
| Incident Command Post | |
| Evacuation Assembly Points | |
| Refuge Area | |
| Family Reunification site | |
| Media containment site | |
| Medical staging area | |