



Emergency Response Plan

For Departments / Business Units of The University of Utah

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.

Title:	Evacuation procedure
Purpose	To help parents know where to pick up their child in an emergency
Scope	Preparatory Division students only
Details	<p>1. Teachers are to evacuate their teaching space with their student immediately and proceed to the evacuation area.</p> <p>2. Teachers are to remain with the student until they have been reunited with their parent.</p> <p>3. Please check in with prep division leaders upon arriving at the EAP. The following leaders are assigned to the following days.</p> <p>Monday: Gretchen Tanner</p> <p>Tuesday: Hao Doan</p> <p>Wednesday Gretchen Tanner</p> <p>Thursday: Hao Doan</p> <p>Friday: Marie Smith</p> <p>4. Each teacher will have a directory of students information in an effort to contact parents during an emergency.</p>



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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.

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

Evacuation Map

