

**MERCER AREA SCHOOL DISTRICT**

**ADMINISTRATIVE POLICY  
EMERGENCY EVACUATION PLAN**

There are occasions when we will need to evacuate our buildings due to emergencies. Experience tells us that no two emergency situations are likely to be exactly the same. Also, our response to each emergency will be, and should be, somewhat different based on our knowledge of the danger in each situation. Therefore, this policy should act as a guide to be followed, yet adapted as necessary.

**Threat: Fire/Explosion/Other Disaster**

Superintendent will contact building level administrators.

Based on the type of disaster and location, Superintendent will instruct building administration on action.

General Rules:

- Evacuate buildings via PA system with calm and order.
- Instruct staff to stay with students.
- Send staff and students to emergency site:
  - A) High School – Brandy Springs; Elementary – Soccer field or:
  - B) High School – Elementary; Elementary – to High School.
- Headquarter Options – High School, Elementary, Borough Building
- Reunification Points:
  - A) High School-Mercer United Methodist Church, E. Butler Street, 724-662-3320
  - B) Elementary – Bethany Presbyterian Church, Venango Street, 724-662-4340

Media Notification – By Superintendent

**Threat: Early Dismissal/Evacuation of a Building**

If for some reason a building is unsafe due to emergency, including loss of water, heat, or other essential service, the following actions should occur:

- Superintendent, in consultation with the School Board President and building level administration, shall call for the students in the building to be evacuated to the other district building.
- Busses shall be called to transport students to the alternate site (other building in district).
- Cafeteria personnel shall move to the new site to provide emergency rations.
- Notification shall be given to media as to the extent of the emergency, the new location, and parental instructions.
- Students may be dismissed to their parents or released via dismissal form (attached).
- Any students not picked up shall ride home on their regular bus routes.
- Parents will be notified by Blackboard Connect Platform (Mercer School District mass notification system).
- All school personnel shall provide support throughout the emergency.

(continued on back\*)

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*Please cut and return to your child's school **only** if you wish unrestricted dismissal for your child.*

**2024-2025**

STUDENT NAME \_\_\_\_\_ GRADE \_\_\_\_\_ HOMEROOM \_\_\_\_\_

By signing and returning this form, I agree that my child may be released from school custody during emergency conditions. This would be in effect only when the School District declares such an emergency. **Students without this release will be retained until the normal end of the school day** and will be provided their normal transportation, unless personally picked up by parent or designee.

Parent's Signature (For Release Only): \_\_\_\_\_

Name of Designee (For Pickup Only): \_\_\_\_\_  
(Other Than Parent)

### **Threat: Early Dismissal/Evacuation of Both Buildings**

If for some reason, both buildings are unusable due to utility outage, the following actions shall occur:

- Superintendent, in consultation with the School Board President and building level administrators, shall call for the implementation of evacuation.
- Students will remain in the building until parents pick them up or in the case of older children, parent contact is made with the school to dismiss.
- Also, students with parental release forms may be dismissed (form attached).
- Any students remaining at the end of the day shall be transported home in a normal fashion.
- Emergency cold lunches will be provided to the students.
- Superintendent will notify the media of the emergency and advise parents as to the procedures to pick-up children.
- Parents will be notified by Blackboard Connect Platform (Mercer School District mass notification system).
- All school personnel shall provide support and supervision throughout the emergency.

### **Threat: Weather Storm During School**

If a weather related storm should occur during school the children will be housed safely within the school building. Early dismissal for weather related incidents will not usually occur. Parents concerned about transporting their children home may pick them up early, if they so choose.

In case of a dramatic weather event (ex: ice storm, etc.) the district may choose not to transport the children home at the normal time for safety reasons. During such an event efforts will be made to do the following:

- Provide staff supervision of the children.
- Notify parents by Blackboard Connect Platform (Mercer School District mass notification system) that their children are in school and that transportation is being delayed.
- Provide food for the children, if necessary.
- Release children to parents or guardians as they arrive at school.
- Set up emergency shelter and sleeping arrangements, if necessary.

#### **FOR YOUR INFORMATION**

/Summoning busses to pick-up children may take up to two hours.

/Busses to transport students between schools will be designated by those that can be summoned in the shortest time.

/Transporting between schools (by busses) is preferred. However, if leaving the area is critical, orderly walking should be considered.

/This document is not all inclusive. Many other procedures are provided in the District's Emergency Management Plan. This plan is available for your review in any of the administrative offices or school libraries.

/Weather delays and postponements will be reported to: WKBN, WPIC, Y103, WPXI, WTAE, and on the Mercer School District Homepage ([www.mercer.k12.pa.us](http://www.mercer.k12.pa.us))