



Emergency Action Plans for After-School Activities

Directions: Administrators, Athletic Directors, Athletic Coordinators, and ECA Directors (as appropriate) must complete the form and distribute it to the coaches and sponsors for athletic and non-athletic extracurricular activities.

| School Information | | | | | | | | | | | | | |
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| School Name | Redland Middle School | | | | | | | | | | | | |
| School Address | 6505 Muncaster Mill Rd, Rockville, MD 20855 | | | | | | | | | | | | |
| Closest major street/intersection | Redland and Muncaster Mill Rd | | | | | | | | | | | | |
| School Phone Number | 240-740-0900 | | | | | | | | | | | | |
| Principal Name & Phone # | Matt Niper 301-706-4060 | | | | | | | | | | | | |
| ECA Administrator Name & Phone # | Tonia Riggs 240-620-6389 | | | | | | | | | | | | |
| Athletic Coordinator Name | Rashanda Jack | | | | | | | | | | | | |
| ECA Director Name & Phone # <i>(High School)</i> | | | | | | | | | | | | | |
| Emergency Contacts | <table border="1"> <tbody> <tr> <td>Police & Fire Emergency</td> <td>911</td> </tr> <tr> <td>Fire Non-Emergency</td> <td>240-683-6520</td> </tr> <tr> <td>Police Non-Emergency</td> <td>301-279-8000</td> </tr> <tr> <td>Special Victims Investigations Division</td> <td>240-773-5400</td> </tr> <tr> <td>Child Protective Services</td> <td>240-777-4417</td> </tr> <tr> <td>EDS</td> <td>240-740-3232</td> </tr> </tbody> </table> | Police & Fire Emergency | 911 | Fire Non -Emergency | 240-683-6520 | Police Non -Emergency | 301-279-8000 | Special Victims Investigations Division | 240-773-5400 | Child Protective Services | 240-777-4417 | EDS | 240-740-3232 |
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| Directions for emergency personnel access to special locations | |
| Classroom - Room #_____ | (Sponsor will need to provide directions based on specific classroom location.) |
| Auditorium | In the Main Gym |
| Main Gymnasium | Go through front door of school, turn left, the gym will be down the hall on the right |
| Second Gymnasium | Go through the front door of school and turn left. Make first right down the hallway past the main gym. Make a left and the Aux Gym is located about halfway down on the right side. |
| Athletic/Soccer Field | Drive up on the left side of the school the field is located behind the school |
| Softball field | Drive up on the right side of the school the field is located behind the school |
| Bus Loop | No bus loop. Buses are located directly outside the main entrance doors. |
| Off Campus Location(s) (Location & directions as appropriate) | Go to the church next door |
| Other Comments | |
| Key Emergency Information (include off site locations, as appropriate) | |
| Fall Heat Acclimatization - Cooling Station Location & Plan (HS Only) | |
| In case of thunder and/or lightning, students and guests are directed to | To the main gym |
| In case of severe weather, students and guests are directed to | To the main gym |
| The closest full service medical facility/hospital | Shady Grove Medical Center |
| Directions from school to hospital | Turn right onto Muncaster Mill Rd Turn left onto Shady Grove Rd Turn right onto Medical Center Way |
| Location of closest accessible phones | Inside: main office |

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| | Outside: |
| Location of AEDs in the school | Portable AED on the field Main office Outside counseling office |
| Teams/Groups using portable AEDs (HS only) | |
| School Emergency Plan | Each school has their own, school specific School Emergency Plan (MCPS Form 236-2), that outlines the processes and procedures for safety and security responses to emergency incidents. (School staff can insert a link to the school specific School Emergency Form here.) |

Emergency Incident Response Information

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|--|---|------------------|--|------------------|--|
| Incident Commander Order | <p>In order of those present on campus at the time of incident.</p> <ol style="list-style-type: none"> 1. Principal/School Administrator 2. Athletic Director/Athletic Coordinator/ECA Director 3. Coach/Sponsor <p>In the absence of one of the above, the next person present on campus serves as the incident commander. There may be a time when the coach/sponsor is the only one on campus and will serve as the incident commander at that time.</p> | | | | |
| Emergency Incident Response | <ul style="list-style-type: none"> • Call 911 or other appropriate emergency contact • Notify principal/director • Notify parents/guardians as soon as appropriate • Principal/ designee contacts OSSl immediately or within one hour • Reporting staff member completes the appropriate form ASAP • Staff, Admin, and Security debrief ASAP after incidents • Follow the Injury Procedures for Coaches and Athletic Trainers • Coordinate response with EMS personnel for care of emergent injuries such as spine injuries, concussions, and other life-threatening injuries | | | | |
| Important Incident Forms | <p>In the event of an incident, MCPS staff are required to complete and submit the appropriate form ASAP following an incident</p> <ul style="list-style-type: none"> • Bullying/Harassment Form • Report of Suspected Child Abuse and Neglect • Student Accident Report • Serious Incident Report | | | | |
| MCPS Crisis Preparedness for Staff and Students | <p>Training Resources for Staff:</p> <table> <tr> <td>New Staff</td><td>#90242 Emergency Preparedness Training for OSET (On-Site Emergency Team) Members</td></tr> <tr> <td>Refresher</td><td>#90473 Emergency Preparedness Training 2021-2022</td></tr> </table> | New Staff | #90242 Emergency Preparedness Training for OSET (On-Site Emergency Team) Members | Refresher | #90473 Emergency Preparedness Training 2021-2022 |
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| | Video for students https://www.youtube.com/watch?v=CJK8lZIFEIk |
| MCPs Crisis Preparedness Quick Resource | Flyer: https://www.montgomeryschoolsmd.org/uploadedFiles/emergency/preparedness/CrisisPreparedness.pdf |
| Planning for Student Support During an Emergency: | |
| <ul style="list-style-type: none"> • Read/review all of the medical history/physicals and be aware of conditions specific to each student-athlete. • Review emergency plans with student leadership (captains, presidents, and other reliable students) to make them aware of their responsibilities in the case of an emergency. <ul style="list-style-type: none"> ○ <i>Questions to consider for emergency planning:</i> <ul style="list-style-type: none"> ■ Who will call emergency personnel? ■ Who will stay with the student? ■ Who will go with the student to the hospital if necessary? ■ Always have access to student contact information (medical cards; emergency contact information is located in TeacherVUE. | |
| Communication | |
| <p>Emergency action plans shall be communicated to stakeholders, including the following:</p> <ul style="list-style-type: none"> • Posted at each athletic facility at the school or available onsite at practices and contests • Available on the school's athletic website for viewing by student-athletes and parents/guardians at the beginning of each school year • Distributed to each member of the coaching staff • ATC conducts training of coaching staff at the local school • Rehearsed in-person and interactively by all members of the coaching staff of each sport before each season and verification to the athletic director | |