

Lehi Junior High 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 relocated to be 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 emergency list). If there are any questions regarding the emergency list, check with the main office.
- Students will be released by staff in charge of the Student Release Station at the Incident Command Center.
- If an alternative to this site is needed, the Incident Command Center will determine the location of the Student Release Center.
- 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 have appropriate ID and must sign students 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 the students who are off campus during an emergency teachers will be notified not to return or come to the school.