

Westlake High School

## Emergency Evacuation Procedure Summary

### Evacuation of the Building Due to an Emergency

Students and staff will be led outside to evacuation points away from the school building.

If students are not allowed to enter the building for an extended period of time or if students are required to move to a safer location, the school will notify parents/guardians where students will be released.

The following will occur in the event that students are released:

- All students will remain in the custodial care of the school district staff until they can be released to a parent or to an individual designated by the parent (see Skyward). If any questions, please consult the main office.
- The members of the Student/Employee Accounting and Release Team will establish a Student Release Station in the Incident Command Center location.
- If an alternative to this site is needed, the Incident Command Center will determine the location.
- Signs will be posted to indicate alternate pick-up sites, if the students have been evacuated to another location.
- The team will keep written records of students released to parents or other authorized persons. All parents or designated parties who come for students must sign them out through the Student Release Station. The team will periodically update the Incident Command Center regarding the number of students remaining in the care of school staff.

For students who are off-campus during an emergency, social media platforms will be used to notify these students to not return or come to the school. This communication will be done through means such as Facebook and Twitter.