

## School Evacuation Off-Site Procedure

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

1. Parent(s) will be notified at the phone numbers provided to the school. ***Please be sure you have provided current phone numbers.***
2. If parents come to the evacuation site:
  - Park only in designated areas.
  - Enter the building through the primary entrance or if closed, go to the designated area (posted signs will direct you).
  - Check in with school officials and provide a photo ID.
  - Staff will unite you with your child(ren).
  - Promptly leave the evacuation site to expedite dismissal of all students.

## Parent's To Do List

1. Make sure the school has your current contact phone numbers (cell, home, work).
2. Provide the school with current medical information about your child(ren).
3. When you go to school, always bring a photo ID.
4. In case you are not home, practice how your child(ren) will access home (key, neighbor).
5. Share this plan with two individuals listed as your child(ren)'s emergency contacts:

Name \_\_\_\_\_

Phone \_\_\_\_\_

Name \_\_\_\_\_

Phone \_\_\_\_\_

**It is recommended that parents re-  
view the information in this guide  
with their child(ren).**



## A Parent's Guide to EMERGENCY MANAGEMENT

*The Brentwood School  
1 Brentwood Drive  
Merrimack, NH 03054*

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## EMERGENCY MANAGEMENT PROCEDURES USED BY THE BRENTWOOD SCHOOL

The Brentwood School faculty and students practice a variety of emergency procedures throughout the school year.

They include but are not limited to:

### School Evacuation

(Fire and hazardous spill in the building)

### Shelter in Place

(Smoke, noxious odor, hazardous spill outside the building)

### Lockdown

(Intruder inside/outside the building)

### Drop, Cover, and Hold

(Gunfire, earthquake, tornado, explosion)

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

Brentwood School officials meet with Merrimack Fire, Police and school officials 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 by observing the following protocol:

### REMAIN CALM

**The Brentwood School will contact you as soon as possible using the contact phone numbers you provided.**

***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.

### TV Station:

WMUR Channel 9

### Radio Station:

WZID 95.7 FM

### Online Sites

**The Brentwood School**  
[www.brentwoodschool.net](http://www.brentwoodschool.net)

**Nashua Telegraph**  
[www.nashuatelegraph.com](http://www.nashuatelegraph.com)

**Merrimack Fire Department**  
[www.merrimacknh.gov/fire](http://www.merrimacknh.gov/fire)

**Merrimack Police Department**

## SCHOOL EVACUATION PROTOCOL

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

The Principal 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 will notify parents/ guardians using the contact numbers you provided.

**THE PRIMARY CONSIDERATION  
IN ALL EMERGENCIES IS THE  
SAFETY OF ALL STUDENTS.**



**Safety**matters