

WESTLAKE HIGH SCHOOL

EMERGENCY EVACUATION PROCEDURES

Please be familiar with the following information:

- A. Please know how you exit the building
- B. Please know where you are going once out of the building.
- C. Remember to turn off the lights in your classroom.
- D. Close your door, but Do Not lock it.
- E. Take a hard copy of your roll and call roll when you reach your destination.
- F. When the administrator checks with you at your destination, notify him/her of any missing students.
- G. Please, **ALWAYS**, stay with your students. You are responsible for them during this period of time.

Some guidelines-

If you are on your prep period, please report to your room's destination. The administrator will know you are out safely and that you are not assigned students during that hour.

If the alarm rings during a class break students will go to the designated area of the class they just had. Lunch, before or after school, please report to your A1 class destination.