

# **Weber State University Charter Academy Emergency Plan**



**WEBER STATE**  
UNIVERSITY

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Moyes College  
of Education

**Department of Child & Family  
Studies**

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OGDEN UTAH 84408  
(801)626-6343

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## **Purpose of the Emergency Plan**

The purpose of the Weber State University Charter Academy Emergency Plan is to identify and respond to incidents by outlining the responsibilities and duties of Weber State University Charter Academy and its employees. Developing, maintaining, and exercising the plan educates staff, faculty, students, and other key stakeholders on their roles and responsibilities before, during, and after an incident. This plan provides parents and other members of the community with assurances that Weber State University Charter Academy has established guidelines and procedures to respond to incidents/hazards in an effective way.

The developed guidelines and procedures for dealing with existing and potential student and school incidents are defined in the plan below.

## **Definitions**

**Primary Route:** Straight down the hall by bathrooms, through vending machine room, out toddler playground, into basement of Elizabeth Hall or next to sculpture in front of Elizabeth Hall if unable to enter building. Secondary meeting place is Gallery of the Union Building, then Lampros Hall.

**Secondary Route:** Down the stairs just outside of the classroom, out west doors, and up the stairs (or around the Wattis Building if needed) to Elizabeth Hall.

**Emergency Bag:** Backpack containing Emergency Cards, first aid supplies, food, clothing, and activities for young children.

## **Onsite Personnel who can assist with first aid or medical needs**

All staff of the WSU Charter Academy and the Melba S. Lehner Children's School.  
Phone numbers: 801-626-6343, 801-626-6277

## **WSU CHARTER ACADEMY FACULTY & STAFF ROSTER**

<b><u>NAME</u></b>	<b><u>POSITION</u></b>	<b><u>EMAIL ADDRESS</u></b>	<b><u>PHONE NUMBER</u></b>
Camie Bearden	Principal	cbearden@weber.edu	801-626-6271
Sally West	Business Administrator	sallywest@weber.edu	801-626-7151
Letitia Teneau-Sword	Teacher	lteneau@weber.edu	801-626-7116
Lorraine Cragun	Assistant Teacher	lorrainecragun@weber.edu	801-626-7116

**ACTION-CANCEL SCHOOL PLAN**  
**WSU CHARTER ACADEMY**  
**Individual School Plan**

The decision to cancel school because weather related reasons, flooding, loss of electricity, water, gas, plumbing, etc. should be made *prior* to 6:30 am if possible. The WSU Charter Academy will be closed when authorities of Weber State University close the campus to all individuals.

If problems are anticipated, the following people will report to school early and follow the procedures outlined below.

**Confer with University**

		<u>Phone Number</u>
Dean:	Kristin Hadley	801-626-6273
Department Chair:	Wei Qiu	801-626-7386
Principal:	Camie Bearden	801-626-6271

**Activate Emergency Notification Protocol**

Dean:	Kristin Hadley
Department Chair:	Wei Qiu
Principal:	Camie Bearden

**Notify the following**

<b>Weber State Police</b>	Dane LeBlanc	801-626-8003
<b>WSU Charter Academy Staff</b>	See Roster	
<b>WSU Charter Academy Parents</b>	Bloomz and email	

Weber States Code Purple will be used to notify Weber State University Charter Academy employees. If the emergency is only related to the WSU Charter Academy, parents will be notified through Bloomz, email, and/or text messages.

**ACTION - DISMISS SCHOOL PLAN**  
**WSU CHARTER ACADEMY**  
**Individual School Plan**

When the decision to close school (by either responsible personnel or Weber State University) is made after 6:30 a.m. implement **ACTION – DISMISS SCHOOL PLAN**.

Dismissal of school procedures and responsible personnel are listed below.

Principal: Camie Bearden  
Backup: Letitia Teneau-Sword  
Backup: Sally West

1. Confer with responsible personnel
2. Activate emergency notification for students and parents through Bloomz, email, and/or text messages.
3. Issue instructions to staff and students
  - If it is safe for students to remain inside the school, they will remain in their class until their transportation has arrived. The students are to remain in the classroom until they are released to a responsible, authorized adult.
  - If it is necessary for teachers to move students outside the building, students will stay with the teacher when the alarm sounds, and evacuate using the **Evacuation & Relocation Plan** (See Page 6). The students are to remain in this area until they are released to a responsible, authorized adult.

Teachers will take responsibility for their assigned group of students and conduct activities as directed until students are picked up by responsible, authorized adult.

Release students only to authorized adult. Refer to **Release of Student to Parent or Authorized Adult** (See Page 19).

4. Notify local emergency services if necessary, 801-626-6460.
6. Assist with supervision and release of students to authorized adults.
7. Release Teachers **only** after responsibility for students is completed.

**ACTION – EVACUATION & RELOCATION PLAN**  
**WSU CHARTER ACADEMY**  
**Individual School Plan**

Notice to Evacuate will be given by: Camie Bearden

Emergency services (911) will be called by: Anyone with access to a telephone

Incident Command Center (ICC) is located: Room 107-Main Children’s School office  
Alternate: Westside of Elizabeth Hall next to sculpture

The following individuals will report to and remain in the ICC:

In Charge: Camie Bearden - Principal  
Alternate: Sally West – Business Administrator

Person responsible to take the Emergency Bag: Teachers

**Communications**

**Signals**

- |   |                                       |
|---|---------------------------------------|
| 1. Evacuate the building                        | Fire Alarm/Code Purple/Public Address |
| 2. Indicates all clear/return to the building   | Emergency Responder/Code Purple       |
| 3. Communicate between ICC and Evacuation site  | Cell Phones                           |
| 4. Communicate with students in Evacuation site | Personnel with cell phones            |

**PROCEDURE**

1. Exiting the building
  - Teachers are to lead their CURRENT CLASS of students using the primary evacuation route and proceed to the basement of Elizabeth Hall. If that is not possible students will go to the Gallery of the Union Building, or next the main entrance of Lampros Hall as third alternative. Secondary evacuation route will be used when primary route is blocked or otherwise determined to be unsafe.
  - Teachers will take the sign-in sheets from the wall to confirm who is present. All teachers will be responsible to count children in their class both while walking to the relocation site and after arriving there.

- If there is an earthquake or other disaster that requires the students to be evacuated and then released to parents, the parent may report to the incident command center where they will be directed to the area where their child is waiting.
2. ICC location: Main Children’s School Office-Room 107 or Westside of Elizabeth Hall next to sculpture.
  3. Utility shutoffs, fire extinguishers, pull stations: Facilities 801-626-6331  
Heat Plant 801-626-6693

### **Emergency Contact Information Cards**

A copy of all Emergency Cards is kept in the emergency bag.

### **Release to Parents**

Teachers will take responsibility for their assigned group of students and conduct activities as directed until students are picked up by responsible, authorized adult.

Students will only be released to one of responsible, authorized adults listed on their emergency card. Refer to **Release of student to Parent Plan** (See Page 19).

\*\*All teachers should have a copy of their sign-in sheets, their emergency bag, and emergency cards.

## **WSU CHARTER ACADEMY SCHOOL EVACUATION PLAN (Temporary)**

Teachers are to lead their CURRENT CLASS of students using the primary evacuation route and proceed to the basement of Elizabeth Hall. If that is not possible students will go to the Gallery of the Union Building, or next the main entrance of Lampros Hall as third alternative. Secondary evacuation route will be used when primary route is blocked or otherwise determined to be unsafe.

Teachers will be notified when it is safe to return to WSU Charter Academy..

IN THE EVENT THE EVACUCATION IS NOT TEMPORARY AND STUDENTS MUST BE DISMISSED FROM SCHOOL: See **ACTION-EVACUATION & RELOCATION (RELEASE TO PARENTS)**

**ACTION-LOCK DOWN PLAN**  
**WSU CHARTER ACADEMY**  
**Individual School Plan**

**Announcement to be given by**

<b>Primary</b>	Code Purple	
<b>Primary</b>	Principal	Camie Bearden
<b>Backup</b>	Business Administrator	Sally West
<b>Backup</b>	Department Chair	Wei Qiu

**LEVEL I** Is to be used anytime the building is to be secured with students in the classroom under the direct supervision of a teacher, to clear halls for medical emergency, **Lock Down drill**, etc.

**LEVEL II** Is to be used anytime a dangerous person or situation threatens the safety of building occupants. There are no codes for a level II incident. The message will be straight forward and to the point. See Code Phrases page 18.

**Location of indoor ICC** Main Children’s School Office-Room 107  
**Responsible for Emergency Bag** Teachers

**Responsible to call Emergency Personnel** 801-626-6460  
**Primary** Principal  
**Backup** Business Administrator  
**Backup** Department Chair

**WSU Charter Academy Students:** Teacher will move students into the class restroom (116B) located closes to the outside wall.

**Maps of school and grounds:** Supplied to University police and fire officials

**Plan to clear hallways:** After announcement is made all personnel will direct students into the nearest classroom. Those students left out of the classrooms have been instructed to go to the nearest restroom and remain there.

**REMAIN IN PLACE UNTIL CODE PURPLE MESSAGE IS RECEIVED – OR  
 ESCORTED FROM ROOM BY EMERGENCY PERSONEL.**



**ACTION-FIRE EVACUATION PLAN**  
**WSU CHARTER ACADEMY**  
**Individual School Plan**

Fire evacuation should be practiced monthly in all classes.

1. Get sign-in/out sheets from the wall to help determine which children are present.
2. Evacuate immediately using primary evacuation route. Stay close to the walls when exiting in hallways where other university members will be. If primary route is blocked use secondary route. A count of the number of children should be taken as they evacuate. Move to predetermined meeting spot: Basement of Elizabeth Hall-North Hall.
3. Teacher should do a visual check to be certain everyone is out of the classroom and bathrooms.
4. Once the evacuation is complete, the sign in/out sheet should be used to ensure that all of the children are accounted for.
5. Once it is determined that the building cannot be reentered, authorized personnel will determine whether students should stay at this location in Elizabeth Hall, or proceed to the Gallery of the Student Union building. In the case that the Gallery is not available students will then move to Lampros Hall. (See Evacuation & Relocation Plan page 6)

# **ACTION-EARTHQUAKE PLAN**

## **WSU CHARTER ACADEMY**

### **Individual School Plan**

Earthquake drills should be practiced each month

1. When teachers feel an earthquake, they and the students should immediately get under tables together. Teachers should get at least their head and shoulders under the table and if possible their whole bodies. The students and teachers should hold on to the legs of the table. Students should be instructed to move with the table if it moves. If there are not enough tables, door jams can be used for teachers. Avoid holding on where your fingers could be pinched by the door.
2. If the class is outdoors when the earthquake hits, immediately take the students to a lawn area where there will not be falling debris or get under playground equipment that could provide some protection. When there is a break in the quake, count children to make sure all are present.
3. If the quake is sufficient to have concern about the building's safety, evacuate the building then wait for further instructions:
  - a. Get sign-in/out sheets from the wall to help determine which students are present.
  - b. Get emergency bag from classroom. Count students to be sure all are there and verify that each child signed-in is with you.
  - c. Using primary or secondary routes take the students in an orderly manner to an area where there will not be falling debris - first choice the lawn area west of Elizabeth Hall. If there is still a lot of movement on campus and the students are in danger of being trampled, go to fenced playground area.
  - d. Check again to be sure all students who are present are accounted for using sign-in sheets.
  - e. Remain where you are waiting for instructions. If instructions do not come in a reasonable amount of time or if the weather is bad, have a teacher or other adult check out our evacuation destinations (Elizabeth Hall, The Gallery of the Union Building and Lampros Hall and determine the best place to go to). In the event none are possible, we will evaluate the situation and go from there.
  - f. Since after quakes are likely, teachers must use the time between tremors to assess and plan next moves.

**ACTION-MEDICAL EMERGENCY PLAN**  
**WSU CHARTER ACADEMY**  
**Individual School Plan**

Serious medical emergencies include: an unconscious student, uncontrolled bleeding, extensive burns, compound fractures, fractures of the neck or back, prolonged convulsions, drowning and any condition which causes severe difficulty in breathing.

1. Have qualified person administer first-aid.
2. Do not leave the child unattended. Summon assistance.
3. Have another teacher move other students to a safe area away from view of the problem.
4. Call 9-911 and report child's condition and give information requested (pull child's emergency card).
5. Identify location **WSU EDUCATION BUILDING** on **EDVALSON**  
We are across from the Catholic Newman Center and just up from the LDS Institute.  
WSU Charter Academy is located in room 116.
6. Identify the student by name and age.
7. After call is finished (never hang up until they tell you to), telephone parents or emergency alternative. If neither is available contact family's physician and give a realistic assessment of the child's condition. Remember, parents have given permission to have emergency treatment on the emergency card. If the parents have no preference for hospitals, the child will be transported to McKay-Dee because it is closest.
8. Provide paramedics with the student's name, age, parents' name and phone. (Emergency Card)
9. A center staff member the student knows and is comfortable with, should accompany the student to the hospital and stay with the student until the parent arrives.
10. Another staff member should be assigned the responsibility of contacting the parent if that contact has not already been made.

**ACTION-ACTIVE SHOOTER PLAN**  
**WSU CHARTER ACADEMY**  
**Individual School Plan**

**Warning:**

Be alert and observant at all times while at school. Take a mental note of all those that enter the building. Immediately report the presence of suspicious person(s) to the main office. If a weapon is brandished or if shots are fired, the active shooter policy goes into effect immediately.

If a notice is given by an individual or Code Purple the school will go into “lockdown” mode immediately.

**Administration –**

1. If shots are fired at you or your office staff, take immediate evasive actions. This may include: locking him/her out, running from the danger, shielding yourself or students with available cover, or escaping through windows, doors or other openings, etc.
2. If there are no evasive options available and your life or the lives of the students are about to be taken, employ aggressive maneuvers to disarm the threat with any means necessary.
3. When possible, call 911 for help indicating nature of situation. The Principal or designee will assess the situation and, if necessary, direct the school to “lockdown” or “evacuate” depending on the circumstances. Additional communication will come via our Code Purple system once police are notified. The administration member calling shall stay on the phone with the police dispatcher and provide as much pertinent information as possible. This may include:
  - Description and number of suspects involved, (e.g. clothing, age, hair color/style, height, weight, scars, deformities, tattoos, manner of speech, accents, etc. If seen in a vehicle: what type, color, make, year, license number and state. If on foot: from which direction did they arrive and in which direction did they leave?
  - Location of the suspects in the building.
  - Type of weapons involved.
  - Who the hostages are if any.
  - Indicate what cell phone number(s) you will be using for incoming calls.
4. A mass electronic notification by phone or e-communications will be sent to parents of all students if they subscribe to the Code Purple system.
5. Upon arrival of emergency response personnel, they are in charge of the situation. Cooperate and follow their directions as fully as possible. Provide them with any pertinent information. Make available to the police, the person most familiar with the layout of the building (e.g. custodian, administrator), to provide information on the floor plan and how to access the hostage area (if applicable.)
6. If “lock down” is implemented, keep the staff and students updated on the situation as often as possible.

7. Communicate with the office staff as to whether all calls will be placed on hold or what the prepared message will be if phones are to be answered, expect calls from parents and others.
8. Locate any witness to the act and have them start writing statements as what they observed. The sooner this is done after the incident, the more likely the witness is to remember details.
9. Follow-up after the incident: Assess life/safety issues, identify and locate all victims, work with staff to account for all students, see that emergency medical care is provided.
10. Work with counselors to arrange location for counseling assistance, notify parents who need to know about the situation, use a single media spokesperson (school administrator or University Communications), and implement post-crisis procedures.

### Teachers:

1. Determine where the shooter is.
2. **If the shooter is not in your immediate area, GET OUT.** Do whatever it takes to get away in a hurry is the best response. Don't stop until you are clear of the structure. Just get out as fast as you can even if it is through a window. Once you are away from the structure work your way to one of the designated rally areas.
3. If you can't or don't Get Out, **Lock him out.** Lock/barricade the door and go to a portion of the room toward door but out of the peripheral view and retrieve all students into that area of your room.
4. Quickly cover any window in the door or close blinds.
5. Push heavy cabinets in front of the door if it can be done quickly.
6. Then pile furniture, other objects behind cabinets or in front of door.
7. Keep students quiet, calm, and away from windows/doors until further notice by administrator, or police.
8. If you can't lock him out find **a place to hide** that is unlikely to be checked, somewhere off the route where the shooter may not go. Make him/her work to find you. Once there, stay calm, stay quiet, stay in place, wait for the police.
9. If you can tell that the shooter is far enough away and you know a way out that will take you away from the shooter, Get Out. Get to a safe rally point area.
10. Once the police make contact, follow their instructions. No one should be allowed outside the lockdown area until the "all-clear" signal is given by police or Code Purple.
11. If shots are fired at you or your students, take immediate evasive actions. This may include: running from the danger, locking down, shielding yourself or students with available cover, or escaping through windows or other openings, etc.
12. If there are no evasive options available and your life or the lives of the students are about to be taken, attack with aggressive maneuvers to disarm the threat. If the shooter gets into your location, you must make a decision whether to trust to luck/faith/hope, or to attack. If you attack do it with the intent it is you or the shooter, understand it is most likely the shooters goal to kill you.
13. Instruct students to work their way to a central rally area away from the building. Such as the Bell Tower or another safe building.

## Students:

1. Response to gunfire.
  1. If you hear gunfire, **then GET OUT**. Do whatever it takes to get away in a hurry is the best response. Don't stop until you are clear of the building. Just get out as fast as you can even if it is through a window. Once you are away from the structure, work your way to one of the designated rally areas.
  2. If you can't or don't Get Out, **Lock him out**. Lock the door and go to corner of the room toward door but out of the peripheral view and retrieve all other students into that area of the room.
  3. If you can't lock him out, find **a place to hide** that is unlikely to be checked, somewhere off the route where the shooter may not go. Make him work to find you. Once there, stay calm, stay quiet, stay in place, wait for the police.
  4. Keep quiet, calm and get away from windows/doors until further notice by announcement, e-communication.
  5. If you can tell that the shooter is far enough away and you know a way out that will take you away from the shooter, **GO FOR IT Get Out**. Get to rally point area. If you can't get out, remain inside the area until you are retrieved by police, principal or designee.
  6. If there are no evasive options available, and your life is in danger, employ aggressive maneuvers to disarm the threat.

## Support Staff:

1. Response to a Lockdown:

### Lockdown

1. Building Staff will lock all outside/entrance doors to the school if incident occurs outside.
2. WSU Charter Academy Staff will coordinate the initial communication with the police. A cell phone will be used by law enforcement, etc. for all incoming calls.
3. All phone lines will either be put on hold or a prepared message will be given as people call in.
4. If you hear gunfire, **then GET OUT**. Do whatever it takes to get away in a hurry is the best response. Don't stop until you are clear of the structure. Just get out as fast as you can even if it is through a window. Once you are away from the structure, work your way to one of the designated rally areas.
5. If you can't or don't Get Out, **Lock him out**. Lock the door and go to corner of the room toward door but out of the peripheral view and retrieve all other students into that area of the room. Keep quiet, calm and get away from windows/doors until further notice by announcement.
6. If you can't lock him out, find **a place to hide** that is unlikely to be checked, somewhere off the route where the shooter may not go. Make him work to find you. Once there, stay calm, stay quiet, stay in place, wait for the police.
7. If you can tell that the shooter is far enough away and you know a way out that will take you away from the shooter, Get Out. Get to rally point area. If you can't get out, remain inside the area until you are retrieved by police or administrator.
8. If there are no evasive options available, and your life is in danger, employ aggressive maneuvers to disarm the threat.
9. Administrators will assist in accounting for all students when possible.

10. Counselors will work with the administration after the incident by arranging a location for and providing counseling assistance to those in need. Counselors will implement post-crisis procedures.

**General Tips:**

1. Preservation of life is our first objective. (A person's life or well-being is more valuable than property.)
2. Key is the "Alert", getting the word throughout the school as quickly as possible.
3. Anyone who is able can call 911, don't try to limit it to certain people. It is never known who will be where during the initiation of the situation.
4. If shooting begins, students and staff should flee school in any manner or fashion, they should gather at a rally point based away from visual observation by the suspect.
5. Emergency plan for Active Shooter should not dictate Evacuation or Lockdown, individuals and staff must use common sense and be given the option to choose based on the circumstances as they unfold.

If you find yourself in a hostage situation:

**Do:**

- Be observant.
- Stay as calm as possible.
- Write down exactly what suspect says.
- Speak slowly and as calmly as possible.
- Try to delay the suspect's decisions, actions, or ultimatums until the police arrive.

**Don't:**

- Do not attempt to rescue unless your life and those around you are in eminent danger and doing nothing would result in death or serious injury.
- Do not challenge or argue.
- Do not make any promise you can't personally guarantee.
- Do not say or do anything to inflame or escalate the situation.
- Do not allow any additional hostages to be taken, voluntarily, or otherwise.
- Do not try to forcibly confiscate weapon(s) or detain the persons involved.
- Do not make any unauthorized statements to the media.

**ACTION- POWER FAILURE**  
**WSU CHARTER ACADEMY**  
**Individual School Plan**

In the case of a power failure, take children to the most well-lit part of the center. Use emergency lanterns as needed.

Make contact with campus facilities and/or administration to determine estimated length of the failure. (Principal)

Make a decision as to whether or not to close. (Principal in consultation with teachers)  
If power will not be restored for a long period of time, closure is recommended.

Designate teachers to be with students and those to make calls.

Parents will be notified through Bloomz, email, and/or text messages.

Implement activities that will keep students calm until power is restored or parents come.

**Staff will stay until all students are gone.**

**ACTION-WATER FAILURE**  
**WSU CHARTER ACADEMY**  
**Individual School Plan**

In case of water failure, fill as many containers as possible from sinks and restrooms in education building and other buildings as deemed prudent.

Make contact with campus facilities and/or administration to determine estimated length of the failure. (Assistant Director/Principal).

Make a decision as to whether or not to close. (Principal in consultation with teachers)

If water will not be restored before the water gathered to flush toilets will run out, closure is recommended.

Designate teachers to be with students and those to make calls.

Parents will be notified through Bloomz, email, and/or text messages.

Implement activities that will keep students calm until power is restored or parents come.

**Staff will stay until all students are gone.**



**ACTION-EMERGENCY SHUT OFF GAS, ELECTRICITY AND  
WATER  
WSU CHARTER ACADEMY  
Individual School Plan**

Facilities personnel will be responsible to do this for the University.

**ACTION-FLOODING/PLUMBING FAILURE  
WSU CHARTER ACADEMY  
Individual School Plan**

If flooding occurs:

- Cease using all electrical equipment
- Notify Campus police 801-626-6460
- If necessary evacuate the building using **Evacuation & Relocation Plan 6.**

## CODE PHRASES

There will be no codes for intruders in the school. The message will be stated straight forward and to the point. This message will alert staff that a dangerous situation exists and to follow the procedures listed below.

**Action:**

1. Lock doors and windows
2. If in hall, report to nearest room.
3. Stay until other instructions are given.

**Action:**

1. Resume normal activities.

**Action:**

1. Search area for unusual objects or packages.
2. Do not remove or disturb.
3. Substitutes report findings to teacher directly across the hall from your room. They will inform area leaders. All others report findings to Area Leaders.
4. Stay until other instructions are given.

Code for **Evacuate Building** “Fire alarm bell or Announcement will be made”

This message will direct you to evacuate your current class to the Emergency Assembly Area.

**Action:**

1. Take Sign-in/out sheets and emergency bag.
2. Shut off lights and close door.
3. Lead students to assembly area.
4. Stay until other instructions are given.

**RELEASE OF STUDENT TO PARENT OR AUTHORIZED ADULT**  
**WSU CHARTER ACADEMY**  
**Individual School Plan**

**If students are in their classroom location within the school**, they will only be released to a responsible, authorized adult listed on their Emergency Card. Student must be signed-out with a teacher. Photo ID must be shown if teacher does not know or recognize the individual.

**If students have been evacuated to Elizabeth Hall, The Gallery of the Union Building, or Lampros Hall**, adults will be required to sign-out students with the teacher before they are released. Students will only be released to a responsible, authorized adults listed on their Emergency Card. Photo ID must be shown if teacher does not know or recognize the individual.

**The command post for emergency personnel** will be next to the first light pole at the East side of the school.

**Teachers and staff** will be issued orange vests so that they will be readily identified by emergency personnel, parents, and students. Teachers and staff are required to remain until their duties are discharged and all students have been checked out.

# **CHILD ACCESS AND ROUTING PLAN**

## **WSU CHARTER ACADEMY**

1351 Edvalson St  
Ogden, Utah 84408

### **1. School Traffic and Safety Committee:**

The WSU Charter Academy emphasize that this Child Access and Routing Plan's primary goal is to indicate the safest route for children to get to and from their school. We also recognize that the recommendations made throughout the plan are subject to change as new developments occur and/or funds become available to the entities involved:

Camie Bearden, Principal of WSU Charter Academy  
Carol VandenAkker, Building Safety Coordinator of McKay Education Building  
Sally West, Business Administrator of WSU Charter Academy School

### **2. School Plan:**

#### **2.1 School Location:**

Located at McKay Education Building, Weber State University, 1351 Edvalson Street, Ogden Utah.

#### **2.1.1 Transportation:**

All students will be transported by personal vehicle.

#### **2.1.2 Loading/unloading of students who arrive by car:**

All students will be transported by private vehicle. There are designated stalls located in the south west portion of the A-2 parking lot, located north east of the building or in designated stalls in the S-1 parking lot on the west side of the building.

All students will be walked in/out of their classroom and signed-in/out by individual parents or authorized adults.

### **Review**

Persons responsible for review and update of plans: Camie Bearden, Sally West, and Mike Davies.