

SCARBOROUGH PUBLIC SCHOOLS



Comprehensive Emergency Planning PARENT INFORMATION GUIDE

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Comprehensive Emergency Management Plan

References:

- 20-A MRS 20-A M.R.S. §1001(16); 1 M.R.S. §402(3)(L)
- Maine DOE Regulation, Chapter 125
- Scarborough Board Policy EBCA: Comprehensive Health and Safety Emergency and Management Plan

In compliance with the above references, the Scarborough Public Schools District Emergency Management Team does an ongoing review and develops/adapts protocols to ensure the safety of the school community.

The Scarborough Public Schools Comprehensive Emergency Management Plan was developed in cooperation with local public officials and administrators and a representative from each school in the district.

The Scarborough Public Schools Building Administrator is the sole approving official for the reproduction and distribution of the Comprehensive Emergency Management Plan. Duplication, sharing, and/or distribution of this plan beyond those mentioned herein is not authorized.

Confidentiality - The Scarborough Public Schools Emergency Management Plan is intended for official use only by Scarborough Public Schools faculty & staff, the Scarborough Public Schools, and local, county and state public safety officials.

Notice – This Parent Information Guide is an *abbreviated* version of the district and building Comprehensive Emergency Management plans. The names and contact information of persons listed in this plan and the key locations of the people, assembly points, equipment, supplies, and facility-operating devices are considered confidential. Use of this plan for any purpose beyond its intended use is not authorized and could compromise the health and welfare of Scarborough Public Schools students, faculty, and staff. Please report any inappropriate use of this plan or any of its components as soon as possible to the Building Administrator or to any member of the District Emergency Management Team. Thank you for placing the safety of the Scarborough Public Schools Community first.

I. Introduction

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Purpose – Scarborough Public Schools, and each of the district’s schools, have developed a Comprehensive Emergency Management Plan to provide a framework of policies, procedures, guidelines, and organizational structure that enables each school and our community partners to effectively mitigate against, prepare for, respond to, and recover from all emergencies and disasters involving Scarborough Public Schools.

The plan purposely does not address 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 Incident Command Team and emergency responders.

Goal – The goal of this plan is to ensure the safety of all members of the Scarborough Public Schools 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.

Scope & Use – This plan is intended to inform parents and community leaders of the district’s planned actions in response to emergencies as a way of preparing families and local officials before an emergency occurs.

Roles and responsibilities of school administrators, teachers, and staff and the designated chain of command during an emergency

- District Emergency Management Team (DEMT) consists of local emergency responders and key district personnel
- District Emergency Management Team (DEMT) coordinates all emergency preparedness with local, county, state, and federal agencies as well as throughout the district
- District Emergency Management Team (DEMT) receives ongoing training regarding emergency preparedness and planning
- District Emergency Management Team (DEMT) developed plans that address the following areas of emergency preparedness and response:
 - Incident Command System (ICS) Model (NIMS compliant)
 - Incident Command Team (ICT) for each building
 - Common language, protocol, and emergency procedures district wide
 - Training of students and staff by each building’s incident command team

- Practice drills conducted on a regular basis and reviewed by District Emergency Management Team (DEMT), building's incident command team, and local emergency responders (fire dept., police dept., and local director of emergency management agency – EMA)
- Evacuation locations for building specific or district wide emergencies
- Transportation plan for evacuation of students
- Communication equipment for an on-site emergency response and coordination with local emergency responders
- Emergency notification plan for communicating with parents and community during an emergency
- Building specific emergency response protocol
- Release of information guidelines for district personnel
- Emergency contact information
- Access control guidelines and building specific measures

Strategies for conveying information to parents and the general public during an emergency

- Web based, voice messaging emergency notification system for district families and staff
- District website
- Local radio stations and TV stations

Phases of Preparedness – The base plan's format follows the Federal Management Agency's (FEMA) four phases of emergency management:

Mitigation addresses what Scarborough Public Schools can do to reduce or eliminate risk of life and property.

Preparedness focuses on the process of planning for likely or worst-case scenarios.

Response is devoted to the steps Scarborough Public Schools will take during an emergency.

Recovery deals with how Scarborough Public Schools will restore the learning and teaching environment after an emergency.

Definitions

Emergency – Any unplanned event that can cause deaths or significant injuries to students, staff, or visitors, or that can shut down the school, disrupt daily activities, cause physical or environmental damage, or threaten the school's financial standing or public image.

Crisis – Common Elements

- Occurs with suddenness
- Causes time compression
- Demands quick response
- Interferes with organizational performance
- Creates uncertainty and stress

- Threatens the reputation, assets and bottom line of an organization
- Escalates in intensity
- Causes outsiders to scrutinize the organization
- Can permanently alter an organization

II. Mitigation & Prevention

General – Mitigation and prevention require taking inventory of the dangers in and around Scarborough Public Schools and identifying what to do to prevent and reduce injury and property damage. According to FEMA, the goal of mitigation is to decrease the need for response as opposed to simply increasing response capability.

Definition – 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 2012) or “Actions taken to reduce the likelihood of the emergency or actions taken to lessen the impact of an emergency situation”. Mitigation and prevention also includes facility, behavior, and policy modifications.

Action Steps

- The Facility Director and building administrator will review the annual assessment, and assign mitigating tasks (safety plan) to the appropriate personnel.

III. Preparedness

Emergency Planning

Action steps for successful planning

Before planning begins for future updates to this plan, the Scarborough Public Schools will divide and pre-coordinate responsibilities between the district and the Town of Scarborough Public Safety agencies. Essential information has been collected, shared, and a plan developed that involves the right people.

This includes, but is not limited to:

- A commitment to emergency preparedness.
- Involvement of key personnel.
- A determination of what emergencies the plan will address.
- Defined roles and responsibilities.
- Identified methods for communicating with the staff, students, families, and the media.
- Obtaining any necessary equipment and supplies.
- Development of accountability and student release procedures.
- Practice and documentation of emergency procedures throughout the year, in accordance with state statute.

Incident Command System

The Scarborough Public Schools and local emergency responders are ready to respond to school district emergencies in the most effective and coordinated way possible using the Incident Command System. The Building Administrator or their designee is the Incident Commander for school emergencies until public safety officials assume that role. The Incident Commander role officially passes to the fire chief during fire/HAZMAT incidents and to the law enforcement commander following a criminal act. During emergencies where a single Incident Commander is not appropriate, the Building Administrator and public safety officials form what is called a "Unified Command" where the building Administrator and public safety officials share in the decision making process.

The Incident Command Team is made up of individuals within the school staff and was created to assist the building administrator in planning for and responding to school emergencies. There may be instances when time-sensitive decisions have to be made quickly by the building administrator, thus bypassing involvement of the District Emergency Management Team. A few positions of particular interest to parents are described:

Parent/Student Reunification Team

The Parent/Student Reunification Team is responsible for the parent reunion and release at the school site or the relocation site following an emergency. These individuals provide specific directions to parents as they arrive in the area. The plan establishes a pre-identified location where parents can wait to be reunited with their children and obtain information about the event. The liaison coordinates activities at the **Parent Reunion Site**. The liaison also coordinates with the building administrator to determine what information can be released to parents. ***Parents should not go to the school site until information is released about the parent reunion site.***

Teachers

Teachers with students in class provide supervision of students in their care and remain with students during emergencies until directed otherwise. They will direct according to response procedures; render basic first aid when needed; manage student communication via Raptor or cell phones per school policy, including the report of missing/injured or extra students to the Building Administrator or designee Leader.

School Nurse

The nurse maintains first aid kits in common areas of the school. They train and maintain an inventory of students and staff with CPR and first aid training, and coordinate their effort during an emergency. The nurse serves as triage officer during emergencies until EMS arrives.

Emergency Supplies & Equipment

Emergency supplies and equipment are pre-positioned throughout the school for easy access when needed.

- **Classroom Crisis Kit** that includes a student class roster (with special assistance students identified), a copy of the Student Emergency Information Sheet for each child

for K-5, and a Med-Alert List for all students. Grades 6 – 12 Student Emergency Information Sheets will be handled by the office.

- **School Office Kit** that includes student Emergency Information Sheet for each student in the school, Med-Alert list, and staff emergency information.
- **School Nurse Kit** That includes a first-aid kit.

Training & Exercises

Staff and students will be familiar with emergency procedures, as deemed appropriate for their age level, annually.

Staff orientation and practice includes:

Orientation Seminar

The Orientation Seminar is a low-stress meeting to introduce everyone to the emergency plan. This will be conducted at the start of each school year, whenever the plan is amended, and when new faculty or staff are hired.

Functional Exercise

The functional exercise is a more stressed drill, and may focus on a specific portion(s) of a scenario (such as a fire drill). Staff may communicate with each other via Raptor based on the scenario. Each exercise will be evaluated to note any issues that should be addressed.

Student orientation and practice includes:

- K-5 : 8 evacuation drills and 2 lockdown drills per year
- 6-12 : 6 evacuation drills and 2 lockdown drills per year.

Teachers will orient students as developmentally appropriate on the following components of the plan within the first month of the new academic year:

- Evacuation
- Lockdown
- Hold in Place
- Reverse Evacuation
- Individual preparedness and response responsibilities

Other Considerations

1. School office staff will:
 - a. Pre-program emergency phone numbers on the schools phone system and,
 - b. Create phone, and email address lists of, and for the Incident Command Team.
2. Students with Special Needs:
 - a. Teachers will assign staff to assist students with special needs during an emergency.
 - b. Staff (that have no students assigned) will assist other faculty or staff needing assistance during an emergency.
3. Off Campus Students (Vocational, Special Education, Field Trips)
 - a. Scarborough Public Schools Transportation Director will make arrangements for bus transportation for students in an event of an emergency.
4. Visitor/substitute teacher orientation on the Scarborough Public Schools Emergency Management Plan:
 - a. All Visitors and substitute teachers are required to wear identification badges, available at the school office.

5. School use as a community shelter:
 - a. The Facilities Director will approve the use of the school as a community or American Red Cross shelter and will coordinate its use when activated as such.
 - b. Scarborough Community Shelter currently is the Scarborough High School.
 - c. Once activated, the Scarborough emergency personnel will coordinate with outside medical agencies for their provision of medical oversight of shelter clients with chronic conditions.
 - d. The Scarborough Public Schools Food Service Director will coordinate with the Shelter Manager for an orientation on food service supplies, equipment, and operations.

IV. Response

Crises are unexpected, often unpredictable, and take many forms. No school and community can be fully prepared for everything that may happen. Scarborough Public Schools has plans to address a variety of emergencies that may include:

- Fire
- Evacuation
- Lockdown
- Hold in Place
- Severe Weather

During any of these:

- A. Parents should not attempt to reach the school by phone. Parents are urged to stay away from the school during such situations, as it is potentially dangerous and may impede the efforts of emergency personnel.
- B. Students will adhere to electronic device use policy.

Fire

All schools in Scarborough are equipped with one or more of the following: fire/smoke detectors, sprinkler systems, alarm systems, and fire extinguishers as required by Town and State codes. These are inspected and tested in accordance with code. Students in K-5 will practice 10 evacuations per year with a minimum of 8 specifically for fire. Students in grades 6-12 will practice 8 evacuations per year with a minimum of 6 specifically for fire.

In the event of an actual fire or unsafe situation, evacuation to an alternative location may be necessary. (See Evacuation) Parents and guardians will then be notified of the event, and alternative site. This will include posting information on the district and/or school website if appropriate. Notification will be made by using the most efficient process, which includes direct calling, announcements, automated calling with a recorded message, or a reverse emergency 911 system. A team of staff will operate a student/parent reunification point at the relocation site. Students not picked up by parents/guardians will be bussed to regular bus stops.

Evacuation

Evacuation is used when conditions outside are safer than inside. Once the Building Administrator directs an evacuation, all students and staff move from the school to

pre-determined outdoor areas. After students and staff are accounted for and the threat has cleared, students and staff return to their classrooms.

If an incident is expected to be prolonged, or if conditions are not suitable for remaining at the outdoor area, students may be evacuated to an alternative location. Buses will transport students and staff to a pre-coordinated relocation site as needed. After arriving at the relocation site, students and staff are sheltered and accounted for a second time. Parents and guardians will then be notified of the event, and alternative site. In addition to parent emails and or text messages, this may also include posting information on the district and/or school website if appropriate.

Lockdown

Lockdowns are 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 in jeopardy.

Procedures are in place to lock and secure the building immediately, and law enforcement personnel will be alerted.

During a lockdown, only public safety officials will be allowed to enter the building.

Hold in Place

Some events may call for the school to enter a less serious **Hold in Place** mode. These events might include an injured person in the hall or any temporary event that requires the halls to be cleared in an effort to ensure privacy and dignity. This will require staff to clear the corridors near their rooms and contain all students and staff behind closed doors.

Severe Weather Procedures

Severe Weather Procedures will be used when a severe weather situation requires students to remain inside, or to return to the building. All schools monitor a Weather and Hazard Alert Radio that provides advance warning of an event from the National Weather Service. Students will be directed to take the closest, safest route to the designated safe areas. Occupants of portable classrooms will move to the main building when appropriate. Students and staff will remain in the safe area until further instructions are provided.

Following the event, members of the Incident Command Team will prepare communications for parents explaining what occurred and how it was handled.

Student Accounting and Release Procedures

- Teachers will arrange to have parents fill out the Student Emergency Information and Release Form online during the first week of school. Also, as part of our registration process, families of new students will be asked to fill out the Student Emergency Information and Release Form online.
- Parents are responsible to notify each school that their child is attending to keep information up-to-date. This can also be done in the Parent Portal of Powerschool.
- The form includes the following information:

- Contact information on parents/guardians, and other adults who can be contacted if the parent or guardian is not available.
- Authorization for students to leave campus with any of the adults listed in the student's profile, if necessary. Scarborough Public Schools recommends adding one or more parents of children already attending Scarborough Public Schools.
- Pertinent medical information such as allergies, medications, and doctor contact information

Parents arriving at school/reunion site to pick up their child after an emergency can expect the following:

1. Information to parents about the event and actions taken will be given as appropriate
2. Procedures for signing children out will be posted
3. Parent/authorized designee will check in with valid ID in hand
4. Parent/authorized designee will be required to complete the sign-out procedure

Communications

Timely and accurate communications during an emergency is critical. This includes communication with: school faculty, staff, and students; parents of students; fire and law enforcement and other local emergency services. Each school has multiple means of communication during emergencies. In an emergency, answering telephones will not be a priority until it is safe to do so. **Parents are asked not to call the school and instead wait for information to be communicated from the school or emergency services.**

V. Recovery to Pre-Incident Status

Goal – The goal of recovery is to return to learning and restore the infrastructure of the school as quickly as possible. Scarborough Public Schools will focus on students and the physical plant, and will take as much time as needed for recovery. One of the major goals of recovery is to provide a caring and supportive school environment.

The school counselors and social workers lead the efforts in this area. When a crisis affects one school, staff members from other buildings are available to assist if necessary.

Action Steps

- The building administrator will assemble the Incident Command Team and plan post-incident recovery efforts.
- Schools will return to the “business of learning” as quickly as possible while considering the emotional recovery of students and staff.
- The school will keep students, families, and the media informed, including suggestions and recommendations for dealing with trauma.