



EMERGENCY PREPAREDNESS DRILLS

Department of School Safety and Security
 MONTGOMERY COUNTY PUBLIC SCHOOLS
 Rockville, Maryland

School Year 20__–20__



MCPS Form 236-3
 July 2019
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The State of Maryland COMAR regulation 13A.02.02.04 requires all public schools and facilities, including maintenance, transportation and central administration, to perform the following seven emergency drills for the 20__–20__ school year. Each school system shall develop and implement an annual schedule of drills for each school grounds within the system. In addition to fire drills, the following drills shall be conducted annually: evacuation; shelter in place; reverse evacuation; lock down, drop, cover, and hold; severe weather; and active assailant. Direct questions to your cluster security coordinator at 240-740-3066.

School Name and Number _____ Principal _____

	Evacuation Drill	Reverse Evacuation Drill	Shelter in Place Drill	Lockdown Drill	Drop, Cover and Hold Drill	Severe Weather Drill	Active Assailant Drill
Date of drill: <i>month/day/year</i>	___/___/___	___/___/___	___/___/___	___/___/___	___/___/___	___/___/___	___/___/___
Time the announcement was made:							
Name of the administrator in charge:							
Brief description of the nature and location of the emergency:							
Was the OSET activated: (check one)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Location of the command post:							
Student/Staff Accountability Coordinator							
Date of the debriefing:	___/___/___	___/___/___	___/___/___	___/___/___	___/___/___	___/___/___	___/___/___

Principal/Administrator Signature: _____

Form should be faxed to the Department of School Safety and Security at 301-279-3192 at the end of the school year.

Use the back of this sheet for additional comments.

