

Merit Preparatory Academy  
**School Emergency Response Plan**  
**Evacuation Procedures and Roles/Responsibilities**

(updated on August 28, 2019 and subject to change)

Date	Time	Details
Thurs, Aug. 29, 2019	T2 (5 min. into class)	Announce to teachers - Fire Drill
Wed, Sep 25, 2019	W1 9:30 am	Announce to teachers - Lockdown Drill
Thurs, Oct 24, 2019	T3 1:00 pm	Do NOT announce to students - Fire Drill
Fri, Nov 22, 2019	W4 2:00 pm	Do NOT announce to students - Shelter in Place Drill
Mon., Dec 16, 2019	T2 10:00 am	Do NOT announce to students - Fire Drill
Fri, Jan 24, 2020	W1 9:00 am	Do not announce - Earthquake drill plus evacuation plus emergencies (CERT Team)
Thurs, Feb 20, 2020	T3 1:15 pm	Do NOT announce to students - Fire Drill
Fri, Mar 20, 2020	W4 2:30 am	Do NOT announce to students - Active Shooter Drill
Thurs, April 16, 2020	T2 10:15 am	Announce to students - The Great Utah ShakeOut (CERT Team)
Wed, May 13, 2020	W1 8:45 am	Do NOT announce to students - Lockdown 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	<b>South Exit Doors:</b> 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	<b>East Exit Doors:</b> 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.

- Boys' & Girls' Locker Rooms - Weight Room - Courtyard	
North campus - Bathrooms - Rooms 220, 222, 224, 229, 231, 233 - Dance Room - Courtyard	<b>North Exit Doors:</b> 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 ( <b>except 220, 222, 224</b> ) - Courtyard	<b>South West and South East Exit Doors:</b> 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:**

<b>Outside the building on the grass (north)</b>	ensures students are lined up outside on the grass with their class, quietly and well-behaved	Teachers
<b>Inside the building (rooms, bathrooms, and closets)</b>	searches all rooms, bathrooms, and closets to ensure all people are out of the building (last to leave building)	Jesse (north / east halls) Amanda (south / west halls) Scott & Lindsey (Counseling, Commons, gym, locker rooms, weight room)
<b>Kitchen &amp; Commons</b>	makes sure all students and staff are out of the kitchen and Commons	Sharon & staff
<b>Main Office</b>	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	Layne / Vivian Vivian
<b>Outside taking roll (north)</b>	Roll is taken by teachers to ensure all students and staff are accounted for (use signs to communicate this)	Layne / Kathleen (Sharon - alternate) Vivian (Hillari - alternate)

**\*\* SPED Director & Maintenance Lead 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 single file.