

# Eagle Bay Emergency Evacuation Procedures

In a continued effort to maintain the safety of our students, the following procedures are in place here at Eagle Bay Elementary. We want all family and community members to be familiar and comfortable with these procedures.

In the event of an evacuation, the students and staff at Eagle Bay Elementary will move to our emergency location. The emergency location is the **Farmington Ranches LDS Chapel at 14 Bonanza Road**. This location was selected as it is the only building close enough and large enough to accommodate our students and staff.

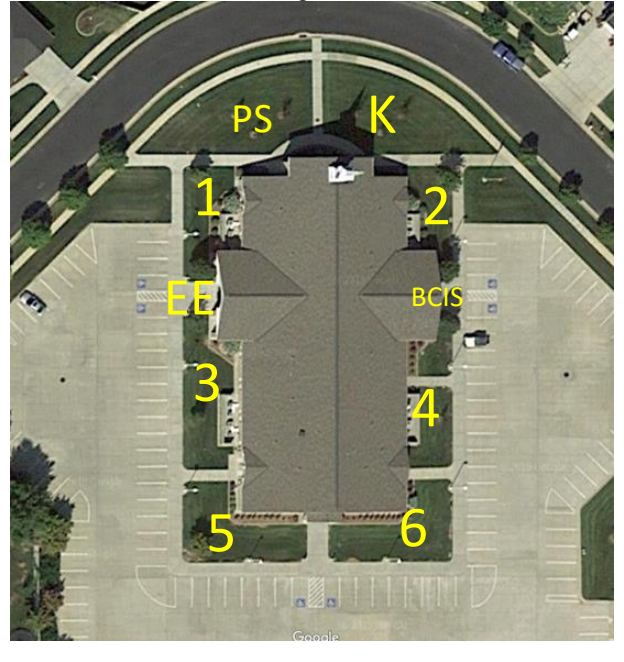
If an evacuation is required, the following will happen:

1. An announcement will be made over the intercom at school that the school will be evacuated (Parents will also receive a call from the calling tree to come check their students out from the emergency evacuation location).
2. The fire alarm will sound, and students and staff will follow fire drill procedures out to the fields south of the school.
3. A head count will occur and when all students are accounted for staff will lead students to the emergency location using the routes on image **A** below.
4. Students will be positioned around the church building based on image **B** below (in poor weather, students will be inside the building).

**A.** Travel route from the school building to 14 Bonanza Road



**B.** Grade level stations for guardian check out



When you arrive:

1. Please have your ID with you when you come to pick up students. **Students will not be released to you without an ID.**
2. Report to the designated area where your students are.
3. Show your ID to the teacher and sign the release form.

Note: If you are not able to pick up your student and require someone else to pick them up, **that person must be on your student's emergency contact list**. Otherwise, we will not be able to release them to you.

## **What do you, as parents and guardians, need to do before this drill?**

1. Be sure your MyDSD account is accurate with your contact information.
2. Be sure that those individuals you want to be able to pick up your students are listed under emergency contacts.
3. Be sure you have the correct date in your phone or calendar for the drill.

**Any questions: Please call the main office at 801-402-3800.**