

FORM G. Alternate Building Location: *Walking Distance*

In inclement weather, or if your building and surrounding area requires evacuation, it may be necessary to move students to an Alternate Building Location rather than using the typical Outdoor Assembly Areas. Use the following worksheet to plan for evacuation from the building to an offsite building location within *walking distance* from the school. Coordinate your planning with other schools, etc.

- Examine maps and site plans for possible Alternate Building Locations in the immediate vicinity of the school property.
- Consider factors such as roadways, waterways, power lines, metal fences, utilities, etc., and select routes that minimize exposure to area hazards.
- Coordinate planning with nearby schools, community centers, recreation centers, businesses, churches, etc. to establish relationships for Alternate Building Location.
- Evacuation sites must be reconfirmed with the sponsor(s) annually. Often-times when using private sites the willingness or ability to accommodate a school changes and the sponsor may be unable to recommit.

Designate each of the following:

<u>Alternate Building Location</u>	<u>Lead Contact/Phone</u>
Name: _____	_____
Address: _____	_____
Phone # to be used _____	_____
<u>Secondary Location</u>	<u>Lead Contact/Phone</u>
Name: _____	_____
Address: _____	_____
Phone # to be used _____	_____

Use space below for any special planning needs, routes, alternate routes, resource, Media, Triage and Parent Reunification areas or for coordinating your plan with other schools or buildings.
