

**Chebeague Island School Department  
School Committee Policy**

**EBCA-R1**

**School Evacuation Procedures**

The Chebeague Island School (CIS) Principal/Superintendent will be responsible for individualizing these procedures to meet the school's needs. The school Principal/Superintendent also will be responsible for scheduling/conducting the evacuations each year, for reviewing each evacuation's effectiveness, and for making modifications/recommendations as needed to the working procedures.

The minimum number of evacuations conducted each year will be 10, as per state regulations. 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. 1 evacuation will be done during Fire Prevention Week (1<sup>st</sup> week in October) and at least 1 of the evacuations will relocate to an offsite location.

District Protocols

1. All evacuation procedures will be reviewed with staff and students at the beginning of the school year.
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/Superintendent 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. CIS will make arrangements to train select staff (or to have the training reviewed again) annually on activating and resetting the fire alarm in the 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/Superintendent or designee(s) 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 information, along with student activities to use in case the decision is made to relocate off site. The main office/Administrative Assistant will have an accurate daily student and staff attendance list, as well as emergency contact/release information for all students.

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7. Students and staff will not reenter the building (or return to the vacated site) until the Principal/Superintendent or designee(s) and/or public safety officials have made the decision to do so.

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

Adopted: 3/1/16