

## GOOD SHEPHERD SCHOOL - EMERGENCY PREPAREDNESS PLANS

### Responsibilities:

- Building Attendance** – Assistant Director, back-up Director
- First Aid Kits** – Finance Manager, back-up Director
- Providing First Aid** – Finance Manager, back-up Director
- Dispensing Meds** – Finance Manager, back-up Director
- Making 911 call** – Assistant Director, back-up Director
- Emergency Contact Info** – Assistant Director, back-up Director
- Ensuring all accounted for** - Director, back-up Finance Manager
- Organizing & signing out attendees at pick-up point** - Director, Finance Manager

### DIRECT OR INDIRECT THREAT PLANS:

1. **BLACK SHEEP PLAN - INTRUDER OUTSIDE the building:** LOCKDOWN in place - intercom and walkie talkie code word "BLACK SHEEP."

**If Outside: Come inside.**

**LOCK DOORS, LIGHTS OUT, COVER DOOR WINDOW/S, CLOSE WINDOW BLINDS, & CROUCH IN CORNER** away from windows and doors. Wait for intercom message "All Clear."

- Chapel** - Lock interior Chapel doors, Lights Out, Crouch in front pews.
- Church Foyer** - Lock down in School Library.
- Music Room** - up steps to School Library
- Parish Hall & Serving Room** - Lock down in the Kitchen, sit low & away from windows.

2. **RECYCLING PLAN - INTRUDER INSIDE the building:** LOCKDOWN in place - intercom and walkie talkie code word "RECYCLING."

**LOCK DOORS, LIGHTS OUT, COVER DOOR WINDOW/S, CLOSE WINDOW BLINDS, BARRICADE DOOR/S, & CROUCH IN CORNER** away from windows and doors. Wait for intercom message "All Clear."

- Chapel** - Lock interior Chapel doors, Lights Out, Crouch in front pews.
- Church Foyer** - Lock down in School Library.
- Music Room** - up steps to School Library
- Parish Hall & Serving Room** - Lock down in the Kitchen, sit low & away from windows.

**If Outside: Evacuate to Susie Black's house.**

3. **CODE YELLOW PLAN - No Direct Threat:** Modified LOCKDOWN in place - intercom and walkie talkie code word "CODE YELLOW."

**Whether outside or on 2<sup>nd</sup> floor of building, return to classroom:**

**CLOSE WINDOW BLINDS and INDOOR RECESS**

All activities indoors will take place as usual. There is no direct threat.

If a **Helicopter** is hovering over the area, follow #3 Modified LOCKDOWN until further notice from the Office.

**TORNADO (Weather Emergency Radio is located in office) - intercom and walkie talkie code word "Weather Alert"**

*Assistant Director will be posted in lower hallway by office and account for those classes.*

*Finance Manager will be posted in the upper hallway and account for those classes.*

*Director will be posted in Lower bathroom hallway and account for those classes and then account for any classes in 2<sup>nd</sup> floor rooms including Art/Serving Room, Parent-Toddler/Room 15 or Chapel.*

<b>Outside - come inside</b>	- Proceed to your class's designated area for "Weather Alert."
<b>Classroom 1</b>	- Boys' lower bathroom
<b>Classrooms 2/ 3</b>	- Girls' lower bathroom
<b>Classrooms 4, 5, 6</b>	- Lower hallway by office
<b>Classrooms 7, 8/9, 10/11</b>	- upper bathroom & upper hallway
<b>Classroom 12</b>	- closet across the hall from classroom
<b>Classroom 13/Kindergarten</b>	- room closet & bathroom
<b>Parish Hall</b>	- 2 <sup>nd</sup> Floor bathroom hallway - close double doors to foyer
<b>Library &amp; Music Room</b>	- 2 <sup>nd</sup> Floor bathrooms
<b>Chapel</b>	- Bathroom by church office

**If need to ASSEMBLE ALL TOGETHER in building**, go to Parish Hall (e.g. chemical leak outdoors).

**If need to EVACUATE PREMISES**, go to yard across street to 1302 Carrollton Avenue - John & Suzie Black's stone house with white picket fence. Suzie: 410-215-0576, John: 410-215-7696.

**If need to EVACUATE FROM NEIGHBORHOOD**,

Transport to Redeemer Parish Day School, 5603 N. Charles Street, Baltimore, 21210, 410-435-9510 or Hunt's Church Preschool, 1912 Old Court Road, Towson, 21204, 410-296-3500.

*Director, Assistant Director, and Finance Manager do walk through to ensure everyone is out of building, if possible.*

**MEDICAL EMERGENCIES:**

Assign someone to **CALL 911**.

Assign someone to go outside to **MEET** and **DIRECT AMBULANCE**.

**Relocate children** to another location from where person is having the emergency.

**\*When applicable, Parents' Association Co-Chairs to be notified** with information to be emailed to Parents.

Molly Duffy 410-402-4200; [mollycoleduffy@gmail.com](mailto:mollycoleduffy@gmail.com)

Courtney Kaufman 443-324-5428; [cgbrent@gmail.com](mailto:cgbrent@gmail.com)

Email notification to community

## **Emergency Contact Information**

Good Shepherd School  
1401 Carrollton Avenue  
Towson, Maryland 21204  
Phone number: 410-825-7139

Call **911** for **Fire, Police,** and **Rescue** emergencies

**Non-Emergency Police:** Towson Precinct 410-887-2361

**Child Protective Services:** Baltimore County 410-853-3000 (Option 1)  
Baltimore City 410-361-2235

**Poison Control:** 800-222-1222

Director: Sarah Lemon - 443-250-6850  
Assistant Director: Bridget Myrick – 443-691-2031  
Finance Manager: Sheri Aybar - 443-3400119  
Facilities & Finance Manager, CoGS: Kim Chalmers - 443-825-7140  
Church of the Good Shepherd Office: 410-823-0122

---

### **EMERGENCY PROCEDURES FOR INJURIES**

Stay calm. Take care of life-threatening situations first, then seek help.  
Examine the child/person carefully and check for injury.  
Keep checking until medical help arrives.

Do not move a victim unless it is necessary for his/her safety.

Telephones and emergency phone numbers are located in the school office in the Emergency Cards binder. This information is also in Brightwheel app for individual classes.

EpiPens and other prescribed medications for students are in the office in the first aid drawer system. Each student's medication and medical authorization/instructions are in individual zip-lock bags with their identifying photo and information.

For injuries, complete an Injury Report form as soon as possible after the occurrence of each injury. Also complete the description of the injury on the sheet in binder. Alert the Director the day the injury takes place if it is a severe injury and/or head injury, injury resulting in a large bump or bruising, or significant bleeding.

Injury Reports are located in the red Medical Emergencies binder. Make a copy of the completed injury report and send both copies home; parent/guardian will sign and return one copy to be filed in student's file in office.