

Early Light Academy

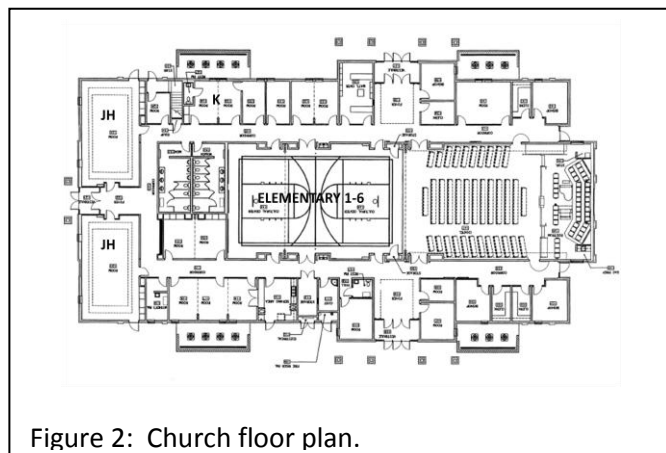
Alternate Facility

A. There are few instances where an alternate facility other than ELA facilities will need to be used during or after emergency situations. Priorities for facility use after an incident should be as follows:

1. Return to full use of facilities as rapidly as possible consistent with safety and health of students and staff.
2. Use other ELA facility temporarily to provide shelter and continue operations until students can be released to responsible parents or guardians.
3. Initiate early release or delayed reporting procedures as rapidly as possible if facilities cannot be reused.
4. Use designated alternate facility for emergency shelter while awaiting release of students to parents and guardians.

B. The designated, off-site alternate facility is the LDS Church located at 11677 Grandville Ave, South Jordan, UT 84095 (phone: 801-253-1583); a key is maintained in the front office by the administrative staff.

1. The designated evacuation route is shown in figure 1 below but may need to be adjusted depending on construction, weather, or hazardous conditions.
2. Students will enter north entrance of the church. Junior High students will proceed to the Primary and Relief Society rooms (Rooms 120 and 124), Elementary Students will go to the Cultural Center, and Kindergarten students will use rooms 110 and 111(see figure 2).
3. Parents and guardians will be instructed to pick up their children by entering the parking lot from Grandville Avenue entrance and exit the parking lot via Zephyr Way (figure 3). Parents, guardians and emergency release contacts must have photo identification to pick up children. Normal carpool release procedures will be



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suspended. If carpool drivers plan to pick up children, they must be listed on student emergency contact forms.

C. Upon determination that the off-site alternate facility will be used, teachers will lead their students following the path indicated.

Teachers will ensure it is safe for their students to cross the street prior to leaving the sidewalk. Students will walk no more than two abreast while walking on the sidewalk and will remain with their class. Upon arrival at the alternate location,

teachers will instruct their students to remain seated and quiet while taking attendance again to ensure no students are missing. Once attendance is taken, the teacher will provide a head count to the Junior High Principal and report any missing students. The teacher remains responsible for students until they are released to parents and guardians.

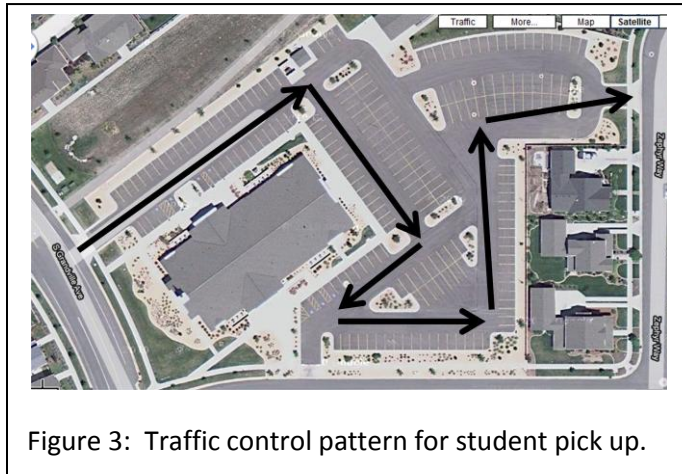


Figure 3: Traffic control pattern for student pick up.

D. The Junior High Principal becomes designated alternate facility leader. The school secretary or designee retrieves the relocation kit and first aid kit and relocates to the off-site location. The alternate facility kit will include the key, walky-talky, emergency contact information, and school pick-up information.

E. The school secretary initiates early release notification via e-mail as soon as possible instructing parents and guardians to retrieve their students at the alternate facility.