

# **San Jose Bala Vihar / Language Emergency Evacuation Procedure**

## **To All Bala Vihar Teachers and Volunteers**

This document titled San Jose Bala Vihar / Language Emergency Evacuation Procedure outlines emergency evacuation procedures that are to be followed in emergencies during sessions of Bala Vihar or Language at Lincoln High School, San Jose.

### **This document will be part of a packet titled CMSJ Bala Vihar/Language Emergency Packet which will contain the following:**

- San Jose Bala Vihar / Language Evacuation Procedure (this document)
- Lincoln High School Site Map
- Class Roster with parent names and phone numbers
- Lincoln High School's Emergency Procedures (for reference)
- CMSJ Emergency Response Team (CERT) – Key contacts:
  - ◆ Subbu Venkatkrishnan: 408-391-5390
  - ◆ Shrikrishna Bhamre: 408-234-1993

### **This document is divided into the following four sections:**

Preparing for an Emergency Evacuation

Conducting an Emergency Evacuation

Post-Evacuation Procedures

Designated Evacuation Areas

## **1. Preparing for an Emergency Evacuation**

At the beginning of every Bala Vihar Term (i.e., the first day of class in the Fall and Spring), do the following:

- Review this document in its entirety. It is important that you do so even if you may have seen /reviewed it before. This document will be updated from time to time and very likely before the beginning of each Term, so reviewing it in its entirety at least at the beginning of each Term is essential.
- Be sure to refer to the section titled “Designated Evacuation Areas” in this document and note the designated Evacuation Areas, Exits to Use, Stairs to Use (if any) and your zone color for your classrooms and *memorize* them. These designations are fairly intuitive, so memorizing them should be straight-forward. Also, be sure to identify the physical location of your designated Evacuation Areas, Exits to Use and Stairs to Use.
- Please let the students and their parents about their zone color at the designated evacuation area and be sure to remind them about their zone color often during the school year.
- Last but not least, if you have any questions about these procedures, be sure to ask the CMSJ Emergency Response Team (CERT), whose members are identified in the CMSJ Emergency Packet.

## 2. Conducting an Emergency Evacuation

**As soon as an alarm sounds, do the following:**

1. Stop EVERYTHING immediately.
2. Instruct your students to discard ALL their belongings (including class material, bags, shoes, socks, etc.) and assemble quickly but methodically into a line in single file.
3. Make sure that no student in attendance is left out. If a student has stepped out of the class room - to use the rest room for instance - make a note of it and report it to the CERT as soon as you reach your designated Evacuation Area.
4. Please take your class attendance sheet with you to give to CERT Student Release team. Have the Teacher join the line at its front, the co-Teacher at its back, and the Student Helper roughly half-way in between.
5. Calmly exit from the classroom and make your way towards your designated Evacuation Area.

## 3. Post-Evacuation Procedures

- a. Report to the CERT any students who have been left behind in the building.
- b. Perform a roll-call to make sure ALL students in attendance that day are accounted for.
  - Report any missing students IMMEDIATELY to the CERT
  - Do NOT release any child to its parent(s) until the roll call is complete and the CERT instructs you to do so.
- c. Re-Entry or Dispersal

Once evacuation is complete and EVERYONE is accounted for, CERT will conduct an evaluation to determine whether it is safe to re-enter the building and notify all teachers accordingly.

### Building Re-Entry

If CERT determines that it is safe to re-enter:

- Re-enter using same doors used for exit
- Order of Re-entry: Second Floor, First Floor, Basement

### Dispersal

If CERT determines that it is not safe to re-enter:

- Release students to their parents after:
  - Checking off the release form.

4. Designated Evacuation Areas:

**Soccer field** on the left of the main building as viewed from Dana Street

<b>SECOND FLOOR: STAIRS DOWN TO FIRST FLOOR</b>			
<b>ROOMS</b> 11, 21, 22	<b>ROOM</b> 19	<b>ROOM</b> 18	<b>ROOMS</b> 15, 16, 17
<b>STAIRS</b> LEFT	<b>STAIRS</b> LEFT	<b>STAIRS</b> RIGHT	<b>STAIRS</b> RIGHT
<b>EXIT</b> SIDE LEFT	<b>EXIT</b> FRONT LEFT	<b>EXIT</b> FRONT RIGHT	<b>EXIT</b> SIDE RIGHT
<b>ZONE COLOR</b> RED	<b>ZONE COLOR</b> GREEN	<b>ZONE COLOR</b> GREEN	<b>ZONE COLOR</b> YELLOW

<b>FIRST FLOOR: NO STAIRS</b>			
<b>ROOMS</b> 1, 9	<b>ROOMS</b> 4,5		<b>ROOM</b> 6
<b>EXIT</b> SIDE LEFT	<b>EXIT</b> FRONT LEFT		<b>EXIT</b> SIDE RIGHT
<b>ZONE COLOR</b> RED	<b>ZONE COLOR</b> GREEN	<b>ZONE COLOR</b> GREEN	<b>ZONE COLOR</b> YELLOW

**EXIT**  
FRONT LEFT

**EXIT**  
FRONT RIGHT

<b>BASEMENT: STAIRS UP</b>			
	<b>ROOMS</b> A,H,G, F,F1	<b>ROOMS</b> J,E,B	
	<b>STAIRS</b> RIGHT	<b>STAIRS</b> RIGHT	
	<b>EXIT</b> FRONT LEFT	<b>EXIT</b> FRONT RIGHT	
	<b>ZONE COLOR</b> GREEN	<b>ZONE COLOR</b> GREEN	

<b>OUTSIDE ROOMS, PORTABLES AND MEDIA CENTER</b>		
<b>OUTSIDE ROOMS</b>	<b>PORTABLES</b>	<b>MEDIA CENTER</b>
<b>ROOMS # 53- 58</b>	<b>ROOMS# 101-112</b>	
<b>ZONE COLOR</b> DARK BLUE	<b>ZONE COLOR</b> BLACK	<b>ZONE COLOR</b> WHITE