

M.S.A.D. #4 SCHOOLS

Emergency Evacuation Procedure

The Emergency Evacuation Procedures provide specific instructions to address a threat to the safety of students and staff. These procedures will be followed in all evacuation situations.

Immediate Notification to Central Office

Central Office must be notified immediately of any situation requiring emergency evacuation.

Individual Schools: If the call is received by an individual school, that individual school will proceed with the emergency evacuation procedure. This will happen along with a phone call to the Central Office.

Fire drill procedures are followed in evacuating the building.

All personnel leave the building. Students do not go to lockers.

Teachers are to stay with their class.

Teachers and students proceed to designated outside areas. Staff will take attendance. Any missing students will be reported to the school secretary. Once it is determined that it is a real emergency and not a drill, students and staff will congregate in a central area.

Administration will search the building for any staff or students who may have been left behind.

All teachers are to take their class lists. Teachers are responsible for the students in their class at the time of the incident. The teacher will stay with their class until the conclusion of the incident. Teachers who do not have a specific class at the time of the incident will assist other teachers with the supervision of students. All students will be reunited with their regular homeroom teacher in the most practical manner.

Office personnel should take their most recent computer back-up, student registers, or rolodex, and student/staff list outside of the building with them as well as a copy of daily attendance. They must also bring their "*EMERGENCY*" binder and emergency kit that includes a green flag, safety vests, a bull horn, and a clipboard.

No teaching staff members or students are to participate in a search of the building.

Law enforcement personnel are in charge upon arrival. The administrator at each school will be available to assist law enforcement.

Release of Students

Check points will be established to the campus of affected school(s). These checkpoints will be manned by a law enforcement official and/or a school official.

Students will be released to parents, guardians, or individuals listed on student emergency card only, as per normal school procedure. School secretary and/or teacher must document students released.

An information station will be created and identified by a green flag. All release requests must go through the information station.

Movement of Students/Personnel

No movement will take place to designated evacuation area until authorized by administration or designee.

No movement to buses will occur until authorized by administrators. After authorization, students and staff will board the buses with the back of the bus being filled first with at least two per seat.

When the bus arrives at the designated relocation area, the students and staff will disembark to the following locations:

****Portions of this section have been omitted from the public version of the Emergency Plan for security and confidentiality purposes.***