

SCHOOL EVACUATION OFF-SITE PROCEDURES

If there is a need to evacuate students off-site:

1. Bus transportation will be utilized as a first priority.
2. An automated telephone emergency notification system as well as TV and radio stations will provide information regarding evacuation.
3. If parents are able to come to the evacuation site:
 - Park only in designated areas.
 - Enter the building through the primary entrance or if closed, follow posted signs.
 - Check in with school officials and provide a photo ID.
 - Staff will unite you with your student.
 - Promptly leave the evacuation site to expedite dismissal of all students.

PARENT/GUARDIAN TO DO LIST

1. Know your student's information:

Bus No. _____

Teacher(s)
Name _____

2. When you go to a school always bring a photo ID.
3. Provide your student's school with up-to-date telephone numbers (cell, home, work) in PowerSchool.
4. Provide the school with current medical information about your student.
5. In case you are not home, practice how your student will access home (key, neighbor).
6. Share this plan with two individuals listed on your student's emergency information in PowerSchool.

Name _____

Phone # _____

Name _____

Phone # _____

It is recommended that parents review the information in this guide with their student.



A Parents' Guide to **EMERGENCY MANAGEMENT**

for the
**Merrimack School
District**

EMERGENCY MANAGEMENT PROCEDURES EMPLOYED BY THE MERRIMACK SCHOOL DISTRICT

Merrimack staff and students practice a variety of emergency procedures throughout the school year.

They include, but are not limited to:

School Evacuation

Shelter In Place

Secure Campus

Lockdown Response

Scan

Clear Hallways

Drop, Cover, and Hold

Schools also have procedures in place to deal with medical emergencies, power failures, and missing students.

Merrimack Fire, Police, and School officials meet regularly to plan and conduct emergency drills.

EMERGENCY PROTOCOL

In the event a local emergency or disaster situation occurs while school is in session, please help us care for all students:

Remain calm

The school district will utilize an automated emergency telephone notification system to inform parents about the situation.

DO NOT call the school, police, or fire department. It is important to keep home, school, and emergency lines open so that officials can respond fully to the emergency.

Listen to local radio and TV stations.

On-Line Sites:

Merrimack School District
www.sau26.org

Nashua Telegraph
www.nashuatelegraph.com

Town of Merrimack
www.merrimacknh.gov

Nixle
(Information Service
from the Town of Merrimack)
www.nixle.com

Local TV Stations
Local Radio Stations

SCHOOL EVACUATION PROTOCOL

Although it is unlikely that a school will need to evacuate off-site, it remains a possibility should an emergency situation warrant such a decision.

The Superintendent of Schools will make a determination whether to send students home or evacuate to another safe and secure location after conferring with fire and police.

The school district's automated telephone emergency notification system will provide parents with pertinent information.

Follow broadcasted pick-up procedures at an evacuation site if no bus transportation is available.

Please provide current telephone numbers to your student's school in PowerSchool.

The primary consideration in all emergencies is the safety of students.