

# REGULATION

## ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

**Related Entries:** EH

**Responsible Office:** OFFICE OF STUDENT AND SYSTEMICS SUPPORT, OFFICE OF OPERATIONS,  
OFFICE OF ACADEMICS, DIVISION 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. BACKGROUND

The safety of all staff and students is paramount at AACPS. In accordance with State laws and regulations, AACPS maintains emergency plans for each AACPS school and athletic facility. Maintaining these plans that are to be followed at the time of an event or incident helps to minimize complications that AACPS may encounter during an emergency situation.

#### C. 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 Division 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.

#### **D. PROCEDURES**

1. The Chief Operating Officer shall issue guidelines for the preparation of emergency plans for students being transported by AACPS during instances of severe weather, fire, or other emergency situations. The Division 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 Division 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 Division 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 Division of School Security. The exercise information shall be developed by the Division 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 Division 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 Chief Student and Systemic Supports Officer through the Division 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 Division of School Security.

- g. Changes made to an individual SCEMP after annual approval made during the school year shall be reviewed by the Division of School Security for appropriateness.
  - h. The SCEMPs template shall be developed by the Division 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 Division 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 Division of School Security.
4. The principal or principal's designee of a secondary school shall develop a Venue-Specific Emergency Action Plan (VSEAP) for all athletic facilities.
- a. A VSEAP is an emergency response plan that includes:
    - i. The operation and use of automated external defibrillators (AEDs);
    - ii. Heat acclimatization;
    - iii. Coordination of care for other emergent injuries, including cervical spinal injury, concussion and closed head injury, major orthopedic injuries, and severe weather for outdoor facilities; and
    - iv. A cardiac emergency response plan that:
      - a) Identifies the appropriate school personnel to serve as the cardiac emergency response team who will be tasked with responding to incidents involving an individual experiencing sudden cardiac arrest or a similar life-threatening emergency while at an athletic facility;
      - b) Coordinates with first responders in the local emergency medical services to integrate the cardiac emergency response plan into local emergency response protocols; and
      - c) Includes, at minimum, the following:

1. Procedures for activating the cardiac emergency response team during incidents involving an individual experiencing sudden cardiac arrest or a similar life-threatening emergency while at an athletic facility; and
  2. Requiring specified school personnel to have training in first aid, cardiopulmonary resuscitation (CPR), and the operation and use of AEDs, including cardiac emergency response team members, athletic coaching and training staff, school nurses, and any other individuals identified by the cardiac emergency response team.
- b. The VSEAP shall be:
- i. Posted at each athletic facility at the school;
  - ii. Made available on the school's website by the beginning of each school year; and
  - iii. Distributed to each member of the coaching staff.
- c. All coaching staff shall rehearse the VSEAP in person and interactively before each of their respective sport seasons.
- d. The provisions of a VSEAP for the operation and use of AEDs shall ensure that:
- i. An AED is provided on-site and is located at or within a brief walk from an athletic practice or event on school property;
  - ii. An AED is freely accessible during all school functions;
  - iii. All members of the coaching staff are trained in the operating and use of an AED; and
  - iv. A trained member of the coaching staff is present at all athletic practices and events on school property.
- e. The provisions of a VSEAP for heat acclimatization shall:
- i. Include guidelines for student athletes consistent with the Maryland State Department of Education's *Model Policy for Preseason-Practice Heat Acclimatization Guidelines for Student Athletes*;
  - ii. Ensure that each school is properly prepared and equipped to initiate cold water immersion for the treatment of exertional heat stroke;

- iii. Ensure that the cooling modality is readily available to student athletes at all athletic practices and events on school property;
  - iv. Ensure that all members of the coaching staff are trained in cold water immersion; and
  - v. Ensure that a trained member of the coaching staff is present at all athletic practices and events on school property.
- f. The cardiac emergency response plan included in the VSEAP shall be reviewed and updated annually by the principal or principal's designee.

**Regulation History:** Issued 03/05/14; Revised 06/06/18; 03/05/25

**Note Previous Regulation History:** None

**Legal References:** Sections 7-408, 7-435, 7-451, and 7-1510 of the Education Article; COMAR 13A.02.02; *Model Policy for Preseason-Practice Heat Acclimatization Guidelines for Student Athletes*