



# SCHOOL EMERGENCY PLAN

Department of School Safety and Security  
 MONTGOMERY COUNTY PUBLIC SCHOOLS  
 Rockville, Maryland

MCPS Form 236-2  
 July 2018  
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School Year 2018–2019

|  |   |
|--|---|
| <b>School Name:</b> Highland View ES - 784<br><br>Main Office Phone #: 240-740-1990<br><br>FAX #: 301-650-6506<br><br>Emergency Cell Phone #: 240-506-0938<br><br>Emergency Kit Cell Phone #: 240-832-9978<br><br>High School Cluster: Northwood | <b>Principal:</b> Galit Zolkower<br>Cell Phone #: 240-620-2362<br>Address of School:<br>9010 Providence Avenue<br>Silver Spring, MD 20901<br><br>Student Start Time <u>9</u> : <u>25</u> a.m.<br>Student Dismissal Time <u>3</u> : <u>50</u> p.m. |
| <b>OSSI, Director of Learning, Achievement, and Administration (DLAA):</b> Jennifer Webster<br>Office Phone #: 240-740-3076<br>Cell Phone#: 202-256-9908   | <b>Name of the person who completed this plan:</b><br>Jaclynn Fowle<br>Date plan was submitted to DSSS for review/approval:<br><u>08</u> / <u>13</u> / <u>2018</u>  |
| <b>Cluster Security Coordinator:</b> Jim Leasure<br>Cell Phone #: 240-268-4488   | <b>Number of students:</b> 405<br><b>Number of staff:</b> 60  |
| <b>Campus size in acres:</b> 6.6   | <b>Building square footage:</b> 59, 215   |
| Reviewed and approved by: JPL/lam  | Approval date: 8/24/2018  |

## ICS CHAIN OF COMMAND, COMMAND TEAM, AND OSET POSITIONS

The **Incident Command System (ICS)** is a nationally recognized organizational and management tool that is utilized by MCPS when responding to an emergency that identifies an incident commander and **on-site emergency team (OSET)** members who are assigned specific duties/responsibilities to respond to an emergency. **Command team** members will follow the structure of the ICS and coordinate emergency efforts with OSET members. Staff must be identified in advance due to the critical nature of these positions.

| Assignment                               | Full Name of Team Member | Name of Back-Up Team Member           |
|--|--------------------------|---------------------------------------|
| Incident Commander (principal/designee)  | 1. Galit Zolkower        | 2. Jaclynn Fowle<br>3. Jackie Martins |
| Operations Team Leader                   | Galit Zolkower           | Jaclynn Fowle                         |
| Planning Team Leader                     | Jaclynn Fowle            | Laurie Burney                         |
| Logistics Team Leader                    | Britt Waterfield         | Sydney Dennin                         |
| Finance/Administration Team Leader       | Tina Errigo              | Monica Bridgewater                    |
| Recorder/Tracking Coordinator            | Tina Errigo              | Monica Bridgewater                    |
| Student/Staff Accountability Coordinator | Monica Bridgewater       | Veronica Curtis                       |
| Parent/Child Reunification Coordinator   | Laurie Burney            | Jackie Martins                        |

**COMMAND POST**

Indoor and outdoor command post locations must be determined. The indoor command post is a securable location/room from which the command function/incident management will operate during the emergency. Access to computer(s), printer, phone(s), fax, and emergency kit is recommended. Also, it is imperative that the school's emergency cell phones, emergency kit, and a laptop computer, if available, are brought to the outdoor command post.

**Indoor Command Post Locations** (i.e., main office, workroom, principal's office):

**Primary Location** Main Office Conference Room **Alternate Location** Staff Development Room (Room 312)

**Outdoor Command Post Location** (i.e., parking lot, athletic field, stadium):

Blacktop/Upper Playground bordering Saffron Lane

**MULTI-HAZARD ASSESSMENT**

Multi-hazards in and around the school must be identified. Identify factors that may put students, staff, and/or visitors at risk. These areas may include, but are not limited to, railroad tracks, highways that transport hazardous materials, large underground gas lines or storage tanks.

| Hazard<br>(i.e. Route 495) | Location<br>(i.e. north side of school) | Description<br>(i.e. transport of hazardous materials) |
|----------------------------|---|--|
| 495                        | Northwest                               | Hazardous materials                                    |
| Route 29                   |   | Hazardous materials                                    |
| Georgia Avenue (rt. 97)    |   | Hazardous materials                                    |
|                            |   |  |
|                            |   |  |

**TASKS TO BE CONSIDERED BEFORE, DURING, AND AFTER AN EMERGENCY**

During the school year, a staff member will be responsible for the following:

| Responsibility  | Name of Responsible Staff Member |
|---|----------------------------------|
| Maintain emergency kit.   | Monica Bridgewater               |
| Maintain emergency cell phones.   | Tina Errigo                      |
| Maintain the NOAA weather radio.  | Tina Errigo                      |
| Bring the emergency kit, the school's emergency cell phones, and the emergency kit phone when the school evacuates. | Tina Errigo/Monica Bridgewater   |

**Location of Emergency Kit** Main Office Hall Closet

**Location(s) of First Aid Kit(s)** Health Room

**TYPES OF EVACUATION**

**Fire:** Evacuate at least **50 feet** from the building.

**Bomb Threat or Multi-hazard Threats:** Evacuate at least **300 feet** from the building.

**EVACUATION SITES**

| <b>On-Campus Multi-hazard Evacuation Locations</b> (i.e., athletic field, stadium, parking lot, playgrounds)   |  |
|--|--|
| <b>Primary Location</b>  | Upper Field, bordering Saffron Lane                                    |
| <b>Alternate Location</b>  | None Available - use off campus location                               |
| <b>Off-Campus Multi-hazard Evacuation Locations</b> (i.e., church parking lot, shopping center, another school, vacant field, cul-de-sac). During inclement weather, OSSI should be contacted regarding special needs. |  |
| <b>Primary Location</b><br>(location/address/phone)  | Upper Field, bordering Saffron Lane                                    |
| <b>Alternate Location</b><br>(location/address/phone)  | Blair High School<br>51 University Blvd. East, Silver Spring, MD 20901 |

**STUDENT/STAFF ACCOUNTABILITY**

Students/staff must be accounted for during an emergency. Staff with computer access should use the Outlook private folder. If there is no access to a computer, other means should be employed to report attendance.

For high schools only: Open Lunch?  No  Yes Start Time \_\_\_:\_\_\_  a.m.  p.m. End Time\_\_\_:\_\_\_  a.m.  p.m.

**SAFE LOCATIONS**

If outdoor activities are in progress when a Lockdown is activated in the school building, students and staff who are outdoors should be notified by public address system or portable radio and move away from the threat to a predetermined safe location(s). Staff should first visually scan, if practical, the safe locations for potential danger. Staff should, if possible, notify the school of their location. Depending on the circumstances of the emergency, the safe location(s) may need to be reconsidered. Please identify at least one and up to three safe locations for use by students and staff who are outdoors when a Lockdown is activated.

|  |
|--|
| 1. Upper Field, bordering Saffron Lane |
| 2.                                     |
| 3.                                     |

**MEDIA STAGING AREA**

This area must be separate from any multi-hazard evacuation location or parent/child reunification area.

|  |  |
|--|--|
| <b>Off Campus</b> (i.e., nearby street, park, open area, commercial area) location/address | School Entrance at Oldham Lane and Lauer Terrace |
|--|--|

**AREAS OF REFUGE (AOR)**

All students, staff, and visitors are expected to evacuate unless specific accommodations have been approved on an individual basis by the Montgomery County Fire Marshal.

**Location of AOR** Main Floor Stairwell, adjacent to rooms 104 and 316; Back stairwell adjacent to rooms 15 and 214

New schools may already have a designated AOR.

For schools that do not have an AOR, please have your cluster security coordinator reach out to the Montgomery County Fire Marshal to determine the appropriate AOR location.

**SCHOOL FLOOR PLAN (8 1/2" x 11"—one page per floor)**

Each emergency plan must include the building's floor plan indicating the following information: classroom numbers; weather-safe areas; gas; **main** electric, water, and HVAC emergency cut-off locations. Please ensure all maps are clear, legible, and include designated room numbers with no staff names, and that exit doors where ACS card readers are located are labeled with "ACS."

Have there been any **physical changes** in your building and/or relocatable classrooms since last school year?  Yes  No

If yes, submit an updated floor plan with this year's emergency plan.

Does your school have an emergency generator?  Yes  No If yes, location? Roof

**PARENT/CHILD REUNIFICATION (PCR) PROCESS**

Your school's **parent/child reunification process** should include the details of reuniting children with their parents/guardians. The methods of communicating the PCR process to parents/guardians also should be included in the emergency plan (i.e., principal's newsletter, school web page). The parent/child reunification process is an integral part of the emergency plan. Procedures for completing the PCR process are included in the attached instructions. Parents/guardians should provide emergency contact information on the myMCPS Parent Portal, or manually update the information on MCPS Form 565-1, *Student Emergency Information*, for schools to input on the myMCPS Administrative Portal.

**Name of Parent/Child Reunification Coordinator** Laurie Burney and Jacqueline Martins

**Method(s) to Inform Parents/Guardians About the PCR Process** Principal newsletter and school website

**Name of Staff Person Who is Responsible for the PCR Box** Monica Bridgewater

The PCR box is a file box, paper box, or similar container that can be easily recognized and labeled and should be kept near the school's emergency kit. The contents should include student schedules, MCPS Form 565-1, *Student Emergency Information*, (parent/child reunification information is now found on the myMCPS Administrative Portal), preprinted PCR process logs (copies of this form are found in the Emergency Management Manual), clipboards, pens, pencils, directional signs, and tape for hanging the signs. Additional materials may be needed for reunification, such as portable two-way radios, tables, and chairs.

**Guidelines for Implementing the Parent/Child Reunification Process**

1. Post signs on entrance doors and hallways to direct parents/guardians to the PCR area.
2. Use available staff members to assist with the implementation.
3. Assign available staff members and OSET members to locate and release students.
4. Implement the *three-step approach*:
  - Step 1:* Use a parent/child reunification process log to sign in parents/guardians and check identification. If necessary, refer to the child's MCPS Form 565-1, *Student Emergency Information*.
  - Step 2:* Use the current student database/schedule cards to locate the student's current teacher and room number.  
Give the assisting staff member the student's name, current teacher, and location.  
Staff member will retrieve the student and direct/escort him/her to the PCR area.
  - Step 3:* Release student to the authorized guardian.
5. The myMCPS Administrative Portal will have information for students with custody concerns.

**Location of Indoor, On-campus PCR Area** All Purpose Room

**Location of Outdoor, On-campus PCR Area** Gate to Playground, Saffron Lane

**Location of Off-campus PCR Area** Montgomery Blair High School

Name of Contact at Off-campus PCR Area Renay Johnson Phone number 301 - 649 - 2800

Address 51 University Blvd. East, Silver Spring, MD 20901

| Step 1: Assignments/Tasks |  |
|---------------------------|--|
| Name                      | Assignment                                   |
| 1. Tina Errigo            | Document Identification/Verify Release Forms |
| 2.                        | Document Identification/Verify Release Forms |
| 3. Laurie Burney          | Document Identification/Verify Release Forms |

| Step 2: Assignments/Tasks |                                       |
|---------------------------|---------------------------------------|
| Name                      | Assignment                            |
| 1. Jackie Martins         | Assess Student Locations              |
| 2. Veronica Curtis        | Retrieve Students, Escort to PCR Area |
| 3. Britt Waterfield       | Retrieve Students, Escort to PCR Area |

| Step 3: Assignments/Tasks |  |
|---------------------------|--|
| Name                      | Assignment                                     |
| 1. Andrew Miele           | Release Students to Authorized Parent/Guardian |
| 2. Sydney Dennin          | Release Students to Authorized Parent/Guardian |
| 3. Ceejay Scott           | Release Students to Authorized Parent/Guardian |







|   |   |
|---|---|
|  <p>MONTGOMERY<br/>COUNTY PUBLIC<br/>SCHOOLS</p> | <h2 style="margin: 0;">Joint Occupancy Users</h2> <p style="margin: 10px 0 0 0;">MONTGOMERY COUNTY PUBLIC SCHOOLS<br/>Rockville, Maryland</p> |
|---|---|

This page must be attached to the school's emergency plan.

**School Name** Highland View ES - 784

|                            |  |
|----------------------------|--|
| <b>Organization's Name</b> | Kids After Hours                           |
| Name of Person in Charge   | Jay Pilla                                  |
| Phone Number               | 301-646-7982                               |
| Location in Building       | APR & Gym                                  |
| Days/Times on Site         | M-F; 7:00 - 9:15 a.m. and 3:30 - 6:30 p.m. |
| <b>Organization's Name</b> |  |
| Name of Person in Charge   |  |
| Phone Number               |  |
| Location in Building       |  |
| Days/Times on Site         |  |
| <b>Organization's Name</b> |  |
| Name of Person in Charge   |  |
| Phone Number               |  |
| Location in Building       |  |
| Days/Times on Site         |  |
| <b>Organization's Name</b> |  |
| Name of Person in Charge   |  |
| Phone Number               |  |
| Location in Building       |  |
| Days/Times on Site         |  |
| <b>Organization's Name</b> |  |
| Name of Person in Charge   |  |
| Phone Number               |  |
| Location in Building       |  |
| Days/Times on Site         |  |
| <b>Organization's Name</b> |  |
| Name of Person in Charge   |  |
| Phone Number               |  |
| Location in Building       |  |
| Days/Times on Site         |  |



## Additional PCR Instructions/Concerns/Details

MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland

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Large empty rectangular box for additional PCR instructions, concerns, or details.

