

**Administrative Procedures for Policy #8110 (Community)  
Regarding Use of Schools as Emergency Shelters**

I. Guidelines

- A. The Emergency Operations Center (EOC) will contact the Office of the Superintendent/or designee to alert him/her of the possibility that a school(s) will be used as an emergency shelter(s). In the absence of the Superintendent/or designee, the Director of Transportation/or designee will serve as the next point of contact to the EOC.
- B. The Office of the Superintendent/or designee will contact the Director of School Facilities to share information and determine accessibility and readiness of a school facility for use as an emergency shelter.
- C. Once a school(s) is (are) identified as an emergency shelter for an event, the Superintendent's designee will contact the appropriate school principal to inform him/her that the school(s) has(have) been activated as an emergency shelter.
- D. The Office of the Superintendent will direct electronic communication to the CCPS community when a school has been identified as an emergency shelter.
- E. The primary shelter is Huntingtown High School. Southern Middle School, Patuxent High School, and Windy Hill Middle School are also capable of serving as a primary shelter.
- F. If on a day that school is in session and the EOC directs CCPS to evacuate students and staff due to an event at the nuclear power plant, Huntingtown High School is the designated shelter for the general public.
- G. If on a day that school is in session and the EOC directs CCPS to evacuate students and staff due to an event at the LNP plant, Patuxent High School is the designated shelter for the general public.
- H. The selected school's administration will work closely with the Department of Social Services (DSS) to ensure successful shelter operations, as this pertains to adequate access to facilities. The school and/or central office administrator will provide building and telephone access to the outside agency. The outside agency will provide all supplies and manpower to staff the emergency shelter.
- I. DSS is responsible for the provision of staff, supplies and sustenance for an emergency shelter. The Superintendent/or designee will contact appropriate members of the leadership team if the DSS/EOC requests the use of school cafeteria kitchen facilities, supplies, food and/or drink. This request will typically be made only after DSS has exhausted other avenues.

1. Child Nutrition staff may be asked to assist with meal preparations; however, if CCPS is closed for the emergency event, the staff would be under no obligation to do so.
- J. On a day when CCPS schools are in session, CCPS may close the school facility as an emergency shelter to the outside agencies and the public for the two hours before and two hours after the student school day so that the school may fulfill its educational mission.
  - K. A school administrator and school-based and/or central office-based building services worker will be present at all times during shelter operations.
  - L. The Supervisor of Student Services – School Safety will work with law enforcement agencies regarding the safety and security of CCPS facilities and property during the times when its premises are used as emergency shelters.
  - M. When the EOC and/or DSS determine that the need for the shelter no longer exists, the EOC and the school administration will contact the Office of the Superintendent and the Director of School Facilities.
  - N. The Office of the Superintendent will direct any further electronic communication regarding shelter and/or school status.
  - O. The Leadership team for emergency situations will include but not be limited to the Director of Transportation, Director of Student Services, Supervisor of Student Services – School Safety, Director of School Facilities, Chief Academic Officer, and Chief Operations Officer.