

September 28, 2016

Chief Operating Officer

Building Emergency Procedures

To: All Staff

From: Anissa Brown Dennis, Acting 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 their designee. The Chief Operating Officer or their designee will assume the role of the HCPSS Incident Commander and coordinate the school system's response through other central administrators who have been trained to assume specific roles during emergencies.

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) and to the central office via radio during the work day. 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 staff members are to provide follow up reports of any building Emergency to the Executive Director of School Facilities, 410.313.7088.
- C. If the situation at the school changes or additional assistance is required; school administration staff members are to call the Executive Director of School Facilities at 410.313.7088.

II. Central Office Staff Responsibilities:

- A. The Executive Assistant to the Chief Operating Officer or a designee will monitor the radio during business hours. Upon receiving notification of a building emergency, the Executive Assistant or a designee will ensure that Building Services is notified and that an electronic notification of the incident is issued to staff.

B. The Emergency Management & Safety Specialist, the Risk Manager, and the Security Coordinator will also monitor the radio during business hours and advise the Chief Operating Officer or their designee in the decision to activate the school system EOC.

III. School Facilities Department Staff Responsibilities:

- A. Immediately dispatch the required Building Services staff to the school.
- B. Building Services staff will report any problems noted to the Executive Director of School Facilities or their designee.
- C. Building Services will provide the school with updated information about the building emergency as it becomes available.
- D. If the situation is utility related, Building Services will contact Baltimore Gas & Electric (BGE) and contact BGE for updates as needed. **School administrators are 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 of School Facilities when any new information on the emergency is available and at regular intervals until the issue is resolved. The Executive Director of School Facilities will ensure updated information is shared with the Chief Operating Officer.

IV. 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.

ABD/TS/vw

Flowchart for Building Emergency Response

