

**RSU #23 School Department  
School Evacuation Procedures – “Code Green”**

Each school will be responsible for individualizing these procedures to meet their school’s needs. All schools will establish a school safety team. The school safety team will be responsible for scheduling/conducting the evacuations each year, for reviewing each evacuation’s effectiveness, and making modifications/recommendations as needed to the working procedures. The recommended safety team membership for schools is as follows (changes may be made, depending on each school’s size/needs):

- Principal
- Nurse
- Custodian
- Teacher
- School Resource Officer

The minimum number of evacuations conducted at RSU #23 School Department schools each year will be as follows:

- Grades K–5 At least 10 evacuations will be done during the year
- Grades 6–8 At least 8 evacuations will be done during the year
- Grades 9–12 At least 6 evacuations will be done during the year
- All Grades At least 1 of the evacuations will be done before the conclusion of first full week of school, and a 2<sup>nd</sup> one will be done before the conclusion of the second week of school.
- All Grades One evacuation will be done during Fire Prevention Week (1<sup>st</sup> week in October)
- All Grades At least 2 of the evacuations will relocate to an offsite location

District Protocols

1. All “Code Green” evacuation procedures will be reviewed with staff and students at the beginning of the school year. “Code Green” is the RSU #23 School Department term to evacuate a building. Green means “go.”
2. When it is determined that a school evacuation is needed or planned, a fire alarm will be sounded. The building will be evacuated immediately, in an orderly and safe manner, to key identified locations directly outside the school, away from the building. Attendance will be taken at those identified locations and then reported to the principal or designee(s).

3. Responsibility will be given to appropriate staff during an evacuation to check the building for stragglers while the evacuation is in progress, and to assist any students or staff with disabilities.
4. Each school will make arrangements to be trained (or to have the training reviewed again) annually on pulling and resetting the fire alarm in that school.
5. Once everyone is evacuated and away from the building, an accurate attendance will be taken of the students and staff, and a decision will be made by the principal/designee to continue waiting at the current on site locations, or to leave the area and relocate at an emergency off site pre-determined location.
6. Teachers will keep an accurate student list with them and their emergency contact/release information, along with student activities to use in case the decision is made to relocate off site. The main office will have an accurate daily student and staff attendance list, as well as emergency contact/release information for all students.
7. Students and staff will not reenter the building (or return to the vacated site) until the principal and/or public safety official has made the decision to do so.

Legal Reference: EBCA-Comprehensive Emergency Management Plan  
(Formerly: Crisis Response Plan)

Adopted: 1/8/14