



Emergency School Operation Schedule

2010-2011

Save For Future Reference!

The Mercer Island School District takes several precautions when faced with emergencies. Our tendency is to close schools if it is unsafe to operate our buses or if school environmental systems are not working. When staff members are unable to travel to their workplace from on or off-island, or if weather forecasts are serious enough, we may elect to close schools or open on a delayed schedule.

To get the most immediate updates on closure or late starts:

We strongly urge you to go to the Public Schools Emergency Communications System website at www.schoolreport.org to sign up for email alerts. This site also posts school closure and late start information as soon as any decisions have been made. The Mercer Island School District website at www.misd.k12.wa.us is also a good option to get up-to-date information.

AM STATIONS	FM STATIONS	TV STATIONS
KIRO 710	KPLU 88.5	KOMO CH. 4
KOMO 1000	KLSY 92.5	KING CH. 5
KIXI 880	KUBE 93.3	KIRO CH. 7
KYCW 1090	KMPS 94.1	KCPQ CH 13

Morning media announcements:

Radio and TV stations will begin announcing schedule changes at 5:30 a.m. and continue until 8:00 a.m. The district's goal is to notify stations of morning start time changes by 5:00 a.m. and by 11:00 a.m. for any early emergency dismissals. Changes will be announced alphabetically by school district. Please do not call the radio or television stations. **No announcement means no schedule changes.**

School schedule changes

If emergency conditions result in school schedule changes, the district will use one of the following plans:

All schools closed:

All meetings, field trips and after-school activities canceled for the day.

One-hour late start:

Schools open one (1) hour late. No music, world language, MIHS/IMS shuttles or field trips in the a.m. Off-island buses will operate one (1) hour late unless out-of-district schools announce alternate schedules or closure. Food service at schools will be provided with a special menu. All after-school activities will remain as scheduled. Should these

activities be subsequently canceled, notification will be made by coaches or school administrators.

Two-hour late start:

Same schedule as "One Hour Late Start" except No A.M. Kindergarten and No A.M. Kids Co.

Hazardous conditions during school hours:

In the event schools are closed early due to emergency conditions during school hours, students will be transported home if conditions permit. Early closures will be announced on radio and TV stations, school district web site and district subscriber e-mail on schoolreport.org.

- **MIHS students:** When MIHS students are dismissed, Metro buses will run at normally scheduled times (*see High School Metro Service Disruptions below*). Students may remain at MIHS and the school will remain open until student departures from the school are safely completed.
- **Middle School and Elementary students:** If road conditions are safe for bus transportation, regular bus runs will be followed. Be prepared for delays. When circumstances require driving in hazardous conditions, stop times are unpredictable. If road conditions do not permit safe bus transportation, students will remain under the supervision of school staff, in which case parents will need to pick-up their children at the schools. Standard student checkout procedures will be followed. We urge each family to follow the suggestions in the *Safety Tips* emergency plan found at the end of this publication.

Hazardous conditions during bus runs:

Drivers will proceed with students to the nearest school or school of origin if possible.

If road conditions prohibit safely transporting students to the nearest school, students will remain with the driver on the bus until conditions permit the bus to continue on its route. Buses could remain at any location with students as long as non-operating conditions exist.

High School students will be released contingent upon conditions and severity of the situation.

Middle School and Elementary students will remain under supervision of the bus driver or at a school until a parent or

parent designee is able to retrieve them. The transportation office will continually monitor the status of all buses on the road. This is made possible by means of the two-way radio communication between the schools, buses and the transportation office. Please make allowances for unpredictable stop times.

High School Metro service disruptions:

The school district transports high school students to/from school using two different types of Metro routes, “standard” and “custom” routes. The standard routes (202-203-204-205 routes) support the general public and run all day. Custom routes (891-892 routes) are set up specifically for the high school beginning and ending bell times. The paying public may ride them as well.

During periods of bad weather Metro “standard route” buses will still run on schedule if possible. The best place to catch the bus is along major arterials. Wait at the top or bottom of hills. Remember that buses will be more crowded than usual and may not always be on schedule.

Metro Transit will not be able to make short-notice system changes to accommodate weather related alterations in school schedules. Although Metro may continue service during inclement weather, parents are advised to have an alternate transportation plan in place in the event school times are altered. You may still take the standard and custom routes at their regularly scheduled times if they are running.

Parents and students are free to contact Metro at any time to determine the availability of bus routes. Contact methods for Metro are:

- (206) 553-3000 - 24 hr. updates on Metro Service.
- (206) 287-8463 – Bus time system for information on canceled routes and specific route times.
- Metro Online – <http://transit.metrokc.gov/>
- Riderlink – <http://www.riderlink.gen.wa.us/>

Safety Tips

Does your family have an Emergency Plan? Emergency situations occasionally happen which may require school schedule delays, closures or changes in transportation.

Each family should have a plan covering actions to take in emergency situations (i.e., inclement weather, natural disaster, road closures, etc.). Parents and children should be prepared to know what to do when children arrive home early or parents arrive home late.

- **Does the school and your child have current phone numbers and emergency contact information?**
- **Where would your child go if he/she needed help?**
- **Who would care for your child until you arrive?**

Contact Numbers:

WM Elementary	236-3430
IP Elementary	236-3410
LR Elementary	236-3415
Islander Middle	236-3400
MI High School	236-3345
Transportation	236-3338
MISD Administration Message	236-3366
MISD Emergency Info Message	236-3366