



Emergency Management Plan

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Emergency Procedures Chart

EMERGENCY PROCEDURES

STAY CALM, FOLLOW INSTRUCTIONS.

EMERGENCY: 911

Campus Security: 443-862-2294

Director of Safety & Security: 443-862-8055



LOCKDOWN

Stay inside, do not leave the building unless an imminently dangerous situation arises inside.

If outside, seek shelter in the nearest building.

Take shelter in a lockable room.

Close windows, shades, and blinds. Avoid being seen from outside the room.

In case of Active Shooter: **RUN, HIDE, FIGHT**

RUN if safe path is available

Have an escape route and plan in mind and leave your belongings behind.

HIDE if you cannot get out safely

Be quiet and get in an area out of view. Block entry to your hiding place and lock and barricade the doors. Silence your cell phone. Stay out of shooter's view.

FIGHT if your life is in danger

AS A LAST RESORT and only when your life is in **IMMINENT DANGER**. Try to disable the shooter. Act with physical aggression and throw items at the shooter.



SUSPICIOUS PERSON

Do not confront, stop, or apprehend the person. Note the person's description & suspicious activity. Notify director of security immediately.

CALL 911 IF CARRYING A WEAPON.

Provide details on the person and his/her direction of travel.



MEDICAL

Do not move person, and **CALL 911**.

Give dispatcher name, location, number and as much information regarding the situation. **DO NOT HANG UP.**

Administer first aid or get someone trained in **CPR/AED**.

Send someone to meet emergency personnel outside and direct to person's location.



YOUR LOCATION



SHELTER IN PLACE

If outside, seek shelter in nearest building.

Proceed quickly into hallways and away from windows.

Close all exterior doors/windows.

No one is permitted to leave the building.

Wait for **ALL CLEAR** before leaving location.



EVACUATE

Evacuate using nearest exit, stay low to the floor.

Help disabled evacuate if needed.

Follow alternate route if normal route is dangerous/blocked.

DO NOT USE ELEVATORS.

Once outside, go to designated assembly area.

Account for students/staff members once outside.



FIRE

Activate nearest fire alarm.

Feel doors before opening and close as you leave.

Follow **EVACUATION** steps above.



SUSPICIOUS PACKAGE/BOMB

Do not touch or disturb object, and **CALL 911**

Provide as much information as possible.

Follow instructions of emergency personnel.

Alert school emergency personnel.



MISSING STUDENT

Notify security immediately.

Note description of what student was wearing.

Provide details on last location of student.



WEATHER ALERT

Seek cover, stay away from windows, and remain in a safe location until the storm has passed or wait for **All CLEAR**.

Weather alerts may be sent via email, phone, paging system, two-way radio, or audible horn blasts.

Lightning detection alert horns will blast once for immediate threat. The lightning detection alert horn will blast three times for all clear.

About this Emergency Plan

The principal objective of this plan is to provide for the physical and emotional safety of the students and employees of The St. Paul's Schools in the event of an emergency.

The school will respond promptly and effectively to ensure safety, provide personal and emotional support to individuals, and communicate appropriate messages to parents, students, the community, and the media.

These procedures apply to all school personnel – administration, faculty, staff, and students – and all buildings and grounds operated and maintained by the school.

When an emergency arises, all The St. Paul's Schools employees should consider themselves part of the emergency management effort. Employees who are not on the Emergency Response Team are expected to be available for designated interventions.

All employees are required to familiarize themselves with the contents of this manual. Faculty members are responsible for transmitting information about emergency procedures to students and exercising control and discipline in their supervision of students in evacuation situations.

Employees with guests, visitors, or vendors on campus during an emergency are responsible for their safety and should be accounted for in communication with the Emergency Management Team.

Any media contact should be referred to the Executive Director of Strategic Communications. No messages, images, or videos can be posted to social media.

Familiarize yourself with your surroundings before an emergency arises. Employees must learn the exiting procedures for all spaces they use and acquaint themselves with the evacuation route. Exit doors for each room have been chosen to allow the fastest exit possible, considering all the classes using the exits. In addition, please plan an alternate route in case your assigned route is blocked or heavily congested.

Take your emergency plan seriously. When an emergency arises, staff must respond without hesitation. Only planning and practice will ensure optimum results.

The following steps should be taken by any St. Paul's employee witnessing a crime or a state of emergency:

1. In the case of fire, immediately activate the nearest fire alarm, which will automatically notify the fire department.
2. Call 911 (dial 8-911 if using an internal phone) if the emergency is life-threatening. Give basic information, the type of aid needed (ambulance, police), and the location from which you are calling. St. Paul's campus is located at 11152 Falls Road (SP, lower school) and 11232 Falls Road (SPSG, preschool), near the intersection of Seminary Road.
3. If not life-threatening or after dialing 911, call Security 443-862-2294

General Considerations

There are three response methods if there is an emergency at St. Paul's. Members of the community will either remain where they are, known as Lockdown or Shelter in Place, or Evacuate.

In an emergency, the first consideration will always be the safety of the students and employees. Once that safety has been assured, the next consideration will be a risk to any school property (buildings, land, vehicles,

and digital information and systems). Finally, the continuity of operations or orderly re-establishment of our daily schedule and the resumption of instruction.

- ❑ Lockdown. For incidents where the school acts to secure buildings and grounds due to an immediate threat of violence in or around the school. Ensure all school employees, students, and visitors are safe from imminent danger.
- ❑ Shelter in Place. For weather-related emergencies, storms, downed electrical lines, or emergencies in other campus buildings. Will consist of students remaining in their classrooms, away from windows, with classroom doors locked. Send special instructions, if any, about locking doors and classrooms.
- ❑ Evacuation. Evacuating the buildings could mean going outside a safe distance away from the buildings, as in a fire drill, For hazards inside buildings: bomb threat or active assailant. Must determine where people should be instructed to go and whether there is a safe path to get there. it could mean exiting the buildings and taking shelter in another building, leaving campus, taking shelter at a nearby location (campus residence, Greenspring Montessori, Maryvale), or being transported to another site on buses under the direction of the Baltimore County Police or Fire Departments.

Emergency Drills

When an emergency arises, we must respond without hesitation. Only planning and practice will ensure optimum results. Drills will be conducted to familiarize all employees with procedures. These actual walk-thru drills must be conducted annually. In addition, a classroom drill must also be completed periodically. Small group training will be conducted on securing classrooms and buildings and developing an exit strategy.

During an emergency, an Emergency Response Team (ERT) will be formed by one or more of the members of the Executive Team. The composition of the ERT shall be flexible, depending on the type of emergency that occurs.

Lockdown

If you are alerted to an Active Assailant on Campus, but not in the building that you are in, SHELTER IN PLACE. Do not leave until notified that it is safe to do so.

Evacuating may place you in the range of the assailant, especially if they are moving. If you are not in a building, seek cover in the closest one to you that is not affected by the incident.

- Stay inside; do not leave the building unless an imminently dangerous situation arises inside.
- If outside, seek shelter in the nearest building.
- Take shelter in a lockable room.
- Close windows, shades, and blinds. Avoid being seen from outside the room.

Good preparatory practices for coping with an active assailant situation:

- Be aware of your environment and any possible dangers.
- Take note of the two nearest exits in any facility you visit.

CALL 911 WHEN IT IS SAFE TO DO SO!

Information to provide to law enforcement or 911 operators:

- Your location
- Location of the active assailant
- Number of assailants, if more than one
- Physical description of assailant/s
- Number and type of weapons held by the assailant/s
- Number of potential victims at the location
- Whether you saw them use explosive devices or plant any explosive devices

Active Assailant Situation

An active assailant situation may transition quickly. Below are options for responding, in order of preference. In the case of Active Assailant: RUN, HIDE, FIGHT

Run - If a safe path is available, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Help others escape, if possible.
- Prevent individuals from entering an area where the active assailant may be.
- Keep your hands visible.
- Follow the instructions of any police officers.
- Do not attempt to move wounded people.
- Call 911 when you are safe.

Hide - If you cannot get out safely or the assailant is nearby:

- Be quiet and get in an area out of view.
- Block entry to your hiding place and lock and barricade the doors.
- Silence your cell phone.
- Turn off any noise source (i.e., radios, televisions).
- Hide behind large items (i.e., cabinets, desks).

- Remain quiet.
- Stay out of the assailant's view.

If evacuation and hiding out are not possible:

- Remain calm.
- Dial 911, if possible, to alert police to the active assailant's location. If you cannot speak, leave the line open and allow the dispatcher to listen.

Fight - If your life is in danger, as a last resort, and only when your life is in imminent danger:

- Try to disable the assailant.
- Act with physical aggression.
- Throw items and/or improvised weapons at the assailant.
- Commit to your actions.
- Act as aggressively as possible against him/her/them.

WHEN LAW ENFORCEMENT ARRIVES:

Law enforcement aims to stop the active assailant immediately. Officers will proceed directly to the area of concern.

- Officers usually arrive in teams of two to four.
- Officers may wear regular patrol uniforms and other tactical equipment.
- Officers may be armed.
- Officers may shout commands and push individuals to the ground for safety.

HOW TO REACT WHEN LAW ENFORCEMENT ARRIVES:

- Remain calm and follow the officers' instructions.
- Put down any items in your hands (i.e., bags, jackets).
- Immediately raise hands and spread fingers.
- Keep hands visible at all times.
- Avoid making quick movements toward officers, such as attempting to hold onto them
- for safety.
- Avoid pointing, screaming, and/or yelling.
- Do not stop to ask officers for help or direction when evacuating; just proceed in the direction from which officers are entering the premises.

The first officers to arrive on the scene will not stop to help injured persons. Expect rescue teams composed of additional officers and emergency medical personnel to follow the initial officers. These rescue teams will treat and remove any injured persons. They may also call upon able-bodied individuals to assist in removing the wounded from the premises. Once you have reached a safe location or an assembly point, law enforcement will likely hold you in that area until the situation is controlled and all witnesses have been identified and questioned. Do not leave the safe location or assembly point until law enforcement authorities have instructed you to do so.

Suspicious Person

Do not confront, stop, or apprehend the person. Note the person's description and suspicious activity. Notify Security immediately at 443-862-2294 or the Director of Safety & Security at 443-862-8055.

CALL 911 IF CARRYING A WEAPON.

Provide details on the person and his/her direction of travel.

Modified Campus Closure

The School may be placed in a Modified Campus Closure in certain situations involving emergency or law enforcement activity beyond our campus boundary. ERT can allow campus operations to continue as normal, but steps taken in this situation may include:

- Closure of entry gates at primary driveway locations
- Staffing of entry gates by Security and Facilities
- Communication with community members regarding limited access
- Limited outdoor activities for students
- Rescheduling of meetings and voluntary activities

Medical Emergencies

- Do not move person, and CALL 911.
- Give the dispatcher name, location, number and as much information regarding the situation. DO NOT HANG UP.
- Administer first aid or get someone trained in CPR/AED.
- Call Security
- Send someone to meet emergency personnel outside and direct them to the person's location.

Shelter in Place

Severe Weather (Thunderstorms, Winter Storms, Tornado, Hurricane), assailant/intruders, missing child/employee, and other hazards or acts of violence.

- If outside, seek shelter in the nearest building.
- Proceed quickly into hallways and away from windows.
- Close all exterior doors/windows.
- No one is permitted to leave the building.
- Wait for ALL CLEAR before leaving the location.

Severe Weather Alerts

Students and employees will receive instructions via our schools' Emergency Notification System for any impending severe weather events or changes in school operational status. Proceed to an interior hallway or windowless room at the lowest possible level away from exterior doors and windows. Each building will follow its specific weather-related emergency instructions for where to assemble, to take attendance, and to await further direction from the Emergency Response Team. Some types of weather alerts include:

Watches: this means that conditions are right for severe weather.

- If you are in the watch area, seek shelter immediately and take precautions before leaving the shelter.
- If you are in a vehicle, get to your destination and seek shelter in a sturdy building as soon as possible.
- Monitor text and email for updates on weather conditions and effects on the campus.

Warnings: this means spotters and/or radar have identified the weather emergency in the area.

- If you are in the warning area, seek shelter immediately; follow emergency safety procedures.
- If you are in a vehicle, get out and seek shelter in a sturdy building.
- If the severe weather involves high winds and a building is unavailable, a depression such as a ditch or a ravine may offer some protection.
- Do not open windows. This can increase damage to the building. Stay away from windows and exterior doors.
- Basements, interior hallways on the lower floors, and small interior rooms on the lower floors offer the best shelter.
- Do not attempt to turn utilities on or off. Do not use landline phones.
- Report injuries and damage to 911. Notify your divisional office.
- After the all-clear notification, leave badly damaged buildings and do not attempt to return unless directed to do so by Security or Facilities Management staff.

Weather Emergencies

In the event of a weather emergency, an announcement will be made via the Emergency Notification System.

- Faculty should ensure that all students are moved to interior hallways in the lower level of the building away from windows and exterior doors. Anyone with a radio/walkie-talkie should take it with them to the designated safe location and have a cell phone available. Teachers should close surrounding doors to the hallways.
- Faculty and staff who are not teaching and are in proximity to the designated safe zones should move to these locations and assist in keeping students quiet and calm.
- Administrative staff, visitors to the school, and teachers should shelter in the lower level of the building away from windows and exterior doors.
- Attendance should be taken and communicated to ERT via 2-way Radio Channel #1 (TSPS ERT), cell phone, or email. Any missing students should be noted, including where they might be (bathroom, nurse's office, errand, or on the playground). The Chief Operating Officer will communicate to ERT that all are accounted for throughout the School.
- All employees with assigned radios must turn the 2- way Radio to Emergency Channel #1 (TSPS ERT) and keep it with them for the duration of the emergency. Once everyone is in the safest location afforded by the design of the building, this will be communicated to the appropriate Head of School, or designee, using either Emergency Channel 1 of the radio or texting/calling the ERT to report that all are in position for the hazardous weather. An "all clear" announcement via the Emergency Notification System and the radio will notify you to return to regular activity.

Lightning Procedure

When a lightning notification with Lightning Sensor at Red Alert; SEEK SHELTER IMMEDIATELY is received on campus (one long siren and flashing light), students will be held in the buildings until the alert is lifted (Lightning Sensor at All Clear: RESUME NORMAL ACTIVITY) and permission is granted by the Director of Safety and Security or ERT designee to move about the campus. During this time, normal activities can continue in the buildings, but students should not move between them. To the extent possible, consideration will be made for arrival or dismissal times, or transition to other activities on campus.

- Notification will be made by using the Emergency Notification System in addition to the Division Heads and Athletics Staff will alert teachers and students in their respective buildings of the weather conditions and restrictions on travel between buildings.
- Once the weather alert has been cleared (three short blasts of the siren), the Director of Safety and security, designee or member of ERT will notify the Division Heads and Athletics Staff, who will notify teachers and students that it is permissible to travel between buildings on the campus.

Any exceptions to the above procedure will be decided by ERT in consultation with the Director of Safety and Security.

With certain types of severe weather, evacuations prior to the arrival of the weather may be declared by state or local authorities. All St. Paul's community members will abide by these types of evacuations and follow the directions of the declaring authorities.

Evacuation Plans

Building(s) Evacuation

An evacuation is used anytime it is safer to be outside than inside, such as fire, bomb threat, utility or structural problem, and/or hostage situation. When an emergency evacuation has been announced over the announcement system, fire alarm or Emergency Notification System, observe the exit instructions posted inside the occupied classroom/office door. All exit doors are marked. Fire drill directions should be used for exiting the building as quickly and safely as possible.

- Evacuate using the nearest exit, stay low to the floor.
- Help the disabled evacuate if needed.
- Follow an alternate route if normal route is dangerous/blocked.
- DO NOT USE ELEVATORS.
- Once outside, go to the designated assembly area.
- Account for students/staff members once outside.

The following steps should be taken at any time it is necessary to evacuate the buildings.

Evacuate calmly. After receiving the notice to evacuate, faculty will direct the class to the correct exit door. The first student there should hold the door. Keep to the right while walking quickly in a single-file line. There should be no talking during an evacuation in case emergency instructions need to be given.

Take attendance. All students, faculty, staff, and guests must be accounted for. The Emergency Response Team should be notified immediately of anyone missing. No one should re-enter a building looking for a missing person. The authorities will handle these issues.

Faculty/Staff

1. Direct students outside.
2. Close classroom doors.
3. Attendance should be taken and communicated to the Chief Operating Officer via 2-way Radio Channel #1 (TSPS ERT), cell phone or email. Any missing students should be noted, including where they might be (bathroom, nurse's office, errand, or on the playground).
4. Keep an attendance list in an accessible area for self and substitutes.

Visitors

All visitors should leave by the nearest possible exit, and line up in the designated area with the rest of the School. All visitors, including parents, must sign in and check out when they enter the school by using Visitor Management System. This provides a list of visitors to ensure everyone is safely out of the building after the alarm is sounded. Guests should never park in the fire lanes in front of the school buildings.

Campus-wide evacuation

Should a campus-wide evacuation become necessary, the Chief Operating Officer will make the decision regarding where the community will assemble. The ERT will provide directions on where to gather in addition to alternate locations if needed. The Executive Director of Strategic Communications will have the ability to contact the St. Paul's community.

- If an emergency occurs inside a building or buildings, the community will likely assemble on the Tiered Field below the Victory Bell. If this site is not feasible, Blenckstone Baseball Field will be the alternate location.
- If the emergency occurs outside, the community will likely assemble inside the SP and SPSPG Athletic Centers.
- If there is a need to evacuate the entire campus, we shall walk in an orderly fashion to Greenspring Montessori or Maryvale Preparatory School. The Chief Operating Officer may appoint an alternate location if necessary.
- Schools will group themselves by division as they assemble. Heads of School(s) or their assistants will direct the line-up and signal when total attendance has been taken and all are accounted for. Class teachers will help take attendance. Administration, staff, and any guests on campus will assemble. The Head of School (or designee) will issue instructions from that point forward.

Alternate School Location

If a portion of the school or entire campus needs to be evacuated, the Chief Operating Officer will make arrangements to relocate employees and students to an alternate location. The alternate locations will be as follows:

Tony Drive Residences
Brooklandville, MD 21022

Or

Maryvale Preparatory School
11300 Falls Road
Lutherville, MD 21093

Students will walk down to Tony Drive residences by way of the main driveway. In the event of a campus evacuation to Maryvale Prep, employees will assist with the support of law enforcement by way of Falls Road residences or school buses if possible. Each Division's Administrative Team will oversee the student relocation to Maryvale.

Reunification Plan

Initiating a reunification can result from anything abnormal at the school or in the area: power or phone outage, weather events, hazmat incidents, bomb threats, criminal activity in the area, or active violence at the school. Successful reunification is about managing the student and parent experience. It's important that teachers remain with their students until all of the students have been reunited with their families.

In the event of a reunification event on campus, all parents will be directed to a central location, either Pollack or Performance Gym, The ERT will consult **The St. Paul's School Reunification Plan**.

Aftercare will be available for children who are not picked up. Administrators will stay with students until all are picked up.

Students from SPSG who are on the SP campus for coordinated classes will be expected to remain on campus with their current class and vice versa.

Fire

- Activate the nearest fire alarm.
- Feel doors before opening and close as you leave.
- Follow the EVACUATION steps above.

The fire alarm will sound in the event of fire or building evacuation.

1. When the alarm sounds, go directly to the nearest exit; NO TALKING. Close the door behind you.
2. Line up in the designated area.
3. Remain in line and silent until the all-clear is given.

Biohazard

According to the Local Fire Department, we are to implement the following procedures should our school receive any biohazard threat or should we experience a biohazard emergency.

- Should you receive such a threat, immediately call 911 and Security to report the threat.
- The people immediately exposed to the potential threat must remain where they are.
- All other staff and students should remain in their respective areas until notified otherwise.

- Do not evacuate students outside or send them home until the Fire Department’s Hazardous Materials Team has done their investigation.
- If it is necessary to move or evacuate students and staff to a different location, the HAZMAT Team will provide instructions.
- If students and staff are moved/evacuated, remind staff to utilize the Emergency Notification System or take their class list with phone numbers and student photos.
- The maintenance staff will shut down the air handling units in the affected area as needed.
- The faculty, staff, and students will be informed as necessary.

Suspicious Package/Bomb

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly but remain calm and obtain information with the checklist on the reverse of this card.

IF A BOMB THREAT IS RECEIVED BY PHONE:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or immediately notify them yourself as soon as the caller hangs up.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact 911 immediately with information and await instructions.
8. Designate someone to contact Security.

IF A BOMB THREAT IS RECEIVED BY HANDWRITTEN NOTE:

- Call Director of Safety & Security 443-862-8055
- Handle the note as minimally as possible.

IF A BOMB THREAT IS RECEIVED BY E-MAIL:

- Call Director of Safety & Security 443-862-8055
- Do not delete the message.

Signs of a Suspicious Package:

- | | |
|-----------------------|----------------------|
| • No return address | • Poorly handwritten |
| • Excessive postage | • Misspelled words |
| • Stains | • Incorrect titles |
| • Strange odor | • Foreign postage |
| • Strange sounds | • Restrictive notes |
| • Unexpected delivery | |

Refer to your local bomb threat emergency response plan for evacuation criteria.

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

In the event of an emailed threat, print the email and contact 911 and Security. Do not delete the email. Any media contact should be referred to the Executive Director of Strategic Communications.

Missing Student

- Notify Security and appropriate Head of School immediately.
- Note description of what student was wearing.
- Provide details on last location of student.

Cybersecurity Incident Response

Reporting cyber security incidents to minimize damage and protect data is crucial. A cybersecurity incident could be a phishing attack, data breach, Ransomware, network attack, social engineering, malware infection, unpatched system, unsecured system, unauthorized sharing of sensitive information, etc. All data breaches and cyber security incidents should be reported to the helpdesk by sending an email to helpdesk@stpaulsmd.org or by calling 410-821-3046. When reporting the incident, be prepared to provide detailed information, including:

- The data and time of the incident.
- A Description of what you observed or experienced.
- The affected systems, devices, or accounts.
- Any error messages.
- A list of possible compromised data or files.

The helpdesk will guide you through the incident response process. They may provide instructions for securing affected systems, changing passwords, or implementing additional security measures.

Emergency Response Team (ERT)

The ERT will be led by an ERT Director, typically the President. The Director makes decisions on behalf of the school on the response and shall generally be a member of the Executive Team who is on-scene. However, there may be situations where the Director is another member of ERT because of their special skills, training, knowledge of the campus, or the need to have others in specialized positions.

In general, the Executive Director of Strategic Communications, the Chief Operating Officer, the Director of Safety and Security, and the Director of Operations should not be the Director because they have special skills needed for an emergency response.

The Emergency Response Team has been identified, and responsibilities have been assigned. The Emergency Response Team will have their cell phones and 2-way radios available and activated and will use these devices for communication.

Roles and Responsibilities

Emergency Response Team Director: The President, or designee, is the singular leader of the ERT who makes decisions on behalf of The School regarding the response.

Chief Operating Officer: The Chief Operating Officer sorts out the steps, chronologically, that are needed to follow in order to meet the ERT Director's decisions.

Director of Operations:

- Receives the plans from the Chief Operating Officer, determines the locations of supplies, identifies paths for safe movement of people and vehicles, and gets everything into place for Operations.
- Determine all utility connections, including automatic changeover and disconnects, as needed.
- Establish a plan to de-energize. Identify portable generators to meet the emergency needs of critical buildings based on exposure.
- If needed, identify contractors who can assist with facilities' needs.
- A schematic of utilities and sprinkler systems showing all major control points should be maintained.

Director of Safety & Security:

- Liaison has been established with local Police and Fire Departments. Both departments are familiar with the property and have participated in emergency response activities at the facility.
- Coordinate efforts with appropriate off-campus officials (police, fire, ambulance, health department).
- Campus maps are available to give to emergency responders.
- Emergency staff has been instructed on the importance of and necessity for immediately securing the area to allow for safety and space to operate.
- Traffic, closing and securing buildings and emergency vehicles.
- Notify fire, police, Red Cross, hospitals, civil defense and vendors.
- Secure immediate area.
- Ascertain facts and hear witnesses.
- Documents with photos as needed.
- An emergency contact cell phone list is kept for faculty and staff.

Chief Marketing & Enrollment Officer:

- Drafts and executes communications, press statements, and briefings Procedure for media control during the crisis as well as public relations in terms of press releases, is in place (see section on Communications).
- Updates information in school messaging applications to provide timely delivery of texts, phone calls, emails, and website updates.
- Handle official distribution of internal information accurately and properly until the situation is under control.
- Work with the security and operations staff to ensure that the public and/or news media do not interfere with ERT.
- Direct all media inquiries, interview requests, and press calls to the Executive Director of Communications who will coordinate official statements and handle media access to campus.

- Provide guidelines to the main switchboard receptionist for managing information.
- Handle inquiries from the general public, parents, and alumni.

Head(s) of School/Division Heads: Stay with groups of students, faculty, and staff in other buildings to offer information and comfort while plans are being formed and executed. Offers information to the ERT. Notify parents of student(s) involved.

Chief Financial Officer: Notifies insurance broker, carriers and legal counsel; Records all expenses for insurance and other reimbursement.

Medical Team: First aid and triage.

Mental Health:

- Counselors have been trained on bullying prevention, and a plan is in place for students to report any bullying or threats to the School Counselors.
- The Executive Director of Human Resources is a resource for faculty and staff to report any workplace concerns.

Other:

Depending on the situation and availability for above roles, members of the Executive Team may be asked to serve in or assist with above roles and/or other duties.

- Develop a comprehensive chronology after the event for School records.
- Notify President of the Board of Trustees and President of the Parents' Association as needed.

The ERT will function as follows:

1. Identify problems and determine if a Response Center should be set up.
2. Set up an Emergency Response Center in either the Boardroom in Brooklandwood, the Athletic Centers, or other appropriate locations accessible to phones, radio, computer, and television.
3. Meet the persons involved to review facts and decide appropriate action needed to handle the emergency.
4. Prepare and distribute information to faculty and staff about the emergency, identifying the action to take: Evacuation, Building Lockdown, Campus Lockdown, or alternate plan.
5. Share information with administrative assistants. Provide additional receptionists and "runners" as necessary.
6. Determine the best method for sharing information with students, parents, and trustees.
7. Discuss media strategy, if appropriate.
8. Prepare a fact sheet and/or press statement for use by the President/Heads of School.
9. Discuss security and determine additional security needs. The Director of Safety & Security shall be responsible for directing additional security resources as needed.
10. Review emergency and determine subsequent action and follow-up.
11. Evaluate management of emergency.
12. If determined necessary, an Incident Report will be submitted by those involved in the situation. A personal chronology of emergency will be presented to the Executive Team, which will prepare a comprehensive chronology for the official record.

Notification Chain When School is IN Session

EMERGENCY DURING NORMAL SCHOOL HOURS

- 1) If an Emergency is determined, call 911 (8-911 from an internal line)
- 2) Any employee, upon observing or otherwise detecting an emergency situation shall immediately warn others in the vicinity. Anyone can call an emergency – dial 911, initiate through the Emergency Notification System or pull the fire alarm. The Emergency Response Team will receive notification and respond accordingly. Anyone witnessing a emergency should also contact Security via 2-way radio channel #1 (TSPS ERT) or the Security cell (443) 862-2294.
- 3) Report anything suspicious to Security via the 2-way radio channel #1 (TSPS ERT) or the Security cell (443) 862-2294. Security will investigate the suspicious activity and make the proper notifications as needed. In consultation with Security, the Emergency Response Team (or alternate) shall determine whether to initiate the Emergency Plan or handle the situation through normal operating procedures.
- 4) An Emergency Response Team member will notify the appropriate personnel if necessary.
- 5) The Emergency Response Team should refer to the specific emergency guidelines to handle the incident efficiently and methodically.
- 6) Other personnel from the Emergency Response Team will be directed to assume their designated duties until the emergency has terminated or has been brought under control.

Notification Chain When School is NOT in Session

EMERGENCY OUTSIDE NORMAL SCHOOL HOURS

- 1) Any employee upon observing or otherwise detecting a major emergency shall immediately warn others in the vicinity. Anyone can call an emergency – dial 911, initiate through the Emergency Notification System or pull the fire alarm. The Emergency Response Team will receive notification and respond accordingly. Anyone witnessing a major emergency shall also contact Security via 2-way radio channel #1 (TSPS ERT) or the Security cell (443) 862-2294.
- 2) If the situation is time-critical, the staff member or employee who observed the emergency shall immediately notify and direct all parties to the appropriate building or campus area.

Depending on the severity of the incident, any employee witnessing an emergency should **call 911 (dial 8- 911 if using an internal phone) and the on-duty Security Person 443-862-2294 or use the 2-way radio on channel #1 (TSPS ERT)** and then the Director of Safety & Security 443-862-8055. If the Director of Safety and security is unavailable, contact the Chief Operating Officer, President, Head of School, or the administrator designated as “in charge” in their absence, who will activate the Emergency Management Plan and assume duties as Emergency Response Team (ERT) director.