

October 7, 2014

Chief Operating Officer

Building Emergency Procedures

To: All Staff

From: Camille B. Jones, Chief Operating Officer

The following procedures are to be used by school-based and central office staff in the event of any building emergency, such as partial or total power outage, lack of water, phone outage (of main phone line), major leaks, etc.

In times of emergency when a system-level response is required, the Emergency Operations Center (EOC) will be activated by the Chief Operating Officer or his/her designee at the Department of Education. The Chief Operating Officer or his/her designee will assume the role of the HCPSS Incident Commander and coordinate the system's response through other central administrators who have been trained to assume specific roles in times of emergency.

I. School Staff Responsibilities:

- A. Staff members are to report any building emergency to Building Services (daytime 410.313.7084 and after hours 410.313.7091). In the event of a power outage, custodians are to turn **off** only the breaker(s) marked with an identifying white circle. **DO NOT RESET THE MAIN BREAKER.**
- B. School administration staffs are to provide follow up reports of any building emergency to the Executive Director, Facilities Planning and Management, at 410.313.6798.
- C. If the situation at the school changes or additional assistance is required, school administration staffs are to call the Executive Director, Facilities Planning and Management, at 410.313.6798.

II. School Facilities Department Staff Responsibilities:

- A. Immediately dispatch the Building Services staff to the school.
- B. Building Services staff will report to the Director of School Facilities/designee any problems that were found.
- C. Building Services will inform the school of any updated information about the building emergency.
- D. If the situation is utility related, BGE will be called by Building Services, and Building Services will contact BGE for updates as necessary. **School administration is not to call BGE** (Note: Building Services has a priority line for communication with BGE).

E. The Director of School Facilities/designee will contact the Executive Director, Facilities Planning and Management, when any new information on the building emergency is available and at regular intervals until the issue is resolved.

III. Decisions to close early or open late will be made by the Superintendent or designee.

Please refer to Policy 3010, Emergency Preparedness Response, if a decision is made to close early.

CJ/BG/jl

Guidelines for Emergency Response

