

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (FORMERLY: CRISIS RESPONSE PLAN)

The Milford School Department recognizes that its responsibility for the safety of students extends to possible natural and man-made disasters, and that such emergencies are best met by planning and preparedness.

The Committee hereby adopts the Milford School Department Comprehensive Emergency Management Plan. The Superintendent and building administrators shall be responsible for developing, in consultation with teachers and staff and local, county and state public safety officials, fire-fighting personnel, emergency management officials, mental health officials and law enforcement officials, a comprehensive emergency management plan that identifies and addresses all hazards and potential hazards that could reasonably be expected to affect the school unit and school facilities that ensures that:

1. The health and safety of students and staff are safeguarded.
2. The time for instruction is not unduly interrupted.
3. Students are taught self-reliance and trained to respond to emergency situations.
4. Maximizes cooperation with other agencies.

The Superintendent and building administrators shall be responsible for ensuring that the plan is implemented at the Dr. Lewis S. Libby School and evaluated on an annual basis.

As required by law, the Committee will approve the plan annually. Any substantive changes in the plan shall be subject to the approval of the Committee.

The following information pertaining to the Milford School Department's 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.

Decision-making During an Emergency

The principal or senior administrator present at the emergency command center shall make all decisions during an emergency until duly authorized individuals representing emergency response services are on the scene and notify the administrator they are taking control.

Drills

The principal shall arrange for opportunities for students and personnel to practice responding to simulated emergency situations. Situations involving both evacuation and remaining in place shall be included.

General Procedures

The principal shall establish an emergency information system that is portable and includes basic student, staff information, as well as pertinent emergency service numbers.

The principal shall establish a system for communication with the senior administrator present during an emergency, including provisions for the establishment of an emergency command center. All personnel shall be able to identify the location of the emergency command center.

Public Information

As soon as possible following confirmation that an emergency exists, the principal shall cause the central office to be notified. The superintendent or designee shall provide communication with the media.

Student Dismissal, Unscheduled

In the event of hazardous weather or man-made conditions creating the need for unscheduled dismissal of students, the safety and well being of students and personnel are paramount.

Supervision of Students

The health and safety of students requires the supervision of all students at all times. The principal shall provide all personnel with information concerning this responsibility during emergencies.

Students for whom emergencies may be difficult to handle (e.g., due to age, personal history, or emotional maturity), or those who will need extra assistance shall be identified by personnel assigned to these students. Contingencies for their care shall be established.

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 MRSA § 1001(16)

Adopted: 1/19/12