

***Emergency Management Plan Evaluation Report***

**Maryland State Department of Education  
Division of Student, Family, and School Support  
200 West Baltimore Street  
Baltimore, Maryland 21201**

**July 2014**



[www.MarylandPublicSchools.org](http://www.MarylandPublicSchools.org)

## ***Emergency Management Plan Evaluation Report***

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# ***Emergency Management Plan Evaluation Report***

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## ***Emergency Management Plan Evaluation Report***

### **Introduction**

One of Maryland's goals for public education is to create and maintain school environments that are safe, drug-free and conducive to learning. In order to achieve this goal, it is essential that local school systems and schools take measures to ensure they are prepared to respond to a variety of emergency situations. Schools are an integral part of the community they serve and, therefore, are not isolated from the issues that affect their communities and our nation. The Code of Maryland Regulations (COMAR) requires local school systems to have an emergency response plan for all schools and central office buildings that includes man-made, technological, or natural disasters.

To ensure that students in the State have a safe and secure place to learn, Section 7-435 (*Evaluation of Emergency Management Plans*) of the Annotated Code of Maryland requires each local board of education to evaluate the emergency plan in each public school under the jurisdiction of the local board, including:

- Training activities;
- Emergency safety exercises;
- School security cameras;
- School visitor policies;
- School resource officer programs; and
- The coordination of emergency management activities, plans, and resources with local, State, and federal agencies.

The law also requires each local board to submit a report to the Maryland State Department of Education (MSDE) that includes recommendations on the following:

- How to improve the existing public school emergency management plans; and
- The cost of improvements to the emergency plans.

Upon completion of the above evaluation, the Maryland State Department of Education in conjunction with the Maryland Center for School Safety will submit a report for the Maryland General Assembly.

## Emergency Management Plans Evaluation Report

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Local School System (LSS): ALLEGANY COUNTY PUBLIC SCHOOLS

LSS Point of Contact: ROBERT FARRELL

Email: [robert.farrell@acps.k12.md.us](mailto:robert.farrell@acps.k12.md.us) Telephone: 301-759-2063

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1. List any and all training activities related to emergency planning and response in which the local school system (LSS) was involved during school year 2013-14.

Activity	Date Conducted	# of Schools Involved	Outside Agencies Involved
New Teacher Orientation	August 12, 2013	School Based Admin	None
Table Top Emergency Exercise for School Staff	On-going throughout the year	All Schools	None
School Safety Committees	Aug 2013, Oct 2013 & Jan 2014		High/Middle School Administration School Security Officers Local Law Enforcement Emergency Management
Substitute Teacher Safety Training	Aug 2013, Sept 2013 & Feb 2014	Substitute Teachers	None – ACPS Safety, Security, and Risk Management Officer
Bus Driver Training Weather and Best Practices	September 2013	Transportation Dept.	None ACPS Safety Officer
CPR/AED Training	Aug 2013-Jun 2014	School Staff PE Teachers	ACPS Assistant Supervisor to Health & Family Life
Blood Borne Pathogens Right to Know	Sept 2013	Maintenance/Custodial Staff	None – ACPS Assistant Supervisor to Health &

<b>Safety</b>		<b>Bus Drivers</b>	<b>Family Life</b>
<b>Elevator Safety &amp; Rescue</b>	<b>Oct 2013</b>	<b>Mountain Ridge HS</b>	<b>Fire Marshal</b> <b>Special Education Student</b> <b>School Admin. Staff</b>

**2. List the emergency safety exercises practiced by the LSS along with those you plan on incorporating in the near future (Include schedule and or timeline of future trainings).**

### **Planning**

Emergency Planning requires the participation of the entire school to be successful. Each individual in the school is responsible for maintaining a safe environment. Specific duties for Emergency Planning are listed below.

**Duties and Responsibilities:**

**Principal**

- Overall responsible for the safety of all staff and students.
- Responsible for complying and executing the BOE Emergency Planning Guidelines.
- Establish an Emergency Planning Team to develop an Emergency Plan.
- Develop and distribute a school emergency plan by the beginning of classes annually.
- Ensure all teachers and staff receives annual emergency planning orientation training prior to the first day of school.
- Ensure a minimum of three teachers/staff maintain current CPR and First Aid certification.
- Ensure student’s parents/guardians receive a letter annually informing them of the school’s emergency preparation and plans.
- Ensure students receive emergency planning training annually through required drills and exercises.
- Conduct a minimum of one lockdown, lock-in, shelter-in-place, evacuation, and reverse evacuation drill per year for a hazard identified in the risk assessment portion of your preparation/mitigation phase.
- Assign personnel to duties as outlined in the school’s ICS structure.
- Ensure all substitutes and visiting teachers are briefed on your school emergency plan.

- Hold a “Lessons Learned” meeting ASAP following any emergency response or response drill. Submit a written report (Appendix D) following all emergency responses (drill or actual) and tabletop drills.  
Develop a system to ensure all duties and responsibilities listed herein are completed.

### **Emergency Planning Team Members**

- (Lead)
- 

### **The Emergency Planning Team shall:**

- Develop the school’s emergency plan utilizing the four phases of Emergency Management.
- Conduct a safety walkthrough and risk analysis semi-annually.
- Conduct a minimum of two tabletop drills per school year.
- Develop a parent/guardian handout to increase awareness and enhance cooperation during emergent situations.
- Develop a student handout-explaining student’s duties and responsibilities, including prevention.
- Develop relationships with the first responders.
- Establish minimum requirements for each room’s Emergency Kit and “Go” kit.
- Develop violence prevention and awareness measures to include the 1-800-Tip-Us-Off hotline.
- Develop and oversee required drills.

### **Food Service Supervisor**

- Maintain sufficient stores to feed and water students/staff for 48 hours during the school year.

### **Head Custodian**

- Ensure emergency cut-off procedures are posted for all machinery.
- Label shut off valves for gas lines and power.

### **Secretary**

- Ensure all phones have bomb threat procedures posted.
- Ensure that the school name, address, and phone number is placed on every phone in the school building.
- Maintain, and update daily, the office “Go” kit.

### **Teachers**

- Review the five response postures quarterly.
- Maintain your classroom “Go” kit.
- Sole responsibility for the safety of students in your class. Makes “real-time” decisions to deviate from the planned response if necessary.

Training held at New Teacher Orientation in August 2014, Table Top Training Drills on Professional Development Days and as needed.

**3. Does the LSS use school security cameras? If yes, explain how and list the amount of cameras per school. (This count should also list other school owned or related buildings)**

	High School	Middle School	Elem. Schools	Other Schools	Other Building
Number of schools and other buildings	4	4	14	1	2
Number of schools and other buildings with cameras	4	4	14	1	2

All ACPS schools and Alternate (Eckhart Program) have cameras.

**4. What are the LSS policies and practices as it relates to school visitors?**

All doors have signs posted advising visitors, non-staff & students to use the front door. The exterior doors are locked and visitors are instructed to contact the office by using the outside wall mounted intercom.

All visitors and ACPS employees not assigned to the school must report to the office and sign in.

The computer station is also used by parents to sign in students who arrive late or must leave early. Staff interaction still takes place, but the document provides written indication of the student and person who requested access of the student.

## **BEST PRACTICES & GUIDELINES FOR ALLOWING ACCESS TO THE SCHOOL**

### **APPROACH OF A VISITOR**

- WHEN A VISITOR ACTIVATES THE INTERCOM
- MAKE VISUAL CONTACT THROUGH A WINDOW OR BY VIEWING THE MONITOR
- IF YOU CAN NOT SEE THEM, ASK THEM TO MOVE TO A POSITION YOU CAN SEE.
- THE MONITOR HAS A BUTTON THAT ALLOWS FOR THE ADJUSTMENT OF THE CAMERA

### **SUGGESTED QUESTIONS**

- HOW CAN I HELP YOU?
- DO YOU HAVE AN APPOINTMENT?
- PLEASE COME TO THE OFFICE AND SIGN IN. (IF ENTRY IS GRANTED)
- IF YOU GRANT ACCESS, VERIFY THAT THE PERSON COMES DIRECTLY TO THE OFFICE.

### **YOU ARE NOT REQUIRED TO GRANT ACCESS TO A VISITOR**

- YOU SHOULD DENY ACCESS IF:
- THE PERSON APPEARS HOSTILE OR UNSTABLE
- YOU ARE UNSURE OF A PERSONS INTENT
- YOU HAVE PRIOR KNOWLEDGE OF AN ISSUE
- THIS IS NOT THE LIMIT OF REASONS TO DENY ACCESS ONLY A FEW.

### **WHAT SHOULD YOU DO IF YOU DENY ACCESS TO THE SCHOOL?**

- THE BUILDING ADMINISTRATOR MUST BE NOTIFIED
- NOTIFY THE SCHOOL RESOURCE OFFICER OR SAFETY OFFICER.
- IF YOU IDENTIFY AN IMMEDIATE THREAT NOTIFY 911

### **ADDITIONAL INFORMATION**

- TEACHERS AND ADMINISTRATORS SHOULD EMAIL OR NOTIFY THE SECRETARY IF THEY ARE EXPECTING A PARENT FOR AN APPT.
- IF POSSIBLE VISITORS SHOULD BE ESCORTED TO THE AREA OF THE MEETING OR STAFF SHOULD COME TO THE OFFICE TO MEET THEM.
- IF YOU ARE RELEASING A STUDENT, VERIFY THE STATUS OF WHO IS AUTHORIZED TO REMOVE THE CHILD. DON'T HESITATE TO ASK FOR IDENTIFICATION

**5. Does your LSS use school resource officers (SROs)? If yes, please provide the following.**

	High Schools	Middle Schools	Elementary Schools	Other Schools
Number of schools	4	4	14	1
Number of schools with full-time SROs	See below	See below	See below	See below
Number of schools with part-time SROs	See below	See below	See below	See below
Name of police department or sheriff's office providing SROs	See below	See below	See below	See below

Allegheny County Public Schools have 9 SRO's. Cumberland City Police provide two; Frostburg City Police provide one; Allegheny County Sheriff's Office provides 3; BOE provides three ACPS Safety Officers

Cumberland City Police Officers serves the Cumberland area schools.

Frostburg City Police Officers services the Frostburg area schools.

BOE School Safety Officers and Sheriff Officers serve County areas rotating through schools.

**6. How does the LSS plan incorporate the coordination of resources with other local, State, and federal agencies?**

The 911 Center has access to our in-house emergency phone lines, radio channels to included buses and school cameras. They have the ability to activate ALERTUS in all ACPS facilities.

**7. Provide the LSS's recommendations on how to improve the existing public school emergency management plans.**

The coordinator of Safety, Security and Risk Management of ACPS schools meets with local fire, EMS and law enforcement to review any incidents at schools and discuss ways to improve emergency responses.

**8. How much will it cost (\$) to accomplish the needed improvements to the public school emergency management plans?**

Unknown.

## Emergency Management Plans Evaluation Report

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**Local School System (LSS):** Anne Arundel County Public Schools

**LSS Point of Contact:** Robert A Yatsuk

**Email:** [ryatsuk@aacps.org](mailto:ryatsuk@aacps.org)    **Telephone:** 410-222-5083

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**1. List any and all training activities related to emergency planning and response in which the local school system (LSS) was involved during school year 2013-14.**

Activity	Date Conducted	# of Schools Involved	Outside Agencies Involved
Summer Incident Command System Team Training	July and August each summer	All	Anne Arundel County Police Department
Bus Drivers Training	Oct, Mar, Jul and Aug each year	All	NA
School Office Secretaries	Annually in February	All – The first year as many as possible were trained. Each subsequent year the new secretaries or those wanting a refresher are trained.	Anne Arundel County Police Department
Building Services Staff	Fall 2013	All	NA
Home and Hospital Teachers	August 2013	NA	Anne Arundel County Police
School Nurses	July 2013	All	Anne Arundel County Police
Gang Awareness Lessons	Annually during the 1 <sup>st</sup> Semester	All	Anne Arundel County Police
Health Teachers	August 2013	All	Anne Arundel County Police

**2. List the emergency safety exercises practiced by the LSS along with those you plan on incorporating in the near future (Include schedule and or timeline of future trainings).**

Monthly fire drills are conducted with two completed within the first two weeks of each school year.

Five system-wide (all schools) functional drills are conducted per year to include active shooter, fire, natural gas leak, evacuation, reverse evacuation, hazardous materials, earthquake, and tornado. Each drill may include one or more drill topics (Ex: A hazardous materials drill would include a shelter-in-place and a reverse evacuation for those outside the building; an earthquake drill would include: drop, cover and hold as well as an evacuation after the shaking has stopped.) These drills are held in October, December, February, March and April.

Each school is required to perform three school bus evacuation drills per year. The first drill is the rear door evacuation drill completed in September of each year. The second drill is the side door evacuation drill completed in December of each year. The third drill is the front door evacuation drill or side door evacuation drill completed in May of each year.

Our schools are used, as needed and when available, by fire and police departments to allow them to conduct exercises in a school building environment. These include breaching exercises, suspect confrontation exercises and active shooter exercises. Both new recruit and veteran officer personnel have participated.

These drills continue on an annual basis.

**3. Does the LSS use school security cameras? If yes, explain how and list the amount of cameras per school. (This count should also list other school owned or related buildings)**

	High Schools	Middle Schools	Elem. Schools	Other Schools	Other Buildings
Number of schools and other buildings	12	19	79	19	5
Number of schools and other buildings with cameras	12	19	53	13	3

**4. What are the LSS policies and practices as it relates to school visitors?**

Our entire system utilizes V Soft by Raptor Technologies to account for visitors and determine any possible access attempted by registered sex offenders. Visitors are required to identify themselves to the main office, prior to entry into the school, through an Alphone audio/video intercom system on the outside of the school. Once the person is granted entry they are required to come to the main office and present a government issued photo ID. This ID is scanned through the Raptor system. If they are determined not to be a registered sex offender and they do not come up with a private or global alert, they are given a visitor ID with their name, date, time and purpose and are appropriately allowed to enter the building for their stated business. Once they leave the building they are required to check out through the main office

**5. Does your LSS use school resource officers (SROs)? If yes, please provide the following.**

	High Schools	Middle Schools	Elementary Schools	Other Schools
<b>Number of schools</b>	12	19	79	19
<b>Number of schools with full-time SROs</b>	12	0	0	1
<b>Number of schools with part-time SROs</b>	0	19	0	0
<b>Name of police department or sheriff's office providing SROs</b>	Anne Arundel County Police Department	Anne Arundel County Police Department	NA	Anne Arundel County Police Department

AACPS has participated in a School Resource Officer (SRO) program for over 10 years. In 2007 the program was reorganized within the Anne Arundel County Police Department to include a centralized command with a direct liaison person (Lieutenant) to the Supervisor of School Security for AACPS. This particular program has been recognized several times in the past few years and a model program for the nation. Currently there are 13 SROs in 12 high schools, 8 SROs are assigned to be responsible for 19 middle schools and one SRO is in our Phoenix Academy, a special education/alternative education facility.

**6. How does the LSS plan incorporate the coordination of resources with other local, State, and federal agencies?**

**Security Council**

Three times per year we meet with our Security Council representatives to discuss progress made in school safety and security and consider future steps that might be taken to make further improvements. Currently the members of the Council include representatives from:

AACPS School Security, Office of Safe and Orderly Schools, Special Education, principals, parents, students, Facilities/Operations/Maintenance, Anne Arundel County Police and Fire Departments, Annapolis City Police and Fire Departments, Anne Arundel County and Annapolis City Offices of Emergency Management, Ft. Meade Provost Marshal's Office, Ft. Meade Department of Emergency Services

These meetings are critical in knowing who our community partners are and whom we may depend upon during an emergency. By knowing these persons in advance, we are better able to plan for emergencies and have someone to contact on a day to day basis for advice, assistance and support.

**7. Provide the LSS's recommendations on how to improve the existing public school emergency management plans.**

While everything appropriate and desired is not immediately obtainable due logistical, fiscal, personnel and situational considerations, the following are being considered as these parameters allow us to proceed with necessary improvements. Where possible an estimate of cost is included.

**Equipment**

- Centralized security systems – variable depending on what is specified.
- Enhanced video capabilities – variable depending on what is specified.
- Complete installation of cameras systems in remaining schools - \$1,000,000.
- Provide classroom "go-kits" to every classroom – \$380,000.

## **Personnel**

Additional personnel to work with schools in feeder systems on security related issues – six persons for approximately \$360,000 per year.

## **Training**

Continue current training opportunities but expand to more regular in-school training (dependent of the availability of additional personnel) – See Personnel above.

Develop new areas of training to further improve schools' ability to respond to more types of emergency situations – Personnel (above) + equipment and materials of instruction to be determined.

## **Exercises**

Work with fire and police to develop regular full-scale exercises on different hazards/emergencies – \$20,000-\$30,000 or more depending on the complexity of the scenario, personnel used, equipment and materials used/expended.

## **Continued re-evaluation of the security status of schools**

Continue annual evaluations of school security status to determine areas of success as well as areas of weakness. Utilizing personnel from other departments to assist in this could cost very little to accomplish. A full-scale detailed analysis by an outside organization could approach \$250,000 or more for a system our size.

## **8. How much will it cost (\$) to accomplish the needed improvements to the public school emergency management plans?**

- Centralized security systems – variable depending on what is specified.
- Enhanced video capabilities – variable depending on what is specified.
- Complete installation of cameras systems in remaining schools - \$1,000,000.
- Provide classroom “go-kits” to every classroom – \$380,000.
- Six persons for approximately \$360,000 per year.
- Exercises - \$20,000-\$30,000 or more.
- Full-Scale security evaluation - \$250,000 or more.

## Emergency Management Plans Evaluation Report

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**Local School System (LSS):** Baltimore City Public Schools

**LSS Point of Contacts:** Alice Watson, Director, Health and Safety

**Email:** [AAWatson@bcps.k12.md.us](mailto:AAWatson@bcps.k12.md.us)

**Telephone:** 443-642-4283

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**1. List any and all training activities related to emergency planning and response in which the local school system (LSS) was involved during school year 2013-14.**

Activity	Date Conducted	# of Schools Involved	Outside Agencies Involved
School Police active shooter exercises.	September 27, 2013 October 17/18, 2013 November 15, 2013	51	Local Police Department
Safety training for custodians, maintenance and operations personnel. Topics: Fire Safety/Utility-Related Emergency Cutoff Systems. Hazard Communication, Asbestos/Lead Awareness; Blood borne Pathogens.	October 17/18, 2013 November 15, 2013 January 31, 2013.	All schools and charters	
K-12 School Security Initiative to reduce gun violence and prevent mass casualty shootings.	August 20, 2013		Federal Department of Homeland Security

**2. List the emergency safety exercises practiced by the LSS along with those you plan on incorporating in the near future (Include schedule and or timeline of future trainings).**

In addition to the abovementioned active shooter and safety training activities that are performed annually, the following safety exercises will be executed at the beginning of the 2014-15 school year:

- From August 2014 through November 2014, the BCPS' central office teams will visit all schools to review emergency preparedness guides and assist schools with conducting drills.
- In August 2014, BCPS will develop an audio/visual website for emergency preparedness that will be informative for parents and staff.

**3. Does the LSS use school security cameras? If yes, explain how and list the amount of cameras per school. (This count should also list other school owned or related buildings)**

	High Schools	Elem/Middle Schools	Elementary Schools	Other
Number of schools and other buildings	57	81	55	8
Number of schools and other buildings with cameras	32	52	34	5

**4. What are the LSS policies and practices as it relates to school visitors?**

The current policies are listed below, and are included in the BCPS' Critical Response and School Emergency Management Guide, Appendix.

- Restrictions to Visitor Access to Schools
  - The policy establishes guidelines for restricting a visitor's access to a school when it is necessary to ensure an effective and safe learning environment for students and staff.
- Visitors to Schools
  - The policy establishes guidelines for granting visitors' access to schools.
- Public Use of Board School Facilities
  - The policy establishes guidelines for granting approval for the use of space by individuals, groups, and organizations.

**5. Does your LSS use school resource officers (SROs)? If yes, please provide the following.**

	High Schools	Elem/Middle Schools	Elementary Schools	Other Schools
Number of schools	57	81	55	0
Number of schools with full-time SROs	56	44	6	0
Number of schools with part-time SROs	0	0	0	0
Name of police department or sheriff's office providing SROs	0	0	0	0

**6. How does the LSS plan incorporate the coordination of resources with other local, State, and federal agencies?**

- Annually, BCPS incorporates coordination with its local Office of Emergency Management, encompassing Police and Fire Departments, to ensure the plan meets guidelines for *planning, preparedness, mitigation, and response*.
- Additionally, within the plan are emergency response protocols that encourage principals to immediately call 911 for critical life-safety issues. School police works jointly with its local agencies to coordinate response activities.

**7. Provide the LSS's recommendations on how to improve the existing public school emergency management plans.**

- The Critical Response and School Emergency Management Guide is reviewed annually for improvements, updates, and ease of use for school administrators. During the 2013-14 school year, BCPS experienced an "alleged shooter" incident. Lockdown procedures of the campus were implemented immediately and successfully. School Police, local police, and the MTA worked collaboratively to resolve the issues. However, the reunification process was not as successfully executed. Therefore, efforts are being made to develop procedures that will have improved results for students, parents, and staff.

**8. How much will it cost (\$) to accomplish the needed improvements to the public school emergency management plans?**

- The cost to make improvements to the plan involves staff time and coordination among work groups, no cost impact. However, printing cost to distribute the plan's guidelines for all schools is \$20,000.00, approximately.

## Emergency Management Plans Evaluation Report

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**Local School System (LSS):** Baltimore County

**LSS Point of Contacts:** Richard Muth

**Email:** [rmuth@bcps.org](mailto:rmuth@bcps.org)      **Telephone:** 410-887-6487

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1. List any and all training activities related to emergency planning and response in which the local school system (LSS) was involved during school year 2013-14.

Activity	Date Conducted	# of Schools Involved	Outside Agencies Involved
19 <sup>th</sup> Annual Safe Schools Conference	June 25 and 26, 2014	173	Baltimore County Police, Fire, Emergency Management and Health /Human Services
Summer Schools Administrators Academy	June 10, 11, and 12, 2014	11	
Administrators Safe Schools Summer Academy	July 9, 10, 30, and 31, 2013	60	
Safety and Emergency Management Steering Committee	Monthly	Central office, schools, and partner representatives	Baltimore County Fire, Police, Emergency Management, Health and Human Services, private businesses, PTA, and School Administrators
Safe Schools Incident Command Training	Throughout 2013-2014	173	
Critical Incident Response Team Training	October, 2013 and April, 2014	Central Office	Baltimore County Fire, Police, Emergency Management, and Homeland Security
Critical Incident Team Managers (ICS 101 SCa.) Training	Fall 2013	Central Office	
School Security Assessment Training	March 2014	173	

Security Camera Capabilities and Use Training	August 2013	104	
Visitor Identification System (Raptor)	July – August 2013	177 (Schools and Offices)	
Comprehensive Emergency Plan reviews and response procedures (on request)	July 2013 – June 30, 2014 ongoing	72	
One-Card Identification System	May 2014 - Current	177 (Schools and Offices)	

2. List the emergency safety exercises practiced by the LSS along with those you plan on incorporating in the near future (include schedule and/or timeline of future trainings).

**Every school and office is required to conduct emergency drills throughout the year. There are a total of 17 required drills, including 4 different scenario based drills.  
 \*\* See Attachment A: *Sample of One School* (173 school reports are online)  
 Critical Incident Response Team operational exercise (fall and spring)**

3. Does the LSS use school security cameras? If yes, explain how and list the amount of cameras per school. (This count should also list other school owned or related buildings)  
**Yes. All cameras can be monitored at both the school level and central office locations. The police department can view all elementary school cameras, and within 1 year they will have the capability of viewing cameras system wide.  
 \*\* See attachment B: *Individual School Camera Numbers.***

**Camera viewing, recording, and distributions are covered by Pupil services 708 \*\* See Attachment C: *Video Surveillance Procedures.***

	High Schools	Middle Schools	Elem. Schools	Other Schools	Other Buildings
<b>Number of schools and other buildings</b>	24	27	104	10	16
<b>Number of schools and other buildings with cameras</b>	24	27	104	10	5
<b>Number of cameras per location</b>	See Attachment B				

4. What are the LSS policies and practices as it relates to school visitors?

**All visitors to BCPS schools and offices must gain entry through an electronic buzzer entry system (buzzer, intercom, and camera) which observes visitors as they approach the main doors and enter the main office. At this point, positive ID must be obtained at which time they will be processed through the visitor identification system, Raptor, issued a visitor badge with name, date, destination within school, and photo. \*\* See Attachment D: Use of Door Entry Buzzer System.**

5. Does your LSS use school resource officers (SROs)? If yes, please provide the following.  
Yes.

	High Schools	Middle Schools	Elem. Schools	Other Schools
<b>Number of schools</b>	24	27	104	10
<b>Number of schools with full-time SROs</b>	24	27	0	3
<b>Number of schools with part-time SROs *</b>	0	0	0	0
<b>Name of police department or sheriff's office providing SROs</b>	Baltimore County Police Department			

**\*For after-hour school events, security is contracted to off-duty police officers.**

6. How does the LSS plan incorporate the coordination of resources with other local, state, and federal agencies?

**The Safety and Emergency Management Steering Committee was formed in 2002 and meets on a monthly basis (fire, police, health and human services, school administrators, local hospitals, PTA, private sector, Baltimore County Office of Homeland Security and Emergency Management). This committee reviews all applicable policies, assist with drill monitoring, and the design and evaluations of exercises.**

**The SRO program is funded through the Baltimore County Police Department. Additional county and state funding has been provided to assist with the costs of cameras, Raptor, and One-Card systems.**

7. Provide the LSSs recommendations on how to improve the existing public school emergency management plans.

**Public school emergency management plans could be improved by:**

**Funding needs: exterior door access systems (swipe) \$2.5 million**

**Additional cameras to cover all exterior entrance to buildings: \$1.05 million**

**Update and re-write current emergency plan by one author (voice) since constant changes have occurred: \$25,000**

8. How much will it cost (\$) to accomplish the needed improvements to the public school emergency management plans?

**\$25,000 for plans and \$3.55 million for equipment.  
(referenced in number 7)**

## Emergency Management Plans Evaluation Report

**Local School System (LSS):** Calvert County Public Schools

**LSS Point of Contact:** Larry Titus

**Email:** titusl@calvertnet.k12.md.us **Telephone:** (410)535-1700

**1. List any and all training activities related to emergency planning and response in which the local school system (LSS) was involved during school year 2013-14.**

Activity	Date Conducted	# of Schools Involved	Outside Agencies Involved
Fire Drills	Monthly	All schools-District wide	
Lock Down	Scheduled by school	All schools-District wide	
Evacuations	Scheduled by school	All schools-District wide	
Shelter in Place	Scheduled by school	All schools-District wide	
Reverse Evacuation	Scheduled by school	All schools-District wide	
Drop, Cover and Hold	Scheduled by school	All schools-District wide	
Severe Weather	Scheduled by school	All schools-District wide	

**2. List the emergency safety exercises practiced by the LSS along with those you plan on incorporating in the near future (Include schedule and or timeline of future trainings).**

Active Shooter – TBD by each school district wide

**3. Does the LSS use school security cameras? If yes, explain how and list the amount of cameras per school. (This count should also list other school owned or related buildings)**

	High Schools	Middle Schools	Elem. Schools	Other Schools	Other Buildings
Number of schools and other buildings	1	-----	-----	-----	-----
Number of schools and other buildings with cameras	N/A	-----	-----	-----	-----

**4. What are the LSS policies and practices as it relates to school visitors?**

We have a web-based computer check in/out access system, Keepin Track, that checks all visitors against the National Sex Offender's List. This is used district wide in all of our schools and the Central Office. Administrators at the site and the Central Office are alerted if a match is made by the system.

**5. Does your LSS use school resource officers (SROs)? If yes, please provide the following.**

	High Schools	Middle Schools	Elementary Schools	Other Schools
Number of schools	4	6	13	3
Number of schools with full-time SROs	4	Shared	Shared	Shared
Number of schools with part-time SROs				
Name of police department or sheriff's office providing SROs	Calvert Sheriff's Office			

**6. How does the LSS plan incorporate the coordination of resources with other local, State, and federal agencies?**

The Calvert County Public Schools Emergency Response plan is designed after the National Incident Management System (NIMS). This enables the school district to interact during an emergency with the other local, state and federal agencies in the county.

**7. Provide the LSS's recommendations on how to improve the existing public school emergency management plans.**

See Attached

**8. How much will it cost (\$) to accomplish the needed improvements to the public school emergency management plans?**

See Attached

## Emergency Management Plans Evaluation Report

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**Local School System (LSS):** Caroline County Public School System

**LSS Point of Contact:** Joshua Rein

**Email:** joshua\_rein@mail.cl.k12.md.us      **Telephone:** 410-479-1210 ex 126

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**1. List any and all training activities related to emergency planning and response in which the local school system (LSS) was involved during school year 2013-14.**

Activity	Date Conducted	# of Schools Involved	Outside Agencies Involved

**2. List the emergency safety exercises practiced by the LSS along with those you plan on incorporating in the near future (Include schedule and or timeline of future trainings).**

Crisis management and emergency response drills

Fire, Lockdown, Shelter-in-Place, Evacuation & Reverse Evacuation, Drop-Hold and Cover, and severe weather.

**3. Does the LSS use school security cameras? If yes, explain how and list the amount of cameras per school. (This count should also list other school owned or related buildings)**

	High Schools	Middle Schools	Elem. Schools	Other Schools	Other Buildings
<b>Number of schools and other buildings</b>	2	2	5	2	5
<b>Number of schools and other buildings with cameras</b>	2/113 total	2/16 total	5/16 total	1/16 total	5/21 total

**4. What are the LSS policies and practices as it relates to school visitors?**

All schools require visitors to request access via a video & intercom system. After entering, visitors are required to pass through the administration area where they will sign in using our electronic visitor database. Visitors are escorted to their destination and supervised for their entire stay. Visitors are required to sign out.

**5. Does your LSS use school resource officers (SROs)? If yes, please provide the following.**

	High Schools	Middle Schools	Elementary Schools	Other Schools
Number of schools	2	2	5	2
Number of schools with full-time SROs	2			
Number of schools with part-time SROs		2		
Name of police department or sheriff's office providing SROs	Caroline County	Sheriff's Department		

**6. How does the LSS plan incorporate the coordination of resources with other local, State, and federal agencies?**

CCPS has a close working relationship with the local emergency response offices and we attend meetings throughout the year.

**7. Provide the LSS's recommendations on how to improve the existing public school emergency management plans.**

Adding additional SRO & keeping them throughout the year.

**8. How much will it cost (\$) to accomplish the needed improvements to the public school emergency management plans?**

\$15,500.00

## Emergency Management Plans Evaluation Report

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**Local School System (LSS):** Carroll County Public School System

**LSS Point of Contact:** Larry Faries

**Email:** [lfarie@carrollk12.org](mailto:lfarie@carrollk12.org)

**Telephone:** 410-751-3171

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**1. List any and all training activities related to emergency planning and response in which the local school system (LSS) was involved during school year 2013-14.**

Activity	Date Conducted	# of Schools Involved	Outside Agencies Involved
Instructional Asst	8/6/13	45	MSP
New Teachers	8/9/13	45	N/A
Sec. Committee	9/6/13		N/A
Faculties/Staff	All year	11	N/A
Principals/APs	Spring 2014	45	N/A
Bus Drivers (450)	6/18/14	45	N/A

**2. List the emergency safety exercises practiced by the LSS along with those you plan on incorporating in the near future (Include schedule and or timeline of future trainings).**

CCPS has done fire drills/evacuations/reverse evacuations, weather drills and lockdowns throughout the 13-14 school year. We will incorporate shelter in place along with drop, cover and hold during next year`s drills. All drills will be documented in our plans.

**3. Does the LSS use school security cameras? If yes, explain how and list the amount of cameras per school. (This count should also list other school owned or related buildings)**

CCPS currently has 1169 state of the art cameras in place at our facilities. These cameras are used in a proactive mode as a deterrent and in a reactive mode to aid in investigations.

	High Schools	Middle Schools	Elem. Schools	Other Schools	Other Buildings
Number of schools and other buildings	8	9	23	4	2
Number of schools and other buildings with cameras	8	9	23	4	2

**4. What are the LSS policies and practices as it relates to school visitors?**

By 8/26/14 all schools will be equipped with state of the art access control systems on the main entrances. All other entrances will be either locked during the school day or controlled by card readers. Once inside the main entrance visitors will be screened through a visitor management system, and issued a photo ID visitor's badge that will expire in time.

**5. Does your LSS use school resource officers (SROs)? If yes, please provide the following.**

CCPS has no Resource Officers. We currently have in place the Adopt a School Program during which county law enforcement make daily visits to our facilities. Thus far this year we have had over 3800 positive contacts with our schools. This program has no fiscal impact on the law enforcement community or CCPS.

	High Schools	Middle Schools	Elementary Schools	Other Schools
Number of schools				
Number of schools with full-time SROs				
Number of schools with part-time SROs				
Name of police department or sheriff's office providing SROs				

**6. How does the LSS plan incorporate the coordination of resources with other local, State, and federal agencies?**

We already work in unison with our county law enforcement community (MSP, Sheriff's Office and local police departments) in every aspect of schools security. The Adopt a School Program has been very positive. On 8/1/14 this writer, along with members of the County Crisis Response Team (SWAT), will be training approximately 3000 school based employees at eight separate locations. We will do two sessions at each site. Topics will include Overall School Security, Crisis Planning, and most importantly Active Shooter.

**7. Provide the LSS's recommendations on how to improve the existing public school emergency management plans.**

SEE ATTACHED 3/5/14 EMAIL

**8. How much will it cost (\$) to accomplish the needed improvements to the public school emergency management plans?**

SEE ATTACHED 3/5/14 EMAIL

## Emergency Management Plans Evaluation Report

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**Local School System (LSS):** Cecil County Public Schools

**LSS Point of Contact:** Vincent A. Cariello

**Email** vcariello@ccps.org **Telephone:** 410-996-5440

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**1. List any and all training activities related to emergency planning and response in which the local school system (LSS) was involved during school year 2013-14.**

All schools must conduct a minimum of ten fire drills, two Civil Defense drills, two Code Yellow drills, and two Code Red Drills (total lock-downs) during the school year to be in compliance.

All schools conduct a minimum of two CERT team training and review sessions during the school year. If during an emergency drill there are concerns with the plan or irregularities, CERT members meet as soon as possible following the drill to debrief and discuss possible solutions.

Three school-based Table Top Emergency drills were conducted in 2013. These exercises are facilitated by our safe schools consultants and involve participation by all school staff, representatives from Central Office, law enforcement, and Department of Emergency Services leadership.

Three schools participated in the FEMA-evaluated exercise in partnership with the Department of Emergency Services and numerous other related agencies which occurs on each even-numbered year. CCPS has one school in the EPZ and one school serves as the site for sheltering while a second school serves as the site for emergency worker decontamination.

Activity	Date Conducted	# of Schools Involved	Outside Agencies Involved
<i>Peach Bottom Nuclear Power Plant Exercise (FEMA-evaluated)</i>	<i>4/8/2014</i>	<i>3 schools in addition to Central Office</i>	<i>FEMA, MEMA, MSP, and numerous state, county and local agencies</i>

**2. List the emergency safety exercises practiced by the LSS along with those you plan on incorporating in the near future (Include schedule and or timeline of future trainings).**

In addition to Table Top Emergency drills, CCPS hosts three Safe Schools Steering Committee meetings a year which are attended by administrators from each school and representatives from CCPS Central Office, each law enforcement agency in the county, the Department of Emergency Services, Cecil County Health Department, Cecil College, MEMA, Union Hospital, and others. The committee discusses current procedures, considers what-if scenarios and conducts training sessions for members of the school system.

Meeting dates were: October 24, 2013, February 18, 2014, May 13, 2014.

A Community Forum was held at Elkton High School on September 26, 2013 to discuss school safety for Cecil County Public Schools

As mentioned above, all schools must conduct a minimum of ten fire drill, two Civil Defense drills, two Code Yellow drills, and two Code Red Drills (total lock-downs) during the school year to be in compliance.

During the 2012-2013 school year, public safety-grade radios were purchased for each school and office location. These radios allow schools to communicate directly with Central Office, 911 dispatch, and other emergency responders. We have conducted radio tests in partnership with Cecil County Department of Emergency Services whereby a dispatcher at 911 calls each school via the radio and the school then must respond back. This allows an opportunity for users to practice both using the radio and proper radio communication language. We will continue to conduct this type of radio exercise in the 2014-2015 school year.

**3. Does the LSS use school security cameras? If yes, explain how and list the amount of cameras per school. (This count should also list other school owned or related buildings)**

Currently all high schools and one middle school in Cecil County have security cameras. It is the goal of the school system to have security cameras in all middle and elementary schools. Two middle schools will be outfitted this summer. The chart below reflects this summer's installations.

	High Schools	Middle Schools	Elem. Schools	Other Schools	Other Buildings
Number of schools and other buildings	5	6	17	1	4
Number of schools and other buildings with cameras	5	3			

**4. What are the LSS policies and practices as it relates to school visitors?**

Any visitor to a CCPS school or office location must be buzzed in at the main entry location. Before a visitor is allowed access, a secretary or other school official will ask the visitor the purpose of the visit over an intercom that is located at the school’s main entrance. The secretary can grant access by pressing a button in the office to allow the visitor to enter the building. The visitor is required to report to the main office where they must then sign in, show proper identification, state the purpose of their visit and record the date and time of their visit. Visitors who will be going to another location in the building after leaving the office are given a visitor sticker that they must wear during their time in the building.

We are currently in the process of retrofitting our schools with a floor plan that would route all visitor traffic to the main office where they would then be “buzzed” into the main office before being allowed any access beyond the office. All new construction is done with this safety plan in mind.

**5. Does your LSS use school resource officers (SROs)? If yes, please provide the following.**

	High Schools	Middle Schools	Elementary Schools	Other Schools
Number of schools				
Number of schools with full-time SROs				
Number of schools with part-time SROs				
Name of police department or sheriff’s office providing SROs				

Cecil County Public Schools has an active and successful School Resource Officer program. At least one officer is assigned to each feeder system. On the first Monday of each month a meeting is held with all SRO's, members of the CCPS Leadership Team, representatives from the CCPS Office of Student Services, and a representative from the Department of Juvenile Services. The discussion centers on events that occurred in our schools during the previous month. School system, community and law enforcement concerns are also brought to the table. Trends and potential hot issues are also discussed.

Cecil County Sheriff's Office has 4 officers dedicated fulltime to the SRO unit. Elkton Police Department has 2 officers dedicated fulltime as SRO's. North East Police Department and Rising Sun Middle School each have an officer dedicated to teach DARE at their local middle school. We also have strong relationships with the Maryland State Police and other municipal agencies.

**6. How does the LSS plan incorporate the coordination of resources with other local, State, and federal agencies?**

As mentioned above, we host monthly School Resource Officer meetings. We host three Safe Schools Steering Committee meetings a year which are attended by administrators from each school and representatives from CCPS Central Office, each law enforcement agency in the county, the Department of Emergency Services, Cecil County Health Department, Cecil College, MEMA, Union Hospital, and others. The agencies are heavily involved in the planning and coordination of our safe schools program including serving on various committees, providing feedback on policy revisions, and partnering during emergency exercises.

Cecil County Public Schools also has two designated liaisons to Cecil County's Homeland Emergency Response Committee (HERC) which meets monthly. This committee includes representatives from each of the agencies listed above in addition to representatives from the Department of Social Services, Red Cross, HAZMAT, MDE, and various private industries.

**7. Provide the LSS's recommendations on how to improve the existing public school emergency management plans.**

Cecil County Public Schools has a very positive working relationship with Emergency Services, local police departments, the Sheriff's Office and the Maryland State Police. All stakeholders meet on a regular basis to update, revise and improve all emergency plans. CCPS has formed a committee with school officials, law enforcement, and Department of Emergency Services leadership to review and update our Emergency Procedures Guide, a flipchart which is located in every classroom and office and details the appropriate responses for various types of emergency situations.

Improvements to existing plans are ongoing and require regular review. Each school plan is examined every year. Schools are required to make adjustments in their evacuation plans to accommodate students with special needs to ensure that redundancies are built in to make sure no one is accidentally left behind regardless of the emergency.

It was mentioned above that public safety-grade radios were purchased for each school and office location. It is a goal to eventually have a radio on each bus, but the large expense associated with that purchase will require us to make that a long-term goal.

**8. How much will it cost (\$) to accomplish the needed improvements to the public school emergency management plans?**

We are currently redesigning main entrances to our building to make sure that visitors to our schools and offices are scrutinized before admission and that admission is first into our main offices so that visitor passes are distributed before release to other parts of the building. There are design and construction costs associated with such an undertaking.

As mentioned above, the purchase of public safety-grade radios is a long-term goal. When the radios that we currently owned were purchased, they cost approximately \$3,000 each. CCPS currently has approximately 157 that are active. Assuming costs remain the same, outfitting each bus would cost just over \$470,000.

## Emergency Management Plans Evaluation Report

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**Local School System (LSS):** Charles County Public Schools

**LSS Point of Contact:** Glenn R. Belmore, Risk Manager

**Email:** gbelmore@ccboe.com    **Telephone:** 301-934-7275

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**1. List any and all training activities related to emergency planning and response in which the local school system (LSS) was involved during school year 2013-14.**

Activity	Date Conducted	# of Schools Involved	Outside Agencies Involved
Southeast Shakeout	10-17-14	All - 37	CC Emergency Services
Tornado Drill	4-28-14	Central Office	CC Emergency Services
Fire & Emergency Drills	4x per year- monthly/quarterly	All – 37	CC Emergency Services
Building Security Task Force	2013-2014 – Ongoing	Administration	CCSO, MSP, CCG, DES, CC Court house

**2. List the emergency safety exercises practiced by the LSS along with those you plan on incorporating in the near future (Include schedule and or timeline of future trainings).**

See Plans attached for schools and athletics

**3. Does the LSS use school security cameras? If yes, explain how and list the amount of cameras per school. (This count should also list other school owned or related buildings)**

	High Schools	Middle Schools	Elem. Schools	Other Schools	Other Buildings
<b>Number of schools and other buildings</b>	<b>7</b>	<b>8</b>	<b>21</b>	<b>3</b>	<b>4</b>
<b>Number of schools and other buildings with cameras</b>	<b>7</b>	<b>8</b>	<b>21</b>	<b>2</b>	<b>3</b>

**4. What are the LSS policies and practices as it relates to school visitors?**

See Deputy Superintendent requirements attached.

**5. Does your LSS use school resource officers (SROs)? If yes, please provide the following.**

	High Schools	Middle Schools	Elementary Schools	Other Schools
Number of schools	7	8	21	3
Number of schools with full-time SROs	7	8	0	1
Number of schools with part-time SROs			21	
Name of police department or sheriff's office providing SROs	Charles County Sheriff's Office – 2 supervisors			

**6. How does the LSS plan incorporate the coordination of resources with other local, State, and federal agencies?**

We coordinate with CCSO, MSP, Fire Marshals Ofc., MEMA, FEMA, DHMA, CC Health Dept., MDE, and CC EOC/ES.

**7. Provide the LSS's recommendations on how to improve the existing public school emergency management plans.**

Start by doing statewide district tabletop drills. Organized through MEMA.

**8. How much will it cost (\$) to accomplish the needed improvements to the public school emergency management plans?**

See attached plan.

## Emergency Management Plans Evaluation Report

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**Local School System (LSS):** Dorchester County Public Schools

**LSS Point of Contact:** Gelson Brooks – Operations Safety Manager

**Email:** [brooksg@dcpsmd.org](mailto:brooksg@dcpsmd.org)

**Telephone:** 443-521-6491

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**1. List any and all training activities related to emergency planning and response in which the local school system (LSS) was involved during school year 2013-14.**

Activity	Date Conducted	# of Schools Involved	Outside Agencies Involved
Lock Down Drill	10/7/13	15	Local Police/Sheriff
Shake Out – Drop, Cover, Hold Drill	10/17/13	15	Local Emergency Mgt.
Shelter In Place Drill	11/22/13	15	Local Police/Sheriff
Off Site Drill	10/31/13	15	Local Police/Sheriff
Fire Drill	Monthly	15	Local Police/Sheriff (seldom)
Evacuation & Reverse Evacuation Drill	10/31/13	15	Local Police/Sheriff
Severe Weather Drill	9/13	15	Local Emergency Mgt.

**2. List the emergency safety exercises practiced by the LSS along with those you plan on incorporating in the near future (Include schedule and or timeline of future trainings).**

Lock Down Drill	October 2014
Shake Out -- Drop, Cover, Hold Drill	October 2014
Shelter in Place Drill	November 2014
Evacuation & Reverse Evacuation Drills	October 2014

**3. Does the LSS use school security cameras? If yes, explain how and list the amount of cameras per school. (This count should also list other school owned or related buildings)**

	High Schools	Middle Schools	Elem. Schools	Other Schools	Other Buildings
Number of schools and other buildings	2	2	7	3	1
Number of schools and other buildings with cameras	2	2	0	1	0

**4. What are the LSS policies and practices as it relates to school visitors?**

Visitors must use our buzz in security system to enter into the building. Once they are allowed entry, the visitor must report to the main office to sign in using our visitor computer system which lists the reason for the visit. The visitor also receives a printed badge prior to entering the secured building areas.

**5. Does your LSS use school resource officers (SROs)? If yes, please provide the following.**

	High Schools	Middle Schools	Elementary Schools	Other Schools
Number of schools	2	2	7	3
Number of schools with full-time SROs	2	0	0	0
Number of schools with part-time SROs	0	0	0	0
Name of police department or sheriff's office providing SROs	2	0	0	0

**6. How does the LSS plan incorporate the coordination of resources with other local, State, and federal agencies?**

The district wide Safe Schools Committee (meets twice a year) includes all site administrators as well as regional first responders.

We also partner with the local County Emergency Management Agency on a regular and on-going basis.

**7. Provide the LSS’s recommendations on how to improve the existing public school emergency management plans.**

Practice the approved drills, document results, improve on results. Make emergency plan information more available to staff and students. Have SRO’s in each Middle school. Continue to invest in Facilities improvements as resources allow.

**8. How much will it cost (\$) to accomplish the needed improvements to the public school emergency management plans?**

\$80,000.00 for each additional SRO

\$150,000.00 for additional security cameras

\$2,000,000.00 for districtwide electronic access controls

**Emergency Plans**

All Schools in Dorchester County perform the following drills each school year. These drills are completed/practiced whenever the weather and daily school events allow.

Fire drills	One per month
Evacuation drill	One time per year
Reverse Evacuation drill	One time per year
Lock down drill	Two times per year
Shelter in place	One time per year
Shake Out --Drop Cover and Hold drill	One time per year National Event in October
Severe Weather drill	One time per year in September
SRO’s are only in the high schools	One at CSD High School
	One at North Dorchester High School

Security cameras are only in	Dorchester Career & Technology Center	30
	Cambridge South Dorchester High School	16
	North Dorchester High School	14
	North Dorchester Middle School	64
	Mace's Lane Middle School	13

## Emergency Management Plans Evaluation Report

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**Local School System (LSS):** Frederick County Public Schools

**LSS Point of Contact:** Clifton Cornwell, Supervisor of Security and Emergency Management

**Email:** [clifton.cornwell@fcps.org](mailto:clifton.cornwell@fcps.org)     **Telephone:** 301-696-6808

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**1. List any and all training activities related to emergency planning and response in which the local school system (LSS) was involved during school year 2013-14.**

Activity	Date Conducted	# of Schools Involved	Outside Agencies Involved
Local school and facility emergency management teams updated local emergency management plans and reviewed with staff	09/12/2013	70 schools and facilities	Frederick County Sheriff's Department SRO's
FEMA ICS 100-Incident Command System Certification	09/24/2013	Entire leadership of the LSS to include 66 individual school principals	Federal Emergency Management Agency
Incident Command Exercise, Severe Weather	09/24/2013	Entire leadership of the LSS to include 66 individual school principals	Frederick County Sheriff's Department
Emergency Plan Review with Lt. Tom Winebrenner	07/17/2013	Reviewed system-wide emergency plan in addition to 70 local emergency plans	Frederick County Sheriff's Department
MABE Review of Emergency Planning Guidelines, MSDE Guidelines and Federal Guidelines	Quarterly Meetings	Supervisor of Security and Emergency Management	Maryland Association of Boards of Education

Site activation exercise for public health emergency	07/22/2013	10 High Schools	Frederick County Health Department
Emergency Plan Training with administrative staff at Walkersville Middle School	07/23/2013	1 school	Frederick County Emergency Preparedness Department
Hazmat/Decon Planning	07/24/2013	Supervisor of Security and Emergency Management	Frederick County Fire Department and Health Department
Emergency Preparedness administrative review TJ High School	07/29/2013	1 school	N/A
ICS 300 Intermediate ICS for Expanding Incidents	08/05/2013	Supervisor of Security and Emergency Management	FEMA, MEMA
ICS 400 Intermediate ICS for Expanding Incidents	08/12/2013	Supervisor of Security and Emergency Management	FEMA, MEMA
Emergency Plan Training with administrative staff, Myersville Elementary	08/14/2013	1 school	Frederick County Emergency Preparedness Department
Emergency Procedures Training, Central Office	08/16/2013	35 Central Office employees	N/A
Continuity of Operations Plan review	08/20/2013	9 Cabinet level employees	N/A
School safety overview, Mother Seton School	08/20/2013	26 staff	Frederick County Emergency Preparedness Department and

			<b>Sheriff's Department</b>
<b>Frederick County Emergency Management Policy Advisory Committee, Digital radio upgrade, Incident Management Team, City PD Dispatch</b>	<b>Monthly review meetings</b>	<b>Supervisor of Security and Emergency Management</b>	<b>Frederick City PD, Frederick County Sheriff's Department, Health Department, County Manager, Mayor of Myersville and rep. from Fort Detrick</b>
<b>Lockdown drill review, Oakdale Middle School Admin Staff</b>	<b>08/30/2013</b>	<b>1 school</b>	<b>Frederick County Emergency Preparedness Department</b>
<b>D-LAN Training, County Emergency Preparedness software</b>	<b>09/03/2013</b>	<b>4 Central Office staff</b>	<b>Frederick County Emergency Preparedness Department</b>
<b>Emergency Preparedness Review, Thurmont Elementary Administrative Staff</b>	<b>09/05/2013</b>	<b>1 school</b>	<b>Frederick County Emergency Preparedness Department</b>
<b>Emergency Preparedness training Middletown High School</b>	<b>09/11/2013</b>	<b>1 school</b>	<b>Frederick County Emergency Preparedness Department</b>
<b>Frederick County Health and Medical Sub-committee meetings</b>	<b>Monthly review meetings</b>	<b>Supervisor of Security and Emergency Management</b>	<b>Frederick County Health Department and other County Agencies</b>
<b>Frederick County Sheltering Committee</b>	<b>Monthly review meetings</b>	<b>Supervisor of Security and Emergency Management</b>	<b>Frederick County Citizen's Services and Emergency Preparedness Departments</b>

<b>Emergency Planning for Maintenance Staff</b>	<b>09/18/2013</b>	<b>24 Maintenance Employee Leaders</b>	<b>N/A</b>
<b>Volunteer Coordinator Training, Security and Emergency Procedures</b>	<b>09/18/2013</b>	<b>40 Coordinators and Volunteers</b>	<b>N/A</b>
<b>Incident Command Exercise</b>	<b>10/01/2013</b>	<b>36 Elementary Assistant Principals representing 36 elementary Schools</b>	<b>N/A</b>
<b>Monthly Radio and Mass Notification testing/training</b>	<b>Monthly testing and training</b>	<b>Radio 66 Schools and 23 additional departments Mass notification 66 Schools and 4 additional facilities</b>	<b>N/A</b>
<b>Lockdown Procedures Valley Elementary School</b>	<b>10/15/2013</b>	<b>1 school</b>	<b>Frederick County Emergency Preparedness Department</b>
<b>Tornado Procedure and Sheltering training Green Valley Elementary</b>	<b>10/16/2013</b>	<b>1 school</b>	<b>Frederick County Emergency Preparedness Department</b>
<b>Great Shake Out Earthquake Drill and Training</b>	<b>10/17/2013</b>	<b>Security and Emergency Preparedness Department</b>	<b>Frederick County Emergency Preparedness Department</b>
<b>Tornado Sheltering Procedures Thurmont Middle School</b>	<b>10/17/2013</b>	<b>1 school</b>	<b>Frederick County Emergency Preparedness Department</b>
<b>Emergency</b>	<b>10/18/2013</b>	<b>120 Teachers</b>	<b>N/A</b>

<b>Management Teacher Training TJ High</b>			
<b>Frederick County Health Department TB Tabletop Exercise</b>	<b>10/24/2013</b>	<b>FCPS Security and Emergency Management Staff, FCPS Health Specialist and Admin. staff from Frederick High School</b>	<b>Frederick County Health Department</b>
<b>School Entry Protocol Training by Employee Training Specialist</b>	<b>11/06/2014</b>	<b>All school based secretaries 66 schools represented</b>	<b>N/A</b>
<b>Emergency Procedures North Frederick Elementary</b>	<b>11/07/2013</b>	<b>1 school</b>	<b>N/A</b>
<b>MEMA Sheltering Planning</b>	<b>11/12/2013</b>	<b>Supervisor of Security and Emergency Management</b>	<b>Maryland Emergency Management Agency</b>
<b>Emergency Manager Weather Review</b>	<b>Weekly Monday Teleconference Weather</b>	<b>Supervisor of Security and Emergency Management</b>	<b>National Weather Service Emergency Response Specialist-Meteorologist</b>
<b>Tornado Shelter Procedures Tuscarora Elementary</b>	<b>12/16/2013</b>	<b>1 school</b>	<b>Frederick County Emergency Preparedness Department</b>
<b>Emergency Preparedness Camera and swipe mapping</b>	<b>01/29/2014</b>	<b>Supervisor of Security and Emergency Management and Security Tech</b>	<b>Frederick County Sheriff's Department</b>
<b>Alertus Mass Notification Training</b>	<b>02/06/2014</b>	<b>3 Central Office Staff</b>	<b>N/A</b>
<b>MEMA review and</b>	<b>02/12/2014</b>	<b>Supervisor of Security</b>	<b>Frederick County</b>

demonstration of the Alertus Mass Notification system		and Emergency Management and Security Tech	Emergency Preparedness Department and MEMA staff
Emergency Management Scenario based tabletop	02/14/2014	20 Secondary Assistant Principals-	N/A
Inlets: Threat Considerations in Today's Climate, Precursor Chemicals to Improvised Explosive Devices, Domestic Terrorism and Active Shooter Lessons Learned, High Risk Behaviors of Special Needs Children, and Pre-Behavior Indicators of Active Shooters	02/19/2014	Security and Emergency Management Department Staff	FBI, National Center for Missing and Exploited Children
Security Camera Training	02/21/2014	36 LSS Principals and/or Assistant Principals	N/A
Security Camera Training	03/10/2014	13 School Resource Officers representing 63 schools	Sheriff's Department
Work Place Violence Training/ Planning	04/22/2014	3 Central Office Staff	N/A
Workplace Violence(employee), Workplace Violence (Supervisor), Information Security Awareness, Crowd	04/27/2014	Central Office Building Manager	Safe Schools

<b>Manager</b>			
<b>CPR/AED Training</b>	<b>04/25/2014</b>	<b>14 Central Office Staff</b>	<b>Frederick County Fire Department</b>
<b>Tornado Procedures Brunswick High</b>	<b>04/29/2013</b>	<b>1 school</b>	<b>Frederick County Emergency Preparedness Department</b>
<b>How to assess best shelters for nuclear fallout protection? And How to protect children in school during this type of emergency.</b>	<b>05/01/2014</b>	<b>Supervisor of Security and Emergency Management</b>	<b>CERN, FEMA, MEMA</b>
<b>Review of Central Office Emergency Management Plan</b>	<b>05/15/2014</b>	<b>3 Central Office Staff</b>	<b>N/A</b>
<b>Hurricane Conference Teleconference</b>	<b>05/21/2014</b>	<b>Supervisor of Security and Emergency Management</b>	<b>WeatherBug Professional Staff</b>

**2. List the emergency safety exercises practiced by the LSS along with those you plan on incorporating in the near future (Include schedule and or timeline of future trainings).**

FCPS conducts two fire evacuation drills during the first month of school and one each month thereafter. Each school facility also schedules the following drills during the school year:

- Evacuation (such as bomb threat or chemical spill)
- Shelter In Place
- Reverse Evacuation
- Lockdown
- Drop, Cover, and Hold
- Severe Weather

No drills in addition to the 16 already required are planned at this time.

**3. Does the LSS use school security cameras? If yes, explain how and list the amount of cameras per school. (This count should also list other school owned or related buildings)**

FCPS utilizes a network based interior and exterior surveillance system at all our schools and facilities. This system can be viewed locally and centrally to assist during security and emergency management activities. The Frederick County Sheriff’s School Resource Officers may also view video of their pyramid schools, but in regard for FERPA regulations, they do not have the ability to save video. Video needed for court proceedings, must be secured through the subpoena process. The Frederick County Emergency Operations Center and the Sheriff’s Department WMIC also have view only rights to the FCPS surveillance system.

	High Schools	Middle Schools	Elem. Schools	Other Schools	Other Buildings
<b>Number of schools and other buildings</b>	10	13	36	6**	4
<b>Number of schools and other buildings with cameras</b>	10	13	36	3	4
<b>** Three charter schools included, but surveillance cameras not funded by FCPS</b>					

LOCATION	CAMERA COUNT
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Brunswick High	32
Brunswick Middle	14
Brunswick Elementary	8
Carroll Manor Elementary	16
Valley Elementary	8
Catoctin High	32
Thurmont Middle	16
Emmitsburg Elementary	8
Lewistown Elementary	10
Sabillasville Elementary	4

Thurmont Primary	8
Thurmont Elementary	8
Frederick High	32
West Frederick Middle	48
Hillcrest Elementary	12
Lincoln Elementary	32
Parkway Elementary	8
Whittier Elementary	8
Gov. Thomas Johnson High	40
Gov. Thomas Johnson Middle	16
Monocacy Middle	23
Monocacy Elementary	8
North Frederick Elementary	16
Spring Ridge Elementary	8
Rock Creek School	9
Waverley Elementary	8
Yellow Springs	8
Linganore High	41
New Market Middle	16
Liberty Elementary	8
New Market Elementary	12
Twin Ridge Elementary	8
Middletown High	33
Middletown Middle	14
Middletown Primary	8
Middletown Elementary	8
Myersville Elementary	8
Wolfsville Elementary	8
Oakdale High	38
Oakdale Middle	10
Deer Crossing Elementary	8
Oakdale Elementary	10
Tuscarora High	52
Ballenger Creek Middle	16

Crestwood Middle	10
Ballenger Creek Elementary	8
Orchard Grove Elementary	8
Tuscarora Elementary	8
Urbana High	33
Urbana Middle	16
Windsor Knolls Middle	10
Centerville Elementary	12
Green Valley Elementary	10
Kempton Elementary	8
Urbana Elementary	14
Walkersville High	45
Walkersville Middle	16
Glade Elementary	8
New Midway Elementary	9
Walkersville Elementary	16
Woodsboro Elementary	8
Staff Development Center	14
Career & Technology Center	16
Heather Ridge School	54
Earth, Space and Science Center	5
Annex/Bus Lot/Cluster	14
Warehouse	10
Central Office	34
<b>Elementary Schools</b>	<b>374</b>
<b>Middle Schools</b>	<b>225</b>
<b>High Schools</b>	<b>448</b>
<b>Other Facilities</b>	<b>77</b>
<b>Total Camera Count</b>	<b>1,124</b>

#### **4. What are the LSS policies and practices as it relates to school visitors?**

All FCPS school facilities have camera buzzer entry systems at the main entrance, with Visitor Entry Protocol signage in both English and Spanish. In addition, twenty-eight school facilities have secure vestibules forcing visitors to the main office. Another thirteen schools will receive secure vestibules this summer. These vestibule projects were funded by the State School Security Grant. Below is our Visitor Entry Protocol:

##### **Visitor Entry Protocol**

- All exterior doors must be locked after AM student arrival
- All visitors must ring the main entrance buzzer to request entry
- Prior to allowing entry to the building, staff should monitor visitors and ask the following:
  - Full Name
  - Reason for visiting
- Staff should direct visitors to the main office for sign in
- Visitors, including volunteers, are required to sign the visitor's log (name, date, time and purpose of visit)
- Visitors not recognized by staff must show identification (driver's license or picture ID)
- All visitors must be issued a visitor's badge. Exception: Employees who are displaying a FCPS badge.
- Visitor appointments with staff should be verified and visitors should be escorted when in the building
- Contractors and service providers paperwork should be reviewed and verified
- Visitors must return their badge to the main office and sign out with staff when leaving

#### **5. Does your LSS use school resource officers (SROs)? If yes, please provide the following.**

FCPS has thirteen full-time Sheriff's Deputies assigned to our schools as SROs. Ten of the SRO's work out of our High Schools and they are also responsible for the nearby feeder schools. The three other SROs provide supervision. Frederick City Police have assigned six Officers as Community Officers. All have additional duties other than just FCPS schools, with two working as supervisors.

**6. How does the LSS plan incorporate the coordination of resources with other local, State, and federal agencies?**

Our Emergency Plan outlines the FCPS all-hazard approach to emergency management. It is a living document that is reviewed and updated annually by the FCPS school community and our emergency preparedness partners. It is both integrated (employs the resources of our system, along with local, state and federal government agencies) and comprehensive (addresses mitigation, preparedness, response and recovery). We have adopted the National Incident Management System (NIMS) in accordance with the President's Homeland Security Directive (HSPS)-5. Our adoption of NIMS and deployment of ICS (part of NIMS Command and Management) provides a consistent approach to the effective management and coordination of resources during emergency incidents/events. In addition to our Emergency Plan, FCPS has also completed a Continuity of Operations Plan, (COOP), which provides for the restoration and continuation of FCPS essential functions when an emergency/disaster occurs.

**7. Provide the LSS's recommendations on how to improve the existing public school emergency management plans.**

- Testing of plans and protocols is essential if we are to be truly prepared to respond to emergency events/incidents. We have recently monitored and reviewed our local school Visitor Entry Protocol implementation, along with our local school emergency drills. Over the summer, the Supervisor of Security and Emergency Management will be meeting with local school Principals to discuss his findings.
- LSS emergency plans must continue to be tailored to the LSS and their individual schools and facilities. Buildings, locations, and hazards are different for each school or facility site and need to be addressed accordingly.

**8. How much will it cost (\$) to accomplish the needed improvements to the public school emergency management plans?**

No additional costs.

## Emergency Management Plans Evaluation Report

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**Local School System (LSS):** Garrett County Public Schools

**LSS Point of Contact:** William F. Swift

**Email:** william.swift@garrettcountyschools.org **Telephone:** 301-334-8906

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**1. List any and all training activities related to emergency planning and response in which the local school system (LSS) was involved during school year 2013-14.**

Activity	Date Conducted	# of Schools Involved	Outside Agencies Involved
Law Enforcement & MD Schools Seminar	May 21, 2014	12	Sheriff's Department, MD State Police, BOE Attorney

**2. List the emergency safety exercises practiced by the LSS along with those you plan on incorporating in the near future (Include schedule and or timeline of future trainings).**

Monthly Fire Drills, Quarterly Lock Down Drills, Quarterly Severe Weather Drills (Shelter-in-Place), One 500 Foot Evacuation Drill.

**3. Does the LSS use school security cameras? If yes, explain how and list the amount of cameras per school. (This count should also list other school owned or related buildings)**

	High Schools	Middle Schools	Elem. Schools	Other Schools	Other Buildings
Number of schools and other buildings	2	2	8	1	2
Number of schools and other buildings with cameras	2 w/ 54 Cameras	2 w/ 52 Cameras	8 w/ 79 Cameras	1 w/ 2 Cameras	2 w/ 18 Cameras

**4. What are the LSS policies and practices as it relates to school visitors?**

All visitors are to identify themselves on the audio / video access control system (APhone) before they are allowed entry to the school. Once inside, they are to check-in / sign-in at the main office and issued a “Visitors” badge. All visitors are to be escorted through-out the building. When their business is finished, they sign-out and return their badge.

**5. Does your LSS use school resource officers (SROs)? If yes, please provide the following.**

	High Schools	Middle Schools	Elementary Schools	Other Schools
Number of schools	2	2	8	1
Number of schools with full-time SROs	0	0	0	0
Number of schools with part-time SROs	2	2	1	1
Name of police department or sheriff’s office providing SROs	Garrett County Sheriff’s Dept.			

**Note: Three full-time SRO’s provide security at two school complexes (six schools).**

**6. How does the LSS plan incorporate the coordination of resources with other local, State, and federal agencies?**

We work closely with the Garrett County Sheriff’s Department, GC Emergency Management Department and the MD State Police in conducting lock down drills, shelter in place drills, fire drills, evacuations, drug searches and security assessments. Also, the Director of Safety, Security, Facilities, Maintenance and Operations has attended a number of training seminars and exercises (MABE, MCAC, MEMA, FBI, NASRO, ASBO) and a 40 hour training seminar on school safety / security with the three SRO’s.

In Garrett County, the coordination of support and activities is ongoing and deep-rooted in the daily operations of law enforcement, emergency management, health department, county government, state highways and the school system.

We have discussed table top exercises and live drills with the associated agencies. However, the required time and resources have been lacking.

**7. Provide the LSS's recommendations on how to improve the existing public school emergency management plans.**

Keep it simple! A 200 - 300 page document is too much to expect a school system to absorb and implement (especially for a small school system like Garrett County). We are developing a 25 - 30 page "Emergency Preparedness Procedures" manual, specific to each school and a more generic 10 - 12 page "Take Me In An Emergency" manual.

Ed Clark has been a welcome addition to the MD Center for School Safety. We look forward to his training seminars.

Provide additional funds (CIP- SI) for the following security projects:

- IP Cameras / Video Storage Servers
- Panic buttons / 911 Alerts
- 911 and police access to cameras in each school
- Visitor screening software / services
- Table top and live exercises
- Additional funding for SRO's (being a large and sparse county, emergency response times can be an issue).

**8. How much will it cost (\$) to accomplish the needed improvements to the public school emergency management plans?**

We have not had the time to obtain quotes for the additional services listed above.

## Emergency Management Plans Evaluation Report

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**Local School System (LSS):** Harford County Public Schools - HCPS

**LSS Point of Contact:** Robert Benedetto

**Email:** bob.benedetto@hcps.org     **Telephone:** 410-638-4242

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**1. List any and all training activities related to emergency planning and response in which the local school system (LSS) was involved during school year 2013-14.**

Activity	Date Conducted	# of Schools Involved	Outside Agencies Involved
Active Shooter	10/3/13	1	Sheriff's Office
Table Top	3/27/14	1	Sheriff's Office/MSP
Nuclear Disaster Drill	4/8/14	3	County Wide Drill
Nuclear Disaster Drill	4/9/14	2	Countywide drill
			Police/Fire/DPW/EOC/Power

**2. List the emergency safety exercises practiced by the LSS along with those you plan on incorporating in the near future (Include schedule and or timeline of future trainings).**

- Two years ago, HCPS discontinued the term "fire drill." All drills requiring the exit of the building are referred to as evacuation drills. During evacuation drills, administrators are required to take their "Go Bags" and prepare to go off property if necessary.
- Working in conjunction with the local Fire Marshall, all schools may substitute two drills for "Lock Down" drills. These are designed to be practiced during months of severe weather conditions. The Lock Down drills are also used during unannounced drug detection dog scans of secondary schools.
- Each school submits a list of those drills practiced during a given month.

**3. Does the LSS use school security cameras? If yes, explain how and list the amount of cameras per school. (This count should also list other school owned or related buildings)**

	High Schools	Middle Schools	Elem. Schools	Other Schools	Other Buildings
<b>Number of schools and other buildings</b>	<b>10</b>	<b>9</b>	<b>34</b>	<b>-</b>	<b>3</b>
<b>Number of schools and other buildings with cameras</b>	<b>10</b>	<b>9</b>	<b>29</b>	<b>-</b>	<b>2</b>

**4. What are the LSS policies and practices as it relates to school visitors?**

HCPS has established procedures that visitors to schools are required to register at the main desk into the Visitor Management System. This is a data base that records information and a photo and produces a temporary visitor pass that self expires after a set time period. The system has the ability to block access to sexual offenders and those persons that have restrictions placed on them.

**5. Does your LSS use school resource officers (SROs)? If yes, please provide the following.**

	High Schools	Middle Schools	Elementary Schools	Other Schools
<b>Number of schools</b>	<b>10</b>	<b>9</b>	<b>34</b>	<b>-</b>
<b>Number of schools with full-time SROs</b>	<b>10</b>	<b>3</b>	<b>2</b>	<b>-</b>
<b>Number of schools with part-time SROs</b>	<b>-</b>	<b>6</b>	<b>3</b>	
<b>Name of police department or sheriff's office providing SROs</b>	<b>4</b>	<b>4</b>	<b>2</b>	<b>-</b>
<b>Harford County Sheriff's Office</b>				
<b>Aberdeen PD</b>				
<b>Bel Air PD</b>				
<b>Havre de Grace PD</b>				

**6. How does the LSS plan incorporate the coordination of resources with other local, State, and federal agencies?**

All HCPS plans are accessible to police agencies and the EOC. During emergency conditions, the police/fire dispatch supervisors and all police agencies have access to the schools cameras. The Sheriff's Office utilized the schools to practice Active Shooter training. During those training sessions, HCPS provides a component on HCPS' response to emergency conditions.

**7. Provide the LSS's recommendations on how to improve the existing public school emergency management plans.**

Each school has a safety committee that reviews their plans each year. Those schools are required to submit any addendums to the plan by February of that school year. The School's SRO are active members on their school's safety committee.

1. HCPS is installing dedicated lines in the main offices to allow uninterrupted communications between classrooms and the office during emergency situations.
2. The majority of classroom doors lock from the hallway side of the door. HCPS will begin retrofitting classroom doors so they can be locked from inside the classroom.
3. HCPS has identified the need to add additional cameras to schools.
4. HCPS is conducting a feasibility study of installing bullet resistant film over the glass of entrance ways of all schools.

**8. How much will it cost (\$) to accomplish the needed improvements to the public school emergency management plans?**

By June 2014, all schools will have Cameras systems, Proxy Card reader's access points, and remote access control of the main entrances. Once school starts, the buildings will be virtually locked down with access controlled by the main office.

1. The projected cost of installing dedicated lines to the existing phone system will cost under \$1,000.
2. Retrofitting classroom door locks - \$500,000
3. Additional cameras to existing schools - \$200,000
4. Piloting Bullet resistant glass film on entrance ways - \$10,000

## Emergency Management Plans Evaluation Report

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**Local School System:** Howard County Public Schools

**LSS Point of Contact:** Ron Miller

**Email:** [ronald\\_miller@hcpss.org](mailto:ronald_miller@hcpss.org)    **Telephone:** (410) 313-6739

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**1. List any and all training activities related to emergency planning and response in which the local school system (LSS) was involved during school year 2013-14.**

Activity	Date Conducted	# of Schools Involved	Outside Agencies Involved
Exercise observation	Upon request	6	Police
Shelter in place	May 1	75	CERN, OEM
Enhanced Threat & Risk Assessment	July 23-24	CO	Police , Fire and other county and state agencies
School conducted staff training	Various * Reports due at end of school year, see form attached.	75	Police, fire marshal

**2. List the emergency safety exercises practiced by the LSS along with those you plan on incorporating in the near future (Include schedule and or timeline of future trainings).**

Evacuation/reverse evacuation                      Shelter in place

Lockdown/modified lockdown

Duck, cover and hold

Schools are required to schedule 16 exercises during a school year, 10 fire (evacuation); the remaining 6 drills are to be conducted to practice the other actions. Record form (see attached) of their completions must be submitted at the end of each school year to the Chief of Operations.

**3. Does the LSS use school security cameras? If yes, explain how and list the amount of cameras per school. (This count should also list other school owned or related buildings) Yes,** see attached for # per school

	High Schools	Middle Schools	Elem. Schools	Other Schools	Other Buildings
Number of schools and other buildings	12	20	41	3	6
Number of schools and other buildings with cameras	12	20	41	3	6

**.4. What are the LSS policies and practices as it relates to school visitors?**

All visitors are required to report to the office, sign in and produce ID

HCPSS is currently purchasing a visitor management system for all schools

**5. Does your LSS use school resource officers (SROs)? If yes, please provide the following.**

Yes

	High Schools	Middle Schools	Elementary Schools	Other Schools
Number of schools	12	20	41	3
Number of schools with full-time SROs	12	12	0	1
Number of schools with part-time SROs	N/A	6	0	N/A
Name of police department or sheriff's office providing SROs	Howard Co.	Howard Co.	N/A	Howard Co.

**6. How does the LSS plan incorporate the coordination of resources with other local, State, and federal agencies?**

HCPSS has had an ongoing working relationship with County Police, Fire and Rescue, OEM and Health Department since the development of all hazards emergency plans in 1998, to include attendance/participation in the FEMA emergency planning for schools training. The school system has an ESF role in the County plan and serves on the County EOC. The school system has been an active member of the Community Emergency Response Network (CERN) that provides an active county and region wide network for emergency planning and has provided emergency training for schools. School system is also a member of the County emergency management operations guide committee, and the LEPC.

**7. Provide the LSS's recommendations on how to improve the existing public school emergency management plans.**

HCPSS plans are evaluated yearly by an outside contracted service, the evaluation and proposal for the 2013-2014 school year is attached.

**8. How much will it cost (\$) to accomplish the needed improvements to the public school emergency management plans?**

Proposed vulnerability (interior/exterior) over a 3 year period \$70,000

Multi –year training and exercise program development \$6,750

COOP planning \$30,000

Yearly consultant evaluation and principal mtg. \$15,000

Security - radio upgrades, additional cameras, equipment maintenance \$80,000

## Emergency Management Plans Evaluation Report

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**Local School System (LSS):** Kent

**LSS Point of Contact:** Darlene A. Spurrier

**Email:** dspurrier@kent.k12.md.us **Telephone:** 410-810-3170

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**1. List any and all training activities related to emergency planning and response in which the local school system (LSS) was involved during school year 2013-14.**

Activity	Date Conducted	# of Schools Involved	Outside Agencies Involved
Active Shooter	2/19/14	7	MSP
CPR/AED	6/18/14	7	Local EMS

**2. List the emergency safety exercises practiced by the LSS along with those you plan on incorporating in the near future (Include schedule and or timeline of future trainings).**

Fire Drills (evacuation), Tornado Drills (shelter in place), Inside Threat Drills (lockdown), Building Entry Drill with MSP. Plan to do tabletop drills with administrators this summer and with school staff the fall of 2014

**3. Does the LSS use school security cameras? If yes, explain how and list the amount of cameras per school. (This count should also list other school owned or related buildings)**

	High Schools	Middle Schools	Elem. Schools	Other Schools	Other Buildings
Number of schools and other buildings	1	1	5	1 (KAP)	1 (BOE)
Number of schools and other buildings with cameras	1 (KCHS), 37 cameras	1 (KCMS) 16 cameras	5 Elem. Schools *see note	1 school (KAP), 3 cameras	1 (BOE), 4 cameras

# of Cameras: Galena Elem – 16 , Henry Highland Garnett Elem – 21 , Millington Elem – 10 , Rock Hall Elem – 17 , Worton Elem - 13

**4. What are the LSS policies and practices as it relates to school visitors?**

All visitors must use designated entrances, report directly to front office, sign in and wear a visitors’ badge while in building.

**5. Does your LSS use school resource officers (SROs)? If yes, please provide the following.**

No, we did not have any SROs in the 2013-2014 SY.

	High Schools	Middle Schools	Elementary Schools	Other Schools
Number of schools				
Number of schools with full-time SROs				
Number of schools with part-time SROs				
Name of police department or sheriff’s office providing SROs				

**6. How does the LSS plan incorporate the coordination of resources with other local, State, and federal agencies?**

We meet quarterly to review plan and revise procedures as necessary. There are MOUs in place with local and state agencies as needed for alternate evacuation sites, etc.

**7. Provide the LSS’s recommendations on how to improve the existing public school emergency management plans.**

Providing each LSS with a general template from which to work would offer a level of standardization that would be beneficial without compromising the LSS’s ability to customize for their unique community. It would also be beneficial to have a statewide conference for emergency planning just for schools that LSS could send teams to attend.

**8. How much will it cost (\$) to accomplish the needed improvements to the public school emergency management plans?**

The major cost is manpower. Many LSS plans are managed by personnel who are also responsible for many other duties. Additionally, there needs to be funds available to pay for training and offer stipend for staff to attend training after hours.

## Emergency Management Plans Evaluation Report

**Local School System (LSS):** Montgomery County Public Schools (MCPS)

**LSS Point of Contact:** Mr. Robert B. Hellmuth

**Email:** Robert\_B\_Hellmuth@mcpsmd.org      **Telephone:** 301-279-3066

**1. List any and all training activities related to emergency planning and response in which the local school system (LSS) was involved during school year 2013-14.**

Activity	Date Conducted	# of Schools Involved	Outside Agencies Involved
School drills— minimum required 4	Throughout school year	202	Police/School Resource Officer
Emergency Preparedness Training	22 classes staged throughout school year	On-site Emergency Team staff from 202 schools	Police/Fire/Emergency Management
Cities Readiness Exercise	March 28	Staff/students at one high school	Police/Fire/Emergency Management/ Health and Human Services
Annual Back-to- School Training for Security Staff	August 23	Security staff from 65 schools	Police/Fire/Bomb Investigations

**2. List the emergency safety exercises practiced by the LSS along with those you plan on incorporating in the near future (Include schedule and or timeline of future trainings).**

MCPS required each school to practice four emergency preparedness drills during the 2013–2014 school year. The drills were: Lockdown, Evacuate, and Shelter. For the 2014–2015 school year, MCPS will, at a minimum, have each school satisfy the minimum Maryland State Department of Education requirement of six drills throughout the year. The drills for 2014-2015 are: Evacuation, Shelter in Place, Reverse Evacuation, Lock Down, Drop Cover and Hold, and Severe Weather.

**4. Does the LSS use school security cameras? If yes, explain how and list the amount of cameras per school. (This count should also list other school owned or related buildings)**

	High Schools	Middle Schools	Elementary Schools	Other Schools	Other Buildings
Number of schools and other buildings	25	38	132	7	26
Number of schools and other buildings with cameras	25	38	0	0	2
Numbers of cameras	Numbers range from 90–110 cameras in high schools	Numbers range from 40–60 cameras in middle schools			

MCPS employs Closed Circuit Television Cameras in all secondary schools. These cameras are not monitored full time but all video is recorded and can be reviewed if the school needs to go back and review an incident.

**4. What are the LSS policies and practices as it relates to school visitors?** Middle and elementary schools have an electronic Access Control System (ACS) and Visitor Management System (VMS). The ACS consists of video surveillance cameras at the front and a secondary entrance with a remote strike release entry system controlled from work stations in the main office. This system is being installed in the high schools this year. Visitors that have legitimate school business will be provided access. Visitors will report to the main office and provide proper identification which is scanned through the VMS that is checked against the Maryland Sex Offenders Registry list.

**5. Does your LSS use school resource officers (SROs)? If yes, please provide the following.**

	High Schools	Middle Schools	Elementary Schools	Other Schools
Number of schools	25	0	0	0
Number of schools with full-time SROs	25	0	0	0
Number of schools with part-time SROs	0	0	0	0
Name of police department or sheriff's office providing SROs	Montgomery County Police			

	Department, Rockville City Police, Gaithersburg City Police, Montgomery County Sheriff's Office			
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**6. How does the LSS plan incorporate the coordination of resources with other local, State, and federal agencies?** In our emergency planning process, we work closely with the Montgomery County Police Department, Montgomery County Fire and Rescue Service, Montgomery County Sheriff's Office, Montgomery County State's Attorney's Office, Montgomery County Health and Human Services, Rockville City Police, Gaithersburg City Police, and the United States Department of Education's Office of Safe and Healthy Students. In addition, MCPS has open-communication lines, and MCPS staff is assigned to the Emergency Management Group of the Montgomery County Emergency Management and Homeland Security. These resources allow MCPS to obtain and provide information and coordinate services.

**7. Provide the LSS's recommendations on how to improve the existing public school emergency management plans.**

Constantly review and improve emergency preparedness training to ensure the most modern techniques and methods used throughout the country are reflected in the MCPS Emergency Management Plan. Increase the emergency preparedness training for all staff. Implement scenario-based tabletop drills for administrative staff during all school-based emergency preparedness drills.

**8. How much will it cost (\$) to accomplish the needed improvements to the public school emergency management plans?**

The cost of these improvements is unknown at this time.

## Emergency Management Plans Evaluation Report

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**Local School System (LSS):** Prince George's County Public

**LSS Point of Contact:** Rex Barrett

**Email:** [rex.barrett@pgcps.org](mailto:rex.barrett@pgcps.org)      **Telephone:** (301)499-7000

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**1. List any and all training activities related to emergency planning and response in which the local school system (LSS) was involved during school year 2013-14.**

Activity	Date Conducted	# of Schools Involved	Outside Agencies Involved
Emergency Planning Training	August 2013	205	None
Active Shooter/Mass Casualty Drill	July 19, 2014	1 (training video-taped)	Prince George's County Police, Fire, Office of Emergency Management, Maryland State Police
Systemic Lockdown Drill	September, December and March of 2013&2014	205	Prince George's County Police and Office of Emergency Management
Systemic Fire Drills	Monthly throughout 2013&2014	205	None

**2. List the emergency safety exercises practiced by the LSS along with those you plan on incorporating in the near future (Include schedule and or timeline of future trainings).**

- \* Systemic fire drills
- \* Systemic lockdown drills
- \* Active Shooter drill July 31, 2014 (Samuel Ogle MS)
- \* Mass Care and Shelter drill July 11, 2014 (Dr. Henry Wise HS)
- \* ICS training for management level staff August and September 2014

**3. Does the LSS use school security cameras? If yes, explain how and list the amount of cameras per school. (This count should also list other school owned or related buildings)**

\*Yes, Listed below are numbers for current we are in process of installing them in all buildings with a completion date of August 26, 2013

	High Schools	Middle Schools	Elem. Schools	Other Schools	Other Buildings
Number of schools and other buildings	26	34	128	17	22
Number of schools and other buildings with cameras	2,200 cameras	1,200 cameras	1,400 cameras	100 cameras	80 cameras

**4. What are the LSS policies and practices as it relates to school visitors?**

Visitors are required to present photo ID. The ID is scanned through the Raptor Visitor Management System which checks visitors through the sex offender database. If cleared visitors are issued visitor's passes with their photo on them.

**5. Does your LSS use school resource officers (SROs)? If yes, please provide the following.**

	High Schools	Middle Schools	Elementary Schools	Other Schools
Number of schools	26	34	128	17
Number of schools with full-time SROs	22	0	0	0
Number of schools with part-time SROs	0	34	0	0
Name of police department or sheriff's office providing SROs	Prince George's County Police Department, Hyattsville	Prince George's County Police and Sheriff's Department	0	0

	<b>City Police, Bowie City Police, Greenbelt City Police</b>			
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**6. How does the LSS plan incorporate the coordination of resources with other local, State, and federal agencies?**

The Plan is shared with the Office of Emergency Management, Police Department and Fire Department. We conduct joint training and table top exercises.

**7. Provide the LSS’s recommendations on how to improve the existing public school emergency management plans.**

Develop a standard plan that could be shared with all LSS’s.

**8. How much will it cost (\$) to accomplish the needed improvements to the public school emergency management plans?**

The only suggestion would be to allocate additional resources to add AED’s, first responder medical kits and emergency kits. This would cost approximately \$100,000 annually.



<p>not limited to Police, Fire, Emergency Management, and Emergency Medical Agencies</p>	<p>Centreville PD, Emergency Management Services, and local fire departments. These meetings involve all Administrators for the 14 schools and the executive team.</p>	<p>Chief Charlie Roads Centreville PD Kevin Aftung Emergency Management Services Sheriff Gary Hoffman Queen Anne’s County SD Jim Bass EMS Planner</p>		<p>Management and Emergency Services. School and Emergency personnel completed “Multihazard Emergency Planning for Schools” instructed by FEMA</p>
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<b>Emergency Management</b>	<b>Explanation</b>	<b>Title &amp; Position(s) Responsible/Involved</b>	<b>Timeline (in place/in progress/needed)</b>	<b>Indicators of success/completion</b>
<p>The Emergency Plan includes four major areas of: mitigation/prevention, preparedness, response, and recovery</p>	<p>The Emergency Operations Plan (EOP) integrates all areas of the incident management system. These areas overlap and occur during more than one phase or time period of an incident.</p>	<p>Sidney Pinder Director of Operations Jim O'Donnell Maintenance Foreman School Incident Management Team</p>	<p>In-Progress Areas have been identified and we have continued to work on making corrections for the four major areas</p>	<p>School Incident Management Teams (SIMT) have met and continue to meet with the faculty, maintenance department and emergency personnel to identify these areas and to make improvements.</p>
<p>Mitigation – An analysis of factors that place the site and its inhabitants at greater risk has been conducted.</p>	<p>Teams focus on lessening the impacts or effects of an incident within and around each school.</p>	<p>Sidney Pinder Director of Operations Jim O'Donnell Maintenance Foreman School Incident Management Team</p>	<p>In-Progress This area is always monitored and changes are made as situations occur and shed light on other areas.</p>	<p>SIMT have met and continue to meet with the faculty, maintenance department and emergency personnel to identify these areas and to make improvements.</p>
<p>Preparedness-Resources and procedures have been developed in collaboration with community agencies and nearby facilities.</p>	<p>This is a continuous process during which we develop our plan and conduct training and exercises.</p>	<p>Sidney Pinder Director of Operations Jim O'Donnell Maintenance Foreman School Incident Management Team</p>	<p>In-Progress This area is always monitored and changes are made as situations occur and shed light on other areas.</p>	<p>SIMT have met and continue to meet with the faculty, maintenance department and emergency personnel to identify these areas and to make improvements.</p>

Response – A hazard analysis has been completed and includes manmade (terrorism, school shootings), natural (weather related), and technological/hazardous materials hazards.	Protocols are based on National Incident Management System (NIMS) and Incident Command System (ICS) best practices so that staff perform assigned duties & responsibilities	Sidney Pinder Director of Operations Jim O'Donnell Maintenance Foreman School Incident Management Team	In-Progress  This area is always monitored and changes are made as situations occur and shed light on other areas.	SIMT have met and continue to meet with the faculty, maintenance department and emergency personnel to identify these areas and to make improvements.
Recovery – A plan for recovery includes short-term and long-term needs, as well as facilities and personal social needs.	Including the short term and long term needs of the following areas: emotional, academic, physical, and business	Sidney Pinder Director of Operations Jim O'Donnell Maintenance Foreman School Incident Management Team	In-Progress  This area is always monitored and changes are made as situations occur and shed light on other areas.	SIMT have met and continue to meet with the faculty, maintenance department and emergency personnel to identify these areas and to make improvements.

<b>Emergency Management</b>	<b>Explanation</b>	<b>Title &amp; Position(s) Responsible/Involved</b>	<b>Timeline (in place/in progress/needed)</b>	<b>Indicators of success/completion</b>
Response to each hazard identified as high risk to school/system has been independently planned.	Identifying hazards to prevent, protect against, mitigate	Sidney Pinder Director of Operations School Incident Management Team	In-Place and continue to monitor as changes may need to occur based upon different scenarios	Executive Top Level Team and School Incident Management Team have developed plans.
Key players as	National	Sidney Pinder	In-Place and	Every school has an

well as chain of command has been clearly established and communicated.	Incident Command System follows the Incident Command System	Director of Operations  School Incident Management Team	continue to monitor as changes may need to occur based upon different scenarios	Incident Command System Structure in place and have practiced these procedures.
A sequence of actions before, during, and after an emergency has been developed and communicated.	The sequence of actions will help school and emergency personnel communicate effectively.	Sidney Pinder  Director of Operations  School Incident Management Team	In-Place and continue to monitor as changes may need to occur based upon different scenarios	Quarterly meeting are developed with each School Specific Incident Team (SIT) and also have post meetings after each drill.
All levels of personnel in the organization are clear as to their responsibilities, duties, and actions.	Incident Command System aligns with First Responders	Sidney Pinder  Director of Operations  School Incident Management Team	In-Place and continue to monitor as changes may need to occur based upon different scenarios	Quarterly meeting are developed with each School Specific Incident Team (SIT) and also have post meetings after each drill.
An incident command system (ICS) or related system of management has been developed.	ICS command system is very specific to who is assigned to each position.	Sidney Pinder  Director of Operations  School Incident Management Team	In-Place and continue to monitor as changes may need to occur based upon different scenarios	ICS has been developed in the Top Level Plan and also in the Site Specific Plan
A common language is practiced by all.	The common language practiced by all is aligned with NIMS and ICS.	Sidney Pinder  Director of Operations  School Incident Management Team	In-Place and continue to monitor as changes may need to occur based upon different	Each Site Specific Plan instructs the faculty at each school on the NIMS and ICS language to follow

			scenarios	
Procedures are in place to handle specific emergencies such as student care, and reunifications with families	Procedures allow for QACPS staff and emergency responders to react to each emergency	Sidney Pinder Director of Operations  School Incident Management Team	In-Place and continue to monitor as changes may need to occur based upon different scenarios	Top Level Plan and Site Specific Plan have specific procedures to follow for all emergencies and reunifications

<b>Training, Testing, and Evaluating</b>	<b>Explanation</b>	<b>Title &amp; Position(s) Responsible/Involved</b>	<b>Timeline (in place/in progress/needed)</b>	<b>Indicators of success/completion</b>
Staff training including staff development and hands-on training has been conducted.	Staff will be better able to respond to an emergency after receiving training	Sidney Pinder Director of Operations  School Incident Management Team	In-Place and continue to monitor as changes may need to occur based upon different scenarios	Administration has been trained and each individual school have had staff development and training
Parent notification and an overview of procedures are conducted annually.	Enables parents/guardians to know exactly what will occur.	Sidney Pinder Director of Operations  School Incident Management Team	In-Place and continue to monitor as changes may need to occur based upon different scenarios	The Site Specific Plan includes incorporating parents/guardians on developing the procedures
Both tabletop exercise and full scale drills are routinely practiced.	Enables students and staff to respond appropriately to each scenario	Sidney Pinder Director of Operations  School Incident Management Team	In-Place and continue to monitor as changes may need to occur based upon different scenarios	Tabletop exercise have been performed at the top level and also school based.
The most common drills are each practiced at least once annually.	Enables students and staff to respond appropriately to each scenario	Sidney Pinder Director of Operations  School Incident	In-Place	All schools have performed the most common drills once annually this year

		Management Team		
Drills and plans evaluated routinely to determine what parts of the plan work well, what needs additional attention, and whether additional training is required.	Enables students and staff to respond appropriately to each scenario. Both parties review the drills and plans to correct any problems.	Sidney Pinder Director of Operations  School Incident Management Team	In-Place and continue to monitor as changes may need to occur based upon different scenarios	Quarterly meeting are developed with each School Specific Incident Team (SIT) and also have post meetings after each drill.
The plan is reviewed annually and updated as necessary.	This ensures that changes are made for any situation that may occur	Sidney Pinder Director of Operations  School Incident Management Team	In-Place	Quarterly meetings are developed with each SIT

### **Training for Administrators in Emergency Preparedness Plans**

- Top-Level Team, Local Law Enforcement, Emergency Services, and Food Service Department completed IS-362.A FEMA Multihazard Emergency Planning for Schools
- Principals & Assistant Principals completed IS-100 FEMA Introduction to Incident Command System for Schools
- Principals & Assistant Principals are completing IS-200 ICS for Single Resources and Initial Action Incidents
- Quarterly meetings with Maryland State Police, Queen Anne’s County Sherriff’s Department, Centreville PD, Volunteer Fire Companies, and Emergency Services to offer training to administrators and also perform Tabletop Scenarios
- Maryland State Police, Queen Anne’s County Sherriff’s Department, Centreville PD, Volunteer Fire Companies, and Emergency Services participate in all of the 6 common drills at all 14 schools in the QACPS that are required in SB143/HB983

### **Training for Emergency Responders**

- Quarterly meetings are set up with Emergency Responders to review, plan, and practice each Site Specific Emergency Preparedness Plan
- School Resource Officers from the Queen Anne’s County Sherriff’s Department are in constant training to ensure QACPS are provided the most up to date information

- School buildings are provided to Local and State Law Enforcement Agencies to practice active shooter, lock down, and other scenarios that will prepare them for actual emergencies
- FBI will be conducting an active shooter training for Centreville PD, Queen Anne’s County Sherriff’s Department and the Maryland State Police this summer at Queen Anne’s High School

**Queen Anne’s County Public Schools Security Initiative**

- All building are currently using Proximity Card Badges for access to the buildings.
- Request additional capital funding to create single point entry systems at the 3 remaining buildings.
- The State of Maryland along with the County Commissioners of Queen Anne’s County have given Queen Anne’s County Public Schools (QACPS) \$441,432.00 to perform Security Upgrades
- Aging School funds being used for Security Upgrades at Church Hill Elementary School
- QACPS will be installing (under contract) all new digital cameras on the exterior of the building, main entrances, and door video intercom systems at 12 of the 14 schools.
- QACPS will be installing (under contract) school-site servers and one main server at the Board of Education to enable access of the security cameras by administration and emergency personnel.

School	Items	Cost
Bayside Elementary	16 Digital Cameras, 1 Video Recording Server, 2 door video/intercom systems	\$48,724.56
Centreville Elementary	16 Digital Cameras, 1 Video Recording Server, 2 door video/intercom systems	\$48,813.87
Centreville Middle	32 Digital Cameras, 1 Video Recording Server, 2 door video/intercom systems	\$40,864.85
Church Hill Elementary	16 Digital Cameras, 1 Video Recording Server, 2 door video/intercom systems	\$49,976.48

Grasonville Elementary	18 Digital Cameras, 1 Video Recording Server, 2 door video/intercom systems	\$52,007.30
Kennard Elementary	16 Digital Cameras, 1 Video Recording Server, 2 door video/intercom systems	\$23,169.29
Kent Island Elementary	18 Digital Cameras, 1 Video Recording Server, 2 door video/intercom systems	\$26,683.74
Kent Island High	30 Digital Cameras, 1 Video Recording Server, 2 door video/intercom systems	\$35,997.65
Matapeake Elementary	15 Digital Cameras, 1 Video Recording Server, 2 door video/intercom systems	\$36,838.21
Matapeake Middle	48 Digital Cameras, 1 Video Recording Server, 2 door video/intercom systems	\$44,489.26
Queen Anne's Count High	16 Digital Cameras, 1 Video Recording Server, 2 door video/intercom systems	\$32,475.74
Sudlersville Elementary	14 Digital Cameras, 1 Video Recording Server, 2 door video/intercom systems	\$39,931.54

## Emergency Management Plans Evaluation Report

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**Local School System (LSS):** St. Mary's County Public Schools (SMCPS)

**LSS Point of Contact:** F. Michael Wyant, Director, Safety and Security

**Email:** fmwyant@smcps.org **Telephone:** 301-475-4256 extension 34150

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**1. List any and all training activities related to emergency planning and response in which the local school system (LSS) was involved during school year 2013-14.**

Activity	Date Conducted	# of Schools Involved	Outside Agencies Involved
<i>School and Workplace Violence Training</i>	July 8/ 9, 2013	All schools sites	National Tactical Officer Association & the St. Mary's County Sheriff's Office
<i>Rapid Response Tactical Training in schools</i>	July 10-13, 2013	Evergreen Elementary School (one school site)	St. Mary's County Sheriff's Office
Calvert Cliff Nuclear Power Plant Emergency Response Exercise (CALVEX 2014)-This was a fully evaluated training exercise	October 17, 2013	All schools sites	St. Mary's County Department of Emergency Services and Technology, All supporting local agencies, Maryland Emergency Management (MEMA) and Federal Emergency Management (FEMA)
National earthquake preparedness exercise (The Great Southeast Shakeout)	October 22, 2013	All schools sites	St. Mary's County Department of Emergency Services and Technology
Code Red (school lockdown)-Run, Hide, Fight Protocol	January 2014 to May 2014	All schools sites (1, 952 employees)	St. Mary's County Sheriff's Office
Public Safety Emergency Radio System Testing	Monthly	All schools sites	St. Mary's County Department of Emergency Services and Technology

**2. List the emergency safety exercises practiced by the LSS along with those you plan on incorporating in the near future (Include schedule and or timeline of future trainings).**

Each SMCPSS facility has a designated site administrator who is tasked with the responsibility of establishing and maintaining a site-based Crisis Response Team (CRT). Each CRT is regularly responsible to prepare and develop all site-specific emergency response plans to include:

- Analysis of site-based plans
- Scheduling and critique of site-based drills
- Maintenance of any emergency supplies
- Perform required maintenance of emergency “go bags” for each school or office

Each facility is required annually, in accordance with established procedures, to conduct specifically identified training exercises and drills. The identified exercises/drills include:

- Evacuation
- Shelter in Place
- Reverse Evacuation
- Lock Down (Code Red)
- Drop, Cover and Hold (Earthquake)
- Severe Weather (Storm or Tornado)
- Silent Evacuation
- Automated External Defibrillator

Each facility must incorporate a “challenge event” during a planned exercise or drill (example: blocked evacuation point).

The CRT for each school campus and administrative office site within the system will be responsible for identifying site-specific components of this plan to include command center locations, evacuation points, contact lists, advanced planning for special needs population, evacuation, and review of the threat matrix for any site-specific planning that may be required. See the following pages for the SMCPSS Preparedness Threat Matrix, the Record of Site-Based Drills and Crisis Team Meetings Form, and the SMCPSS Special Education Evacuation Planning for Students with Mobility Limitations Consent Form.

Each site administrator is required annually to submit a report and supporting documents to the Department of Safety and Security demonstrating compliance with the required schedule of annual emergency response drills, training, and meetings of the school’s crisis response team. The documentation is also maintained online in a designated site specific data folder using a web-based version of the SMCPSS emergency plan located at <http://911.smcpss.org>. All of this

documentation is maintained as part of the legally mandated annual certification submitted to the MSDE and in compliance with the COMAR 13A.02.02.

SMCPS will continue with monthly testing of Public Safety Emergency Radio System. SMCPS has registered for the National earthquake preparedness exercise (The Great Southeast Shakeout) scheduled to take place on October 16, 2014 and school emergency response training sessions for parents, guardians, and community members are being scheduled for the Fall of 2014.

**3. Does the LSS use school security cameras? If yes, explain how and list the amount of cameras per school. (This count should also list other school owned or related buildings)**

SMCPS currently has 303 school security cameras with supporting hardware and software installed and maintained at 19 school and office sites. The Department of Safety and Security, through the director and other staff as assigned, are responsible for the documentation, maintenance, and implementation of security and surveillance cameras systems for all schools and office sites. Security and surveillance cameras are authorized for use on school grounds and in school buildings, enhancing a safe and secure school environment in accordance with all federal, state, and local laws.

All students will be notified that they are subject to being monitored by security and surveillance cameras in the public areas of school grounds and in school buildings at any time. Signs are posted on all school premises indicating that state security and surveillance cameras are in use. Parents or legal guardians of students are made aware of the use of security and surveillance cameras.

Security and surveillance cameras may be placed on school grounds and in school buildings in St. Mary's County Public Schools. Placement of security and surveillance cameras is made at the direction of the Superintendent of Schools (Superintendent) or designee and implemented by the Director of Safety and Security or designee.

The purpose of the security and surveillance cameras is to promote safety and monitor behavior on school grounds and in school buildings.

- The use of security cameras for surveillance is determined by the site administration in consultation with the Superintendent or designee in order to promote safety and monitor behavior. Any access to school security camera systems is granted in accordance with the Director of Safety and Security's approval of access requests received from site administrators.
- The use of security cameras on a school bus is determined by the site administrator in consultation with the Superintendent or designee.
- The students, parents, and staff are informed that security cameras for surveillance of

public areas are in use.

- Signs must be clearly posted advising students, parents, visitors, and staff as to the presence of security cameras for surveillance.
- The Superintendent or designee identifies appropriate locations of security cameras and works closely with the Division of Supporting Services in the installation of equipment.
- The Superintendent or designee has the ultimate responsibility to protect the privacy of all individuals on the school campus. The Superintendent or designee is authorized to designate other staff members who have access to and responsibility for monitoring of any security cameras and related surveillance material.
- The Superintendent or designee will review the surveillance material. If after reviewing the surveillance material, the Superintendent or designee determines that misconduct by a student(s) has occurred, appropriate disciplinary action will be taken in accordance with the student discipline regulations, as outlined in the Board of Education of St. Mary's County's (Board) policies and regulations, and student code of conduct.
- If the surveillance material is used in support of implementing disciplinary action against a student(s), the surveillance material will be retained for a maximum of 30 days, unless a special request has been made by the student or other interested party, or until the student has fulfilled his/her disciplinary obligation or until all appeals have been exhausted.
- In the case of a disciplinary action, a parent/guardian has the right to request a review of the audiovisual record of the incident. This request must be put in writing to the Superintendent or designee, no later than 30 days from the date the incident occurred.

The Director of Safety and Security shall cause formal school or site-based safety and security audits and assessments of all SMCPSS security and surveillance camera systems to occur twice each school year. Additional informal audits and site checks shall be conducted at any time, as needed and authorized by the Director, using assigned personnel. A report of each formal audit of a school or site security and surveillance camera system shall be maintained by the Department of Safety and Security's security specialist. The director shall provide summary reports of all audits to the Deputy Superintendent of Schools and Operations or the Superintendent, as needed or upon request. The purpose of the audits is to ensure operational effectiveness of the systems and compliance with all established safety and security policies, procedures, and protocols.

The Department of Safety and Security maintains a formal strategic management plan with identified program goals that include the installation of school security cameras systems at all school and office sites. Currently there are 12 remaining elementary school sites that do not have school security systems. The installations are planned and will be completed as funding becomes available. Recently, state funding support was provided to advance the completion of this goal. Physical security enhancement has and will continue to be a major component of the SMCPSS security and emergency preparedness plan.

	High Schools	Middle Schools	Elem. Schools	Other Schools	Other Buildings
Number of schools and other buildings	3	4	17	5	3
Number of schools and other buildings with cameras	3	4	5	4	3

#### 4. What are the LSS policies and practices as it relates to school visitors?

On August 13, 2013, the Board revised the school visitor policy and regulation. The purpose of the policy revision is to ensure a safe and orderly environment for students and staff with regard to visitors in school facilities. The Board constantly strives and continues to make opportunities available to our students that encourage them to learn and fully enhance their academic and social development. The Board recognizes the value and importance of visitors who support students and staff. Parents, guardians, community members, and school volunteers are resources serving to support our goals and the learning experience of children. Since the site administrator is responsible for the school's supervision and administration, anyone who is not a member of the individual school staff must proceed first to the school's main office.

The Board also recognizes the expectation of our community to protect our students and schools and ensure their safety and security each day. The importance of identifying everyone and understanding who visits a school and has access to our students is paramount in our efforts to maintain a safe and orderly school environment. The following regulations were established and apply to all SMCPS sites:

All visits to a school shall be arranged and coordinated through the main office of the school with oversight by the site administrator or designee. All visitors and SMCPS employees not assigned to a specific school site and who are visiting a school must report to the main office of the school and sign-in as an employee, volunteer, or visitor at the school using the SMCPS Building Access Management system (BAM).

Access of employee association officers, members, and other representatives to employees and school system work locations during work hours of employees shall be subject to this regulation and shall be consistent with the intent and responsive to the needs of the negotiated

agreements. Questions about the interpretation should be directed to the Assistant Superintendent of Fiscal Services and Human Resources.

Since schools are a place of work and learning, with a clear responsibility to ensure the safety and security of students and staff, certain controls and limitations must be established for school visits. The site administrator is responsible for all persons in the building and on the grounds of a school. For these reasons, the following regulations and security procedures have been established for schools:

- Anyone who is not a regular staff member, support person, or student assigned to that school will be termed a “visitor.” A visitor is defined as a person (not a student of the school involved, a volunteer, or an employee of SMCPSS) who has legitimate school business to transact, such as a conference with a staff member, and whose conduct is not disruptive or disturbing to the normal operation of the school. Visitors may include, but are not limited to, parents, guardians, community members, student activity leaders, and agency representatives.
- Visitors to the school must have a purpose related to the school’s educational program or one of the school’s students or staff. Visitors whose purpose is to influence or solicit students may be denied entry to the school, based upon the site administrator’s or designee’s judgment of their purpose.
- All visitors and SMCPSS employees not assigned to a specific school site, and who are visiting a school, must report to the main office of the school and sign-in as an employee, volunteer, or visitor at the school using BAM.
- Teachers planning to invite guests to the classroom should inform the site administrator or designee and obtain approval.
- Any person who willfully disturbs instruction, school/student activities, or public school meetings may be subject to sanction or legal action.
- Parents, guardians, community members, and approved volunteers who wish to observe a classroom while school is in session should arrange such visits in advance with the teacher and site administrator or designee so that class disruption may be kept to a minimum.
- Parents, guardians, community members, and approved volunteers are required to report to the main office of the school and sign-in using BAM. Parents, guardians, community members, and approved volunteers are required to wear and display a visitor’s badge during the entire time visiting the school. Should the visitor wish to observe in another classroom or location during that same visit, separate authorization must be obtained from the site administrator or designee by reporting to the main office.

There are times in every classroom when visitation is disruptive to the learning process or the classroom environment. Accordingly, visitors may be asked to reschedule an observation to another date or time.

During a classroom visitation, visitors are required to abide by the following guidelines:

- The visitor should not interact with staff or students.
- No audio or video recording will be allowed unless authorization for such recording has been previously approved by the site administrator or designee.
- Should a visitor wish to speak to a teacher, a meeting should be scheduled at a separate time.
- The visitor should sit in a location designated by the teacher. The visitor shall not walk around the classroom unless authorized by the classroom teacher and/or site administrator or designee.
- The number of visitors allowed in the classroom at any given time shall be determined by the classroom teacher and/or site administrator or designee. Consideration should be given to the size of the classroom, the individual needs of the students, and the instructional activities taking place.
- The number of visits and length of time of the observation shall be determined by the classroom teacher and/or site administrator or designee, giving consideration to the purpose of the observation, the individual needs of the students, and the instructional activities taking place. It is not uncommon for students who are observed to be adversely affected by such observation. Therefore, it will be up to the classroom teacher and/or site administrator or designee to limit the number of visits and the length of time of such visits.

For example, it may be appropriate to limit the observation of a particular student to one-half hour per month as opposed to one-half hour per week.

School system personnel, to include all employees and student activity leaders, must wear and display their SMCPSS identification badge or access control badge/card at all times while acting in their designated capacity with SMCPSS to include all school and campus locations.

Visitors shall not solicit or offer for sale any wares, articles, stocks, insurance, or other items or services on any school premises, unless permission is first obtained by the site administrator or designee.

As the community contains a wealth of experience, expertise, and knowledge that can be employed by the effective teacher, invited visitors are welcome (in appropriate numbers in the classroom). When such activities are planned, the teacher or sponsor shall:

- Inform the site administrator or designee and obtain approval
- Make arrangements to receive the visitor in a hospitable and courteous fashion

If any "high profile" persons are expected to visit the school, appropriate central office personnel should be advised.

Site administrators and the Director of Safety and Security or designees are authorized to refuse entry onto school grounds to persons who do not have legitimate business at the school and to request any unauthorized person or persons engaging in unacceptable conduct to leave the school grounds.

Site administrators and the Director of Safety and Security or designees are authorized to request assistance of law enforcement officers in cases of emergency and SMCPs shall seek prosecution to the full extent of the law when persons violate the provisions of the Board's policies regarding trespassing on school grounds, damage to school property, loitering, and disruptive or prohibited activity.

Site administrators are encouraged to follow best practice guidelines that address the specific needs of their students and staff that serve to create an efficient, safe, and secure learning environment. The following guidelines are provided to further assist site administrators:

- Visitors must follow sign-in procedures for the safety of all children.
- Visitors must receive administrative approval to visit a classroom to minimize disruption to learning.
- Visitors must schedule parent-teacher conferences in advance.
- Visitors are encouraged to make alternative arrangements for their non-enrolled students when visiting during the school day; as this may create a disruption to instructional delivery.
- Schools are encouraged to limit celebrations that involve food during the school day. Although we are not banning homemade treats, we are encouraging that food celebrations should include store bought baked goods with ingredient lists to protect students with allergies and other health issues.
- For supervisory and capacity concerns, non-enrolled students must be under the supervision of a parent and, with approval of the site administrator, they are welcome in the cafeteria.
- Communication between families for personal arrangements or events may be coordinated through the local PTA/PTO's directories and contact information.
- All visitors and volunteers are expected to follow best practice guidelines provided in our volunteer training manual when visiting in our schools and when working in our schools. All visitors and volunteers are expected to adhere to the same guidelines and expectations of employees as defined in the SMCPs Child Abuse and Sexual Harassment (CASH) training. Mandatory training for visitors and volunteers will occur at the beginning of each school year.

The Department of Safety and Security, through the director and other staff as assigned, are responsible for the documentation, maintenance, and implementation of visitor access management systems or BAM for all schools and office sites. The BAM is currently installed at all school and office sites. All schools have security vestibules that require visitors to pass

through the main administrative office before entering the school. Check-in and check-out logs are electronically recorded through the BAM.

The Director of Safety and Security shall cause formal school or site-based audits and assessments of all SMCPs BAM systems to occur twice each school year. Additional informal audits and site checks shall be conducted at any time as needed and authorized by the Director of Safety and Security using assigned personnel. A report of each formal audit of a school or site visitor access management system shall be maintained by the Department of Safety and Security’s security specialist. The director shall provide summary reports of all audits to the Deputy Superintendent of Schools and Operations or the Superintendent of Schools, as needed or upon request. The purpose of the audits is to ensure operational effectiveness of the systems and compliance with all established safety and security policies, procedures, and protocols.

**5. Does your LSS use school resource officers (SROs)? If yes, please provide the following.**

	High Schools	Middle Schools	Elementary Schools	Other Schools
<b>Number of schools</b>	3	4	17	5
<b>Number of schools with full-time SROs</b>	3	0	0	0
<b>Number of schools with part-time SROs</b>	0	4	17	0
<b>Name of police department or sheriff’s office providing SROs</b>	Sheriff’s Office	Sheriff’s Office	Sheriff’s Office & Maryland State Police	Not applicable

SMCPs and the St. Mary’s County Sheriff’s Office fully recognize the immeasurable value of a safe, nurturing learning environment and community for children. We want to ensure our children and our students are afforded the best opportunity possible to succeed in school and eventually in their life’s endeavors. We share a common vested interest in student success and want all students to graduate from high school and be career ready or college bound. We strive together every day to protect our children and make every effort to prepare them to become productive and contributing members of society.

It is for this purpose that the Superintendent and the Sheriff established the St. Mary’s County

SRO Program and Adopt-A-School Program. Both are joint partnerships specifically designed to mentor our community's children, and further enhance our safe and nurturing school environments by coordinating law enforcement resources and support for SMCPs.

### **SMCPs school resource officer (SRO) Program**

SMCPs maintains a memorandum of understanding with the St. Mary's County Sheriff's Office that establishes and sets forth the conditions for carrying out the provisions of the SRO Program in all public secondary schools in the jurisdiction. Currently five officers are assigned to the program. Two additional officers will be assigned to the program during the next school year (2014-2015).

The SRO's are assigned to increase law enforcement visibility and initiate proactive prevention and intervention strategies in a collaborative effort with students, staff, parents, and the community within SMCPs.

The SRO is first and foremost a law enforcement officer. This responsibility will take precedence over any other duties. However, the SRO will make every effort to ensure that his/her time is balanced to include law enforcement, teaching, and counseling.

The SRO program incorporates, at a minimum the following:

- The SRO will act as a resource with respect to emergency preparedness, incidents of criminal conduct, and delinquency prevention;
- The SRO will provide guidance on ethical issues in a classroom setting;
- The SRO will provide mentoring to students; and
- The SRO will explain the law enforcement role in society to students.

Deputy sheriffs assigned to the SRO Unit will work in full uniform (to include portable radio) at their assigned school, unless otherwise authorized by the SRO's supervisor.

Teaching duties will comply with the current teaching curriculum as designed by SMCPs. All audio visual aids and lesson plans will be approved, prior to use, by the Director of Safety and Security and the SRO's supervisor. When teaching, the SRO will have the regular classroom teacher present at all times.

An SRO may provide informal counseling based on their expertise as law enforcement professionals. If further resources are needed to assist with a problem, an SRO may make a referral to a professional counselor, such as a school guidance counselor or other mental health professional.

### **“Adopt-A-School” Program - (SRO’s for Elementary Schools)**

This is a joint partnership specifically designed to mentor our community’s children and further enhance our safe and nurturing school environments by coordinating additional law enforcement resources and support for SMCPs elementary schools.

The Adopt-A-School Program matches current St. Mary’s County Sheriff’s deputies with elementary schools who currently do not have the direct support of an SRO. The deputies, who volunteer to participate in the program, “adopt” their matched elementary school for the purpose of fostering a positive relationship with the school’s students. The deputies enhance law enforcement service to their school and act as an advisor to staff. All work together to keep our students in school and improve their opportunities for success. This initiative supplements the established SRO program as we recognize the need to operate efficiently and effectively, maximizing all of our resources. The deputy and the school’s site administrator will coordinate activities that will promote and support this initiative. Activities will include:

- Mentoring students through interaction with uniformed officers
- Participating in a variety of school activities to include lunch visits, playground observations, and providing safety and vocational talks
- Conducting regular visits, increasing visibility, and enhancing campus security
- Providing guidance based on their expertise as law enforcement professionals
- Acting as a resource with respect to emergency preparedness, incidents of criminal conduct, and delinquency prevention
- Acting as a liaison during emergency events at the school

Calls for service at the adopted schools will be managed using established protocol. Each of the deputies who volunteer to adopt a school will receive formal professional development training and participate in quarterly coordination meetings with the Department of Safety and Security.

### **6. How does the LSS plan incorporate the coordination of resources with other local, State, and federal agencies?**

The Board is required legally under Maryland Law, Education Article 4-101, to control and promote education and schools within their jurisdiction, and further under COMAR section 13A.01.04.03, to ensure all public school students have the right to a safe, appropriate academic environment. Further pursuant to COMAR sections 13A.02.01 through .04, each school site through the Board and the Superintendent shall, in consultation with other health and safety officials in the local community, develop an emergency plan for each public school and central administration office under its jurisdiction. The plan will deal with contingencies of man-made, technological, and natural hazards. SMCPs is required to develop and implement an annual schedule of drills for each school within the system. The Superintendent is required

to certify annually in writing to the State Superintendent of Schools that the requirements of COMAR 13A.02.01 through .04 are being implemented.

The Superintendent, as the chief administrator, is responsible for the administration of SMCPS. School emergency management and security planning has been designated as a priority for all SMCPS. The Superintendent, through the SMCPS' organizational structure, has designated the Department of Safety and Security as the entity that shall have overall responsibility for development, maintenance, and implementation of the school system's Comprehensive Emergency Management and Crisis Response Plan. The Superintendent has delegated direct responsibility to the Department of Safety and Security for the creation, daily oversight, and continuing implementation of this plan. The Department of Safety and Security shall be responsible for ensuring that the plan contains details regarding the prevention, preparedness, response, recovery, and training process for emergency events. Additionally, the plan shall ensure details for the restoration and continuity of operations, as soon as practical, following an emergency event.

The Superintendent, through SMCPS' organizational structure, has appointed site administrators to form a site-based (school) crisis response team for each school campus and administrative office site within the school system. The site administrator and site-based crisis response team shall have the overall responsibility for development, maintenance, and implementation of a site-based crisis and emergency response plan, using the published Comprehensive Emergency Management and Crisis Response Plan as a primary resource and guide.

The Department of Safety and Security and site administrators are responsible for ensuring that the plan is kept up to date, and activated as necessary to ensure the safety and security of all employees and visitors at any SMCPS school campus or administrative office site within the system.

The SSST will act as an advisory group for the Superintendent during a school crisis or emergency. The SSST consists of department heads and supervisors representing all organizational components and functions. The SSST will work together collaboratively to plan, develop, and implement security and emergency management policy and procedures for SMCPS ensuring the wellbeing and safety of all students, staff, and visitors who occupy its facilities. The SSST will be mindful of the need to constantly review and enhance the security and emergency response practice, policy, and procedure of SMCPS as the services, employees, and visitors within its facility continue to expand.

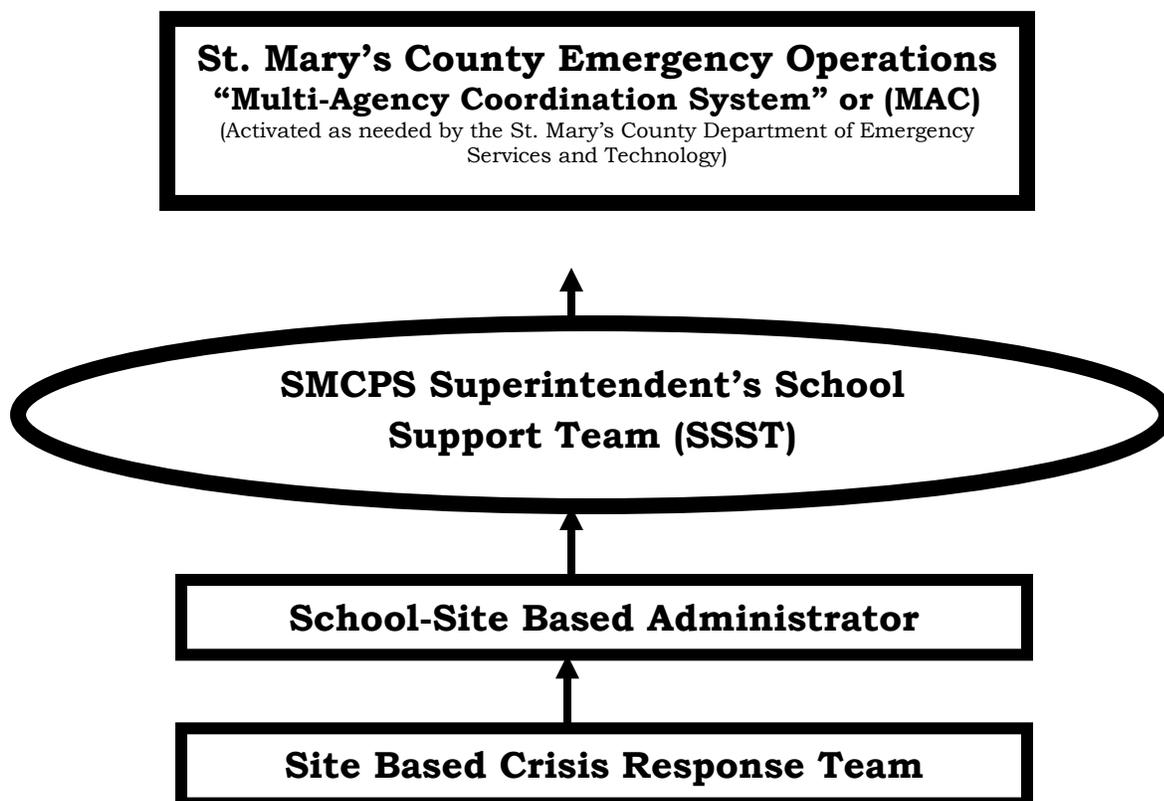
The SSST meets at regularly scheduled intervals and as needed for the purpose of addressing organizational development to include the maintenance of this plan and ensuring a full understanding of roles and responsibilities for internal components that may be called upon to provide service or aid in the response and recovery to an emergency event.

The Superintendent shall ensure that designated members of the SSST have training, meeting the minimum standards set forth through federal law regarding the National Incident Management System (NIMS) and Incident Command Systems (ICS).

It is the policy of SMCPs to follow the guidance as set forth within these national standards in preparing for and responding to any emergency event directly or indirectly impacting the operation of SMCPs.

Further, it is the policy and practice of SMCPs to act in concert and with the direction and guidance of the St. Mary's County Department of Emergency Services and Technology in those instances requiring emergency response from external emergency responders and other components. It is recognized that the St. Mary's County Department of Emergency Services and Technology maintains an emergency response plan that is fully aligned with the National Response Plan (NRP) and guidelines issued by the Department of Homeland Security encompassing the needs of the entire jurisdiction, and that it is imperative that the SMCPs plan coincides and serves the purpose of supplementing response and recovery operations during a large scale state of emergency within this jurisdiction. SMCPs endorses and will coordinate emergency preparedness and response as a component of a "multi-agency coordination system" or (MAC) for use during emergency events impacting SMCPs.

The following coordination structure is adopted for internal components of SMCPs. Each entity within the coordination structure shall maintain a tiered delegation of authority to support decision-making required during response and recovery operations. There shall be a primary point of contact, a secondary point of contact, and tertiary point of contact for each of the internal components identified in the following flow chart:



Additionally, the Department of Safety and Security, through the director and other staff as assigned, are responsible for the documentation, maintenance, implementation of safety and security advisory groups and committees. The safety and security advisory groups and committees, with required meeting schedules, are described in the following paragraphs:

### **The Superintendent's Safety and Security Advisory Committee**

Membership: SSST, all site administrators, supporting outside agencies, parents, students, and community partners as authorized and appointed by the Superintendent. The Superintendent's Safety and Security Advisory Committee provides an opportunity for community collaboration and guidance in strategically planning for the safety and security of our schools. The Director of Safety and Security or designee is responsible for the scheduling of quarterly meetings, documentation of attendance, and meeting agendas.

### **SRO Advisory Group**

Membership: SSST, all site administrators, all SRO's, all law enforcement officers officially enrolled in the Adopt-A-School Program, and the program coordinator of Safety and Security. The SRO Advisory Group provides an opportunity for all SRO's and supervisors to collaborate, discuss, and receive guidance in strategically planning for the safety and security of schools. The Director of Safety and Security or designee is responsible for the scheduling of quarterly meetings, documentation of attendance, and meeting agendas.

### **School Safety and Security Assistants Advisory Group**

Membership: The SSST, all site administrators, all school safety and security assistants, all school safety and security advocates, and the program coordinator of Safety and Security. The School Safety and Security Assistants Advisory Group provides an opportunity for all safety and security assistants to collaborate, discuss, and receive guidance in strategically planning for the safety and security of schools. The Director of Safety and Security or designee is responsible for the scheduling of quarterly meetings, documentation of attendance, and meeting agendas.

### **St. Mary's County Highway Safety Program Committee**

Membership: As authorized and appointed by the Community Transportation Coordinator of St. Mary's County and will include the Director of Safety and Security or designee. The director or designee is responsible for ensuring attendance and participation by SMCPs at this quarterly meeting. The director or designee is responsible for forwarding all pertinent information impacting SMCPs to the Superintendent, Deputy Superintendent of Schools and Operations, and other staff as appropriate. The St. Mary's County Highway Safety Program Committee

coordinates jurisdictional efforts to improve and enhance highway and transportation safety efforts within the jurisdiction.

#### **CompStat - St. Mary's County Sheriff's Office Weekly Crime Report Review**

Membership: As authorized and appointed by the Sheriff and will include the Superintendent, Deputy Superintendent of Schools and Operations, and Director of Safety and Security or designee. The director or designee is responsible for ensuring attendance and participation by SMCPs at this weekly meeting. The director or designee is responsible for forwarding all pertinent information impacting SMCPs to the Superintendent, Deputy Superintendent of Schools and Operations, and other staff as appropriate. The St. Mary's County Sheriff's Office has formally requested that SMCPs attend weekly "CompStat" meetings and that SMCPs have a permanent chair on this planning group. CompStat is a management tool used by progressive law enforcement agencies to manage crime problems in their jurisdiction. It is a roundtable discussion held weekly to review computer statistics (CompStat), crime reports to include school crime reports, intelligence reports, and information from the community that will aid in the development of a plan and effective management of resources to address current and ongoing public safety issues in the community. The meetings are held on Wednesdays.

#### **Local Emergency Planning Committee - St. Mary's County Department of Emergency Services and Technology**

Membership: As authorized and appointed by the Director of the Department of Emergency Services and Technology and will include the Superintendent, the Deputy Superintendent of Schools and Operations, the Director of Safety and Security or designee. The director or designee is responsible for ensuring attendance and participation by SMCPs at this quarterly meeting. The director or designee is responsible for forwarding all pertinent information impacting SMCPs to the Superintendent, Deputy Superintendent of Schools and Operations, and other staff as appropriate. The Local Emergency Planning Committee coordinates jurisdictional response to emergency events occurring within the jurisdiction and is comprised of various agency representatives who serve in the county's emergency operation center during states of emergency.

#### **Hazard Mitigation Planning Committee - St. Mary's County Department of Emergency Services and Technology**

Membership: As authorized and appointed by the Director of the Department of Emergency Services and Technology will include the Director of Safety and Security or designee. The director or designee is responsible for ensuring attendance and participation by SMCPs at this quarterly meeting. The director or designee is responsible for forwarding all pertinent information impacting SMCPs to the Superintendent, Deputy Superintendent of Schools and

Operations, and other staff as appropriate. The Hazard Mitigation Planning Committee coordinates jurisdictional evaluation of potential significant hazards within the jurisdiction to include man-made or natural disasters. The committee evaluates and completes jurisdictional risks assessments used to identify areas of need, and priorities for available funding and grants that will potentially mitigate risks to jurisdiction.

### **Local Law Enforcement/Public Safety Coordination Group**

Membership: As authorized and appointed by the Sheriff will include:

- Naval Criminal Investigative Service
- Point Lookout State Park Rangers
- Maryland State Police
- Department of Defense Police for Patuxent Naval Air Station
- Public Safety and Preparedness Department for the College of Southern Maryland
- Public Safety Department for St. Mary's College of Maryland
- Maryland Natural Resource Police-Southern Region
- Maryland State Fire Marshall-Southern Region
- Public Safety Department for Patuxent Naval Air Station
- United States Coast Guard - St. Inigoes
- The Department of Safety and Security, SMCPs
- St. Mary's County Sheriff's Office

SMCPs participates in the Local Law Enforcement/Public Safety Coordination Group, through invitation, directed specifically to representatives from the Department of Safety and Security. This group meets quarterly. The group's purpose is to enhance existing partnerships contributing to public safety in St. Mary's County and to create a forum where information on the priorities and concerns of participating agencies can be discussed. This group is a forum where St. Mary's County public safety leadership can meet and exchange information for the betterment of each agency and the furtherance of their common mission.

### **Responsibility for Advisory Groups and Committee Meetings**

The Director of Safety and Security shall cause formal audits and assessments of SMCPs coordination and participation in all advisory groups and committee meetings to occur twice each school year. A record of each formal audit of advisory groups and committee meetings shall be maintained by the department's secretary and will include a copy of the meeting agenda and the meeting attendance record.

**7. Provide the LSS's recommendations on how to improve the existing public school emergency management plans.**

- **Prevention and Response:** Identify and continue to develop resources to include funding available to enhance, implement, and maintain physical security infrastructure in ALL school buildings. This would include but is not limited to:
  - Building access control systems, security vestibules, door locking hardware, electronic access control systems, security surveillance camera system, visitor access management systems, and identification badging systems for staff members and visitors
  
- **Prevention and Response:** Identify and continue to develop resources to include funding available to enhance, implement, and maintain dedicated school security staffing in ALL school buildings. Dedicated school security personnel provide the necessary daily focus required to ensure building/perimeter security and monitor all components of physical security systems in school buildings. Daily security responsibilities in schools are often diminished as they are the shared responsibility of educational staff within the building with many other unrelated responsibilities.
  
- **Preparedness:** Evaluate and amend current legal requirements pertaining to the number and type of emergency planning exercises and drills required at each school site. Specifically consider a reduction in the total number of “fire drills” required annually from the current requirement of ten to five. This would provide additional opportunities for schools to focus on more complex and challenging emergency response actions/drills to include school lock-down procedures and response.
  
- **Preparedness, Prevention, Response, Mitigation, and Recovery:** Support the continued development of the Maryland Center for School Safety. The center will provide a dedicated resource to advocate for the research and development of best practice standards for school security within state.

**8. How much will it cost (\$) to accomplish the needed improvements to the public school emergency management plans?**

**The total projected local costs of improvements to existing plans to support school security enhancements and school security staffing is \$2,650,000.**

- **Physical Security:** The approximate costs are \$1,450,000. To include the implementation and maintenance of physical security infrastructure in ALL school buildings to include building access control systems, security vestibules, door locking hardware, electronic access control systems, security surveillance camera system, visitor

access management systems, and identification badging systems for staff members and visitors. The specific breakdown of these estimated costs are:

- Installation of security camera systems at existing school sites – \$300,000
  - Installation of remote electronic access control for security vestibules – \$500,000
  - Installation of door locking hardware – \$500,000
  - The approximate costs associated with the replacement, maintenance, and repair of physical security infrastructure and supporting systems is \$150,000 per year
- **Security Staffing:** The approximate costs are \$1,200,000 per year. To include the implementation and maintenance of dedicated school security staffing in ALL school buildings.
    - 24 additional full time equivalent positions will be needed to provide the required staffing to include:
      - 19 for elementary schools (1 per school)
      - 4 for middle schools (1 additional per school)
      - 1 to supplement existing or high school staffing
  - **Legal:** There are no costs associated with this recommendation as this can be accomplished through established legislative process. Amend current legal requirements pertaining to the number and type of emergency planning exercises and drills required at each school site. Specifically consider a reduction in the total number of “fire drills” required annually from the current requirement of ten to five. This will provide additional opportunities for schools to focus on more complex and challenging emergency response actions/drills.
  - **Coordination:** There are no local costs associated with this recommendation as funding has been appropriated through state resources. Sustained funding should be provided annually to support the center based on the projected needs provided by the director of the center. This will ensure the continued development of the Maryland Center for School Safety. The center provides a dedicated resource for research and development of best practice standards for school security within state. Funding has been appropriated through state resources. Sustained funding should be provided annually to support the center based on the projected needs provided by the director of the center.

## Emergency Management Plans Evaluation Report

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**Local School System (LSS):** Somerset County Public Schools

**LSS Point of Contact:** Gregory Sutton

**Email:** gsutton@somerset.k12.md.us      **Telephone:** 410-621-6227

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**1. List any and all training activities related to emergency planning and response in which the local school system (LSS) was involved during school year 2013-14.**

Activity	Date Conducted	# of Schools Involved	Outside Agencies Involved
School Safety Meetings	Quarterly	8	MSP, Sheriff Dept., Princess Anne P.D., Crisfield P.D., Somerset County Emergency Management Agency,
Emergency Evacuation Drills	Bi-annually	8	None
Active Shooter	1/24	8	MSP, Sheriff's Dept, UMES Police, Princess Anne PD, Crisfield PD, DSS, Somerset County Emergency Services, Wicomico County Sheriff's Dept.
Shelter Management Meetings	Quarterly	8	MSP, Sheriff Dept., Princess Anne P.D., Crisfield P.D., Somerset County Emergency Management Agency, Somerset County Health Dept., American Red Cross

**2. List the emergency safety exercises practiced by the LSS along with those you plan on incorporating in the near future (Include schedule and or timeline of future trainings).**

Partnership with local police agencies who conduct walk throughs of our schools on a regular basis. Gave two hand-held radios to MD State Police so they can talk to bus drivers directly in the event of any emergency involving a school bus.

We plan on partnering with local volunteering law enforcement agencies and fire companies to assist in performing school bus evacuation next year.

**3. Does the LSS use school security cameras? If yes, explain how and list the amount of cameras per school. (This count should also list other school owned or related buildings)**

We have security cameras in eight of our buildings,

	High Schools	Middle Schools	Elem. Schools	Other Schools	Other Buildings
Number of schools and other buildings	2	1	4	1	1
Number of schools and other buildings with cameras	2	1	3	1	1

**4. What are the LSS policies and practices as it relates to school visitors?**

All visitors use a buzzer to gain entry to our buildings. Then they must sign in and be given a temporary I.D. If they have an appointment, they will wait to be escorted by that individual.

**5. Does your LSS use school resource officers (SROs)? If yes, please provide the following.**

No, but we have law enforcement officers that conduct walk-throughs of our schools on a random basis.

	High Schools	Middle Schools	Elementary Schools	Other Schools
Number of schools				
Number of schools with full-time SROs				
Number of schools with part-time SROs				
Name of police department or sheriff's office providing SROs				

**6. How does the LSS plan incorporate the coordination of resources with other local, State, and federal agencies?**

We already partner with all MD State Police, all local law enforcement agencies, the county emergency management agency, Department of Social Services (DSS), the Red Cross, and the various local volunteer fire departments.

**7. Provide the LSS's recommendations on how to improve the existing public school emergency management plans.**

We need to have SROs in our high schools and intermediate school as well as a DARE Program in every elementary school. We also need to have a comprehensive emergency management plan that addresses staff responses to any emergency such as: Tornadoes, Floods, Hurricanes, Fires, Active shooters, HAZMAT, Bomb Threats, Serious injury/death, student unrest, suicide attempts, lock-down procedures, shelter-in-place, evacuation/relocation centers, media procedures, and warning and notification procedures.

**8. How much will it cost (\$) to accomplish the needed improvements to the public school emergency management plans?**

To determine the cost to accomplish needed improvements, it would require an ad-hoc committee to perform a study/cost benefits analysis and make recommendations.

## Emergency Management Plans Evaluation Report

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**Local School System (LSS):** Talbot County

**LSS Point of Contact:** D. Lynne Duncan

**Email:** lduncan@tcps.k12.md.us      **Telephone:** 410-822-0330

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**1. List any and all training activities related to emergency planning and response in which the local school system (LSS) was involved during school year 2013-14.**

Activity	Date Conducted	# of Schools Involved	Outside Agencies Involved
Crisis Plan Evaluations	Fall 2013 – Each School had its own separate meeting	All 8 schools on different dates	Local Police, Fire and Emergency Service Agencies
AWR 148 Crisis Management	August 6, 2013	Frederick McCracken Safety Supervisor	US Dept. of Homeland Security, FEMA, Rural Domestic Preparedness Consortium

**2. List the emergency safety exercises practiced by the LSS along with those you plan on incorporating in the near future (Include schedule and or timeline of future trainings).**

10-Fire Drills, 2-Reverse Fire Drills, 2-Evacuation Drills, 2-Shelter in Place Drills, 2-Severe Weather Drills, 2-Lockdown Drills, 2-Drop, Cover and Hold Drills

**3. Does the LSS use school security cameras? If yes, explain how and list the amount of cameras per school. (This count should also list other school owned or related buildings)**

	High Schools	Middle Schools	Elem. Schools	Other Schools	Other Buildings
Number of schools and other buildings	1	1	5	1	1
Number of schools and other buildings with cameras	1	1	5	1	1

Chapel District Elementary School – 13 Cameras

Easton Elementary School – 28 Cameras

Easton Middle School – 74 Cameras

Easton High School – 53 Cameras

St. Michaels Elementary School – 23 Cameras

St. Michaels Middle/High School – 23 Cameras

Tilghman Elementary School – 12 Cameras

White Marsh Elementary School – 16 Cameras

Talbot County Education Center – 19 Cameras

**4. What are the LSS policies and practices as it relates to school visitors?**

All exterior doors are locked. Visitors are viewed through a security camera and questioned through an intercom in order to be identified before being permitted to enter the building through a secured entrance.

**5. Does your LSS use school resource officers (SROs)? If yes, please provide the following.**

	High Schools	Middle Schools	Elementary Schools	Other Schools
Number of schools				
Number of schools with full-time SROs				
Number of schools with part-time SROs				
Name of police department or sheriff's office providing SROs				

Talbot County Public Schools do not use School Resource Officers.

**6. How does the LSS plan incorporate the coordination of resources with other local, State, and federal agencies?**

We meet with all local police, emergency medical services, and fire departments on a regular basis to plan various responses to any given crisis. Our staff attends state and federal workshops and trainings when offered to update our skills and coordinate with these agencies.

**7. Provide the LSS's recommendations on how to improve the existing public school emergency management plans.**

We would like to have an independent group evaluate our crisis plan but have found it to be cost prohibitive.

**8. How much will it cost (\$) to accomplish the needed improvements to the public school emergency management plans?**

It would cost \$5,800 for an independent evaluation.

## Emergency Management Plans Evaluation Report

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Local School System (LSS): WASHINGTON COUNTY PUBLIC SCHOOLS

LSS Point of Contact: STEVE GANLEY

Email: [ganleste@wcps.k12.md.us](mailto:ganleste@wcps.k12.md.us) Telephone: 301 766 8757

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1. List any and all training activities related to emergency planning and response in which the local school system (LSS) was involved during school year 2013-14.

Activity	Date Conducted	# of Schools Involved	Outside Agencies Involved
Summer Training	June 2013 – July 2013 (several sessions)	School-Based Administrators	Washington County Sheriff's Office, Emergency Management, St. Maria Goretti High School, and St. Mary's Middle School
Science Teacher Safety Training	August Professional Day Training	All WCPS's science teachers	State Fire Marshal, local EMS, and Emergency Management
Table Top Emergency Exercise For School Staff	Throughout 2013-14 school year	All Schools	Washington County Sheriff's Office and Hagerstown Police Department
School Safety Committees	At Least – August, October, and March	All Schools	school staff which must consist of teachers, ESP and SRO
Workplace Violence/Weather and Fire Safety	Throughout April	Center for Education Staff	Washington County Sheriff's Office
Elevator safety & Rescue	May 28 June 2 and 4	Center for Education Staff	Community Rescue and Halfway Fire Dept.
Substitute Teacher Safety Training	Monthly	All subs (teachers and clerical) must attend	WCPS Training and Best Practices
Safeschools	Three courses	All Staff	Maryland Association of

<p>online</p> <ul style="list-style-type: none"> <li>• <i>Right to Know</i></li> <li>• <i>Chemical Safety</i></li> <li>• <i>Blood borne</i></li> </ul>	<p>were required through human resources utilizing the MABE sponsored SafeSchools online courses. Staff had designated due dates.</p>		<p>Board of Education and SafeSchools</p>
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2. List the emergency safety exercises practiced by the LSS along with those you plan on incorporating in the near future (include schedule and or timeline of future trainings).

A) The June safety training for school-based administrators will include reviewing the new safety plan. Principals will be given the opportunity to discuss the ICS plan to include staff assignments.

Example: (This is a partial paste of staff assignments and delegated duties.)

**CHAIN OF COMMAND**

		Name
1.	Principal Incident Commander (IC)	
2.	Second in Command Deputy IC	
3.	Third in Command Replacement if one of the two are not available	
4.	Fourth in Command Replacement if one of the three are not available	

During the planning and during an actual emergency, the principal (or designee) will become the Incident Commander (IC) responsible for:

- Directing/supporting the facilitation of the emergency response.
- 911 Verification: Were they called? (if necessary)
  - Delegate at least two staff members to dial 911 during an emergency.
  - Authorize staff to call 911 if they observe a fire, armed person, etc.
- Campus schools must communicate during an emergency.

- Delegate staff member(s) to notify campus schools.
- Test radios to determine best practice for making notification.
- Delegate student accountability
  - Delegate monitoring of the evacuation sites/Red/Green book display.
  - Delegate maintaining daily roster for evacuation purposes.
- Delegate responsibilities prior to an emergency
  - Delegate staff member(s) to notify campus schools.
  - Delegate liaison to communicate with the Center for Education’s Command Center.
  - Delegate the visual check of the halls and bathrooms.
  - Delegate first aid responsibility (nurse).
  - Delegate supervision of evacuation for special needs students/staff.
  - Delegate staff to conduct parent reunification (if needed).
  - Delegate responsibilities as needed.

**THE TEMPLATE IS A STARTING POINT.  
ADD AND DELETE TO MEET THE NEEDS OF YOUR SCHOOL.**

**B) The safety plan includes the WCPS’s exercise training schedule.**

**TRAINING SCHEDULE**

Training Session	Person Responsible	Timeline
<b>School-Based Safety Committee</b>	Principal	Meet a minimum of three times. 1 <sup>st</sup> , 2 <sup>nd</sup> , and 3 <sup>rd</sup> marking period.

<b>Fire Drill</b>	Principal	<b>2 drills</b> within first two weeks of school and then 1 every 30 days.
<b>Evacuation Drill</b>	Principal	To eliminate confusion and maintain consistency, Building Evacuations will be conducted the same as a Fire Drill. <b>Because of the 10+ Fire Drills, schools are not required to duplicate the Evacuation Drill.</b>

<b>Drop, cover, and hold &amp; Severe Weather Drill for Hurricane Preparation</b>	Principal	<b>3 drills</b> required, 1 in August 1 in October/combined with at least one other drill (Complies with Severe Weather Drill Mandate) 1 Prior to March 15
<b>Reverse Evacuation Drill &amp; Severe Weather Drill for Tornado Preparation</b>	Principal	<b>3 drills</b> required, 1 in August 1 prior to March 15 1 in April/combined with at least one other drill (Complies with Severe Weather Drill Mandate)
<b>Lockdown Drill</b>	Principal	<b>2 drills</b> required, 1 in August 1 prior to March 15
<b>Modified Lockdown Drill</b>	Principal	<b>2 drills</b> required, 1 in August 1 prior to March 15
<b>Shelter in Place Drill</b>	Principal	<b>2 drills</b> required, 1 in August 1 prior to March 15

## SAFETY CALENDAR AND TIPS

### August 15-20

#### 1. School-Based Safety Committee Meeting

- Review classroom safety-check off sheet
- Discuss Safety Needs

#### 2. Lunchtime Evacuation Drill

- See attached

#### 3. Update Emergency Contact List

- List of four (4) staff members **(in the order to call)**
- Primary contact phone number
- List will be used by Alarm Co. and 911 Center
- Send electronic copy to Safety & Security Manager

#### 4. Complete Emergency Plan Edit Pages (Red & Green book)

- Send electronic copy to Safety & Security Manager
- Make sure all Emergency Plan Books are up to date

### August 21 - September 6

### **Emergency and Fire Drills**

- 1. Complete the 6 emergency response drills.**
  - Walk through drills as necessary to assure students understand.
  - Drills can be combined, but all six drills should not be conducted at the same time.
  - **Log drills electronically**
- 2. Complete required Fire Drills**
  - Complete two Fire Drills
  - The first Fire Drill can be a walk through.
  - **Log drills electronically.**

### **Fire Drill Reminder**

After the first two Fire Drills, schools must schedule a Fire Drill every 30 days. Fire Drills should be conducted at various times of the day to help practice the procedures while students are in different settings.

### **Review Weather Safety with Staff and Students in October**

- Take shelter during a hurricane or a severe storm.
- If the fire alarm activates during a hurricane, do not evacuate unless you see fire or smoke. Severe weather can cause a false alarm.

### **October 1-11**

#### **Severe Weather Drill - Hurricane Season**

- 1. Conduct a Duck & Cover Drill**
  - Can be combined with a Fire & Reverse Evacuation Drill.
  - Remind staff to avoid rooms with high ceilings.
- 2. Log drills electronically.**

### **November**

#### **School Based Safety Committee Meeting**

- Review & Update Hazard Assessment for school.
- Review drills and safety plan.

### **January 2 - March 15 (Modify schedule to avoid issues with testing)**

#### **Emergency Drills**

- 1. Complete the 6 emergency response drills.**
  - Drills can be combined, but all six drills should not be conducted at the same time.
  - It may be beneficial to add scenarios.
- 2. Log drills electronically.**

**February - March**

**School Based Safety Committee Meeting**

- Complete Tabletop Drill with safety committee or staff.
- Evaluate emergency plan after tabletop.

**April 1-11**

**Severe Weather Drill - Tornado – Severe Storm Season**

**1. Conduct a Reverse Evacuation Drill**

- Can be combined with a Fire Drill.
- Remind staff to avoid rooms with high ceilings.

**2. Log drills electronically.**

**PREPARE STAFF FOR LUNCHTIME EVACUATION**

Schools will conduct an Evacuation Drill with staff (no students) to simulate a Lunchtime Evacuation.

**1. Prior to the Lunchtime Drill:**

- Cafeteria staff will be advised of their responsibilities and the designated area of assembly after evacuation.
- Teachers on planning need to be advised of their responsibilities during an evacuation. Make this part of the safety plan. Do not assume.
- An evacuation map should be hung in the staff lounge, illustrating where staff is to respond.
- A sign or instructions should be placed with the map: (example)

**In the event of an evacuation (Fire/Fire Drill), staff on lunch break should report to \_\_\_\_\_, and**

- **Assist with organizing and accounting for students who exited the cafeteria.**
- **Be available for other duties as assigned.**
- **(Principals must modify message as needed.)**

**\*\*The Director of Food Services requests the lunchtime fire drills (with student participation) be conducted during the last 5 minutes of the lunch shift to avoid lunch contamination and waste.\*\***

**PREPARE STAFF FOR LUNCHTIME EVACUATION (continued)**

- **Use the school's class schedules and simulate one of the lunch shifts.**
- Staff that will be on lunch break during that lunch shift should report to the teacher's lounge prior to the drill.
- Staff on their scheduled planning should be placed in various areas (mailroom, office, classroom, etc.) or an area used for planning.
- Teachers that will have a class, should be in there designated class prior to the drill.

**2. Lunchtime Drill:**

- Walk through the drill.
- Make sure staff knows a primary and an alternative route out of the building.
- Did staff on lunch break know where to go and what to do?
- Did staff on planning know where to go and what to do?

**Repeat Drill:**

- Rotate staff to a different lunch shift.
- Repeat instructions - **Prior to the Drill.**
- Make sure staff knows a primary and an alternative route out of the building.
- Did staff on lunch break know where to go and what to do?
- Did staff on planning know where to go and what to do?

**Review:**

- Make sure staff is aware of the expectations.
- Modify response if necessary.

**The lunchtime drill is designed to give staff an opportunity to perfect their response prior to an emergency. A plan in place increases efficiency.**

**3. Does the LSS use school security cameras? If yes, explain how and list the amount of cameras per school. (This count should also list other school owned or related buildings.)**

	<b>High Schools</b>	<b>Middle Schools</b>	<b>Elem. Schools</b>	<b>Other Programs</b>	<b>Other Buildings</b>
<b>Number of schools and other buildings</b>	<b>9</b>	<b>7</b>	<b>27</b>	<b>4</b>	<b>4</b>
<b>Number of schools and other buildings with cameras</b>	<b>9</b>	<b>7</b>	<b>27</b>	<b>3</b>	<b>4</b>

All WCPS's schools and three of the four programs (Marshall Street, Antietam Academy, and the Family Center) have cameras. The Outdoor School program does not.

**4. What are the LSS policies and practices as it relates to school visitors?**

Signs are posted on all doors advising visitors, non-staff and students to use the front door. The exterior doors are locked and visitors are instructed to contact the office for entry by using the wall mounted intercom.

All visitors and WCPS employees not assigned to the school must report to the office and sign-in.

Elementary schools and one middle school have been equipped with a visitor sign-in station. The computer station is also used by parents if their child arrives late or must leave early. The station does not eliminate the staff interaction, but it does give WCPS a document indicating who and when a person requested access of a student.

**Best Practice Training was given to school based secretaries and all substitute clerical and substitute teachers.**

Best Practices and Guideline for Allowing Access to the School

(The Best Practices can be modified to meet the needs of the school, but must be approved by the principal.)

Please post an approved Best Practice Instruction Sheet near the video-intercom phone that is used to release the front door lock. This will assist substitute clerical workers and those who are assigned to temporarily relieve the secretary.

When a visitor approaches the front door or activates the intercom, make visual contact through a window or by viewing the monitor. If you cannot see the person, politely ask them to step back from the intercom. The phone portion of the video intercom system has a button that can move the camera up and down.

**Suggested Questions:**

1. How can I help you?
2. Do you have an appointment?
3. Please come to the office and sign in. (If entry is approved.)

If you grant access, verify that the person comes directly to the office.

You are not required to grant access to a visitor.

You should deny access if: (This is not the limit of reasons to deny access.)

- The person appears hostile or unstable.
- You are unsure of a person's intent.
- You have prior knowledge of an issue.
- If access to a school building is denied to anyone, the building administrator or designee must be notified.

1. Teachers and administrators should email the secretary if they are expecting a parent or guardian or if they have a scheduled appointment.
2. If at all possible, visitors (not volunteers) should be escorted to the area of their meeting, or the staff should come to the office and meet them.
3. Substitute clerical staff should ask for identification (I.D.) and check the Student Emergency Sheet when a child is to be released to a parent or guardian. If a parent does not have a license or I.D., ask staff for assistance.
4. If WCPS's staff is releasing a child to a parent or guardian, verify the status of who is authorized to remove the child from school. If you do not know the parent or guardian, ask for identification and check the Student Emergency Sheet.

**5. Does your LSS use school resource officers (SROs)? If yes, please provide the following.**

	High Schools	Middle Schools	Elementary Schools	Other Programs
<b>Number of schools</b>	<b>9</b>	<b>7</b>	<b>27</b>	<b>4</b>
<b>Number of schools with full-time SROs</b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>2</b>
<b>Number of schools with part-time SROs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Name of police department or sheriff's office providing SROs</b>	<b>Washington County Sheriff's Office Hagerstown Police Dept.</b>			

- WCPS has nine SROs. The SROs have a main office, but are assigned feeder schools beyond their home school. The six SROs that are assigned offices in high schools are located at a campus setting. Most visit the campus schools daily.
- One SRO is assigned to a middle school which is not located on a campus. In addition to the middle school, the SRO works with the feeder elementary schools.
- One SRO is assigned to a unique campus. The campus consists of our Washington County Technical High School, a middle school, and Antietam Academy.
- The final SRO works a modified shift. The position allows for extra coverage at the end of the school day and for coverage at the evening high school program.

**6. How does the LSS plan incorporate the coordination of resources with other local, state, and federal agencies?**

Each school has a safety committee. The safety committee includes WCPS's staff, the SRO, local fire personnel and local police.

All school based administrators have completed or are scheduled to complete the ISC 100 course.

The 911 center has access to our in-house emergency phone line.

The local, county, and state police have the ability to talk to school officials on our radio channel.

**7. Provide the LSS's recommendations on how to improve the existing public school emergency management plans.**

Our best recommendation:

- Meet with other LSS groups in the area and from around the country. Learn what works and what has failed.
- Meet with local Fire & Police Agencies
- Continue to have Safety Committee meetings that include teachers and staff

**8. How much will it cost (\$) to accomplish the needed improvements to the public school emergency management plans?**

- The SRO program is offered at a discounted rate, but still requires a budget of \$350,000.
- Upgrading and maintaining cameras has increased. With the new IP systems, we are required to purchase a yearly license. A camera warranty is one year and the life expectancy is 3 years. The expected upgrades for this year will exceed \$200,000. The need will be greater, but the cost will prohibit upgrading all systems at the same time.
- The state grant will allow 14 elementary schools and one middle school to receive a new vestibule. If the state supports future safety grants at the same level (\$800,000) it will take four years to complete the vestibule project. Without the grant, it will take longer.

This is a difficult question to answer. The superintendent and the elected board are very proactive. The safety projects are part of our budget and plan. If the Senate bill had not passed, we still would be proceeding with our projects.

## Emergency Management Plans Evaluation Report

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**Local School System (LSS):** Wicomico County Public Schools

**LSS Point of Contact:** Andrew Turner

**Email:** aturner@wcboe.org    **Telephone:** 410 – 677 -4443

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**1. List any and all training activities related to emergency planning and response in which the local school system (LSS) was involved during school year 2013-14.**

Activity	Date Conducted	# of Schools Involved	Outside Agencies Involved
Tabletop drills	09/13 -01/14	24	Wicomico Co Sheriff Dept.
Lockdown drills	09/13 – 05/14	24	Wicomico Co Sheriff Dept/ Salisbury Fire Dept/ Fruitland Police Dept/ Delmar Police Dept.
Fire Drills	09/13 – 05/14	24	Wicomico Co Sheriff Dept/ Salisbury Fire Dept.
Emergency Plan Reviews	09/13 – 11/14	24	None

**2. List the emergency safety exercises practiced by the LSS along with those you plan on incorporating in the near future (Include schedule and or timeline of future trainings).**

Tabletop drills, Lockdown drills, and Fire drills will be conducted, announced and unannounced throughout the school year (2014 – 2015).

**3. Does the LSS use school security cameras? If yes, explain how and list the amount of cameras per school. (This count should also list other school owned or related buildings)**

	High Schools	Middle Schools	Elem. Schools	Other Schools	Other Buildings
Number of schools and other buildings	4	4	14	2	4
Number of schools and other buildings with cameras	6	4	14	2	4

We have a total of 636 cameras in our schools. We use them for forensic types of investigations to help resolve inappropriate behavior and criminal acts. At indoor athletic events the crowds are notified that they are under electronic surveillance.

**4. What are the LSS policies and practices as it relates to school visitors?**

We have in DRAFT form the new Visitor Policy; we are planning to implement this year. See the attached Visitor Policy.

**5. Does your LSS use school resource officers (SROs)? If yes, please provide the following.**

	High Schools	Middle Schools	Elementary Schools	Other Schools
Number of schools	4	3	0	1
Number of schools with full-time SROs	4	3	0	1
Number of schools with part-time SROs	0	0	0	0
Name of police department or sheriff's office providing SROs	Wicomico Co Sheriff Dept	Wicomico Co Sheriff Dept		Wicomico Co Sheriff Dept

**6. How does the LSS plan incorporate the coordination of resources with other local, State, and federal agencies?**

Through the MOU with the Wicomico Co Sheriff Dept for the SRO services, that agency is the primary agency to respond to the emergency needs of the school system. Outlying agencies are coordinated through the Sheriff Dept to respond accordingly. All agencies are required to receive the same active shooter training when responding to incidents at schools.

**7. Provide the LSS's recommendations on how to improve the existing public school emergency management plans.**

Begin incorporating new 700 Hz radios to be compatible with the radio frequency changes being made to the local emergency management services agency.

**8. How much will it cost (\$) to accomplish the needed improvements to the public school emergency management plans?**

We are recommending \$46,000 per year for the next five years to have all are schools with efficient radio communication capabilities.

- Some schools have researched the G.R.E.A.T. Program. This program has not been officially implemented.
- Our school administrators and school counselors address the issue of gangs during their classroom visit with students and at faculty and staff meetings.
- At parenting meetings in Pocomoke and Snow Hill, consultants and law enforcement officers have made presentations about gang awareness to parents and students.
- A & S meetings - Maryland State Police officers have made presentations for administrators and supervisors. The information was shared with faculty and staff.

## Emergency Management Plans Evaluation Report

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**Local School System (LSS):** Worcester County Public Schools

**LSS Point of Contact:** H. Stephen Price, Security Director

**Email:** [hsprice@mail.worcester.k12.md.us](mailto:hsprice@mail.worcester.k12.md.us) **Telephone:** 410-632-5013

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**1. List any and all training activities related to emergency planning and response in which the local school system (LSS) was involved during school year 2013-14.**

Activity	Date Conducted	# of Schools Involved	Outside Agencies Involved
See attachment – Training Activities			

**2. List the emergency safety exercises practiced by the LSS along with those you plan on incorporating in the near future (Include schedule and or timeline of future trainings).**

Monthly fire drills are conducted with two completed within the first two weeks of each school year.

Schools conduct functional drills throughout the year including shelter in place, lockdown, active shooter and evacuation.

Each school is required to perform three school bus evacuation drills per year. These drills include rear door evacuations, side door evacuations and a combination of side and rear door evacuation.

Our schools are used, as needed and when available, by fire, EMS, police and emergency management to allow them to conduct training exercises in a school building environment.

Future Drills (2014-2015 School Year):

1. Table Top Exercise sponsored by Worcester County Public Schools (WCPS) & Worcester County Emergency Services

2. Full-Scale Emergency Exercise – Response to Active Shooter in School – WCPS & numerous county emergency and support agencies.

**3. Does the LSS use school security cameras? If yes, explain how and list the amount of cameras per school. (This count should also list other school owned or related buildings)**

	High Schools	Middle Schools	Elem. Schools	Other Schools	Other Buildings
<b>Number of schools and other buildings</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>2</b>	<b>1</b>
<b>Number of schools and other buildings with cameras</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>2</b>	<b>1</b>

WCPS have initiated a program of surveillance camera installation and upgrades since 2001. Cameras are installed in public places within the school (hallways, cafeterias and Administrative offices) and on the outside of the buildings. Cameras are also an integral part of the security system used to limit access to our facilities. All WCPS buses are currently equipped with a three camera AngelTrax Mobile Digital Recording System. In the case of an incident, access may be provided to appropriate school administrators and the WCPS Security Coordinator.

See attachment – Current List of Security Cameras in each school location.

**4. What are the LSS policies and practices as it relates to school visitors?**

All WCPS utilize the FAST-PASS Visitor Identification System provided by Tyco Security to account for visitors and to determine and alert staff to any possible access attempted by registered sex offenders. Visitors are required to identify themselves to front office personnel, prior to entry into the building, through an Alphone audio/video intercom system on the exterior of the building. Once the person is granted entry, they are required to come to the main office and present a government-issued photo ID. This ID is scanned through the FAST-PASS System. If they are determined not to be a registered sex offender, they are given a visitor ID badge displaying their name, date, time and purpose of their visitor and are permitted to enter the building. Prior to departing the building, the visitor is required to check-out through the main office.

**5. Does your LSS use school resource officers (SROs)? If yes, please provide the following.**

Uniformed law enforcement officers were assigned to each of our fourteen (14) schools during the entire 2013-2014 school year. The School Security Deputies (SSD's) are employed by the Worcester County Sheriff's Office and operate under regulations collaboratively agreed upon by the Worcester County Board of Education and the Worcester County Sheriff's Office.

	<b>High Schools</b>	<b>Middle Schools</b>	<b>Elementary Schools</b>	<b>Other Schools</b>
<b>Number of schools</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>2</b>
<b>Number of schools with full-time SROs</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>2</b>
<b>Number of schools with part-time SROs</b>	-	-	-	-
<b>Name of police department or sheriff's office providing SROs</b>	Worcester County Sheriff	Worcester County Sheriff	Worcester County Sheriff	Worcester County Sheriff

**6. How does the LSS plan incorporate the coordination of resources with other local, State, and federal agencies?**

The WCPS Safety Coordinator meets regularly with the Supervisors of the School Security Deputies to discuss issues of mutual concern relating to school safety and security. Future plans to make further improvements are also discussed. Additionally, quarterly meetings are held with all local law enforcement agencies in Worcester County and the WCPS Safety Coordinator to discuss plans for a mutual-aid response to a major crisis event at any of our schools – i.e. an active shooter.

These meetings are vital to our efforts to recognize our potential partners during a critical incident at our schools. Sharing everyone's knowledge and expertise provides our emergency responders with insight into the daily operation of our schools while also enlightening school personnel as to the function of police, fire, EMS and emergency services personnel.

The Worcester County Office of Emergency Management plans to provide the National Incident Management System (NIMS) Training Program (ICS) to WCPS Administrative staff. This training will be invaluable as we continue to collaborate with our Emergency Service Partners.

**7. Provide the LSS’s recommendations on how to improve the existing public school emergency management plans.**

WCPS Policy VII-A-4 School Safety and Security states:

“The safety of all students, faculty, staff and visitors is the highest priority for the Worcester County Public School System.”

Following the tragic events of December 14, 2012, Worcester County Public Schools worked closely with law enforcement, school administrators, students and parents to review and evaluate existing safety policies and procedures and to identify potential opportunities for improvements.

Worcester County Public Schools’ efforts to ensure school safety and security are ongoing; however, some items remain unfinished due to fiscal and logistical limitations. The following are recognized as being in need of further improvements.

**Training:**

Orientation seminars / in-service presentations have been used by WCPS to introduce and address staff roles and responsibilities as outlined in the Emergency Plan. However, “hands-on training” should be provided to train staff in specialized procedures and allow staff members to develop skills and maintain proficiency in the area of crisis response. Training opportunities should be expanded to include not only drills but also tabletop and full-scale exercises. These training exercises are invaluable in providing participants from WCPS and allied agencies the occasion to work collaboratively in response to an emergency situation.

**Exercises:**

Tabletop and full-scale exercises in cooperation with local fire, ems, police and emergency management personnel will promote discussions of plans, policies and procedures; allow us to practice the use of equipment; and identify the roles and responsibilities of each agency and their staff members during an emergency scenario.

**8. How much will it cost (\$) to accomplish the needed improvements to the public school emergency management plans?**

WCPS will continue annual evaluations of our current school security resources, policies and procedures to determine areas of success as well as opportunities for improvement. This will

include the ongoing development of the WCPS Threat Response Plan in cooperation with fire, law enforcement & EMS as well as local public health agencies. Planning for the training and table top exercises listed in #7 above is in process. The most substantial cost of these items will be the time commitment of various staff from each agency to participate in these exercises. The cost of these exercises will be determined once planning is finished and all participants are identified. Future training opportunities are dependent on adequate resources being available.

**SECURITY CAMERAS**

<b>SCHOOL</b>	<b>INTERIOR</b>	<b>EXTERIOR</b>	<b>COMMENTS</b>
<b>Pocomoke High School</b>	<b>62</b>	<b>34</b>	
<b>Pocomoke Middle</b>	<b>6</b>	<b>10</b>	
<b>Pocomoke Elementary</b>	<b>3</b>	<b>1</b>	
<b>Snow Hill High School</b>	<b>2</b>	<b>10</b>	<b>School Currently under Renovations</b>
<b>Snow Hill Middle</b>	<b>3</b>	<b>0</b>	
<b>Snow Hill Elementary</b>	<b>3</b>	<b>3</b>	
<b>Cedar Chapel Spec. Sch.</b>	<b>3</b>	<b>1</b>	
<b>Wor. Tech. High School</b>	<b>64</b>	<b>4</b>	
<b>WCBOE – Central Off.</b>	<b>4</b>	<b>2</b>	
<b>Stephen Decatur High</b>	<b>48</b>	<b>10</b>	
<b>Stephen Decatur Middle</b>	<b>4</b>	<b>4</b>	
<b>Berlin Intermediate</b>	<b>3</b>	<b>2</b>	
<b>Buckingham Elem. Sch.</b>	<b>3</b>	<b>1</b>	
<b>Ocean City Elementary</b>	<b>24</b>	<b>6</b>	
<b>Showell Elementary</b>	<b>3</b>	<b>5</b>	
<b>Total:</b>	<b>235</b>	<b>93</b>	

## Emergency Management Plans Evaluation Report

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**Local School System (LSS):** The SEED School of Maryland

**LSS Point of Contact:** Stanley Estremsky

**Email:** stan@seedschoolmd.org      **Telephone:** 410-843-9477 ex 215

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**1. List any and all training activities related to emergency planning and response in which the local school system (LSS) was involved during school year 2013-14.**

Activity	Date Conducted	# of Schools Involved	Outside Agencies Involved

**2. List the emergency safety exercises practiced by the LSS along with those you plan on incorporating in the near future (Include schedule and or timeline of future trainings).**

In-house staff training complete on 8/20/14 and 8/21/14

Lockdown drills were completed on 1/29/14, 2/25/14, and 4/26/14.

**3. Does the LSS use school security cameras? If yes, explain how and list the amount of cameras per school. (This count should also list other school owned or related buildings)**

Yes, 25 cameras in the academic building. 16 cameras in each dormitory.

	High Schools	Middle Schools	Elem. Schools	Other Schools	Other Buildings
<b>Number of schools and other buildings</b>	1	1			2
<b>Number of schools and other buildings with cameras</b>	1	1			2

**4. What are the LSS policies and practices as it relates to school visitors?**

School visitors are able to view the school’s Emergency Management Plan. During drills and real time emergencies, Security is responsible for clearing our visitor area and getting them to the approved safe location.

**5. Does your LSS use school resource officers (SROs)? If yes, please provide the following.**

No, we use a contracted Security company.

	High Schools	Middle Schools	Elementary Schools	Other Schools
Number of schools				
Number of schools with full-time SROs				
Number of schools with part-time SROs				
Name of police department or sheriff’s office providing SROs				

**6. How does the LSS plan incorporate the coordination of resources with other local, State, and federal agencies?**

Our Operations Manager, Mike McManus, has worked with Chief Goodwin of the City Schools Police force. The school is in regular contact with the local police and fire departments.

**7. Provide the LSS’s recommendations on how to improve the existing public school emergency management plans.**

We plan to continue regular emergency drills and review our management plan annually. We will look to find new trainings to help improve our current procedures while still working with Chief Goodwin.

**8. How much will it cost (\$) to accomplish the needed improvements to the public school emergency management plans?**

Less than \$1000 for training costs.

## **Emergency Management Plan Evaluation Report Findings**

The Maryland State Department of Education (MSDE) has a process in place to collect and review Local Emergency Management Plans. By September 30<sup>th</sup> of each year, local Superintendents and the SEED School shall certify to the State Superintendent that local emergency plans are being implemented.

By September 30<sup>th</sup> of each year, each local Superintendent and the SEED School shall send a copy of the local school system's central administration emergency plan to the State Superintendent of Schools, if updated from the previous year.

MSDE, in conjunction with the Maryland Center for School Safety (MCSS), has created an Emergency Management Plan Review committee made up of current Directors of School Security, former fire Marshalls and retired law enforcement officers to thoroughly review the twenty-four LEA plans and the SEED School of Maryland plan. This review team provides instant credibility to the review process by adding subject matter and real world expertise to the process.

For the purpose of this brief review (not during the normal review cycle), MSDE and MCSS recommends the following findings that all twenty-four LEAs and the SEED school could expound on in their emergency management plans.

- Plan to have at least 3 locations for a command center and reunification area.
- Coordinate and conduct drills with local, State, and Federal partners.
- Make sure emergency messages address the basic questions receivers will have regarding the incident in order to clear confusion and reduce panic.
- Include county wide drills or a minimum of cluster school drills including the transportation of students.
- Be clear to specify at the start of a message who it is intended for.
- Have more than one person trained in the same responsibilities.
- Assume another members role to better prepare for additional responsibilities.
- Properly train school staff and administrators on law enforcement responsibilities.
- Practice all of the mandated drills in the most productive fashion instead of the most convenient fashion.
- Implement procedures for effective contact database management.
- Conduct drills unpredictable fashion.
- Stay current on emergency management and crisis trends.

MSDE and MCSS believe that if the above recommendations are taken into account, school systems can significantly reduce injuries, damage, and subsequent trauma that may occur do to unpreparedness.

Lillian M. Lowery, Ed.D.  
State Superintendent of Schools

Charlene M. Dukes, Ed.D.  
President, Maryland State Board of Education

Martin O'Malley  
Governor

Maryland State Department of Education  
200 West Baltimore Street  
Baltimore, Maryland 21201  
Telephone: 410-767-0100  
[www.MarylandPublicSchools.org](http://www.MarylandPublicSchools.org)



# Attachments

# Calvert County

Security Improvement Measure Report (HB 983)  
 Calvert County Public Schools  
 February 2014

Priority	Project Description	Schedule	Cost
1.	Training Continuing Education Demonstrations Safety Advocates	Continuous	\$ Admin.
2.	Interim Measures Magnetic Strike Strips Wedge Tac Cinch (For Locksets) Misc.	Underway	\$ 20,000
3.	Electronic Access Control System	Complete By 12/2014	\$ 360,000
4.	Vandal Resistant Glazing System	Complete By 8/2015	\$ 110,000
5.	Guided Vestibule Improvements	Three Years (Pending Funding)	\$ 985,000
6.	Interior Classroom Hardware Interior Access Improvements	Three Years (Pending Funding)	\$ 1,300,000
7.	Grounds Landscape Fencing Hardscapes	Five years (Pending Funding)	\$ 3,500,000
8.	Perimeter/Interior Surveillance	Five Years	\$ 310,000
<b>Total Cost of Improvements</b>			<b>\$ 6,585,000</b>

**Facilities Included in Survey:**

Elementary Schools 13  
 Middle Schools 6  
 High Schools 4  
 Other 2  
 Administrative 2

# Charles County

# Charles County Public Schools Safety and Security Upgrades 2014

Campus	Sony Indoor Fixed SNC-DH120	Sony Outdoor Fixed SNC-DH160	Sony Outdoor PTZ UNI-ONEP520C7	Total Camera Count	Cameras/Lenses/Installation	Ballistic glass estimate 35000 sq ft	Classroom Security Lockets	Access Control/Alphane underway at all sites	Visitor pass program	Entrance redesign engineering
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Starkey Admin Bldg										
Stelhem Ed. Center										
Gwynn Ed. Center										
Maintenance Shop										
Annex 1	5	5		5	\$8,686.85				17500	15000
Annex 2	6			11	\$20,185.37				17500	
	5			5	\$6,686.85				17500	
Bamhart	23	7		30	\$53,625.12		16000		17500	15000
Berry	32	13		45					17500	15000
Brown	7	7		14	\$25,827.20		6925		17500	15000
Cralk	5	7		12	\$21,352.46		8640		17500	15000
Diggs	33	9		42	\$74,903.28		11280		17500	15000
Gale-Bailey	22	6		28	\$49,935.52		8211		17500	15000
Higdon	19	7		27					17500	15000
Indian Head	11	6	1	17	\$30,824.45		11781		17500	15000
Jennifer	22	7		29	\$51,887.75		14400		17500	15000
Malcolm	17	7		24	\$43,200.90		11840		17500	15000
Martin	23	7		30	\$53,625.12		8925		17500	15000
Matule	18	9		27					17500	15000
Middletown	14	7		21	\$37,988.79		8925		17500	15000
Mitchell	28	7		35	\$62,311.97		12800		17500	15000
MI Hope	15	7		22	\$39,726.16		4180		17500	15000
Mudd	23	6		29	\$51,672.89		9839		17500	15000
Neal	33	9		42	\$74,903.28		10200		17500	15000
Parks	38	8		46	\$81,637.90				17500	15000
Ryon	25	8		33	\$59,052.09				17500	15000
Turner	9	8		17	\$31,254.17		7487		17500	15000
Wardle	19	8		27	\$48,627.87		16640		17500	15000
Davis							10610		17500	15000
Hanson							8640		17500	15000
Henson							20830		17500	15000
Matthewman							31418		17500	15000
Piccoaxen							16640		17500	15000
Smallowood							21080		17500	15000
Somers							20800		17500	15000
Stoddert							20708		17500	15000
Lackey							37760		17500	15000
La Plala							24887		17500	15000
McDonough							19634		17500	15000
North Point							21760		17500	15000
St. Charles							40640		17500	15000
Stone							35200		17500	15000
Westlake									17500	15000

	<b>Total completed</b>
	<b>(1,178,950)</b>
<b>\$930,916</b>	<b>\$3,150,000</b>
Dollars required	Dollars required
<b>\$498,066</b>	<b>\$717,500</b>
Dollars required	Dollars required
<b>\$465,000</b>	<b>\$5,200,000</b>
Design Dollars required	Construction dollar estimate

Total required for all recommendations \$ 10,961,481.99

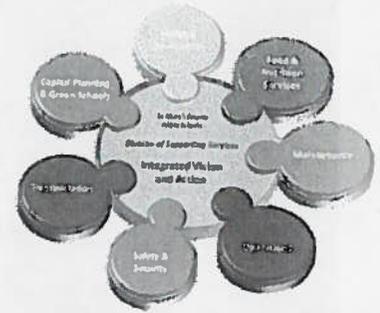
# St. Mary's County



**St. Mary's County Public Schools  
Department of Safety and Security  
Evaluation Report**

**School Emergency Management Plans  
Maryland State Department of Education (MSDE)**

(Submitted as required by the Maryland General Assembly: SB 143 & HB 983)



**Section 1 - EVALUATION**

To ensure students in the state have a safe and secure place to learn, each county shall evaluate the emergency management plans in each public school under the jurisdiction of the county board, including:

- Training Activities
- Emergency Safety Exercises
- School Security Cameras
- School Visitor Policies
- School Resource Officer (SRO) Programs
- Coordination of Emergency Management Activities (plans and resources with local, state, and federal agencies)

St. Mary's County Public Schools (SMCPS) maintains a comprehensive emergency management plan to prepare and respond to violent or traumatic incidents that may occur on school grounds and in surrounding areas. The plan is reviewed, revised, and updated annually by SMCPS. The plan has been developed in cooperation with local agencies to include but is not limited to law enforcement, fire, emergency medical service, and emergency management. The plan is structured and formally published with major areas of focus that include mitigation, prevention, preparedness, response, and recovery (refer to written documentation forwarded to MSDE annually in compliance with the requirements of Maryland Code of Regulations (COMAR) 13A.02.02.01-04.

The written plan includes specific documentation addressing response to identified individual hazards. It identifies key players, clear lines of communication, and establishes a chain of command to be utilized during an emergency event. The plan and its companion quick reference guide, provide step-by-step sequence of actions to be taken by personnel during an emergency event. The roles and responsibilities of the identified personnel are clearly defined.

The plan incorporates an incident command system consistent with the National Incident Management System and inclusive of a multi-agency coordination system (MAC).

The current plan provides for common language and terminology that is to be used by all involved in emergency response.

The plan has clearly delineated sections addressing specific emergencies and specifically addresses student welfare and reunification with families.

The plan requires site-based professional development for school staff through established crisis response teams that plan, conduct, and review site-based assessments and drills annually. The crisis response teams are required to meet on a regular basis throughout the school year and routinely evaluate the components of the current plans, areas of needed improvement, and any additional training required.

**Sub-section A - Training Activities and Emergency Safety Exercises:**

Each SMCPs facility has a designated site administrator who is tasked with the responsibility of establishing and maintaining a site-based Crisis Response Team (CRT). Each CRT is regularly responsible to prepare and develop all site-specific emergency response plans to include:

- Analysis of site-based plans
- Scheduling and critique of site-based drills
- Maintenance of any emergency supplies
- Perform required maintenance of emergency "go bags" for each school or office

Each facility is required annually, in accordance with established procedures, to conduct specifically identified training exercises and drills. The identified exercises/drills include:

- Evacuation
- Shelter in Place
- Reverse Evacuation
- Lock Down (Code Red)
- Drop, Cover and Hold (Earthquake)
- Severe Weather (Storm or Tornado)
- Silent Evacuation
- Automated External Defibrillator

Each facility must incorporate a "challenge event" during a planned exercise or drill (example: blocked evacuation point).

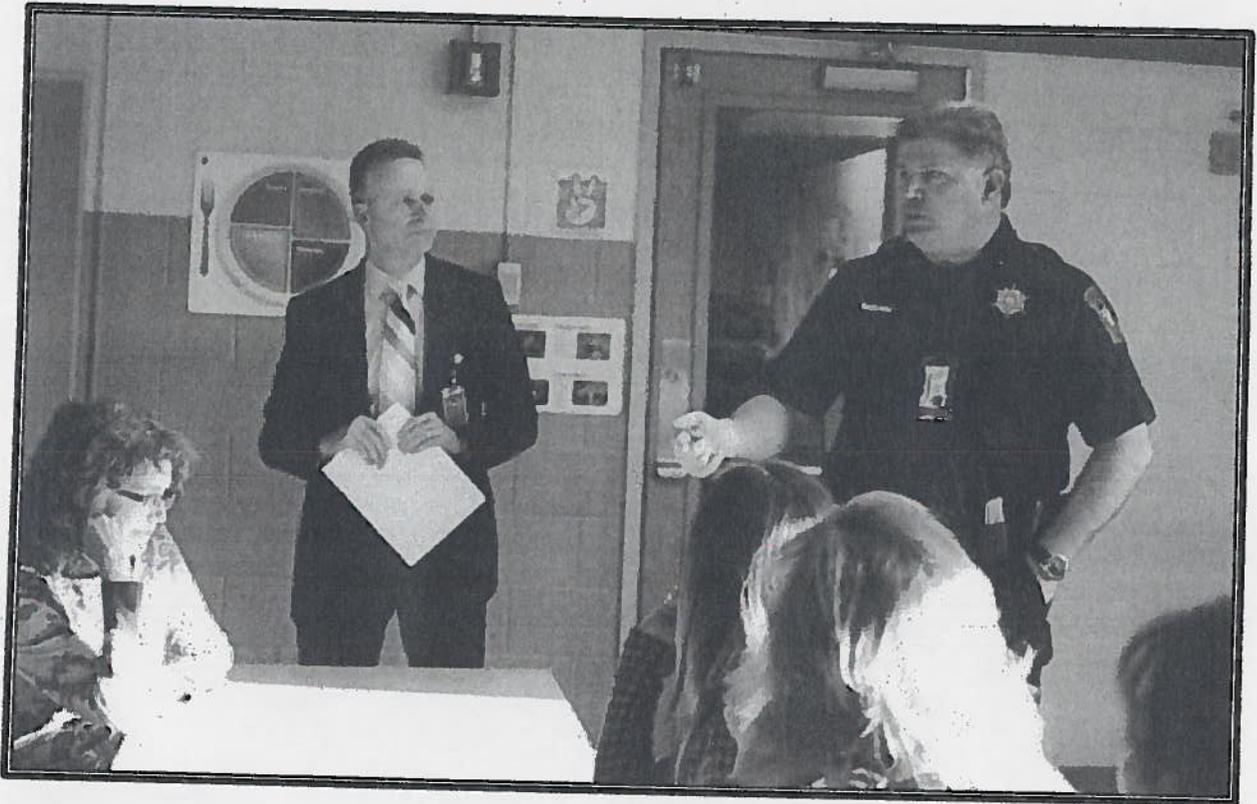
The CRT for each school campus and administrative office site within the system will be responsible for identifying site-specific components of this plan to include command center locations, evacuation points, contact lists, advanced planning for special needs population, evacuation, and review of the threat matrix for any site-specific planning that may be required. See the following pages for the SMCPs Preparedness Threat Matrix, the Record of Site-Based Drills and Crisis Team Meetings Form, and the SMCPs Special Education Evacuation Planning for Students with Mobility Limitations Consent Form.

Each site administrator is required annually to submit a report and supporting documents to the Department of Safety and Security demonstrating compliance with the required schedule of annual emergency response drills, training, and meetings of the school's crisis response team. The documentation is also maintained online in a designated site specific data folder using a web-based version of the SMCPs emergency plan located at <http://911.smcps.org>. All of this

documentation is maintained as part of the legally mandated annual certification submitted to the MSDE and in compliance with the COMAR 13A.02.02.

Additionally, SMCPs actively coordinates and participates in training programs, drills, and exercises that involve planning and resource evaluation with numerous local, state, and federal agencies. These exercises are designed to test the various components of the school system's emergency plan. All records of these trainings, drills, and exercises are maintained by the Department of Safety and Security. A recent history of large scale or systemic training programs, drills, and exercises includes but is not limited to the following:

- May 2008 - St. Mary's County "Hurricane Zoe" exercise
- June 2008 - MSDE statewide Pandemic Flu Training/Planning Conference
- March 2009 - Superintendent's School Support Team (SSST) emergency exercise
- November 2009 - Systemic Crisis Response Team training and tabletop exercise
- June 2009 - St. Mary's County emergency preparedness exercise (hurricane response)
- October 2009 - Calvert Cliff's Nuclear Power Plant (CALVEX) emergency exercise
- March 2010 - Emergency Response tabletop exercise for the SSST with support from the St. Mary's County Department of Public Safety-severe storm and tornado preparedness and response
- April 2010 - Statewide tornado response drill
- June 2010 - County emergency sheltering capabilities tabletop exercise
- October 2011 - CALVEX emergency exercise
- October 2011 - SSST participation in an after-action debriefing of Hurricane Irene
- April 2012 - Earthquake response exercise with the County's Department of Public Safety
- April 2012 - Statewide tornado preparedness drill with MSDE
- August 2012 - Systemic tabletop exercise CALVEX and tornado response
- October 2012 - Coordinated SMCPs participation in a national earthquake preparedness exercise (The Great Southeast Shakeout)
- February 2013 - Joint training exercise of SMCPs Code Red (school lockdown) emergency procedures with the St. Mary's County Sheriff's Office
- July 2013 - Coordinated School and Workplace Violence Training in partnership with the St. Mary's County Sheriff's Office for all SMCPs site administrators
- July 2013 - Coordinated Rapid Response Tactical Training in schools for law enforcement
- October 2013 - CALVEX emergency exercise
- October 2013 - Coordinated SMCPs participation in a national earthquake preparedness exercise (The Great Southeast Shakeout)
- January 2014 through April 2014 - SMCPs and the St. Mary's County Sheriff's Office have coordinated 34 mandatory site-based staff professional development sessions on new Code Red (school lockdown procedures) to enhance emergency planning, preparedness, and response in schools. The training provided was based on best practice recommendations and "lessons learned" from prior occurrences in schools across the nation. A total of 1,952 employees have received this training (see photo).



**Sub-section B – School Security Cameras:**

SMCPS currently has 303 school security cameras with supporting hardware and software installed and maintained at 17 school and office sites. The Department of Safety and Security, through the director and other staff as assigned, are responsible for the documentation, maintenance, and implementation of security and surveillance cameras systems for all schools and office sites. Security and surveillance cameras are authorized for use on school grounds and in school buildings, enhancing a safe and secure school environment in accordance with all federal, state, and local laws.

All students will be notified that they are subject to being monitored by security and surveillance cameras in the public areas of school grounds and in school buildings at any time. Signs are posted on all school premises indicating that state security and surveillance cameras are in use. Parents or legal guardians of students are made aware of the use of security and surveillance cameras.

Security and surveillance cameras may be placed on school grounds and in school buildings in St. Mary's County Public Schools. Placement of security and surveillance cameras is made at the direction of the Superintendent of Schools (Superintendent) or designee and implemented by the Director of Safety and Security or designee.

The purpose of the security and surveillance cameras is to promote safety and monitor behavior on school grounds and in school buildings.

- The use of security cameras for surveillance is determined by the site administration in consultation with the Superintendent or designee in order to promote safety and monitor behavior. Any access to school security camera systems is granted in accordance with the Director of Safety and Security's approval of access requests received from site administrators.
- The use of security cameras on a school bus is determined by the site administrator in consultation with the Superintendent or designee.
- The students, parents, and staff are informed that security cameras for surveillance of public areas are in use.
- Signs must be clearly posted advising students, parents, visitors, and staff as to the presence of security cameras for surveillance.
- The Superintendent or designee identifies appropriate locations of security cameras and works closely with the Division of Supporting Services in the installation of equipment.
- The Superintendent or designee has the ultimate responsibility to protect the privacy of all individuals on the school campus. The Superintendent or designee is authorized to designate other staff members who have access to and responsibility for monitoring of any security cameras and related surveillance material.
- The Superintendent or designee will review the surveillance material. If after reviewing the surveillance material, the Superintendent or designee determines that misconduct by a student(s) has occurred, appropriate disciplinary action will be taken in accordance with the student discipline regulations, as outlined in the Board of Education of St. Mary's County's (Board) policies and regulations, and student code of conduct.
- If the surveillance material is used in support of implementing disciplinary action against a student(s), the surveillance material will be retained for a maximum of 30 days, unless a special request has been made by the student or other interested party, or until the student has fulfilled his/her disciplinary obligation or until all appeals have been exhausted.
- In the case of a disciplinary action, a parent/guardian has the right to request a review of the audiovisual record of the incident. This request must be put in writing to the Superintendent or designee, no later than 30 days from the date the incident occurred.

The Director of Safety and Security shall cause formal school or site-based safety and security audits and assessments of all SMCPS security and surveillance camera systems to occur twice each school year. Additional informal audits and site checks shall be conducted at any time, as needed and authorized by the Director, using assigned personnel. A report of each formal audit of a school or site security and surveillance camera system shall be maintained by the Department of Safety and Security's security specialist. The director shall provide summary reports of all audits to the Deputy Superintendent of Schools and Operations or the Superintendent, as needed or upon request. The purpose of the audits is to ensure operational effectiveness of the systems and compliance with all established safety and security policies, procedures, and protocols.

The Department of Safety and Security maintains a formal strategic management plan with identified program goals that include the installation of school security cameras systems at all

school and office sites. Currently there are 12 remaining elementary school sites that do not have school security systems. The installations are planned and will be completed as funding becomes available. Recently, state funding support was provided to advance the completion of this goal. Physical security enhancement has and will continue to be a major component of the SMCPs security and emergency preparedness plan.

**Sub-section C – School Visitor Policy:**

On August 13, 2013, the Board revised the school visitor policy and regulation. The purpose of the policy revision is to ensure a safe and orderly environment for students and staff with regard to visitors in school facilities. The Board constantly strives and continues to make opportunities available to our students that encourage them to learn and fully enhance their academic and social development. The Board recognizes the value and importance of visitors who support students and staff. Parents, guardians, community members, and school volunteers are resources serving to support our goals and the learning experience of children. Since the site administrator is responsible for the school's supervision and administration, anyone who is not a member of the individual school staff must proceed first to the school's main office.

The Board also recognizes the expectation of our community to protect our students and schools and ensure their safety and security each day. The importance of identifying everyone and understanding who visits a school and has access to our students is paramount in our efforts to maintain a safe and orderly school environment. The following regulations were established and apply to all SMCPs sites:

All visits to a school shall be arranged and coordinated through the main office of the school with oversight by the site administrator or designee. All visitors and SMCPs employees not assigned to a specific school site and who are visiting a school must report to the main office of the school and sign-in as an employee, volunteer, or visitor at the school using the SMCPs Building Access Management system (BAM).

Access of employee association officers, members, and other representatives to employees and school system work locations during work hours of employees shall be subject to this regulation and shall be consistent with the intent and responsive to the needs of the negotiated agreements. Questions about the interpretation should be directed to the Assistant Superintendent of Fiscal Services and Human Resources.

Since schools are a place of work and learning, with a clear responsibility to ensure the safety and security of students and staff, certain controls and limitations must be established for school visits. The site administrator is responsible for all persons in the building and on the grounds of a school. For these reasons, the following regulations and security procedures have been established for schools:

- Anyone who is not a regular staff member, support person, or student assigned to that school will be termed a "visitor." A visitor is defined as a person (not a student of the school involved, a volunteer, or an employee of SMCPs) who has legitimate school

business to transact, such as a conference with a staff member, and whose conduct is not disruptive or disturbing to the normal operation of the school. Visitors may include, but are not limited to, parents, guardians, community members, student activity leaders, and agency representatives.

- Visitors to the school must have a purpose related to the school's educational program or one of the school's students or staff. Visitors whose purpose is to influence or solicit students may be denied entry to the school, based upon the site administrator's or designee's judgment of their purpose.
- All visitors and SMCPS employees not assigned to a specific school site, and who are visiting a school, must report to the main office of the school and sign-in as an employee, volunteer, or visitor at the school using BAM.
- Teachers planning to invite guests to the classroom should inform the site administrator or designee and obtain approval.
- Any person who willfully disturbs instruction, school/student activities, or public school meetings may be subject to sanction or legal action.
- Parents, guardians, community members, and approved volunteers who wish to observe a classroom while school is in session should arrange such visits in advance with the teacher and site administrator or designee so that class disruption may be kept to a minimum.
- Parents, guardians, community members, and approved volunteers are required to report to the main office of the school and sign-in using BAM. Parents, guardians, community members, and approved volunteers are required to wear and display a visitor's badge during the entire time visiting the school. Should the visitor wish to observe in another classroom or location during that same visit, separate authorization must be obtained from the site administrator or designee by reporting to the main office.

There are times in every classroom when visitation is disruptive to the learning process or the classroom environment. Accordingly, visitors may be asked to reschedule an observation to another date or time.

During a classroom visitation, visitors are required to abide by the following guidelines:

- The visitor should not interact with staff or students.
- No audio or video recording will be allowed unless authorization for such recording has been previously approved by the site administrator or designee.
- Should a visitor wish to speak to a teacher, a meeting should be scheduled at a separate time.
- The visitor should sit in a location designated by the teacher. The visitor shall not walk around the classroom unless authorized by the classroom teacher and/or site administrator or designee.
- The number of visitors allowed in the classroom at any given time shall be determined by the classroom teacher and/or site administrator or designee. Consideration should be given to the size of the classroom, the individual needs of the students, and the instructional activities taking place.

- The number of visits and length of time of the observation shall be determined by the classroom teacher and/or site administrator or designee, giving consideration to the purpose of the observation, the individual needs of the students, and the instructional activities taking place. It is not uncommon for students who are observed to be adversely affected by such observation. Therefore, it will be up to the classroom teacher and/or site administrator or designee to limit the number of visits and the length of time of such visits.

For example, it may be appropriate to limit the observation of a particular student to one-half hour per month as opposed to one-half hour per week.

School system personnel, to include all employees and student activity leaders, must wear and display their SMCPs identification badge or access control badge/card at all times while acting in their designated capacity with SMCPs to include all school and campus locations.

Visitors shall not solicit or offer for sale any wares, articles, stocks, insurance, or other items or services on any school premises, unless permission is first obtained by the site administrator or designee.

As the community contains a wealth of experience, expertise, and knowledge that can be employed by the effective teacher, invited visitors are welcome (in appropriate numbers in the classroom). When such activities are planned, the teacher or sponsor shall:

- Inform the site administrator or designee and obtain approval
- Make arrangements to receive the visitor in a hospitable and courteous fashion

If any "high profile" persons are expected to visit the school, appropriate central office personnel should be advised.

Site administrators and the Director of Safety and Security or designees are authorized to refuse entry onto school grounds to persons who do not have legitimate business at the school and to request any unauthorized person or persons engaging in unacceptable conduct to leave the school grounds.

Site administrators and the Director of Safety and Security or designees are authorized to request assistance of law enforcement officers in cases of emergency and SMCPs shall seek prosecution to the full extent of the law when persons violate the provisions of the Board's policies regarding trespassing on school grounds, damage to school property, loitering, and disruptive or prohibited activity.

Site administrators are encouraged to follow best practice guidelines that address the specific needs of their students and staff that serve to create an efficient, safe, and secure learning environment. The following guidelines are provided to further assist site administrators:

- Visitors must follow sign-in procedures for the safety of all children.

- Visitors must receive administrative approval to visit a classroom to minimize disruption to learning.
- Visitors must schedule parent-teacher conferences in advance.
- Visitors are encouraged to make alternative arrangements for their non-enrolled students when visiting during the school day; as this may create a disruption to instructional delivery.
- Schools are encouraged to limit celebrations that involve food during the school day. Although we are not banning homemade treats, we are encouraging that food celebrations should include store bought baked goods with ingredient lists to protect students with allergies and other health issues.
- For supervisory and capacity concerns, non-enrolled students must be under the supervision of a parent and, with approval of the site administrator, they are welcome in the cafeteria.
- Communication between families for personal arrangements or events may be coordinated through the local PTA/PTO's directories and contact information.
- All visitors and volunteers are expected to follow best practice guidelines provided in our volunteer training manual when visiting in our schools and when working in our schools. All visitors and volunteers are expected to adhere to the same guidelines and expectations of employees as defined in the SMCPS Child Abuse and Sexual Harassment (CASH) training. Mandatory training for visitors and volunteers will occur at the beginning of each school year.

The Department of Safety and Security, through the director and other staff as assigned, are responsible for the documentation, maintenance, and implementation of visitor access management systems or BAM for all schools and office sites. The BAM is currently installed at all school and office sites. All schools have security vestibules that require visitors to pass through the main administrative office before entering the school. Check-in and check-out logs are electronically recorded through the BAM.

The Director of Safety and Security shall cause formal school or site-based audits and assessments of all SMCPS BAM systems to occur twice each school year. Additional informal audits and site checks shall be conducted at any time as needed and authorized by the Director of Safety and Security using assigned personnel. A report of each formal audit of a school or site visitor access management system shall be maintained by the Department of Safety and Security's security specialist. The director shall provide summary reports of all audits to the Deputy Superintendent of Schools and Operations or the Superintendent of Schools, as needed or upon request. The purpose of the audits is to ensure operational effectiveness of the systems and compliance with all established safety and security policies, procedures, and protocols.

**Sub-section D – SRO Programs:**

SMCPS and the St. Mary's County Sheriff's Office fully recognize the immeasurable value of a safe, nurturing learning environment and community for children. We want to ensure our children and our students are afforded the best opportunity possible to succeed in school and eventually in their life's endeavors. We share a common vested interest in student success and

want all students to graduate from high school and be career ready or college bound. We strive together every day to protect our children and make every effort to prepare them to become productive and contributing members of society.

It is for this purpose that the Superintendent and the Sheriff established the St. Mary's County SRO Program and Adopt-A-School Program. Both are joint partnerships specifically designed to mentor our community's children, and further enhance our safe and nurturing school environments by coordinating law enforcement resources and support for SMCPs.

#### **SRO Program**

SMCPs maintains a memorandum of understanding with the St. Mary's County Sheriff's Office that establishes and sets forth the conditions for carrying out the provisions of the SRO Program in all public secondary schools in the jurisdiction. Currently five officers are assigned to the program. Two additional officers will be assigned to the program during the next school year (2014-2015).

The SRO's are assigned to increase law enforcement visibility and initiate proactive prevention and intervention strategies in a collaborative effort with students, staff, parents, and the community within SMCPs.

The SRO is first and foremost a law enforcement officer. This responsibility will take precedence over any other duties. However, the SRO will make every effort to ensure that his/her time is balanced to include law enforcement, teaching, and counseling.

The SRO program incorporates, at a minimum the following:

- The SRO will act as a resource with respect to emergency preparedness, incidents of criminal conduct, and delinquency prevention;
- The SRO will provide guidance on ethical issues in a classroom setting;
- The SRO will provide mentoring to students; and
- The SRO will explain the law enforcement role in society to students.

Deputy sheriffs assigned to the SRO Unit will work in full uniform (to include portable radio) at their assigned school, unless otherwise authorized by the SRO's supervisor.

Teaching duties will comply with the current teaching curriculum as designed by SMCPs. All audio visual aids and lesson plans will be approved, prior to use, by the Director of Safety and Security and the SRO's supervisor. When teaching, the SRO will have the regular classroom teacher present at all times.

An SRO may provide informal counseling based on their expertise as law enforcement professionals. If further resources are needed to assist with a problem, an SRO may make a referral to a professional counselor, such as a school guidance counselor or other mental health professional.

### **"Adopt-A-School" Program - (SRO's for Elementary Schools)**

This is a joint partnership specifically designed to mentor our community's children and further enhance our safe and nurturing school environments by coordinating additional law enforcement resources and support for SMCPs elementary schools.

The Adopt-A-School Program matches current St. Mary's County Sheriff's deputies with elementary schools who currently do not have the direct support of an SRO. The deputies, who volunteer to participate in the program, "adopt" their matched elementary school for the purpose of fostering a positive relationship with the school's students. The deputies enhance law enforcement service to their school and act as an advisor to staff. All work together to keep our students in school and improve their opportunities for success. This initiative supplements the established SRO program as we recognize the need to operate efficiently and effectively, maximizing all of our resources. The deputy and the school's site administrator will coordinate activities that will promote and support this initiative. Activities will include:



- Mentoring students through interaction with uniformed officers
- Participating in a variety of school activities to include lunch visits, playground observations, and providing safety and vocational talks
- Conducting regular visits, increasing visibility, and enhancing campus security
- Providing guidance based on their expertise as law enforcement professionals
- Acting as a resource with respect to emergency preparedness, incidents of criminal conduct, and delinquency prevention
- Acting as a liaison during emergency events at the school

Calls for service at the adopted schools will be managed using established protocol. Each of the deputies who volunteer to adopt a school will receive formal professional development training and participate in quarterly coordination meetings with the Department of Safety and Security.

### **Sub-section E – Coordination of Emergency Management Activities:**

The Board is required legally under Maryland Law, Education Article 4-101, to control and promote education and schools within their jurisdiction, and further under COMAR section 13A.01.04.03, to ensure all public school students have the right to a safe, appropriate academic environment. Further pursuant to COMAR sections 13A.02.01 through .04, each school site through the Board and the Superintendent shall, in consultation with other health and safety officials in the local community, develop an emergency plan for each public school and central administration office under its jurisdiction. The plan will deal with contingencies of man-made, technological, and natural hazards. SMCPs is required to develop and implement an annual schedule of drills for each school within the system. The Superintendent is required

to certify annually in writing to the State Superintendent of Schools that the requirements of COMAR 13A.02.01 through .04 are being implemented.

The Superintendent, as the chief administrator, is responsible for the administration of SMCPS. School emergency management and security planning has been designated as a priority for all SMCPS. The Superintendent, through the SMCPS' organizational structure, has designated the Department of Safety and Security as the entity that shall have overall responsibility for development, maintenance, and implementation of the school system's Comprehensive Emergency Management and Crisis Response Plan. The Superintendent has delegated direct responsibility to the Department of Safety and Security for the creation, daily oversight, and continuing implementation of this plan. The Department of Safety and Security shall be responsible for ensuring that the plan contains details regarding the prevention, preparedness, response, recovery, and training process for emergency events. Additionally, the plan shall ensure details for the restoration and continuity of operations, as soon as practical, following an emergency event.

The Superintendent, through SMCPS' organizational structure, has appointed site administrators to form a site-based (school) crisis response team for each school campus and administrative office site within the school system. The site administrator and site-based crisis response team shall have the overall responsibility for development, maintenance, and implementation of a site-based crisis and emergency response plan, using the published Comprehensive Emergency Management and Crisis Response Plan as a primary resource and guide.

The Department of Safety and Security and site administrators are responsible for ensuring that the plan is kept up to date, and activated as necessary to ensure the safety and security of all employees and visitors at any SMCPS school campus or administrative office site within the system.

The SSST will act as an advisory group for the Superintendent during a school crisis or emergency. The SSST consists of department heads and supervisors representing all organizational components and functions. The SSST will work together collaboratively to plan, develop, and implement security and emergency management policy and procedures for SMCPS ensuring the wellbeing and safety of all students, staff, and visitors who occupy its facilities. The SSST will be mindful of the need to constantly review and enhance the security and emergency response practice, policy, and procedure of SMCPS as the services, employees, and visitors within its facility continue to expand.

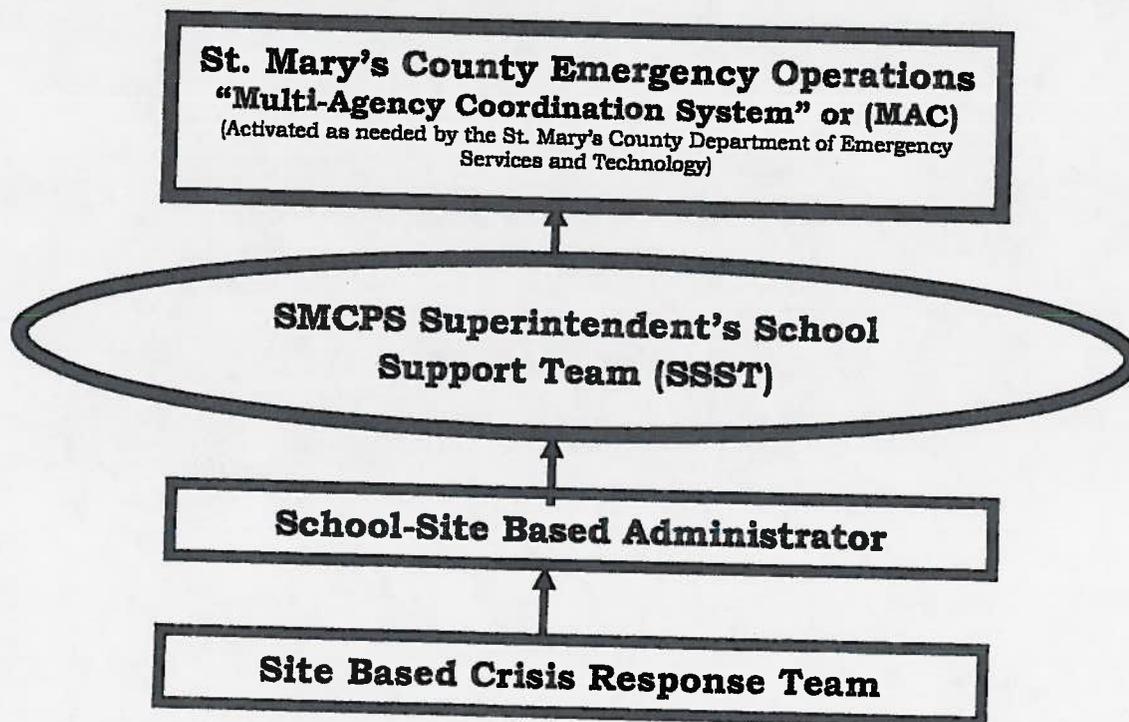
The SSST meets at regularly scheduled intervals and as needed for the purpose of addressing organizational development to include the maintenance of this plan and ensuring a full understanding of roles and responsibilities for internal components that may be called upon to provide service or aid in the response and recovery to an emergency event.

The Superintendent shall ensure that designated members of the SSST have training, meeting the minimum standards set forth through federal law regarding the National Incident Management System (NIMS) and Incident Command Systems (ICS).

It is the policy of SMCPSS to follow the guidance as set forth within these national standards in preparing for and responding to any emergency event directly or indirectly impacting the operation of SMCPSS.

Further, it is the policy and practice of SMCPSS to act in concert and with the direction and guidance of the St. Mary's County Department of Emergency Services and Technology in those instances requiring emergency response from external emergency responders and other components. It is recognized that the St. Mary's County Department of Emergency Services and Technology maintains an emergency response plan that is fully aligned with the National Response Plan (NRP) and guidelines issued by the Department of Homeland Security encompassing the needs of the entire jurisdiction, and that it is imperative that the SMCPSS plan coincides and serves the purpose of supplementing response and recovery operations during a large scale state of emergency within this jurisdiction. SMCPSS endorses and will coordinate emergency preparedness and response as a component of a "multi-agency coordination system" or (MAC) for use during emergency events impacting SMCPSS.

The following coordination structure is adopted for internal components of SMCPSS. Each entity within the coordination structure shall maintain a tiered delegation of authority to support decision-making required during response and recovery operations. There shall be a primary point of contact, a secondary point of contact, and tertiary point of contact for each of the internal components identified in the following flow chart:



Additionally, the Department of Safety and Security, through the director and other staff as assigned, are responsible for the documentation, maintenance, implementation of safety and

security advisory groups and committees. The safety and security advisory groups and committees, with required meeting schedules, are described in the following paragraphs:

**The Superintendent's Safety and Security Advisory Committee**

Membership: SSST, all site administrators, supporting outside agencies, parents, students, and community partners as authorized and appointed by the Superintendent. The Superintendent's Safety and Security Advisory Committee provides an opportunity for community collaboration and guidance in strategically planning for the safety and security of our schools. The Director of Safety and Security or designee is responsible for the scheduling of quarterly meetings, documentation of attendance, and meeting agendas.

**SRO Advisory Group**

Membership: SSST, all site administrators, all SRO's, all law enforcement officers officially enrolled in the Adopt-A-School Program, and the program coordinator of Safety and Security. The SRO Advisory Group provides an opportunity for all SRO's and supervisors to collaborate and discuss, and receive guidance in strategically planning for the safety and security of schools. The Director of Safety and Security or designee is responsible for the scheduling of quarterly meetings, documentation of attendance, and meeting agendas.

**School Safety and Security Assistants Advisory Group**

Membership: The SSST, all site administrators, all school safety and security assistants, all school safety and security advocates, and the program coordinator of Safety and Security. The School Safety and Security Assistants Advisory Group provides an opportunity for all safety and security assistants to collaborate and discuss, and receive guidance in strategically planning for the safety and security of schools. The Director of Safety and Security or designee is responsible for the scheduling of quarterly meetings, documentation of attendance, and meeting agendas.

**St. Mary's County Highway Safety Program Committee**

Membership: As authorized and appointed by the Community Transportation Coordinator of St. Mary's County and will include the Director of Safety and Security or designee. The director or designee is responsible for ensuring attendance and participation by SMCPs at this quarterly meeting. The director or designee is responsible for forwarding all pertinent information impacting SMCPs to the Superintendent, Deputy Superintendent of Schools and Operations, and other staff as appropriate. The St. Mary's County Highway Safety Program Committee coordinates jurisdictional efforts to improve and enhance highway and transportation safety efforts within the jurisdiction.

**CompStat - St. Mary's County Sheriff's Office Weekly Crime Report Review**

Membership: As authorized and appointed by the Sheriff and will include the Superintendent, Deputy Superintendent of Schools and Operations, and Director of Safety and Security or designee. The director or designee is responsible for ensuring attendance and participation by SMCPs at this weekly meeting. The director or designee is responsible for forwarding all pertinent information impacting SMCPs to the Superintendent, Deputy Superintendent of Schools and Operations, and other staff as appropriate. The St. Mary's County Sheriff's Office

has formally requested that SMCPs attend weekly "CompStat" meetings and that SMCPs have a permanent chair on this planning group. CompStat is a management tool used by progressive law enforcement agencies to manage crime problems in their jurisdiction. It is a roundtable discussion held weekly to review computer statistics (CompStat), crime reports to include school crime reports, intelligence reports, and information from the community that will aid in the development of a plan and effective management of resources to address current and ongoing public safety issues in the community. The meetings are held on Wednesdays.

#### **Local Emergency Planning Committee - St. Mary's County Department of Emergency Services and Technology**

**Membership:** As authorized and appointed by the Director of the Department of Emergency Services and Technology and will include the Superintendent, the Deputy Superintendent of Schools and Operations, the Director of Safety and Security or designee. The director or designee is responsible for ensuring attendance and participation by SMCPs at this quarterly meeting. The director or designee is responsible for forwarding all pertinent information impacting SMCPs to the Superintendent, Deputy Superintendent of Schools and Operations, and other staff as appropriate. The Local Emergency Planning Committee coordinates jurisdictional response to emergency events occurring within the jurisdiction and is comprised of various agency representatives who serve in the county's emergency operation center during states of emergency.

#### **Hazard Mitigation Planning Committee - St. Mary's County Department of Emergency Services and Technology**

**Membership:** As authorized and appointed by the Director of the Department of Emergency Services and Technology will include the Director of Safety and Security or designee. The director or designee is responsible for ensuring attendance and participation by SMCPs at this quarterly meeting. The director or designee is responsible for forwarding all pertinent information impacting SMCPs to the Superintendent, Deputy Superintendent of Schools and Operations, and other staff as appropriate. The Hazard Mitigation Planning Committee coordinates jurisdictional evaluation of potential significant hazards within the jurisdiction to include man-made or natural disasters. The committee evaluates and completes jurisdictional risks assessments used to identify areas of need, and priorities for available funding and grants that will potentially mitigate risks to jurisdiction.

#### **Local Law Enforcement/Public Safety Coordination Group**

**Membership:** As authorized and appointed by the Sheriff will include:

- Naval Criminal Investigative Service
- Point Lookout State Park Rangers
- Maryland State Police
- Department of Defense Police for Patuxent Naval Air Station
- Public Safety and Preparedness Department for the College of Southern Maryland
- Public Safety Department for St. Mary's College of Maryland
- Maryland Natural Resource Police-Southern Region
- Maryland State Fire Marshall-Southern Region

- Public Safety Department for Patuxent Naval Air Station
- United States Coast Guard - St. Inigoes
- The Department of Safety and Security, SMCPs
- St. Mary's County Sheriff's Office

SMCPs participates in the Local Law Enforcement/Public Safety Coordination Group, through invitation, directed specifically to representatives from the Department of Safety and Security. This group meets quarterly. The group's purpose is to enhance existing partnerships contributing to public safety in St. Mary's County and to create a forum where information on the priorities and concerns of participating agencies can be discussed. This group is a forum where St. Mary's County public safety leadership can meet and exchange information for the betterment of each agency and the furtherance of their common mission.

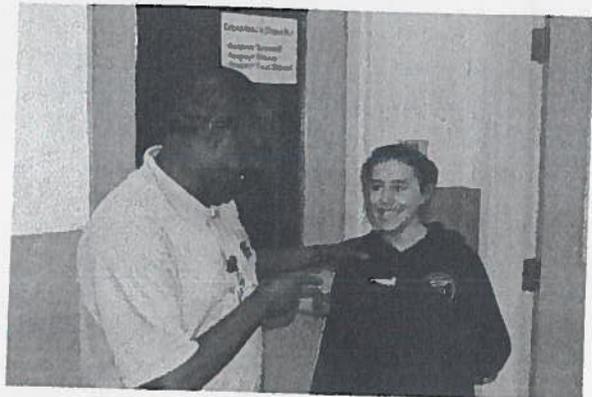
#### **Responsibility for Advisory Groups and Committee Meetings**

The Director of Safety and Security shall cause formal audits and assessments of SMCPs coordination and participation in all advisory groups and committee meetings to occur twice each school year. A record of each formal audit of advisory groups and committee meetings shall be maintained by the department's secretary and will include a copy of the meeting agenda and the meeting attendance record.

## **Section 2 - RECOMMENDATIONS AND ASSOCIATED COSTS**

### **Sub-section A – Recommendations on how to improve existing plans:**

- **Prevention and Response:** Identify and continue to develop resources to include funding available to enhance, implement, and maintain physical security infrastructure in ALL school buildings. This would include but is not limited to:
  - Building access control systems, security vestibules, door locking hardware, electronic access control systems, security surveillance camera system, visitor access management systems, and identification badging systems for staff members and visitors
- **Prevention and Response:** Identify and continue to develop resources to include funding available to enhance, implement, and maintain dedicated school security staffing in ALL school buildings. Dedicated school security personnel provide the necessary daily focus required to ensure building/perimeter security and monitor all components of physical security systems in school buildings. Daily security responsibilities in schools are often diminished as they are the shared responsibility of educational staff within the building with many other unrelated responsibilities.



- **Preparedness:** Evaluate and amend current legal requirements pertaining to the number and type of emergency planning exercises and drills required at each school site. Specifically consider a reduction in the total number of "fire drills" required annually from the current requirement of ten to five. This would provide additional opportunities for schools to focus on more complex and challenging emergency response actions/drills to include school lock-down procedures and response.
- **Preparedness, Prevention, Response, Mitigation, and Recovery:** Support the continued development of the Maryland Center for School Safety. The center will provide a dedicated resource to advocate for the research and development of best practice standards for school security within state.

**Sub-section B – The costs of improvements to existing plans based on recommendations:**

**The total projected local costs of improvements to existing plans to support school security enhancements and school security staffing is \$1,650,000.**

- **Physical Security:** The approximate costs are \$1,450,000. To include the implementation and maintenance of physical security infrastructure in ALL school buildings to include building access control systems, security vestibules, door locking hardware, electronic access control systems, security surveillance camera system, visitor access management systems, and identification badging systems for staff members and visitors. The specific breakdown of these estimated costs are:
  - Installation of security camera systems at existing school sites – \$300,000
  - Installation of remote electronic access control for security vestibules – \$500,000
  - Installation of door locking hardware – \$500,000
  - The approximate costs associated with the replacement, maintenance, and repair of physical security infrastructure and supporting systems is \$150,000 per year
- **Security Staffing:** The approximate costs are \$1,200,000 per year. To include the implementation and maintenance of dedicated school security staffing in ALL school buildings.
  - 24 additional full time equivalent positions will be needed to provide the required staffing to include:
    - 19 for elementary schools (1 per school)
    - 4 for middle schools (1 additional per school)
    - 1 to supplement existing or high school staffing
- **Legal:** There are no costs associated with this recommendation as this can be accomplished through established legislative process. Amend current legal requirements pertaining to the number and type of emergency planning exercises and drills required at each school site. Specifically consider a reduction in the total number of "fire drills" required annually from the current requirement of ten to five. This will

provide additional opportunities for schools to focus on more complex and challenging emergency response actions/drills.

- **Coordination:** There are no local costs associated with this recommendation as funding has been appropriated through state resources. Sustained funding should be provided annually to support the center based on the projected needs provided by the director of the center. This will ensure the continued development of the Maryland Center for School Safety. The center provides a dedicated resource for research and development of best practice standards for school security within state. Funding has been appropriated through state resources. Sustained funding should be provided annually to support the center based on the projected needs provided by the director of the center.

# Queen Anne's County

**Queen Anne's County Public School**  
**Plan Evaluation Grid**  
**April 24, 2014**

**Plan Review and Evaluation**

LSSs are required to ensure that each school has an emergency plan. An evaluation tool follows this document to provide guidance to LSSs and schools in their plan development.

**Outcome:** Each local school system and school will develop and practice a Multi-Hazard Emergency Plan to address possible emergency situations to its needs.

<b>Planning</b>	<b>Explanation</b>	<b>Title &amp; Position(s) Responsible/Involved</b>	<b>Timeline (in place/in progress/needed)</b>	<b>Indicators of success/completion</b>
<p>1. A Comprehensive Emergency Management Plan is in place to respond to violent or traumatic that occur on school grounds and/or in the surrounding areas.</p>	<p>QACPS developed a Top Level Plan and a Site Specific Plan based off of the changes made by MSDE &amp; COMAR 13A.02.02.01-.04</p>	<p>Sidney Pinder            Director of Operations            Cabinet Incident Command System Staff</p>	<p>In Place</p>	<p>2013-2014 Emergency Preparedness Top Level Plan            2013-2014 Emergency Site Specific Plan for Each School</p>
<p>2. The Emergency Plan has been developed in cooperation with local agencies including but not limited to Police, Fire, Emergency Management, and Emergency Medical Agencies</p>	<p>Quarterly meeting are in place with Maryland State Police, Queen Anne's County Sheriff's Office, Centreville PD, Emergency Management Services, and local fire departments. These meetings involve all Administrators for the 14 schools and the executive team.</p>	<p>Sidney Pinder            Director of Operations            Lt. Dwayne Boardman            Maryland State Police            Chief Charlie Roads            Centreville PD            Kevin Aftung            Emergency Management Services            Sheriff Gary Hoffman            Queen Anne's County SD            Jim Bass            EMS Planner</p>	<p>In Place</p>	<p>The Emergency Plan was developed with the help of State and Local Law Enforcement Agencies along with Fire, Emergency Management and Emergency Services. School and Emergency personnel completed "Multihazard Emergency Planning for Schools" instructed by FEMA</p>

<b>Emergency Management</b>	<b>Explanation</b>	<b>Title &amp; Position(s) Responsible/Involved</b>	<b>Timeline (in place/in progress/needed)</b>	<b>Indicators of success/completion</b>
<p>1. The Emergency Plan includes four major areas of: mitigation/prevention, preparedness, response, and recovery</p>	<p>The Emergency Operations Plan (EOP) integrates all areas of the incident management system. These areas overlap and occur during more than one phase or time period of an incident.</p>	<p>Sidney Pinder Director of Operations Jim O'Donnell Maintenance Foreman School Incident Management Team</p>	<p>In-Progress Areas have been identified and we have continued to work on making corrections for the four major areas</p>	<p>School Incident Management Teams (SIMT) have met and continue to meet with the faculty, maintenance department and emergency personnel to identify these areas and to make improvements.</p>
<p>2. Mitigation – An analysis of factors that place the site and its inhabitants at greater risk has been conducted.</p>	<p>Teams focus on lessening the impacts or effects of an incident within and around each school.</p>	<p>Sidney Pinder Director of Operations Jim O'Donnell Maintenance Foreman School Incident Management Team</p>	<p>In-Progress This area is always monitored and changes are made as situations occur and shed light on other areas.</p>	<p>SIMT have met and continue to meet with the faculty, maintenance department and emergency personnel to identify these areas and to make improvements.</p>
<p>3. Preparedness- Resources and procedures have been developed in collaboration with community agencies and nearby facilities.</p>	<p>This is a continuous process during which we develop our plan and conduct training and exercises.</p>	<p>Sidney Pinder Director of Operations Jim O'Donnell Maintenance Foreman School Incident Management Team</p>	<p>In-Progress This area is always monitored and changes are made as situations occur and shed light on other areas.</p>	<p>SIMT have met and continue to meet with the faculty, maintenance department and emergency personnel to identify these areas and to make improvements.</p>
<p>4. Response – A hazard analysis has been completed and includes manmade (terrorism, school shootings), natural (weather related), and technological/hazardous materials hazards.</p>	<p>Protocols are based on National Incident Management System (NIMS) and Incident Command System (ICS) best practices so that staff perform assigned duties &amp; responsibilities</p>	<p>Sidney Pinder Director of Operations Jim O'Donnell Maintenance Foreman School Incident Management Team</p>	<p>In-Progress This area is always monitored and changes are made as situations occur and shed light on other areas.</p>	<p>SIMT have met and continue to meet with the faculty, maintenance department and emergency personnel to identify these areas and to make improvements.</p>
<p>5. Recovery – A plan for recovery includes short-term and long-term needs, as well as facilities and personal social needs.</p>	<p>Including the short term and long term needs of the following areas: emotional, academic, physical, and business</p>	<p>Sidney Pinder Director of Operations Jim O'Donnell Maintenance Foreman School Incident Management Team</p>	<p>In-Progress This area is always monitored and changes are made as situations occur and shed light on other areas.</p>	<p>SIMT have met and continue to meet with the faculty, maintenance department and emergency personnel to identify these areas and to make improvements.</p>

<b>Emergency Management</b>		<b>Explanation</b>	<b>Title &amp; Position(s) Responsible/Involved</b>	<b>Timeline (in place/in progress/needed)</b>	<b>Indicators of success/completion</b>
1.	Response to each hazard identified as high risk to school/system has been independently planned.	Identifying hazards to prevent, protect against, mitigate	Sidney Pinder Director of Operations School Incident Management Team	In-Place and continue to monitor as changes may need to occur based upon different scenarios	Executive Top Level Team and School Incident Management Team have developed plans.
2.	Key players as well as chain of command has been clearly established and communicated.	National Incident Command System follows the Incident Command System	Sidney Pinder Director of Operations School Incident Management Team	In-Place and continue to monitor as changes may need to occur based upon different scenarios	Every school has an Incident Command System Structure in place and have practiced these procedures.
3.	A sequence of actions before, during, and after an emergency has been developed and communicated.	The sequence of actions will help school and emergency personnel communicate effectively.	Sidney Pinder Director of Operations School Incident Management Team	In-Place and continue to monitor as changes may need to occur based upon different scenarios	Quarterly meeting are developed with each School Specific Incident Team (SIT) and also have post meetings after each drill.
4.	All levels of personnel in the organization are clear as to their responsibilities, duties, and actions.	Incident Command System aligns with First Responders	Sidney Pinder Director of Operations School Incident Management Team	In-Place and continue to monitor as changes may need to occur based upon different scenarios	Quarterly meeting are developed with each School Specific Incident Team (SIT) and also have post meetings after each drill.
5.	An incident command system (ICS) or related system of management has been developed.	ICS command system is very specific to who is assigned to each position.	Sidney Pinder Director of Operations School Incident Management Team	In-Place and continue to monitor as changes may need to occur based upon different scenarios	ICS has been developed in the Top Level Plan and also in the Site Specific Plan
6.	A common language is practiced by all.	The common language practiced by all is aligned with NIMS and ICS.	Sidney Pinder Director of Operations School Incident Management Team	In-Place and continue to monitor as changes may need to occur based upon different scenarios	Each Site Specific Plan instructs the faculty at each school on the NIMS and ICS language to follow
7.	Procedures are in place to handle specific emergencies such as student care, and reunifications with families	Procedures allow for OACPS staff and emergency responders to react to each emergency	Sidney Pinder Director of Operations School Incident Management Team	In-Place and continue to monitor as changes may need to occur based upon different scenarios	Top Level Plan and Site Specific Plan have specific procedures to follow for all emergencies and reunifications

Training, Testing, and Evaluating	Explanation	Title & Position(s) Responsible/Involved	Timeline (in place/in progress/needed)	Indicators of success/completion
1. Staff training including staff development and hands-on training has been conducted.	Staff will be better able to respond to an emergency after receiving training	Sidney Pinder Director of Operations School Incident Management Team	In-Place and continue to monitor as changes may need to occur based upon different scenarios	Administration has been trained and each individual school have had staff development and training
2. Parent notification and an overview of procedures are conducted annually.	Enables parents/guardians to know exactly what will occur.	Sidney Pinder Director of Operations School Incident Management Team	In-Place and continue to monitor as changes may need to occur based upon different scenarios	The Site Specific Plan includes incorporating parents/guardians on developing the procedures
3. Both tabletop exercise and full scale drills are routinely practiced.	Enables students and staff to respond appropriately to each scenario	Sidney Pinder Director of Operations School Incident Management Team	In-Place and continue to monitor as changes may need to occur based upon different scenarios	Tabletop exercise have been performed at the top level and also school based.
4. The most common drills are each practiced at least once annually.	Enables students and staff to respond appropriately to each scenario	Sidney Pinder Director of Operations School Incident Management Team	In-Place	All schools have performed the most common drills once annually this year
5. Drills and plans evaluated routinely to determine what parts of the plan work well, what needs additional attention, and whether additional training is required.	Enables students and staff to respond appropriately to each scenario. Both parties review the drills and plans to correct any problems.	Sidney Pinder Director of Operations School Incident Management Team	In-Place and continue to monitor as changes may need to occur based upon different scenarios	Quarterly meeting are developed with each School Specific Incident Team (SIT) and also have post meetings after each drill.
6. The plan is reviewed annually and updated as necessary.	This ensures that changes are made for any situation that may occur	Sidney Pinder Director of Operations School Incident Management Team	In-Place	Quarterly meetings are developed with each SIT

### Training for Administrators in Emergency Preparedness Plans

- Top-Level Team, Local Law Enforcement, Emergency Services, and Food Service Department completed IS-362.A FEMA Multihazard Emergency Planning for Schools
- Principals & Assistant Principals completed IS-100 FEMA Introduction to Incident Command System for Schools
- Principals & Assistant Principals are completing IS-200 ICS for Single Resources and Initial Action Incidents
- Quarterly meetings with Maryland State Police, Queen Anne's County Sheriff's Department, Centreville PD, Volunteer Fire Companies, and Emergency Services to offer training to administrators and also perform Tabletop Scenarios
- Maryland State Police, Queen Anne's County Sheriff's Department, Centreville PD, Volunteer Fire Companies, and Emergency Services participate in all of the 6 common drills at all 14 schools in the QACPS that are required in SB143/HB983

### Training for Emergency Responders

- Quarterly meetings are set up with Emergency Responders to review, plan, and practice each Site Specific Emergency Preparedness Plan
- School Resource Officers from the Queen Anne's County Sheriff's Department are in constant training to ensure QACPS are provided the most up to date information
- School buildings are provided to Local and State Law Enforcement Agencies to practice active shooter, lock down, and other scenarios that will prepare them for actual emergencies
- FBI will be conducting an active shooter training for Centreville PD, Queen Anne's County Sheriff's Department and the Maryland State Police this summer at Queen Anne's High School

**Queen Anne's County Public Schools Security Initiative**

- All building are currently using Proximity Card Badges for access to the buildings.
- Request additional capital funding to create single point entry systems at the 3 remaining buildings.
- The State of Maryland along with the County Commissioners of Queen Anne's County have given Queen Anne's County Public Schools (QACPS) \$441,432.00 to perform Security Upgrades
- Aging School funds being used for Security Upgrades at Church Hill Elementary School
- QACPS will be installing (under contract) all new digital cameras on the exterior of the building, main entrances, and door video intercom systems at 12 of the 14 schools.
- QACPS will be installing (under contract) school-site servers and one main server at the Board of Education to enable access of the security cameras by administration and emergency personnel.

School	Items	Cost
Bayside Elementary	16 Digital Cameras, 1 Video Recording Server, 2 door video/intercom systems	\$48,724.56
Centreville Elementary	16 Digital Cameras, 1 Video Recording Server, 2 door video/intercom systems	\$48,813.87
Centreville Middle	32 Digital Cameras, 1 Video Recording Server, 2 door video/intercom systems	\$40,864.85
Church Hill Elementary	16 Digital Cameras, 1 Video Recording Server, 2 door video/intercom systems	\$49,976.48
Grasonville Elementary	18 Digital Cameras, 1 Video Recording Server, 2 door video/intercom systems	\$52,007.30
Kennard Elementary	16 Digital Cameras, 1 Video Recording Server, 2 door video/intercom systems	\$23,169.29
Kent Island Elementary	18 Digital Cameras, 1 Video Recording Server, 2 door video/intercom systems	\$26,683.74
Kent Island High	30 Digital Cameras, 1 Video Recording Server, 2 door video/intercom systems	\$35,997.65
Matapeake Elementary	15 Digital Cameras, 1 Video Recording	\$36,838.21

	Server, 2 door video/intercom systems	
Matapeake Middle	48 Digital Cameras, 1 Video Recording Server, 2 door video/intercom systems	\$44,489.26
Queen Anne's Count High	16 Digital Cameras, 1 Video Recording Server, 2 door video/intercom systems	\$32,475.74
Sudlersville Elementary	14 Digital Cameras, 1 Video Recording Server, 2 door video/intercom systems	\$39,931.54

# Wicomico County



# Wicomico County Board of Education

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## Memorandum of Understanding for School Resource Officers

This memorandum of understanding is entered on this 20 day of August, 2013 between Wicomico County, Maryland (hereinafter referred to as the "County"), the Office of the Sheriff for Wicomico County (hereinafter referred to as the "Office of the Sheriff") and the Wicomico County Board of Education (hereinafter referred to as the "Board of Education").

### I. Recitals

The Office of the Sheriff, the Wicomico County Board of Education and Wicomico County has cooperated for several years in the establishment and operation of a School Resource Officer Program for Wicomico County schools. The parties agree that the program has provided substantial benefits to the citizens of the county and particularly to students of the public school system.

The benefits include protection of the students and staff from negative influences, assistance in the maintenance of order in the schools, presentation of a positive role model to students, and the fostering of a better understanding between the law enforcement community and the public school community.

Therefore, the parties have determined that it is in the best interest for the public school system and the citizens of Wicomico County that this program be continued and its operation memorialized in this memorandum of understanding.

Now, therefore, the parties mutually agree to the following:

- A. The Office of the Sheriff shall provide 9 (nine) School Resource Officers to carry out specific duties as outlined in the attached *Policies, Procedures, Duties and Responsibilities*.
1. The Office of the Sheriff shall make every attempt to schedule required training of School Resource Officers on the days that schools are not in session.
  2. In the event that assigned School Resource Officer is not available on any given day (due to illness, court, training, vacation...etc.), the Office of the Sheriff will retain records documenting such absence, notify the Board of Education, and make good faith efforts to supply such vacancies when they occur.
  3. As soon as possible, and no later than July 1<sup>st</sup> of each year, the Sheriff will advise the Board of Education of his anticipated costs of providing the School Resource Officers, so that the Board of Education will have a working number for budgetary purposes. Both parties recognize, however, that the exact cost may be greater than or less than the anticipated budgetary number furnished.

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#### Approval Status

Title: Memorandum of Understanding for School Resource Officers  
First Adopted: 08/14/2012  
Legal Review: 08/21/2013  
Approved Revisions: 09/10/2013 08/14/2012  
Effective: 09/11/2013 08/15/2012

#### Index Code

BOE-GEN-MOU-015



# Wicomico County Board of Education

- B. The Board of Education will pay one hundred percent (100%) of the cost of the School Resource Officers' salaries and benefits in accordance with the applicable salary schedules and benefits package of the Office of the Sheriff, including but not necessarily limited to: sick leave, annual leave, retirement compensation, disability salary continuation, workers compensation, unemployment compensation, life insurance, dental insurance, medical/hospitalization insurance and operating costs (i.e. equipment, laundry allowance, training, fuel, phone, etc.) and capital (vehicle) costs for two hundred seventy-one (271) days of the year. (Note: Approximately 180 public school days.)
- C. The County will pay one hundred percent (100%) of the cost of the School Resource Officers' salaries and benefits in accordance with the applicable salary schedules and benefits package of the Office of the Sheriff, including but not necessarily limited to: sick leave, annual leave, retirement compensation, disability salary continuation, workers compensation, unemployment compensation, life insurance, dental insurance, medical/hospitalization insurance and operating costs (i.e. equipment, laundry allowance, training, fuel, phone, etc.) and capital (vehicle) costs for ninety-four (94) days of the year.
- D. This memorandum of understanding will be in effect from July 1, 2013 to June 30, 2014. This agreement shall be renewed and extended annually for additional and successive year terms unless notice of non-renewal is given by either party, in writing, prior to March 1<sup>st</sup> of the initial or any succeeding term.
- E. Attachment 1 is incorporated by reference and is part of the memorandum of understanding.

IN WITNESS WHEREOF, the parties hereto have caused this memorandum of understanding to be executed and to become effective the day and the year first written above.

WITNESS

WICOMICO COUNTY  
BOARD OF EDUCATION

By: \_\_\_\_\_ By: \_\_\_\_\_

Print Name: \_\_\_\_\_ Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Dated: \_\_\_\_\_

See Attached

WITNESS

MARYLAND

By: \_\_\_\_\_ By: \_\_\_\_\_

Print Name: \_\_\_\_\_ Print Name: \_\_\_\_\_

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# Wicomico County Board of Education

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Title: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_

WITNESSED BY \_\_\_\_\_ OFFICE OF THE SHERIFF  
FOR WICOMICO COUNTY

By: \_\_\_\_\_  
**See Attached**

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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IN WITNESS WHEREOF, the parties hereto have caused this memorandum of understanding to be executed and to become effective the day and the year first written above.

**WITNESS**

By: Monique C. Vestal

Print Name: Monique C. Vestal

Title: Executive Office Associate

Dated: October 8, 2013

**WICOMICO COUNTY  
BOARD OF EDUCATION**

By: John E. Fredericksen

Print Name: John E. Fredericksen, Ph.D.

Title: Superintendent of Schools

Dated: October 8, 2013

**WITNESS**

By: Lisa L. Tare Taylor

Print Name: LISA L TARE TAYLOR

Title: Executive Associate

Dated: 10-2-13

**WICOMICO COUNTY, MARYLAND**

By: Richard A. Pohl, Jr.

Print Name: Richard A. Pohl, Jr.

Title: COUNTY EXECUTIVE

Dated: 10-2-13

**WITNESS**

By: Rabe Nelson

Print Name: Rabe Nelson

Title: Captain

Dated: 9/17/13

**OFFICE OF THE SHERIFF  
FOR WICOMICO COUNTY**

By: Michael A. Lewis

Print Name: Michael A. Lewis

Title: Sheriff

Dated: 9/17/13



# Wicomico County Board of Education

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## Policies, Procedures, Duties and Responsibilities.

### A. NUMBER OF POLICE OFFICERS

The Office of Sheriff shall furnish 9 sworn law enforcement officers to serve as School Resource Officers to the Wicomico County Board of Education (WCBOE). The 2013 – 2014 school year will be supervised by one Sergeant and one Corporal.

### B. LOCATION OF OFFICERS

School Resource Officers are designated to be assigned physically to each middle school and high school in Wicomico County at the discretion of the Wicomico County Board of Education and the Sheriff's Office. In addition, one supervising Sergeant and one Corporal shall be assigned to the School Resource Program. (Note: Not at Pittsville Elem/Middle School)

### C. GOALS AND OBJECTIVES

1. To assist the Wicomico County Board of Education in providing safe learning environment and to improve relationships between law enforcement officers and the county's youth.
2. To provide law enforcement protection to the students, faculty, and staff of Wicomico County Public Schools.
3. To act as an advisor/consultant to the school staff in matters of safety, violence and reduction strategies, legal aspects of student activities, and physical security issues.
4. To provide a positive role model to the students and to foster better understanding between the law enforcement community and the educational community...i.e., students, parents and school staff.
5. To provide other services as directed by the Office of the Sheriff and recommendations from the WCBOE Office of Safe Schools in coordination with the needs of the WCBOE as necessary, to better provide for the safety and protection of students and the general public.

### D. EMPLOYMENT

The School Resource Officers shall be employees of the Office of the Sheriff and shall be subject to the administration, supervision and control of the Sheriff, except when such administration, supervision and control are subject to the terms and conditions of this agreement. The Office of the Sheriff, in its sole discretion, shall have the power and authority to hire, transfer, discharge and discipline School Resource Officers.

The Office of the Sheriff, to the extent permitted by law, shall hold the WCBOE free, harmless and indemnified from and against any and all claims, suits, or causes of action arising out of the omissions of the School Resource Officers under this memorandum of understanding.

### E. BASIC QUALIFICATIONS OF THE SCHOOL RESOURCE OFFICERS

1. Shall be a sworn law enforcement officer
2. Shall possess a sufficient knowledge of the applicable Federal and State laws, City and County ordinances, WCBOE policies and regulations
3. Shall possess even temperament and set a good example for students
4. Shall possess communication skills which would enable the officer to function effectively within the school environment

### F. DUTIES OF SCHOOL RESOURCE OFFICERS

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# Wicomico County Board of Education

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1. To protect lives and property of the citizens including the public school students of Wicomico County
2. To enforce Federal, State and Local criminal laws and ordinances, and to assist school officials with the enforcement of Board of Education policies and Administrative regulations regarding student conduct and safety
3. To investigate criminal activity committed on school property and/or incidents occurring in the community directly affecting the peaceful order of the school environment.

## **G. HOURS OF DUTY**

School Resource Officers shall be assigned on a full-time basis on those days during the hours that their assigned school is in regular session. Officers may be temporarily reassigned by the Office of the Sheriff during school closings, holidays and vacations, or during a period of police emergency.

## **H. EVALUATION**

It is mutually agreed that the Board of Education shall evaluate annually in conjunction with the County and the Office of the Sheriff, the performance of each School Resource Officer using forms developed jointly by the parties. It is further understood that the Board of Education's evaluation of each officer is advisory only and the Office of the Sheriff retains the final authority to evaluate the performance of the School Resource Officers.

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### **Approval Status**

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BOE-GEN-MOU-015

# Worcester County

## Worcester County Board of Education

### Training Activities 2013-2014

Activity	Date Conducted	# of Schools Involved	Outside Agencies Involved
WCPS Safety Conference	June 26, 2013	All Building Administrators	Worcester County – Sheriff's Office; Fire Marshal's Office; Bomb Squad; Office of Emergency Management & 911 center
WCPS Bus Contractor In-Service	August 5 <sup>th</sup> & 6 <sup>th</sup> 2013	WCPS Safety Coordinator & WCPS Transportation Department	All WCPS Bus Contractors; Substitute Drivers & Bus Aides
Meeting with School Security Deputies	Monthly	WCPS Safety Coordinator & Supervisor of School Security Deputies	Worcester County Sheriff's Office
Meeting with County Police Chiefs	October 1, 2013	WCPS Safety Coordinator	Worcester County Sheriff's Office; Maryland State Police; all County Police Chiefs
Active Shooter Training (SDHS)	October 26, 2013	WCPS Safety Coordinator	WCPSO STAR Team
Tabletop Exercise	November 20, 2013	WCPS Safety Coordinator	Maryland Emergency Management Agency
WCPS Safety Committee	Quarterly June 5, 2013; December 5, 2103	WCPS Safety Coordinator; various school administrators & Central office leadership team	WCPSO
Active Shooter Training (WCPS – Central Office)	January 26, 2014	WCPS Safety Coordinator	WCPSO Star Team
Security Directors Meetings	Quarterly	WCPS Safety Coordinator	Maryland Association of Boards of Education
Meeting with WCPSO – Pre-Plan for Active Shooter	February 20, 2014	WCPS Safety Coordinator	WCPSO Command Staff & STAR Team
Meeting with WCPSO – Pre-Plan for Active Shooter	May 14, 2014	WCPS Safety Coordinator; WCPS Supt. & Asst. Supt.	WCPSO Command Staff & STAR Team
2014 MEMA Emergency Management & Homeland Security Conference	May 27 – 30, 2014	WCPS Safety Coordinator	MEMA; Worcester County & Ocean City Office of Emergency Management
Worcester County Local Emergency Planning Committee	Quarterly	WCPS Safety Coordinator	Worcester County: Emergency Services; Sheriff's Office; Fire Marshal's Office; Special Hazards Response Team; Health Department; Department of Public Works; County Fire Chiefs; Delmarva Power; Red Cross and Atlantic General Hospital

## **Training Activities (cont.)**

### **School Safety and Security Seminar**

Prior to the opening of the '13-'14 school year, all Worcester County Public School (WCPS) Administrators attended a School Safety and Security Seminar. The WCPS Safety Coordinator together with members of the Worcester County Sheriff's Office (WCPSO) Command Staff and STAR team; personnel from the Worcester County Office of Emergency Management; and the Worcester County 911 Center shared information including changes to the emergency plan & refresher information on existing plans; updates on lockdown procedures; the proper procedures for the use of 800 MHz emergency radios; and law enforcement's planned response to an "active shooter" incident. Other topics of interest in the areas of school safety and security were also discussed.

Security hardware vendors were present to demonstrate the use of the new access control and visitor identification systems. These systems were installed in all of our school buildings.

### **Bus Drivers**

The WCPS Transportation Office provides training to the bus contractors in the area of school safety and security as it relates to student transportation. All WCPS buses are equipped with two-way radios capable of communicating with the WCPS Transportation Office as well as the County 911 Center. This year, in cooperation with the WCPSO, the Transportation Office established "Safe Havens" for school buses. These locations may be used as staging areas for school buses with students during an emergency or crisis situation at our schools.

### **School Office Staff**

School office staff members were provided training on the newly-installed access-control and visitor identification systems and procedures were reviewed on how to handle challenging students and visitors.

**WORCESTER COUNTY BOARD OF EDUCATION**

**SECURITY CAMERAS**

**(06/10/14)**

<b>SCHOOL</b>	<b>INTERIOR</b>	<b>EXTERIOR</b>	<b>COMMENTS</b>
<b>Pocomoke High School</b>	<b>62</b>	<b>34</b>	
<b>Pocomoke Middle</b>	<b>6</b>	<b>10</b>	
<b>Pocomoke Elementary</b>	<b>3</b>	<b>1</b>	
<b>Snow Hill High School</b>	<b>2</b>	<b>10</b>	<b>School Currently under Renovations</b>
<b>Snow Hill Middle</b>	<b>3</b>	<b>0</b>	
<b>Snow Hill Elementary</b>	<b>3</b>	<b>3</b>	
<b>Cedar Chapel Spec. Sch.</b>	<b>3</b>	<b>1</b>	
<b>Wor. Tech. High School</b>	<b>64</b>	<b>4</b>	
<b>WCBOE – Central Off.</b>	<b>4</b>	<b>2</b>	
<b>Stephen Decatur High</b>	<b>48</b>	<b>10</b>	
<b>Stephen Decatur Middle</b>	<b>4</b>	<b>4</b>	
<b>Berlin Intermediate</b>	<b>3</b>	<b>2</b>	
<b>Buckingham Elem. Sch.</b>	<b>3</b>	<b>1</b>	
<b>Ocean City Elementary</b>	<b>24</b>	<b>6</b>	
<b>Showell Elementary</b>	<b>3</b>	<b>5</b>	
<b>Total:</b>	<b>235</b>	<b>93</b>	

**Lillian M. Lowery, Ed.D.**  
**State Superintendent of Schools**

**Charlene M. Dukes, Ed.D.**  
**President, Maryland State Board of Education**

**Martin O'Malley**  
**Governor**

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