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| logogreen2in[1]**Core Site Emergency Operations Plan****Teacher Quick Reference Guide****Elkridge Landing Middle School** |  | logogreen2in[1]**Core Site Emergency Operations Plan****Teacher Quick Reference Guide****Elkridge Landing Middle School** |
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| Building Evacuation**When used**1. This action is appropriate for, ***but******is not limited to***, the following:* Fire, Chemical accident or release (in the school), Explosion or threat of explosion, Post earthquake. Other occurrences that might make the school buildings unsafe.

**Relaying the Evacuation Order**1. Activate the fire alarm. If the fire alarm is out of service, or its use is contraindicated for some reason, then use the public address system and/or runners to notify building occupants of the evacuation order.
2. If there is sufficient time, make an announcement over the public address system as to the nature of the emergency event.
3. Notify Students/Staff outside the building by radio (preferable) or runner of situation and action to take.
4. Use runners to deliver additional instructions to teachers in evacuation areas. To avoid potential confusion or misinterpretation of messages, all messages should be written, if at all possible. However, if there is not time to write messages out, runners should be given oral messages.

**Actions To Be Taken**1. Students, staff, and all other occupants will exit the building via the closest safe exit and assemble in the following pre-determined locations: **6th- Between both schools, 7th-Upper fields behind school, 8th & R. Arts- Blacktop**
2. Students/Staff and all other personnel **outside** the building will assemble in the following pre-determined locations: **Front Parking Lot**
3. Staff shall take roll and send student accounting forms to the Command Post as soon as possible.
4. Students and staff shall remain in the evacuation area and await instructions from command.
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**Actions To Be Taken**1. Students, staff, and all other occupants will exit the building via the closest safe exit and assemble in the following pre-determined locations: **6th & 7th Grade- Upper Field, 8th Grade & Related Arts- Front Parking Lot**
2. Students/Staff and all other personnel **outside** the building will assemble in the following pre-determined locations: **Front Parking Lot**
3. Staff shall take roll and send student accounting forms to the Command Post as soon as possible.
4. Students and staff shall remain in the evacuation area and await instructions from command.
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| **BUILDING EVACUATION** |  | **BUILDING EVACUATION** |
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| Off-Site Evacuation**When used**1. This action is considered appropriate for, ***but is not limited to***, the following:* Flood, Fire, Hazardous Materials Incident, Any other situation that may render the site unsafe

**Relaying the Evacuation Order**1. Activate the fire alarm. If the fire alarm is out of service or its use is contraindicated for some reason, then use the public address system and/or runners to notify building occupants of the evacuation order.
2. If there is sufficient time, make an announcement over the public address system as to the nature of the emergency event.
3. Notify Students/Staff outside the building by radio (preferable) or runner of the situation and action to take.
4. Use runners to deliver additional instructions to teachers in evacuation areas. To avoid potential confusion or misinterpretation of messages, all messages should be written, if at all possible. However, if there is not time to write messages out, runners should be given oral messages.

**Actions To Be Taken**1. Students, staff, and all other occupants will proceed to the following sites after exiting the building via the closest safe exit if they are inside.
2. Walking site: **EES, ELMS back fields, upper parking lot**
3. Bussed site: **St. Augustine School**
4. Upon arrival at the evacuation site, staff shall take roll and send student accounting forms to the Command Post as soon as possible.
5. Students and staff shall remain in the evacuation area and await instructions from command.
6. Use parent telephone alert system and media release through Central Office PIO to notify parents.
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| **OFF-SITE EVACUATION** |  | **OFF-SITE EVACUATION** |
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| Duck, Cover and Hold OnWhen used1. This action is appropriate for, *but not limited to*, the following types of incidents:* Earthquake, Explosion, Terrorism incident, Tornado or other types of severe winds, other situations that may cause significant structural damage.

Relaying the order1. An oral command to "DUCK, COVER AND HOLD ON" (repeat as needed) given by a teacher or other staff member who realizes that an incident is occurring.
2. Alternatively, if there is sufficient warning that an incident will occur, the Principal or another administrative personnel may give this order over the public address system.

Actions To Be Taken1. When inside* Upon the command "DUCK, COVER AND HOLD ON", students and staff are to immediately drop to the floor, get under their desk and hold-on. Desks should be arranged so that they do not face windows.
* As soon as the incident has subsided all building occupants should evacuate.

2. When outside* Upon the command "DUCK, COVER AND HOLD ON", students and staff should immediately move away from buildings and other objects, DROP to the ground and COVER their head.
* After the incident has subsided all students and staff should assemble in their assigned evacuation area and follow the evacuation procedure.
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| **DUCK, COVER AND HOLD ON** |  | **DUCK, COVER AND HOLD ON** |
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| Modified Lock DownWhen usedThis action is considered appropriate response for, but not limited to situations that have the potential to affect the school site, such as the following: Criminal activity AND/OR Violence.Relaying the orderAn announcement is made over the public address system. "Your attention please. (Pause) Modified Lock Down. (Pause) Modified Lock Down. (Pause) Modified Lock Down." If the situation allows, an announcement regarding the nature of the emergency is made over the public address system.If the public address system cannot be used for any reason, runners and radios should be used to distribute the action message.Students/Staff outside the building are notified by radio or runner of situation and action to take.Actions To Be TakenStudents/Staff in relocatable classrooms remain in place and follow the same procedures as those inside the main building unless the school Incident Commander determines that another response is necessary. Students must be escorted by an adult(s) to the main building for activities inside the school.All exterior doors are locked and main doors monitored with access restricted. Identification required for anyone entering the building.Account for all students/staff.Outdoor activities (recess, physical education, etc.) cease immediately and do not resume until further notice.If the situation warrants, blinds and shades are drawn. If the room is without window coverings, turn out the lights. Place a "Modified Lockdown" sign on the main door.Normal activity continues within the building. Students/Staff are to remain in Modified Lockdown until notice to resume normal routine is given by Central Office or school incident command. |  | Modified Lock DownWhen usedThis action is considered appropriate response for, but not limited to situations that have the potential to affect the school site, such as the following: Criminal activity AND/OR Violence.Relaying the orderAn announcement is made over the public address system. "Your attention please. (Pause) Modified Lock Down. (Pause) Modified Lock Down. (Pause) Modified Lock Down." If the situation allows, an announcement regarding the nature of the emergency is made over the public address system.If the public address system cannot be used for any reason, runners and radios should be used to distribute the action message.Students/Staff outside the building are notified by radio or runner of situation and action to take.Actions To Be TakenStudents/Staff in relocatable classrooms remain in place and follow the same procedures as those inside the main building unless the school Incident Commander determines that another response is necessary. Students must be escorted by an adult(s) to the main building for activities inside the school.All exterior doors are locked and main doors monitored with access restricted. Identification required for anyone entering the building.Account for all students/staff.Outdoor activities (recess, physical education, etc.) cease immediately and do not resume until further notice.If the situation warrants, blinds and shades are drawn. If the room is without window coverings, turn out the lights. Place a "Modified Lockdown" sign on the main door.Normal activity continues within the building. Students/Staff are to remain in Modified Lockdown until notice to resume normal routine is given by Central Office or school incident command. |
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| **MODIFIED LOCK DOWN** |  | **MODIFIED LOCK DOWN** |
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| Lock Down**When used**1. This action is appropriate for, ***but is not limited to***, the following extreme situations with immediate impact upon the school site:Criminal activity. Extreme violence, Shots fired, Active intruder.**Relaying the order**An announcement is made over the public address system. "Your attention please. (Pause) Lock Down. (Pause) Lock Down. (Pause) Lock Down." If, for any reason, the public address system cannot or should not be used, then runners are used to relay the message.Teachers should automatically initiate this action anytime they see or hear evidence of extremely violent behavior, such as shots fired, etc.Students/Staff outside the building should be notified by radio or runner of situation and action to take.**Actions To Be Taken**Students/staff outside the building should move into the building or relocatable classrooms, if it is safe to do so, with the following caveats:If the threat is internal, then students/staff outside the building are to immediately move away from the building.If the threat is external, then students/staff outside the building are to return to building, if possible.Students/Staff in relocatable classrooms remain in place and follow the same procedures as those inside the main building unless the school Incident Commander determines another response is necessary.Students/staff in classrooms or other areas in the main building should remain in place, unless the threat is internal AND in the same area as they are, in which case, they should take whatever action is most likely to protect them (i.e. hide, leave that area and lockdown in another area evacuate the school, etc.)Lock all interior and exterior doors. No one is to enter or leave the building.If it is safe to do so, close blinds, shades, etc. If there are no window coverings, or it is unsafe to close the window coverings, turn the lights out.Students/Staff should sit or lie on the floor, away from the doorway and make as little noise as possible.Account for all students/staff. Students/staff are to remain in lock down until emergency responders (Police /Fire & Rescue) or the Incident Commander gives the all-clear notice.  |  | Lock Down**When used**1. This action is appropriate for, ***but is not limited to***, the following extreme situations with immediate impact upon the school site:Criminal activity. Extreme violence, Shots fired, Active intruder**Relaying the order**An announcement is made over the public address system. "Your attention please. (Pause) Lock Down. (Pause) Lock Down. (Pause) Lock Down." If, for any reason, the public address system cannot or should not be used, then runners are used to relay the message.Teachers should automatically initiate this action anytime they see or hear evidence of extremely violent behavior, such as shots fired, etc.Students/Staff outside the building should be notified by radio or runner of situation and action to take.**Actions To Be Taken**Students/staff outside the building should move into the building or relocatable classrooms, if it is safe to do so, with the following caveats:If the threat is internal, then students/staff outside the building are to immediately move away from the building.If the threat is external, then students/staff outside the building are to return to building, if possible.Students/Staff in relocatable classrooms remain in place and follow the same procedures as those inside the main building unless the school Incident Commander determines another response is necessary.Students/staff in classrooms or other areas in the main building should remain in place, unless the threat is internal AND in the same area as they are, in which case, they should take whatever action is most likely to protect them (i.e. hide, leave that area and lockdown in another area evacuate the school, etc.)Lock all interior and exterior doors. No one is to enter or leave the building.If it is safe to do so, close blinds, shades, etc. If there are no window coverings, or it is unsafe to close the window coverings, turn the lights out.Students/Staff should sit or lie on the floor, away from the doorway and make as little noise as possible.Account for all students/staff. Students/staff are to remain in lock down until emergency responders (Police /Fire & Rescue) or the  Incident Commander gives the all-clear notice. |
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| **LOCK DOWN** |  | **LOCK DOWN** |
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| Shelter in PlaceWhen usedThis action is considered appropriate for:Hazardous Materials Releases, nearby fires, Bioterrorism, Chemical Terrorism. Nuclear and Radiological accidents. Severe storms, such as high winds, tornados, hurricanes.Relaying the orderAn announcement is made over the public address system.Example: "Your attention please. (Pause) Shelter in Place. (Pause) Shelter in Place. (Pause) Shelter in Place." If the situation allows, an announcement regarding the nature of the emergency is made over the public address system.If the public address system cannot be used for any reason, runners and radios should be used to distribute the action message.Students/Staff outside the building are notified by radio or runner of situation and action to take.Actions To Be TakenAll Students/Staff report to their assigned classroom as quickly as possible.Move Students/Staff outside the building and in relocatables into the main school building.Teachers and other staff members should immediately shut doors and windows.All Students/Staff are accounted for.Depending on the nature of the threat, consider taping around doors, windows, and vents, and placing wet towels at the bottom of doors (i.e. chemical or hazardous materials emergencies, known releases of biological agents, etc.). Shut down the HVAC system, ensure that all doors and windows are closed. Severe storms: Move to a basement or interior space protected by concrete or block walls.Place “Sheltering-in-Place” sign on the main door.Students and staff are to remain inside the building until advised by emergency responders (Police/Fire & Rescue) or School Commander to do otherwise. |  | Shelter in PlaceWhen usedThis action is considered appropriate for:Hazardous Materials Releases, nearby fires, Bioterrorism, Chemical Terrorism. Nuclear and Radiological accidents. Severe storms, such as high winds, tornados, hurricanes. Relaying the orderAn announcement is made over the public address system.Example: "Your attention please. (Pause) Shelter in Place. (Pause) Shelter in Place. (Pause) Shelter in Place." If the situation allows, an announcement regarding the nature of the emergency is made over the public address system.If the public address system cannot be used for any reason, runners and radios should be used to distribute the action message.Students/Staff outside the building are notified by radio or runner of situation and action to take.Actions To Be TakenAll Students/Staff report to their assigned classroom as quickly as possible.Move Students/Staff outside the building and in relocatables into the main school building.Teachers and other staff members should immediately shut doors and windows.All Students/Staff are accounted for.Depending on the nature of the threat, consider taping around doors, windows, and vents, and placing wet towels at the bottom of doors (i.e. chemical or hazardous materials emergencies, known releases of biological agents, etc.). Shut down the HVAC system, ensure that all doors and windows are closed. Severe storms: Move to a basement or interior space protected by concrete or block walls. Place “Sheltering-in-Place” sign on the main door.Students and staff are to remain inside the building until advised by emergency responders (Police/Fire & Rescue) or School Commander to do otherwise. |
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| **SHELTER IN PLACE** |  | **SHELTER IN PLACE** |