

REGULATION ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

Related Entries: EH

Responsible Office: DEPUTY SUPERINTENDENT OF STUDENT AND SCHOOL SUPPORT, CHIEF OPERATING OFFICER; OFFICE OF SCHOOL SECURITY

EMERGENCY PLANS

A. PURPOSE

To establish procedures for emergency plans to enhance the safety level for all staff and students in all Anne Arundel County Public Schools (AACPS) facilities in accordance with State laws and regulations.

B. DEFINITIONS

1. ***Functional exercise*** – a facilitated, scenario-based drill involving, to some degree, the entire facility and faculty. Functional exercises test the capability of an organization to respond to a simulated event, focus on the coordination of multiple functions or organizations, and strive for realism short of actual deployment of equipment and personnel.
2. ***School Crisis and Emergency Management Plans (SCEMP)*** – a comprehensive emergency response plan based upon the template provided by the Office of School Security and completed by each school based upon its individual situation.
3. ***School Based Incident Command System (ICS)*** – a standardized, on-scene, all-hazards incident management approach that allows for the integration of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. It enables a coordinated response among various jurisdictions and functional agencies, both public and private, and establishes common processes for planning, managing, resources, and communication.
4. ***School Based Incident Command System (ICS) Team*** – a group of qualified individuals who are tasked with responding to an emergency incident in their school as determined by the school principal or the principal's designee. The positions on this team include: Incident Commander, Liaison Officer, Operations Officer, Planning Officer, Logistics Officer, Special Needs Officer, and Health Care Officer.

C. PROCEDURES

1. The Chief Operating Officer shall issue guidelines for the preparation of emergency plans for bussed students in transit during instances of severe weather, fire, or other emergency situations. The Office of School Security shall issue guidelines for planning and response to other manmade hazards at AACPS facilities.
2. A principal or the principal's designee, in coordination with the Office of School Security, shall develop emergency plans for the facility and shall provide adequate instruction and training for staff and students so that the plans may be implemented effectively in accordance with the AACPS emergency plan template and the Office of School Security.
3. All AACPS facilities shall practice functional exercises throughout the year.
 - a. Schools shall conduct functional exercises in accordance with the schedule established by the Office of School Security. The exercise information shall be developed by the Office of School Security and shall be distributed in advance of the functional exercise.
 - b. Upon the completion of each functional exercise, a *Drill Checklist* located on the AACPS intranet shall be completed and provided to the Office of School Security.
 - c. Functional exercises which include an evacuation as a part of the drill, as allowed by the Anne Arundel County Fire Marshal, may count as the monthly mandated fire drill. Two fire drills shall be conducted within the first 2 weeks of the school year.
 - d. SCEMPs shall be coordinated and developed under the direction of the Deputy Superintendent of Student and School Support through the Office of School Security.
 - e. All schools shall be required to update their SCEMPs no later than the commencement of each school year.
 - f. SCEMPs shall be reviewed and approved each year by the Office of School Security.
 - g. Changes made to an individual SCEMP after annual approval made during the school year shall be reviewed by the Office of School Security for appropriateness.

- h. The SCEMPs template shall be developed by the Office of School Security and updated as needed. The updated plan shall be uploaded electronically to the designated storage site prior to the beginning of each school year.
- i. Individuals assigned to the ICS team shall attend annual training and complete online ICS courses in accordance with federal guidelines. The Office of School Security shall notify school administrators upon any changes to the federal ICS guidelines.
- j. Non-instructional AACPS facilities shall develop their own emergency plans based upon the non-instructional facility template. These plans shall be updated in accordance with paragraph e. of this regulation. Each non-instructional facility shall conduct three functional exercises per year as prescribed and developed by the Office of School Security.

Regulation History: Developed by Superintendent 03/05/14
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Note Previous Regulation History: None