

# Emergency Management : Quick Reference Guide

What You Need to Know As A Staff Member





# Defining the Situation

An unannounced intruder, or someone perceived to be dangerous has been observed entering the building. The intruder may be perceived to be dangerous because of one or more of the following factors:

- Does not produce proper identification and ignores request
- Unknown to teachers, administrators or staff
- Carrying a large bag that could conceal a weapon
- Displaying a weapon
- Is loud and aggressive and ignoring request to de-escalate



# Active Threat/Intruder

If possible the staff person should provide the following information to Security (call ext. 129 ):

- State staff person's name and tell them the specific information about the intruder and his/her location in the building.
- State your exact location with all specifics (floor, hallway, building etc.)- if you can
- Provide description of intruder, angry assailant etc.
- Move all students that you can away from the area.
- Move to a classroom or dorm room for cover if possible and if it is the best scenario
- Evacuation should be considered depending on the specific type of intruder.

NEVER RISK YOUR SAFETY OR OTHER'S SAFETY – DECIDE IF YOU NEED TO RUN OR HIDE





# Emergency Announcement



- Once Security/ Wardens have received the information Security/Wardens should, immediately make a clear and accurate announcement of the situation via Intercom or school wide communication device. If the observation is made by someone other than a Security officer or Warden they should still follow the communication process. **Depending on the situation it may not be acceptable to use a 2-way radio.** All Wardens should begin moving themselves and students to the appropriate area (in classroom/dorm rooms or evacuate the buildings depending on the situation).
- Staff and students should listen carefully for additional instructions. Please help students limit talking so they can hear.

## An Example of Announcement:

“There is an intruder a large black bag and knife in the first floor hallway of the Academic building-- on the south side of the building, he has on gray pants and a blue hoodie please enact Emergency Intruder procedure.”





## Weather or Other Mitigating Circumstance



- If evacuation is required because of weather or other mitigating circumstance, information from the Head of School or a designated Leadership Team member will be supplied to all staff and students via the campus wide communication system. Other mitigating circumstances could include: bomb threat, hazmat situation, terrorism.
- A telephone blast and email blast will be sent to all parents and guardians to advise them of the situation and the next steps.



# Irate Customer/Parent/Student

- Staff should notify a member of the leadership team while an attempt to de-escalate the customer/parent/student is made.
- Please make sure that you check the area for location markers when providing information regarding the location of the situation and your specific location.





# Wardens and location assignments

- A list of names of the identified wardens for each location will be issued before students return to campus. Please check your email for the list. If you have questions feel free to reach out to a Emergency Management team member for guidance.

- Emergency Management Team Members:

Ms. Robinson ( ext. 221), Mr. Ridgley ( ext. 215), Ms. Judd-Williams( ext. 602), Heads of School ( ext. 201)



<b><u>Academic Building</u></b>	
<b><u>DESIGNATED AREAS</u></b>	<b><u>WARDENS</u></b>
1 <sup>st</sup> floor Classroom Wing	Instructional Leadership Team Members/Assigned Teacher/s
2 <sup>nd</sup> floor Classroom Wing	Instructional Leadership Assistant Principal/ Parent Engagement Coordinator/Administrative Staff Member /Assigned Teacher/s
3 <sup>rd</sup> floor Classroom Wing	Admissions Director/ Academic Director/ Assigned Teacher/s
PYD, Development, Office, Art Room	Director Student Support Services/Lead Dean/Assigned Teacher/s
3 <sup>rd</sup> floor Offices, College Counseling Ctr, Dining Hall, Kitchen	Human Resource Director /College Guidance Counselor/External Opportunities Coordinator
Library, 4 <sup>th</sup> floor Admin Offices, Nurse Suite, Dance Room	Managing Director/Head of School Assistant/Assigned Teacher/s
4 <sup>th</sup> floor Balconies A&B, Technology Classroom, SST Counseling Suite, Library	Librarian/Technology Team/Assigned Teacher/s
Gymnasium, Weight Room	Athletic Director/Physical Education Teachers

<b><u>Dormitories</u></b>	
<b><u>DESIGNATED AREAS</u></b>	<b><u>WARDENS</u></b>
1 <sup>st</sup> floor South side Laporte Hall	Student Life Manager/ 1 <sup>st</sup> floor Student Life Counselors
2 <sup>nd</sup> floor West side Laporte Hall	Student Life Manager/2 <sup>nd</sup> floor Student Life Counselors
3 <sup>rd</sup> floor West Side Laporte Hall	Student Life Manager/3 <sup>rd</sup> floor Student Life Counselors
Laporte Hall -general	SST Team Member/Student Life Counselors
1 <sup>st</sup> floor Security Office Weinberg Hall	Student Life Manager/1 <sup>st</sup> floor Student Life Management/Student Life Counselors
3 <sup>rd</sup> floor South side Weinberg Hall	Student Life Counselors/
Weinberg Hall – general	SST Team Member/ Student Life Counselors

<b><u>EVACUATION LOCATIONS</u></b>	<b><u>WARDENS</u></b>
Evacuation Area 1 - Left Field by Main Gate	Instructional Leadership Team/ Assigned Teacher
Evac. Area 2 Quad in front of Main Entrance	Instructional Leadership Team/Parent Engagement Coordinator/Administrative Staff
Evacuation Area 1 - Left Field by Main Gate	Admissions Director/Academic Director
Area 3 Circle Between Academic Bldg & Dorms	Human Resource Director/College Guidance Counselor/External Opportunities Coordinator
Area 3 Circle Between Academic Bldg & Dorms	Managing Director/ Head of School Administrative Staff
Evac. Area 4- Next to basketball court	Athletic Director/Physical Education Teachers

<b><u>EVACUATION LOCATION</u></b>	<b><u>WARDENS</u></b>
Evacuation Area F –( Dorm B- Dormitory parking lot in grassed area)	Dorm B Student Life Management Team
Evacuation Area C ( Dorm A-next to basketball courts)	Dorm A Student Life Management Team/ Athletic Director



# Leaving the Campus during an evacuation



In the event of extreme situations we may need to not only leave the building but leave the campus entirely. If the emergency situation is indeed one that requires us to evacuate the campus, please go to **Pillar Worship Center** and wait for instructions.



# Off Site Evacuation location:



## PILLAR WORSHIP CENTER

300 S. Dukeland Street

Baltimore Maryland 21223



## **Additional Questions?**

If you have additional questions contact Ron Roberts(410-401-4441) or a member of the Emergency Management Team( Ms. Robinson, Mr. Ridgely and Ms. Judd-Williams).

