

Westlake High School
Emergency Lock Down Procedure Summary

Lock Down Procedures Due to a Threat

- The school's main office will initiate the lockdown via the intercom and the emergency app to all teachers and staff.
- Each teacher or staff is assigned to lock down their area and quickly pull in any students remaining in the hallways. No one is allowed in or out of the building, except for emergency personnel.
- When the threat has been analyzed by emergency responders and the school incident command, students will be released by room. Emergency personnel and school administration will clear and evacuate each area systematically. They will announce who they are and open the locked door to evacuate to the designated area.
- If the pathway to the designated areas are compromised, students and staff will be evacuated to an off-site location away from the threat. The above evacuation procedure would then apply.