

RSU #23 School Department
School Lockdown Procedures – “Code Red”

A “Code Red” occurs when an emergency condition exists that requires students and staff to stay in their classrooms. When administration and/or emergency personnel announce a code red, the following protocols are required by staff:

1. Teachers will collect any students in hallways, nearby restrooms, etc... and have them take cover in the nearest classroom(s).
2. Lights will be turned off, doors will be locked and students and staff will move away from outside windows. Shades will be pulled where possible. Students will take cover on the floor.
3. Teachers will keep students in place until further directions are received from the main office or responding outside agencies.
4. Each classroom/area needs two sets of red and green cards. A red or green card will be slid under the door. The cards for the door will be kept on or near the door to be easily accessible to substitutes and other staff. All classrooms with an exterior window will have a sign in the window on the farthest right side facing out, boldly displaying the room number. This card will be up permanently and will be white. The red/green card will be attached to the white window card for ease of accessibility. A red card will be used to alert safety personnel of a problem while a green card will signify that there is no issue that warrants immediate attention. Each red and green card should have the room number written boldly on it. Separate first aid cards will not be used and a red card will not be used to indicate a missing student (attendance issue).
5. Staff will remain in the lockdown status until the code word is given by administration or until safety personnel has released the classroom.
6. All classroom doors will have the room numbers placed on the hall facing side in the lower right corner of the door, approximately 6” off the floor.
7. Main office staff should have the necessary supports to set up a temporary command post; laptop, charged cell phone, sub list, attendance list, cell phone list of staff, student emergency information, etc...
8. All substitute teachers will have ample information to be prepared in case a code green or code red happens during their substitute-teaching day.
9. All teachers should have an emergency folder to take with them during an

evacuation or during a lockdown with ample emergency information. This is to include an accurate class roster and daily attendance information.

10. All classroom doors will be kept locked during the school day, unless they can be locked from the inside.

11. All RSU #23 School Department schools will practice a minimum of two lockdowns per year with the first practice lockdown occurring before November 1.

Supplementary Instructions - Conditions may exist that permit additional information to be passed to staff and teachers over the PA system or via an internal phone system. It may be rare that such instructions will be possible. If, however, the opportunity presents itself, short and clear supplementary instructions may follow the Security/Safety Condition Code announcement. For example: “We do not have an existing threat at this time, staff may resume normal teaching activities, but students are not to be allowed into the hallways until further notice.”

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

Adopted: 1/8/14