

FREDERICK COUNTY PUBLIC SCHOOLS

EMERGENCY MANAGEMENT PROCEDURES

INTRODUCTION

Designed as a quick reference for teachers, this chart is aligned with our FCPS Emergency Plan and MSDE guidelines.

Take time to become familiar with these procedures, so you will be prepared to act in case of an emergency.

NOTIFICATIONS OF INCIDENTS WILL BE MADE IN PLAIN LANGUAGE ANNOUNCEMENTS.



The reason for **plain language announcements** instead of codes is so that every faculty member, student, and substitute teacher immediately understands what **procedure to follow**.

REVERSE EVACUATION

A Reverse Evacuation is used when a situation outside poses a threat to student/staff safety, making it necessary to move everyone indoors.

- A plain language “Reverse Evacuation” announcement is made using the school’s Public Address (PA) system, local school radios, cell phones, bull horn or hand signal
- Students/staff return to the building in an orderly manner
- Students/staff not assigned to a classroom report to designated areas inside the building



EVACUATION

An Evacuation is ordered for situations such as fires, bomb threats, indoor chemical spills and some utility emergencies or public safety concerns. Evacuations are to an outside area that may be on or off campus.



- Fire alarm sounds
- Evacuate immediately through the nearest exit
- Use secondary route if exit is blocked
- Do NOT use elevators
- Move to your designated outdoor evacuation site
- Account for students/staff
- Await further directions

For Chemical Evacuations, avoid the spill area and evacuate to your designated evacuation site.

For Bomb Threats, move away from the building and attempt to avoid areas near parked vehicles. Once away from the building, you will receive further direction, sometimes to an alternative site on or off campus.

SHELTER IN PLACE

Shelter in Place is implemented when a hazardous substance in the air outside poses a threat to students/staff. The school building is used for short-term protection from the outside environment until public safety officials give the “all clear.”



- A plain language announcement to “Shelter in Place” is made
- Students/staff move inside from portables and outside activities
- All exterior doors remain locked
- All windows are closed and locked
- Ventilation fans, heating and air-conditioning are turned off
- Wait for additional instructions from public safety officials

REVERSE SIDE: LOCKDOWN, PARTIAL LOCKDOWN, SEVERE WEATHER, DROP, COVER AND HOLD

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LOCKDOWN

A Lockdown is used when a situation inside or outside the school threatens the safety of students/staff and evacuation cannot be safely conducted.



- A plain language "Lockdown" announcement is made
- All exterior doors remain locked
- All classroom doors and windows are closed and locked
- Classroom lights are turned off
- Shades are closed, where applicable
- Students sit on the floor, away from windows and doors
- Fire alarms are ignored unless fire is visible
- Portables remain locked with students sheltered inside
- Remain "locked down" until law enforcement or administrative staff enter your location

PARTIAL LOCKDOWN

A Partial Lockdown is used when a situation in the neighboring community threatens the safety of students and staff.



- A plain language "Partial Lockdown" announcement is made
- All exterior doors remain locked
- Students stay inside, except for those closely supervised while boarding buses
- Activities continue as usual inside the building
- Authorized staff and parents are allowed inside through the main entrance
- Parents may sign their children out at any time after showing identification
- Principals develop school-specific procedures for portable classrooms

SEVERE WEATHER

During Severe Weather emergencies, such as tornados or hurricanes, it is imperative to take shelter for protection from high winds, flying debris and damaged structures.



- A plain language "Severe Weather Warning" announcement is made
- Students/staff move inside from portables and outside activities
- Gather in pre-designated shelter areas
- Stay away from windows and doors with glass
- Avoid exterior walls, if possible
- Avoid rooms with free-span ceilings such as gyms, cafeterias and auditoriums
- Remain sheltered until notified of the "all clear"

DROP, COVER AND HOLD



During an earthquake or imminent danger to your building, take immediate measures for protection.

- A plain language "Earthquake, Drop, Cover, and Hold" announcement is made
- Immediately drop to the floor where you are
- Take cover under a sturdy desk or table
- Hold on to something sturdy and stay put until the shaking stops
- When the shaking stops, move carefully to exit the building