

GARRISON FOREST SCHOOL EMERGENCY QUICK REFERENCE GUIDE

FIRE/SMOKE

The person who discovers a fire will:

- ⇒ Activate the fire alarm system in the building.
- ⇒ Give verbal warning to occupants of the building, taking care not to create panic.
- ⇒ Call 911 and then call Security at **443-744-3708**.

The continuous sound of a buzzer is the primary alarm for fire evacuation. The alternate is a verbal warning.

- When the alarm is given, follow the fire exit plan posted in the classroom or go to the nearest exit.
- Teachers with disabled students must be sure required assistance is provided for evacuation.
- There will be an assembly and roll call to ensure no one is left in the building. A list of absences will be submitted immediately to the Division Heads.

Return to the building after given the **ALL -CLEAR**.

SHELTER IN PLACE/WEATHER ALERT

A Shelter In Place is called when there is severe weather within a 1-1/2 mile radius of campus OR when it is necessary to move everyone indoors in response to an event on or around campus.

A single 15 second blast will be sounded by the external system. GFS Announcements and text messages may be sent.

If outside, go to the nearest inside space.
If inside a building, remain inside.

- Move all students, staff and visitors inside the nearest building.
- Close doors and windows. Check neighboring classrooms to be sure windows and door are closed.
- Have students remain quiet.
- Stay informed via GFS Announcements and text messaging as a Shelter In Place could escalate to a Lockdown.

Remain inside until you hear **three five-second blasts** announcing the **ALL -CLEAR** or receive a GFS Announcement or text message.

LOCKDOWN

A Lockdown is a protective action employed to safeguard students, faculty, staff and visitors when there is an imminent threat approaching the campus or on campus.

A warble (beep-beep-beep-beep-pause beep-beep-beep-beep) for 60 seconds will be sounded by the external system. GFS Announcements and text messages may be sent.

**If outside, go to the nearest inside space.
If inside, go to a location that is not exposed to a window or outside door.**

- Move all students, staff and identified visitors into the nearest classroom, office or secure room. If your area has first floor window exposure, move to an unexposed area.
- Lock all interior and exterior doors.
- Close and lock all windows. Curtains and blinds should be shut. Turn off lights.
- If a neighboring class or office is empty, close and lock all doors and windows and turn off lights in there as well.
- Move students away from windows and doors. Have students crouch down and remain quiet. Students who are physically unable to crouch down may use a low chair.
- Students who use wheelchairs should remain in their wheelchairs. If a student is out of the wheelchair at the time of lockdown, efforts should be made to assist the student back into the wheelchair unless doing so jeopardizes safety.
- Staff members who are working with students outside the usual classroom should remain in or go to the closest safe location.
- Moveable furniture can be used as a buffer between students and doors/windows.

Remain in Lockdown until you hear **three five-second blasts** announcing the **ALL -CLEAR** or receive a GFS Announcement or text message.

EMERGENCY NUMBERS

POLICE – FIRE- AMBULANCE	911
SECURITY 24-HOUR CELL	443-744-3708
BUSINESS OFFICE	410-559-3141
HEALTH CENTER	410-559-3200
FACILITIES	410-559-3158

Garrison Forest School
300 Garrison Forest Road
Owings Mills, MD 21117

**GARRISON FOREST SCHOOL
AED LOCATIONS
QUICK REFERENCE**

Lower School - Inside copy room near front desk

Middle School - Inside front entrance, to the right

McLennan Library - Outside computer lab

SAC - Top of stairwell

Whitridge Pavilion - Inside door facing Tennis Courts

LOCKDOWN OVERVIEW

Should an emergency arise that necessitates a lockdown, the external annunciation system will be deployed and information may be sent via GFS Announcement, text message and/or radio. A lockdown is a protective action employed to safeguard students, faculty, staff and visitors when there is an imminent threat approaching the campus, on campus or in the school.

The external annunciation system **will blast a warble (beep-beep-beep-beep-pause beep-beep-beep-beep, etc.) for 60 seconds.**

If outside, go to the nearest inside space and find a location that is not exposed to a window or door.

If inside, go to a location that is not exposed to a window or outside door.

- Move all students, staff and identified visitors into the nearest classroom, office or secure room. If your area has first floor window exposure, move to an unexposed area.
- Lock all interior and exterior doors.
- Close and lock all windows. Curtains and blinds should be shut. Turn off lights.
- If a neighboring class or office is empty, close and lock all doors and windows in there as well.
- Move students away from windows and doors. Have students crouch down and remain quiet. Students who are physically unable to crouch down may use a low chair.
- Students who use wheelchairs should remain in their wheelchairs. If a student is out of the wheelchair at the time of lockdown, efforts should be made to assist the student back into the wheelchair unless doing so jeopardizes safety.
- Staff members who are working with students outside the usual classroom should remain in or go to the closest safe location.
- Moveable furniture can be used as a buffer between students and doors/windows.
- DO NOT post to social media.

Remain in Lockdown until you hear the **ALL-CLEAR** announcement. The annunciation **ALL-CLEAR** is **three five-second blasts.**

The following Faculty/Staff are RESPONSIBLE for Locking Assigned Doors:

Preschool: PS Head or Admin Asst. – Front Door is keypad locked (verify), and Rear Doors;
All Teachers- classroom doors and blinds

Lower School: LS Head or Admin Asst. - Front exterior doors have keypads;
All Teachers-close classroom doors and blinds

Middle School: MS Head or Admin asst. - Verify Front door is secure
All Teachers-close classroom doors and blinds

Marshall-Offut: Admissions– Front Doors & 1st Floor Center Door;
Administration– Side Door and Back Stairwell near Manor House;
Science Faculty– 2nd Floor Back Center Door;
History Faculty– Side Door and Back Stairwell near Garland

All Teachers-close classroom doors and blinds

F.E. White: English Faculty- Front doors
Math Faculty- upper floor side doors

McLennan Library: Librarians- Second floor Exterior Doors
I.T. - First floor Exterior Doors.
Shelter everyone on the 2nd floor in the Magazine Room; and anyone on the 1st floor shelter in the Lecture Hall

Arts Center: Teachers- Main Entrance, and 2 side entrances; classroom doors and blinds

Health Center: Nurse(s) - Shriver Front doors, lock everyone inside Health Center

Manor House: O'Zone and 1st floor Business Office Staff will lock all exit doors. Move students away from windows and doors in Bookstore or kitchen area.

Stables: Stable Staff- Close all doors; Move all students, staff and identified visitors into new barn indoor arena.

Campus Center/Alumnae Hall:

-Athletics and P.E. Staff- Students at P.E will be moved to the Equipment storage area in the SAC.

-Students and Staff in Alumnae Hall will be moved to the far side of the track and the doors will be locked leading to the track by Sage staff.

-Athletics & P.E Staff will lock all exterior doors. Sage staff will lock exterior doors to Alumnae Hall.

Day Care: Daycare staff will lock doors and windows, curtains and blinds shut, and lights turned off.

Maintenance: Secure maintenance building; assigned personnel block entrance gates; other assigned personnel verify building exterior doors are secure and assist in patrol; assist Campus Safety & Security as requested.

Lockdown situations can be confusing in the early stages. Trust that appropriately trained personnel are working quickly to remedy the situation, and are in contact with local authorities to provide them with the most accurate information available. Information and updates will always be distributed to the GFS community as quickly as possible. Thank you all for your attention to these important steps.

GARRISON FOREST SCHOOL: Facility Rentals
EMERGENCY ACTION PLAN

Location: **Zolenas and Paw Print Turf Fields**

300 Garrison Forest School
Owings Mills, MD 21117

Nearest Cross Streets: St. Thomas Road and Greenspring Valley Avenue

AED Locations: Searle Athletic Center (at the top of the stairs next to the janitor's closet)
D&J Smith Equestrian Center (outside of the staff offices)
Health Center

Field Entrances: Ambulance may access Zolenas Turf by the access drive.
Ambulance may access Paw Print Turf through the student parking lot.

First Responder assesses the situation, determines plan of action, and gives immediate first aid care.

For suspected HEAD, NECK, or BACK injury:

- a. DO NOT MOVE, REGARDLESS OF THE POSITION THAT THEY LIE
- b. STABILIZE THEIR HEAD/NECK WITH YOUR HANDS
- c. DO NOT ROLL THE ATHLETE. UNLESS YOU HAVE DETERMINED THAT THE ABC'S ARE COMPROMISED AND NEED TO BEGIN RESCUE BREATHING OR CPR.
- d. DO NOT REMOVE HELMET WITHOUT THE PRESENCE OF A TRAINED MEDICAL PROFESSIONAL. IF RESCUE BREATHING OR CPR IS NEEDED, REMOVING THE FACE MASK SHOULD BE DONE.

Assess Disposition:

Send **Second Responder** to call 911 for any of the following:

- a. Any loss of consciousness
- b. Any breathing difficulty
- c. Any bone or joint deformation
- d. Any large bleeding or open wound
- e. Any seizure

Assess ABC's:

- a. Ensure that the Airway, Breathing, and Circulation is intact
- b. ANY concerns that the ABC's are compromised, call 911 and begin rescue breathing or CPR
- c. Athlete can be log rolled, without EMT presence, ONLY if the athlete is faced down and not breathing. Care should be taken to protect the spine.
- d. Send **Third Responder** for an AED

Provide appropriate first-aid care

Second Responder assists the First Responder by activating EMS and calling Security.

Emergency Situation:

- Call EMS (911) and give the following information:

1. Your name
2. Phone number
3. Athlete's name and age
4. Injury information
5. Exact location
6. Nearest cross streets

- Contact Security and notify them of the situation. Ask them to meet EMS at the gate and direct them to the exact location.

- Contact Director of External Programs and Campus Use to relay emergency information.

- Relay EMS information to the First Responder and proceed to the field entrance to direct EMS to the situation.

- Contact parent/guardian to inform them of the situation. If the parent is not present to travel with the athlete, an adult must accompany the athlete to the hospital and bring the athlete's emergency information with them.

Non-Emergency Situation:

- Call the Athletic Trainer and/or
- Call the School Nurse

Third Responder assists the First Responder by getting the AED.

Fourth Responder, if available, assists the First Responder by meeting EMS at field entrance to direct EMS.

Important Telephone Numbers (Campus phones require dialing 9 first)

Emergency Medical System (EMS).....	911
Security.....	443-744-3708 (Cell)
Director of External Programs, Tara Rosenbaum.....	410-559-3433 (Office) 410-292-0692 (Cell)
Asst. Director of External Programs, Liza Blue.....	410-559-3433 (Office) 410-802-4045 (Cell)