Annexes
Annexes allow for information, procedures, or specific/local conditions not identified elsewhere. Any number of annexes can be added if they contribute to the overall effectiveness of the plan. Add extra pages as needed.

<table>
<thead>
<tr>
<th>Title:</th>
<th>Evacuation procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose</td>
<td>To help parents know where to pick up their child in an emergency</td>
</tr>
<tr>
<td>Scope</td>
<td>Preparatory Division students only</td>
</tr>
</tbody>
</table>

Details
1. Teachers are to evacuate their teaching space with their student immediately and proceed to the evacuation area.

2. Teachers are to remain with the student until they have been reunited with their parent.

3. Please check in with prep division leaders upon arriving at the EAP. The following leaders are assigned to the following days.

   Monday: Gretchen Tanner
   
   Tuesday: Hao Doan
   
   Wednesday: Gretchen Tanner
   
   Thursday: Hao Doan
   
   Friday: Marie Smith

4. Each teacher will have a directory of students information in an effort to contact parents during an emergency.
Emergency Response Plan
For Departments / Business Units of The University of Utah

Evacuation Plan
Evacuation may be required if there is a fire in the building or other hazard. The Emergency Response Team will direct the evacuation of the building and account for all employees outside at a safe location.

| Building occupants will be warned to evacuate the building using the following system: | Voice command Proceed north on 13th east to 200 south. East on 200 south to EAP 1. |
| Building occupants should assemble at the following location(s) for accounting by the Emergency Response Team: | Teachers and students should assemble at the EAP 1 evacuation area |

Evacuation Map