

# Westfield Academy and Central School

**David J. Davison**  
Superintendent of Schools

203 East Main Street  
Westfield, New York 14787  
Phone: (716) 326-2151  
FAX: (716) 326-2195

**Alan L. Holbrook**  
Business Manager/  
District Clerk

Dear WACS Family:

The State Education Department requires all schools to develop plans for the effective and official sheltering and dismissal of students and to test these procedures at least once a school year.

In addition to these required drills, WACS students and staff will participate in a school wide emergency evacuation drill this school year. The practice drill requires all students to evacuate to an alternate site away from the school building. The Police Department and Fire Department are involved with setting up and execution of our emergency evacuation procedures.

In the event of a true emergency, which would require a school-wide evacuation, this plan will be put into effect. A decision would then be made regarding the re-opening of school or dismissal home from the alternate site. We are asking parents to **please** check and update your own emergency plans and in the event of an actual emergency evacuation to follow these procedures:

If you are made aware of a WACS emergency evacuation (other than a drill):

- Listen to the radio for further information regarding the nature of the emergency
- Do not try to call the school or any alternate site. Phone lines need to be kept open for School Officials and emergency personnel.
- Do not come to the school or the alternate location as they will be secured unless requested to do so by a school official. Parents of students in grades K-5 and special needs students who do not use bus transportation will be called to pick up their child from the alternate site.
- In the event of dismissal home if your child rides the bus, please meet your child at home or make arrangements for someone to meet him/her at home. No child in grades K-5 will be left at an empty house. Children will be returned to alternate site until contact can be made.
- Students in grades 6-12 will be sent home as per normal dismissal from the alternative site.

As a school district we are committed to insuring the safety of your children. We realize that this could be a stressful situation and are trying to reduce any unnecessary confusion or panic.

We certainly hope that the practice drill will be the only time that we have to utilize these procedures. Please feel free to contact me at the School, if you have any further questions or concerns regarding our emergency evacuation procedures.

Sincerely,



David Davison  
Superintendent of Schools