

WESTLAKE HIGH SCHOOL

ADMINISTRATIVE AND STAFF EMERGENCY RESPONSIBILITIES

Mr. Openshaw: Command Central will lead the radio conversation radios are clear except for Mr. Openshaw.

Mr. Broadhead: will have cafeteria and PE area clearance and sections 3 and 7 EERF forms.

Mr. Salmans: will have B – hall clearance and sections 1, 2 and 6 EERF forms.

Ms. Packer: will have upper D – hall clearance and sections 4, 5 and 8 EERF forms.

Mr. Francom: will have media, lower D - hall clearance report to Mr. Openshaw.

Mr. Miller: will have Auditorium and A – hall clearance report to Mr. Openshaw

Mr. Jensen: will have upper C – hall clearance report to Mr. Openshaw.

Ms. Cottam: will have lower C – hall clearance report to Mr. Openshaw.

A – hall bathroom check; Ms. Hatch – girls, Mr. Miller – boys.

B – hall bathroom check; Mr. Page – boys, Ms. Pickering – girls.

C – hall lower level bathroom check; Ms. Cottam – girls, Mr. Yocom – boys.

C – hall upper level bathroom check; Mr. Brown – boys, Ms. Jex – girls.

D – hall lower level bathroom check; Ms. Packer – girls, Mr. Bennion – boys.

D – hall upper level bathroom check; Mr. Jorgensen – boys, Ms. Johnson – girls.

PE Lower level Lockerroom check; Mr. Clark

PE upper level bathroom check; Ms. Moore and Mr. Sikander

Teachers on prep hours at the time of emergency will assist in sweeping their respective areas and halls and report to your assigned area.