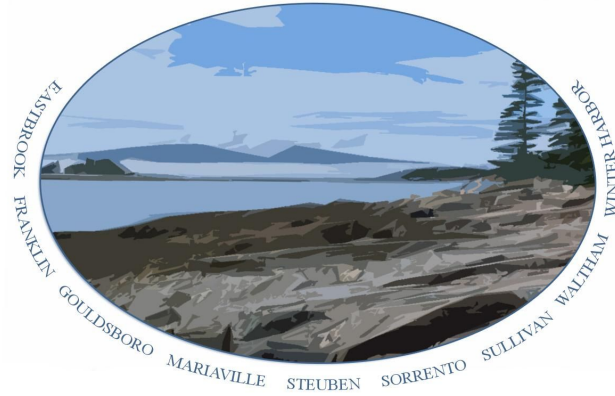


Regional School Unit 24



Regional School Unit No. 24 Comprehensive Emergency Management Plan

Cave Hill School
Ella Lewis School
Mountain View School
Peninsula School
Sumner Memorial High School
RSU 24 Adult Education
District Services Facility
IT Department

Board Approval March 6, 2018

RSU 24 Comprehensive Emergency Management Plan

Table of Contents

I.	Introduction.....	3
	a. Purpose	
	b. Goals	
	c. Scope and Use	
	d. Plan Format	
	e. Public Notification	
II.	Mitigation and Prevention.....	3
	a. Definition & Purpose	
	b. Emergency Teams	
	i. District Emergency Team	
	ii. School Emergency Team	
	c. Assessment of Risks and Hazards	
	d. General Safety and Security Provisions	
III.	Preparedness.....	5
	a. Definition & Purpose	
	b. Roles and Responsibilities	
IV.	Response.....	5
	a. Definition & Purpose	
	b. Response to Emergency Situations	
	c. Communications	
V.	Recovery.....	9
	a. Definition & Purpose	
	b. Assessment of Needs and Action Steps	
	c. Debriefing (Review of Plan and Incident Response)	
	d. Develop Recommendations for Change as Necessary	
VI.	Appendices (For the safety of students and staff appendices are CONFIDENTIAL)	
	Appendix A - Cave Hill School Emergency Management Plan	
	Appendix B - Ella Lewis School Emergency Management Plan	
	Appendix C - Mountain View School Emergency Management Plan	
	Appendix D - Peninsula School Emergency Management Plan	
	Appendix E - Sumner Memorial High School Emergency Management Plan	
	Appendix F - Adult Education Emergency Management Plan	
	Appendix G - District Services Facility Emergency Management Plan	
	Appendix H - IT Disaster Recovery Plan and Supporting Documentation	
	Appendix I - Suicide Intervention Protocols	

RSU 24 Comprehensive Emergency Management Plan

I. Introduction

- a. **Purpose** – The purpose of this Emergency Preparedness Manual is to provide a framework of policies, procedures, guidelines, and organizational structure that enables Regional School Unit No. 24 (RSU) and its community partners to effectively mitigate against, prepare for, respond to, and recover from all emergencies and disasters involving RSU Schools.

This plan purposely does not address more specific responses demanded by the almost limitless variety of possible crises. Instead it provides a general framework for response, which in turn will guide more specific steps that a given situation demands, to be determined at the time of its occurrence by the District Emergency Team, the School Emergency Team and emergency responders.

- b. **Goal** – The goal of this plan is to ensure the safety of all members of the RSU community and to preserve the well being of the school and continuity of education through a rapid, coordinated, effective response to (and recovery from) emergencies and disasters.
- c. **Scope and Use** – This plan is intended for use by school administrators, faculty, staff, students and emergency responders. It is also intended to inform parents and community leaders of the school's planned actions in response to emergencies as a way of preparing families and local officials before an emergency occurs. This plan is intended for use in conjunction with the following resources:

Maine DOE Regulation, Chapter 125
RSU Board (RSUB) Policy - EBCB Required School Emergency Drills
RSUB Policy - EBCC Bomb or Toxic, Hazardous Material Threats
RSUB Policy - JICIA Weapons, Violence Safety
RSUB Policy - KI Visitors to RSU Schools
School Student Handbooks

- d. **Plan Format** – The base plan's format follows the Federal Emergency Management Agency's (FEMA) four phases of emergency management: Mitigation, Preparedness, Response, and Recovery.
1. **Mitigation** addresses what RSU can do to reduce or eliminate risk to life and property.
 2. **Preparedness** focuses on the process of planning for likely or worst-case scenarios.
 3. **Response** is devoted to the steps RSU will take during an emergency.
 4. **Recovery** deals with how RSU will restore the learning and teaching environment after an emergency.
- e. **Public Notification** – Parents and members of our communities will be notified about the plan annually. Additionally an abbreviated Public Version will be available for inspection at the RSU Superintendent's Office and on the District website (www.rsu24.org).

II. Mitigation and Prevention

- a. **Definition & Purpose** – Mitigation is any sustained action taken to reduce or eliminate long-term risk to life and property from a hazard event. Mitigation encourages long-term reduction of hazard vulnerability (FEMA, 2002) or "Actions taken to reduce the likelihood of an emergency or actions taken to lessen the impact of an emergency situation". Mitigation and prevention is the process of regularly assessing the potential risks and dangers to District schools and identifying and implementing the appropriate measures to prevent and/or reduce the likelihood of injury and/or property loss/damage. Mitigation and prevention also includes facility, behavior, and policy modifications. Assessments of risks/dangers shall

RSU 24 Comprehensive Emergency Management Plan

be conducted following a crisis situation and on an annual basis by each school's Hazard Assessment Team (as defined in each school's plan) in consultation with the Facilities and Transportation Director and/or Superintendent. Any modifications to the plan will be approved by the RSUB.

b. Emergency Teams

1. District Emergency Team

- Superintendent of Schools
- Building Administrators
- Business Manager
- Director of Facilities and Transportation
- Food Service Director (as dictated by situation)
- School Nurses (as dictated by situation)
- Guidance Counselors (as dictated by situation)
- Social Worker (as dictated by situation)
- Other Individuals (as dictated by situation)

2. School Emergency Team

- Building Administrator
- Classroom Teacher
- School Nurse (as dictated by situation)
- Guidance Counselor (as dictated by situation)
- Social Worker (as dictated by situation)
- School Secretary
- Other Individuals (as dictated by situation)

c. General Safety and Security Provisions

BAs will review their emergency management plans at the beginning of each school year with school personnel during building level staff meetings. BAs will conduct annual evacuation and lockdown training exercises as per RSUB policy. Other universal emergency response training will be conducted as necessary.

All exterior exits to buildings are to remain locked. Each school is equipped with a camera/intercom system at each main entrance with a system operator who will identify each visitor and the visitor's business at the school before admitting the person into the building. If there is a concern, the operator shall immediately refer the situation to the BA. Room numbers shall be posted in all building windows – visible to emergency response personnel. Signs shall be posted clearly in the entrance to each school directing all visitors to proceed directly to the main office. If an unfamiliar individual is not wearing visitor's badge, staff will verify that the individual is supposed to be in the school. Individual classroom doors shall be locked at all times. Staff will be responsible for keeping any assigned key to their room with them at all times. Doors to vacant classrooms shall be closed and locked. Emergency Preparedness Manuals should be kept in a safe and secure location easily accessible by the teacher or substitute. Substitute plans should include information on the location of the plan. All classrooms shall have the primary and secondary evacuation routes posted in clear sight. All RSU staff will wear photo identification badges at all times. Visitors to buildings and substitute teachers will wear a visitor badge or substitute badge.

RSU 24 Comprehensive Emergency Management Plan

III. Preparedness

- a. **Definition & Purpose** – Action steps shall be taken by District and School Emergency Teams to prepare for potential emergency situations.
- b. **Roles and Responsibilities** – The Superintendent and/or Building Administrator, or their designee will be in charge of the emergency site and emergency response decision-making until such time as Emergency Response personnel or Law Enforcement personnel arrive on the scene and assume command. Each school’s Emergency Preparedness Manual will serve as the guiding document when making those decisions. When the Emergency Response or Law Enforcement officials assume command, the Superintendent and BA will work collaboratively with those individuals.
 - **Superintendent of Schools** - The Superintendent’s role is to support the school when the need exceeds the resources of the school to handle a situation:
Responsibilities Include:
 - Provide guidance regarding questions that may arise.
 - Manage district personnel/resources as needed.
 - Monitor the emergency situation and facilitate major decisions that need to be made.
 - Serve as or appoint a designee as the district contact for release of information to the media.
 - **Building Administrator (BA)** - Individual building administrators shall be responsible for the overall direction of the emergency procedures at the respective school site.
Responsibilities include:
 - Take steps deemed necessary to ensure the safety of students, staff, and other individuals in the implementation of the respective school’s Emergency Preparedness Manual/RSU Comprehensive Emergency Management Plan.
 - Assess incident and consult with Superintendent (as soon as possible) to determine appropriate/proper course of action.
 - Maintain a line of communication with the Superintendent.

IV. Response

- a. **Definition & Purpose** – Response is the process of implementing appropriate actions while an emergency or disaster situation is imminent.
- b. **Emergency Procedures**

Building Evacuation – Building Evacuation procedures are implemented when the BA determines that conditions for students and staff are safer outside than conditions inside. Once the BA directs an evacuation, staff and students shall evacuate in accordance with the respective school’s Emergency Preparedness Manual.

Building Lockdown - A Building Lockdown is used when an emergency occurs outside of the school and an evacuation would be dangerous or when there is an emergency inside and movement within the school will put students and/or staff in jeopardy. When the order for a lockdown is given, staff shall direct students to the closest room supervised by an adult. Designated staff will check restrooms for students and take students with them. Doors shall be closed and locked. Students and staff should remain away from doors and windows. Lights should be turned off and curtains/blinds should be closed.

Hold-In-Place - Situation in which teaching and learning may continue but there is no access to any exterior location or movement within hallways.

RSU 24 Comprehensive Emergency Management Plan

Reverse Evacuation – Reverse Evacuation procedures are implemented when the BA determines that conditions for students and staff are safer inside than conditions outside. Upon notification of a reverse evacuation, staff shall return students to the school in an orderly fashion, return to their classrooms, and await further instructions.

Shelter-In-Place - Shelter-in-place (SIP) will be used for external gas or chemical release (hazardous material spills), i.e., an airborne threat. It is used when there is not time to evacuate or when it may be harmful to leave the building. Students and staff are held in the building and windows and doors are sealed. All students and staff that are outdoors or in common areas such as the library, gym, or cafeteria must enter a classroom or office to shelter-in-place.

Drop, Cover, and Hold – Drop, Cover, and Hold will be used in severe weather or natural disaster situations whereby the best available shelter is in the classroom.

Direction from BA – Depending upon the situation, some scenarios will require the BA to determine, based on circumstances the appropriate Universal Emergency Procedure.

Bomb Threats - A bomb threat is any report of a bomb in the building that clearly states, whether in writing, electronic form, or a phone call that there is a bomb in the building. The written word “bomb” alone may not constitute a bomb threat and will be determined by the Building Administrator.

Severe Weather Safe Area - Used in severe weather emergencies. Take the closest, safest route to shelter in designated safe areas. Occupants of portable classrooms shall move to the main building to designated safe areas. All doors will be closed. Students and staff will remain in safe area until the “All Clear” is given.

Student Restraint - There may be times when it is appropriate for school staff to use pre-established student restraint procedures when a student perpetrates a violent incident and school staff members want to prevent the student from further injuring themselves and others. The Building Administrator, school counselor, and other trained staff members will be asked to respond to situations involving conflict and physical aggression.

Response for Off-site Emergency - Off-site school activities take on many different forms and include, but are not limited to: field trips; athletics; performing arts; social service; recreation; club events; out-of-state and international school trips; etc. In consultation with the BA and/or the Superintendent, the staff member in charge of the off-site activity will implement any necessary measures to ensure the safety of students and staff.

Active Shooter - If there is ever an active shooter, our sole responsibility is the safety and welfare of the students in our care. Unlike other emergency situations, there are things we can do to reduce the impact of an active shooter. Each school emergency management plan has detailed preventive and action steps for active shooter emergencies.

Outside Dangerous Event - An outside dangerous event may be due to a criminal incident or a chemical accident or a need to use our grounds as a central point for contact (Life Flight). The BA will initiate a **Hold-in-Place** when necessary.

Medical Emergency - When a medical emergency happens in the classroom, the main office will be notified immediately, and if necessary a **Hold-In-Place** will be initiated. When a medical emergency

RSU 24 Comprehensive Emergency Management Plan

happens during recess, the main office will notified immediately, students will drop to a knee and remain in place until help arrives. Once help arrives, students will be escorted back to the classroom.

Suicide/Death of a Student - In the event that there is the death of a student for any circumstances, the BA will notify the Superintendent and and if appropriate begin the Suicide Postvention Procedures as found in the Suicide Intervention Protocols (Appendix I).

Reunification Plan - Plan for reuniting students with parents in a controlled mechanism to assure safety after an evacuation to a secondary site occurs. Upon an evacuation to a secondary site, students will sit with their teachers by homeroom. The Building Administrator will serve as administrator on site. The secretary will have a master attendance sign out sheet available and will be located in a central location. Teachers will remain with students, monitoring their activities and assuring that electronic equipment is not being used. Students will only be dismissed once the BA and/or Superintendent give permission. Only parents/legal guardians will be permitted to sign out a student.

Medical High Need Students - Every medical high-risk student has a full kit with him or her that includes all necessary emergency equipment. Every teacher who has our high need students will keep a copy of their medical emergency plans. The school nurse will notify teachers about students with high medical needs. First Responders will be notified the locations of all medical-need students and their rendezvous locations.

Special Education Students - The first priority is to assure the physical safety of all students. The Special Education Director will provide additional training for special education staff. If a special education student freezes and refuses to vacate in an emergency, the supervising teacher is to take immediate action to protect the physical safety of a student.

Responses to emergency situations are detailed in each school's individual Emergency Management Plans. These plans are confidential to protect the safety of students and staff in the event of an emergency. Manuals will be shared with necessary staff and emergency response personnel.

c. Communication

Using established channels of communication to provide timely and accurate information to the following audience is critical: school faculty, staff and students; parents of students and families of staff; fire department official, law enforcement and other local emergency services; the Superintendent's office; parent/teacher organizations; and other partners within the community. Communications are important both during an emergency situation and in the period following the situation. At a minimum, families need to know that a crisis has occurred and that all possible steps are being taken to see to the safety of their children. At some point, families need to know when/where students will be released.

Emergency response steps include communications that will occur within the district structure (including agencies german to the emergency) and outside of the district structure (School Board, Local Government Officials, Parents, Community, and Media). Required communication is detailed in the responses to emergencies section of each school's emergency plan.

Internal Communications:

The Superintendent in coordination with the BA and/or Department Leaders will oversee all internal communications regarding the facts relating to the emergency and the school's response. The Superintendent in coordination with the BA and/or Department Leaders will also determine the information that should be shared and the timing and method of the communication. Upon receiving a

RSU 24 Comprehensive Emergency Management Plan

report of an emergency, the BA or designee will make a decision to activate an emergency response procedure, as defined by each school's plan.

- The BA or designee will activate SET members by notifying them via telephone (landline or cell phone), texting and messenger, in that order. Email will be used to supplement these forms of communication but never used alone.
- If an obvious school-wide emergency occurs, SET members will report to the school office as soon as possible. Remaining faculty and staff will stay in place until notified by a SET member.

Staff and Students:

All staff and students are expected to report all emergencies to the school office. Appropriate life saving or life protection measures must be rendered or coordinated by the school office. In the event crucial information must be shared immediately, the BA will hold an emergency general assembly for all students and staff in the gym and provide them with essential information. In the event that an emergency assembly is impractical or unsafe, the intercom system will be used. The intercom system is the primary means of communicating when an emergency assembly is not practical. If timeliness is not critical, the school office will email messages to all staff and school personnel when appropriate.

Special Situations

When school is not in session, one or more of the following means of communication will be used to inform faculty, staff, and students/parents of emergencies that require immediate communication: telephone tree, emergency notification system, email, district website, district facebook page, and media outlets.

Bus/van drivers that are traveling in their buses en-route to or from school, with or without students, will notify the Transportation Director and/or BA as soon as possible of any incident that interrupts their expected arrival times, or they will attempt to seek help from those who can communicate that message.

During off-campus school sponsored events (sporting event, concert, etc.), the faculty member in charge will file a field trip request plan with the school office prior to the trip and report any incidents using the RSU 24 discipline report form.

Parents

A modified version of this plan will be provided to each parent annually.

Parents or guardians of all students directly involved in or affected by an emergency will be contacted by the BA or designee as soon as possible. In the event that the parents of a large number of students must be notified of an emergency affecting their children, the district's emergency notification system will be utilized, along with the district's website and facebook page. Local media sources will also be utilized needed.

Board

The Superintendent, at his/her discretion, will contact all members of the School Board to inform them of the emergency.

External Communications

The Superintendent in coordination with the BA will oversee all external communications with the community and the media regarding the facts relating to the emergency and the school's response. The

RSU 24 Comprehensive Emergency Management Plan

Superintendent in coordination with the BA will also determine the information that should be shared with the community and the media and the timing and means of the communication.

General Media Policies and Guidelines

All staff will direct news media calls and questions to the Superintendent, who will in turn address the media. The Superintendent in coordination with the BA will decide whether to allow the media on the school grounds. The media is not allowed inside the school unless specifically authorized by the Superintendent. The Superintendent will make every effort to accommodate reasonable requests for information by the media. The Superintendent will prepare necessary press releases, which will be consistent with information provided to staff, students, and parents. All requests for staff or student interviews by the media must be submitted to the Superintendent for his/her approval in advance of the interview. No unauthorized information should be provided to the media. Student confidentiality must be maintained at all times. The BA will consult with the Superintendent prior to addressing questions and inquiries from local officials/responders. Inquiries from State/Federal officials and School Board members will be referred to the Superintendent's office.

V. Recovery

a. Definition & Purpose

The goal of recovery is to return to the normal learning environment for students and staff and to restore the infrastructure of the school as quickly as possible.

b. Assessment of Needs and Action Steps

Following an emergency situation, the District and School Level Emergency Teams shall convene and outline specific recovery steps including:

- Assessment of student and staff needs (emotional, psychological)
 - Arrange for provision of counseling services if deemed necessary
 - Arrange for opportunities for students and staff to de-brief
- Assessment of facility needs
- Identify steps to return to “normal” school learning environment as soon as practicable
- Determine and make appropriate communications
 - Students
 - Parents
 - Community
 - Media

c. Debriefing (Review of Plan and Incident Response)

As soon as practicable, the District and School Level Emergency Team shall convene and conduct a formal review of the emergency situation and resulting response by Emergency Team members. The review shall include:

- Review of Emergency Situation and Emergency Response Implementation
- Assessment of Appropriateness of Emergency Response Implementation
- Recommendations for Changes/Improvements in Emergency Response Implementation
- Ensure proper follow up on all necessary areas of concern
- Identify and request any additional resources needed to have school return to normal
- Document findings and implement changes in the emergency management plan to facilitate improvements

d. Develop Recommendations for Change as Necessary - Annual Plan Review

The RSU Comprehensive Emergency Management Plan will be reviewed annually by the District and School Level Emergency Team. The review shall include:

RSU 24 Comprehensive Emergency Management Plan

- Annual Hazard/Risk Analysis (in July)
- Review of any incidents resulting in activation of the Plan
- Review of recommendations to modify the Plan
- Review of changes in State or Federal regulations or law that necessitate plan modifications
- Develop list of recommendations for change (if deemed necessary)
- Make appropriate modifications
- Obtain RSUB Approval
- Maintain documentation of review and any changes

VI. Appendixes

These appendixes are confidential to protect the safety of students and staff in the event of an emergency. These documents will be shared with necessary staff and emergency response personnel.

- Appendix A Cave Hill School Emergency Management Plan
- Appendix B Ella Lewis Emergency Management Plan
- Appendix C Mountain View Emergency Management Plan
- Appendix D Peninsula Emergency Management Plan
- Appendix E Sumner Memorial High School Emergency Management Plan
- Appendix F Adult Education Emergency Management Plan
- Appendix G District Services Facility Emergency Management Plan
- Appendix H IT Disaster Recovery Plan and Supporting Documentation
- Appendix I Suicide Intervention Protocols