

# OPTIONAL SAFETY PROCEDURES TEMPLATE

## WESTFIELD ELEMENTARY

	EARTHQUAKE	FIRE	LOCKDOWN	MISCELLANEOUS	IN ROUTE (BUSES)
SCHOOL PROCEDURE	<p>School will follow earthquake procedures (duck and cover).</p> <p>Students will stay in classrooms unless they are unsafe. In this case, students will be moved to a safer area.</p>	<p>School will follow fire procedures.</p> <p>Students will exit the school and move to predesigned areas.</p>	<p>School will follow lockdown procedures.</p> <p>Students will remain in their classrooms or safe location until the building is cleared by a police officer.</p>	<p><b>Blizzard:</b> Decisions to keep children at school will be based on road conditions and safety.</p> <p><b>Chemical Spill:</b> "Shelter-in-place" procedures will be implemented.</p>	<p><b>Emergency:</b> Students on the bus will be kept on the bus if roads are impassible.</p> <p>Buses are directed to drop children off at school or the closest available school.</p> <p>The driver will contact the school or District Office by radio to communicate whereabouts of the students.</p>
PARENT/STUDENT REUNIFICATION	<p>Go to the office/ command center.</p> <p>Staff will release students to a parent (or designee on the School Emergency form).</p> <p>Students will remain at the school with their teachers until they can be picked up.</p>	<p>A command center will be set up (most likely in the back of the school or a safe distance from the fire).</p> <p>Staff will release students to a parent (or designee on the School Emergency form).</p>	<p>Parents will be directed to a command center to wait for their students.</p> <p>Classes will be released by staff and sent to the command center.</p> <p>Students will then be released from the command center to a parent (or designee on the School Emergency form).</p>	<p>Go to the office/ command center.</p> <p>Staff will release students to a parent (or designee on the School Emergency form) once the emergency status has been lifted.</p>	<p><b>Emergency:</b> Students on the buses going home will be delivered to their bus stops if possible.</p> <p>Until a student boards a bus they are considered to be in the care of their parents.</p>

In an emergency, please do not call the school. The lines will be needed for emergency communication. For a large-scale emergency, check the Alpine District web site. Check your phone for a message from Messenger or turn your radio to **KSL 1160 AM** for emergency announcements.