



Maine School Administrative District 75
 50 Republic Ave
 Topsham, ME 04086

EMERGENCY PREPAREDNESS: A Guide for MSAD 75 Families

Did you know that all school systems in Maine are required to have Comprehensive Emergency Plans? The detailed version of the MSAD No. 75 Emergency Plan is confidential and intended for official use only by school employees and community public safety officials. However, it is important that parents and guardians are aware of key elements within the plan.

Procedures and Guidelines

The entire school system has developed a framework of procedures in alignment with an Incident Command System.

This system enables us to work with our community responders to reduce, prepare for, respond, and recover from emergencies and disasters.

Key Emergency Responses

School and District Safety Teams work to assess and prevent potential hazards.

Working with community responders, regular safety drills are held to prepare students and staff for potential emergencies.

The three key emergency response actions we learn and follow in MSAD 75:

- Evacuation: conditions outside are safer than inside, such as during a fire
- Shelter-in-Place: protect from external hazards or isolate medical emergencies
- Lockdown: hazard outside the school, and evacuation is dangerous or hazard inside the school puts students in jeopardy

Relocation and Reunification

Should students and staff evacuate a school and need to relocate elsewhere, MSAD 75 will notify parents and guardians of the reunion site as soon as community responders determine it is safe to do so.

An orderly system will be followed to reunite students with their families.

Parents and guardians are asked to bring a photo ID when picking up a student during an emergency and to understand that the process may take some time as officials ensure that all students and employees are accounted for before reunification begins.

Help Us Operate Smoothly

- ✓ Know your student's
 - School
 - Teacher's Name
 - Bus Number
- ✓ Make sure Emergency Information, including home, cell, and work numbers, and Release Forms are up-to-date at the school.
- ✓ Provide school with your student's current medical information.
- ✓ Be prepared to bring a photo ID if you are picking up a student.
- ✓ Share this plan with two individuals listed on your student's emergency card.
- ✓

Important Information and Contacts

School: _____

Teacher: _____

Bus Number: _____

Emergency Contact #1

Name: _____

Phone Number: _____

Emergency Contact #2

Name: _____

Phone Number: _____