

Comprehensive Emergency Management Plan

The Board hereby adopts the MSAD 52 Comprehensive Emergency Management Plan. The Superintendent and building administrators shall be responsible for developing, in consultation with staff and persons or agencies with expertise in planning for and responding to emergencies, a comprehensive emergency management plan. This plan identifies and addresses all hazards and potential hazards that could reasonably be expected to affect the school unit and school facilities.

In order to ensure that appropriate action is taken to respond to such a crisis, the Board authorizes the Superintendent to establish a District Crisis Intervention Team and a School-based Team at each school. The Superintendent and building administrators shall be responsible for ensuring that the plan is implemented in each school and evaluated on an annual basis and after each incident when the plan is used. The guidelines will provide for the safety and security of persons and property, for organized responses to the media, and for the coordination of community resources. It is understood that specific procedures may vary from school to school due to differences in school facilities and the ages of students.

As required by law, the Board will approve the plan annually (on or before October 31st). The emergency directory and site specific evacuation plans will also be reviewed with staff members in each building at the beginning of the school year. Any substantive changes in the plan shall be subject to the approval of the Board.

The District will maintain an emergency directory with lists of emergency staff and services available at the state, county, town and building level. Evacuation plans specific to the type of emergency and the site will also be maintained. First Aid/CPR training will be offered to staff annually and encourage at least two staff members in each building to maintain certifications in these areas.

The following information pertaining to the MSAD 52 Comprehensive Emergency Management Plan is considered public information:

- A. A description of the scope and purpose of the Plan and the process used for developing and updating it;
- B. General information on auditing for safety and preparedness;
- C. Roles and responsibilities of school administrators, teachers and staff and the designated chain of command during an emergency; and
- D. Strategies for conveying information to parents and the general public during an emergency.

Except as specified in paragraphs A through D above, those portions of the Comprehensive Emergency Management Plan and any other records describing security plans, security procedures or risk assessments prepared specifically for the purpose of preventing or preparing for acts of terrorism shall not be considered public information under the Freedom of Access Act but only to the extent that the release of such information could reasonably be expected to jeopardize the physical safety of school unit personnel or the public. For the purpose of this policy, “terrorism” is defined as in 1 M.R.S.A. § 402(3)(L) as “conduct that is designed to cause serious bodily injury or substantial risk of bodily injury to multiple persons, substantial damage to multiple structures whether occupied or unoccupied or substantial physical damage sufficient to disrupt the normal functioning of a critical infrastructure.”

Legal Reference: 20-A M.R.S.A. § 1001 (16)

Adopted: November 1999
Revised: October 2006
Revised: August 2010
Revised: November 2015
Revised: April 2018