

Merit Preparatory Academy
School Emergency Response Plan
Evacuation Procedures and Roles/Responsibilities
 (updated on 9/25/24 and subject to change)

Date	Time	Details
8/24	TBA	Fire Drill
9/24	TBA	Lock Down
10/24	TBA	Fire Drill
11/24	TBA	Fire Drill
12/24	TBA	Fire Drill
01/25	TBA	Shelter in Place
02/25	TBA	Fire Drill
03/25	TBA	Active Shooter
04/25	TBA	Great Shake Out/ Earthquake
05/25	TBA	Fire Drill

WHOLE SCHOOL Meeting place:

North Soccer Field grassy area (see map)

Teachers lead the lines and stand in alphabetical order from West to East

Stand in line behind their current period teacher, facing the school holding sign w/ emergency backpack

Evacuation routes:

Teachers **MUST** lead their kids to the field quietly and orderly. Bring your emergency backpack and water and hold your sign up while in route.

Assign responsible students to be at the **back of the line** and to be classroom sweep.

	Exit route
South campus - Front offices - The Keep (Library) - Commons - Room 201-207 - Courtyard	South Exit Doors: Exit the front of the school and walk around to the back to line up. If getting to the back of the building poses a danger, line your class up in the west parking lot, avoiding interfering with any emergency vehicles.
East campus - Kitchen (2 doors) - Stage (1 door) - Gym - Boys' & Girls' Locker Rooms - Weight Room - Courtyard	East Exit Doors: Exit out the closest east doors (there are 4) and walk around to the back to line up. If getting to the back of the building poses a danger, line your class up in the east parking stalls or in the front (south entrance) of the school. Avoid interfering with any emergency vehicles.

North campus - Bathrooms - Rooms 220, 222, 224, 229, 231, 233 - Dance Room - Courtyard	North Exit Doors: Exit the back of the school and walk to the grass to line up. If getting to the back of the building poses a danger, line your class up in the west parking lot, avoiding interfering with any emergency vehicles.
West campus - Rooms 208-229 (except 220, 222, 224) - Courtyard	South West and South East Exit Doors: Exit out the closest west doors and walk to the grass to line up. If getting to the back of the building poses a danger, line your class up in the west parking lot, avoiding interfering with any emergency vehicles.

Roles and Responsibilities:

Outside the building on the grass (north)	ensures students are lined up outside on the grass with their class, quietly and well-behaved	Counselors / Teachers
Inside the building (rooms, bathrooms, and closets)	searches all rooms, bathrooms, and closets to ensure all people are out of the building (last to leave building)	Director (north / east halls) Assistant Dir. (south / west halls) Counselors (Counseling, Commons, gym, locker rooms, weight room)
Kitchen & Commons	makes sure all students and staff are out of the kitchen and Commons	Kitchen Director & Staff
Main Office	makes sure students have exited the south end of the building and that the office is clear, pull fire drill handle or make announcement(s) if needed	Admin Sec. (call alarm company) Finance Sec. Attendance Sec.
Outside taking roll (north)	Roll is taken by teachers to ensure all students and staff are accounted for (use signs to communicate this)	Facilities Mgr. (Finance Sec.alternate) Registrar (Attendance Sec. - alternate)

**** SPED Director & Counselors are alternate to any absent office staff ****

Teachers / aids / substitutes who are not mentioned in the plan should help other teachers and students, reminding students to be silent and line up single file.