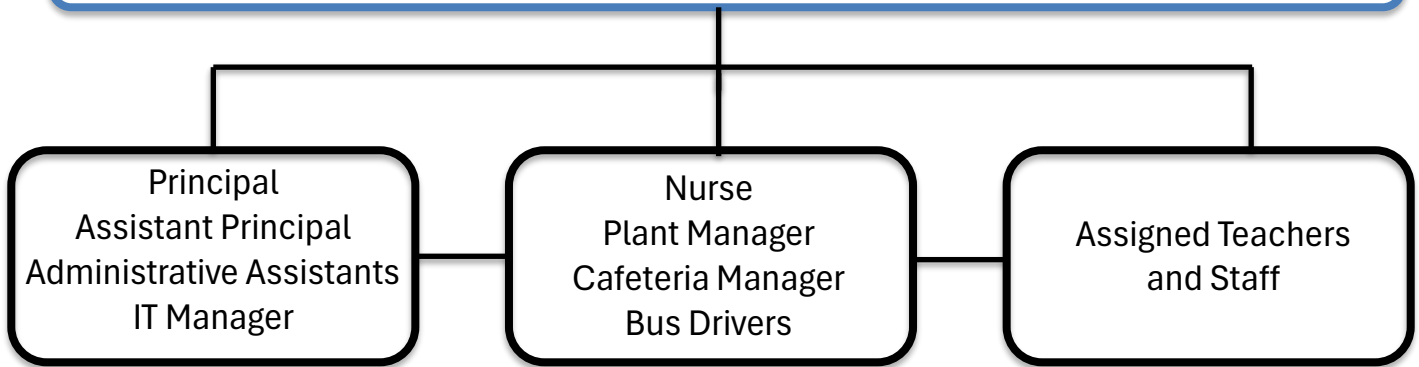


MSS
EMERGENCY
RESPONSE
PROCEDURES



SCHOOL INCIDENT COMMAND TEAM



Principal:

Kathleen Kilty, PhD

Assistant Principal:

Alexis Burns

Administrative Assistant:

Terry Smith

Nurse:

Marybeth White

Plant Manager:

Kevin Riffle

Cafeteria Manager:

Sue Reaver

MSS BUS (Taneytown, Walkersville, Woodsboro)

Colleen Myers

Frederick Driver

TBD

Assigned Teachers/Staff:

Terri Monacelli, Librarian

Sister Margaret Ann, Pre-K – 2 Unit

Ann Warthen, 3-5 Unit

Danielle Kuykendall, 6-8 Unit

Lynn Tayler, Communications

STANDARD RESPONSE PROTOCOL

“HOLD”

ACTIONS:

Students: clear the hallways and remain in the room/area until hold is released

Adults: close and lock the door, account for students and adults; “sweep” the hall for any nearby students

“Business as Usual”

Hold may be released via the PA system

EXAMPLES:

Medical emergency

Altercation in the hallway

Unexpected Maintenance/Cleaning

HOLD

STANDARD RESPONSE PROTOCOL

“SECURE”

ACTIONS:

Students: return to the inside of the building

Adults: bring everyone inside, lock outside doors, increase situational awareness, and account for students and adults

“Business as Usual”

Listen for additional instructions

Secure can be released via the PA system

EXAMPLES:

Unauthorized/Unknown person on the grounds

Dangerous animal on or near grounds

Police activity in the area

SECURE

STANDARD RESPONSE PROTOCOL

“LOCKDOWN”

ACTIONS:

- Lock doors, turn off lights
- Close door shade
- Move out of sight from the corridor
- Maintain silence
- **Do NOT use Red/Green cards**
- **Do NOT open the door for anyone; first responders will unlock the door as they clear each room**

EXAMPLES:

- Active shooter/assailant
- Angry or violent visitor
- Report of weapon

LOCKDOWN

STANDARD RESPONSE PROTOCOL

“EVACUATE”

ACTIONS:

- Leave everything behind; bring phone if possible
- Move quickly and quietly along the appropriate route to the evacuation area (below)
- Teachers account for all students; use the RED/GREEN card to indicate if anybody is missing or injured, or if you have additional students or adults with you
- **Kitchen Staff:** Turn off all ovens and assist with students.

EXAMPLES:

- Fire, Gas Leak

YOU ARE RESPONSIBLE FOR IDENTIFYING ALTERNATE ROUTES IF YOUR USUAL ROUTE IS BLOCKED.

EVACUATE

STANDARD RESPONSE PROTOCOL

“SHELTER”

ACTIONS:

- Use an appropriate strategy depending on the hazard
- Teachers account for all students; use the RED/GREEN card to indicate if anybody is missing or injured, or if you have additional students or adults with you

STRATEGIES:

- Tornado: evacuate to shelter area (below)
- Hazmat: turn off vents, seal the room
- Earthquake: drop, cover, and hold; stay away from windows or anything that could fall on you; if outside, move away from buildings

SHELTER AREAS: If not in your regular classroom or office, go to your designated shelter area if there is time and it is safe to do so. Otherwise, note the shelter areas designated for the space you are in. Once in the shelter area, crouch and cover your head and neck.

| Room | Shelter Area | Room | Shelter Area |
|-------------|---|---|--|
| 93, 94 | Bathroom between classrooms | 95 | Bathroom in classroom |
| 96, 97 | Bathrooms in hall | 98 | Healthroom |
| Library | Area by desktop computers | 100 | Back of Gym Stage |
| 101 | Hallway outside Adv/Chapel | 102, 103 | Hallway outside Healthroom |
| 104, 105 | Gr 3/4 Bathrooms | 106, 107 | Primary bathrooms |
| 108,109 | Hallway outside classroom | 110, 111, 112, 113 | Hallway outside cafeteria/gym |
| 114 | Middle School Bathrooms | 115 | Hallway outside cafeteria/gym |
| Advancement | Office bathroom/hallway bathroom/counseling office (90D) depending on numbers | Cafeteria | Boiler room or hallway bathrooms by chapel |
| Main Office | Interior hallway or hallway bathroom | Maintenance or other building occupants | Counseling office (90D) or any other space away from doors and windows |

SHELTER
TORNADO/EARTHQUAKE/HAZMAT

TORNADO CONSIDERATIONS

When necessary, the Main Office will monitor the National Weather Service Radio and consult with the Principal

TORNADO WATCH—There is a possibility of tornadoes in the area

- Main Office will monitor the NOAA weather radio; keep Walkie-Talkie and evacuation kit near
- Office announces, "tornado watch." Stay tuned for further directions
- All classes outdoors return to classrooms; even if watch ends, classes remain inside
- All students get sweaters or coats from the closet and hang them on the back of a chair if in or near their classrooms.
- Teachers are to close classroom windows and blinds.

TORNADO WARNING—Sighting of a tornado in the area, imminent danger

- The main office will announce "Shelter! Tornado".
- Outdoor classes must return immediately to the building.
- Teachers escort students to the shelter area
- Students should bring a sweater or jacket and a book to protect their heads; Teachers/Staff bring Walkie-Talkie and evacuation kit

HAZMAT CONSIDERATIONS

When the local authorities or the Main Office issues orders to shelter in place, an announcement will be made using the PA system or other means to notify all school staff and students, visitors, and volunteers to "Shelter! Hazmat.

- If outside the building, escort all students into the homeroom or the nearest room as quickly and orderly as possible
- Close and secure interior doors, windows, and blinds; seal off leakage areas under classroom doors, wide openings in windows if possible, using fabric to stuff open areas
- Maintenance will shut down all ventilation, air circulation systems
- Move students and others as far away from doors and windows as possible
- Remain in the room; do not allow anyone to enter or exit until authorized by Administration or Incident Command Team
- Do not exit until authorized to do so by Administration, Incident Command Team, or authorities

EARTHQUAKE

INDOORS

- Stay away from windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture
- Initiate "DROP, COVER, and HOLD ON" drill and turn away from windows
- DROP down to the floor onto your hands and knees
- COVER your head and neck (and your entire body if possible) by crawling under a nearby table or desk. Cover your eyes by leaning your face against your arms. If unable to get under the desk or table, stand or sit against an inside wall away from windows and glass
- HOLD ON to the table or desk until the shaking stops
- For People with Disabilities or Special Needs: If mobility is limited and they are unable to DROP, COVER, and HOLD ON, they should protect their head, neck, and face with a pillow or their arms, and bend over if able. Do not attempt to move outside

OUTDOORS

- Move away from buildings, trees, streetlights, signs, vehicles, windows, and overhead wires that could fall and cause injury
- Once in the open, DROP AND COVER

AFTER A TREMOR OR QUAKE IS OVER

- Be prepared for aftershocks; open doors carefully, watch for objects that may fall
- Check for injured people. Do not move seriously injured people unless they are in immediate danger
- Do not use matches or lighters
- If outdoors, do not enter buildings; if indoors, evacuation may be necessary. Listen for instructions
- Use RED/GREEN CARD system to account for students and adults in your area