




**Pine Grove Middle**

9200 Old Harford Road, Baltimore, MD 21234

Open Time: 08:10 AM Close Time: 02:40 PM

**Cover Page for Emergency Safety Plan (default.aspx)**

<b>Floor Plan:</b>	 (floorplans/0957.pdf)	<b>Floor Plan PDF:</b>	<input checked="" type="checkbox"/>
<b>Number of Enrolled Students:</b>	<input type="text" value="843"/>	<b>Percentage Complete:</b>	100%
<b>Number of Staff:</b> (including custodial, cafeteria, as well as teachers, I.A., administrators, and support staff)	<input type="text" value="114"/>	<b>Last Updated:</b>	8/17/2016
<b>Principal Signature:</b> (Type your full name as a facsimile signature)	<input type="text" value="Tina Nelson"/>	<b>Google Map:</b>	
		Internet Explorer can be used to view this map.	
<b>Email:</b>	<input type="text" value="tnelson@bcps.org"/> 		

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\* Required members at all levels (elementary, middle, high)

In general, Incident Command System (ICS) or School Emergency Safety Management Team roles should be a logical, reasonable parallel to day-to-day work assignments. Complete the form below to reflect your School Emergency Safety Management Team assignments. Descriptions of roles and responsibilities for each assignment are provided in forming the School Emergency Safety Management Team (page 4).

Title	Name	Position	Location	Person is found		
				Room #	Phone # (xxx-xxx-xxxx)	Ext
<u>Incident Command</u> Principal, or Designee	1. Tina	Nelson	office	410-887-5272	224	
	2. Judy	Monk	office	410-887-5272	226	
	3. John	Bowman	office	410-887-5272	225	
<u>Public Safety Liaison</u> SRO/Teacher	1. Traci	Miller	office	410-887-5272	246	N/A
	2. Nathan	Davis	office	410-887-5272	229	N/A
	3. Adam	Giera	chair's office	410-887-5272	361	N/A
<u>Student Accounting Coordinator</u> AP or Guidance Counselor	1. Christina	Cox	office	410-887-5350	236	N/A
	2. Christine	Henn	office	410-887-5272	222	N/A
	3. Barbara	Sipes	office	410-887-5272	223	N/A
<u>Facility Access Coordinator</u> Chief Custodian	1. Paul	Brennan	boiler rm.	410-887-5270	240	
	2. Robert	Armdts	boiler rm.	410-887-5272	240	N/A
	3. Carolyn	Fains	boiler rm.	410-887-5272	240	N/A
<u>Triage Coordinator</u> Nurse	1. Betsy	Rudolf	office	410-868-5741	231	N/A
	2. Sarah	Raulerson	office	410-868-5741	231	N/A
	3. Diana	Six	51	410-887-5270	151	N/A
<u>Parent Liaison</u> PTA President	1. Collette	Staples	office	410-887-5271	221	N/A
	2. Gary	McCammon	office	410-887-5271	221	N/A
	3. Rhonda	Jackson	71	410-887-5270	221	N/A
<u>Media Liaison</u> Language Arts/English Teacher	1. Betsy	Cummings	57	410-887-5270	157	N/A
	2. Lisa	Huber	69	410-887-5270	170	N/A
	3. Michael	Lashley	32	410-887-5270	144	N/A
<u>Counseling Coordinator</u> Guidance Counselor	1. Alice	Curtis	office	410-887-5271	228	N/A
	2. Anne	Casale	office	410-887-5271	233	N/A
	3. Kara	Roberts	office	410-887-5271	230	N/A
<u>Communications Coordinator</u> Librarian	1. Patricia	Bunch	chair's office	410-887-5270	361	N/A
	2. Tracey	Zimmerman	library	410-887-5208	370	N/A
	3. Kellie	Mullins	11	410-887-5270	111	N/A
<u>Supplies Coordinator</u> Teacher/Cafeteria Manager	1. Rhonda	Footman-Jackson	office	410-887-5271	227	N/A
	2. Victoria	Kelly	office	410-887-5272	221	N/A
	3. Sharon	Norris	cafe	410-887-5270	244	N/A
<u>Transportation Coordinator</u> AP or Teacher	1. Joshua	Faherty	33	410-887-5270	133	N/A
	2. Ryan	Sigmon	41	410-887-5270	141	N/A
	3. Judy	Monk	Office	410-887-5270	226	N/A

**Command Post Locations (Command.aspx)**

Building Primary: Principal's Office  
Phone #: 410-887-5272 (xxx-xxx-xxxx)

Building Alternate 1: St Isaac Jogues  
Phone #: 410-661-4888 (xxx-xxx-xxxx)

Building Alternate 2: Harford Hills Elem.  
Phone #: 410-887-5236 (xxx-xxx-xxxx)

Evacuation (Fire Drill): School Entrance

Evacuation (500 feet): Surrounding Athletic Fields

Walking Distance (Facility): Location 1: St. Issac Jogues  
Phone #: 410-661-4888 (xxx-xxx-xxxx)

Address: 9215 Old Harford Road

Walking Distance (Facility): Location 2: Harford Hills Elementary  
Phone #: 410-887-5236 (xxx-xxx-xxxx)

Address: 8902 Old Harford Road

Alternate Transport Location Command Post:  
\*Lobby of facility OEC assigns! Proctor Lane - West of Old Harford

Each school Emergency Safety Management Team is required to identify circumstances unique to its school campus that present unique risks to persons or property. These may include materials used within the building, potentially troublesome evacuation routes, dangers due to geographic location, proximity to potentially hazardous buildings in the community, issues related to sharing a campus with another school, etc.

Potential Hazard	Locations	Action Taken/Planned	Contact
Above Ground Fuel Tank	near loading dock on North side of building	enclosed with steel fence	Paul Brennan
For emergencies there is only one entrance on to the property for student pick-up or drop off	Old Harford Road Entrance	Need to establish a second pick up and drop off on Proctor Lane	Police Department
Four exits lead to steep hill near street	Proctor Lane South side of building	on rainy days students will need to stay on side walk and proceed to front of the building	Tina Nelson
Hill in back of building may be challenging for non-ambulatory students	Back of school building leading to tennis courts and athletic fields	New ramps and sidewalks installed during the summer of 2006	John Bowman
Slippery Floor	Front Door	New skid-resistant mats	John Bowman
NA	NA	NA	NA

**Assembly Area (Outdoors, for Evacuation) (Assembly.aspx)**

**Rally Points:**

	Location	Primary Staff	Backup Staff
1. (Front)	Front of Building	Tina Nelson	Judy Monk
2. (Back)	Athletic Fields	John Bowman	Nate Davis
3. (Side)	Grass Area - Old Harford	Rhonda Jackson	Nate Davis

**Assembly Area 1:**

Command Post Location of Incident Commander Front of building

Access for emergency vehicles Front driveway

First aid area Grass Area - Front of School

Student assembly areas Students/staff exit building from doors nearest to their location. Students form lines away from building under the direction of their teacher. Grass area in front of building, grass area near Old Harford Road and athletic fields are to be used for assembly areas.

**Assembly Area 2:**

Command Post Location of Incident Commander Sidewalk Outside of Tennis Courts

Access for emergency vehicles North parking lot

First aid area Far corner of parking lot near tennis courts

Student assembly areas Grade 6 - Lower Fields - Below Tennis Courts Grade 7 - Lower Fields - Below Tennis Courts Grade 8 - Lower Fields - Below Tennis Courts

**Alternate Building Location: Walking Distance (AltLocWalking.aspx)**

In inclement weather, or if your building and surrounding area needs to be evacuated, it may be necessary to move students to an Alternate Building Location rather than using the typical Outdoor Assembly Area. Use the following worksheet to plan for evacuation from the building to an off-site building location within walking distance from the school. Coordinate your planning with Central Office, other schools, etc.

Alternate Building Location	Lead Contact / Phone
St. Isaac Jogues 9215 Old Harford Road	Rick Balog (410)661-4888
Harford Hills Elem 8902 Old Harford Road	Mildred Guild Principal (410) 887-5235

Special planning needs, routes, alternate routes, or for coordinating with other schools or buildings on the same campus. teachers, who do not have a class at the time of the emergency, and police as guides, escorts, and crossing guards - 4 two-way radios Wheel chairs for non-ambulatory students

**Alternate Building Location: Requiring Transport (AltTrans.aspx)**

From Worksheet F plan for evacuation from the building to an off-site building location **requiring transport** from the school. Coordinate your planning with CIRT and EOC for a Level II or III emergency.

- Contact CIRT and EOC in Central Office to coordinate and plan for transporting students and staff to an Alternate Building Location.
- Consider factors such as roadways (for potential traffic "gridlock"), waterways, power lines, metal fences, utilities, etc., and select routes that minimize exposure to area hazards.
- CIRT and EOC will direct you to one of the centralized evacuation centers:
- SE - Community College of Baltimore County - Dundalk Campus
- NE - Community College of Baltimore County - Essex Campus
- C - Timonium Fairgrounds
- NW - Community College of Baltimore County - Catonsville Campus
- SW - Community College of Baltimore County - Catonsville Campus or University of Maryland, Baltimore County.