

# San Jose Bala Vihar / Language Emergency Evacuation Procedure

To All Bala Vihar Teachers and Volunteers

This document titled CMSJ 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:

- ◆ Lincoln High School's Emergency Procedures
- ◆ CMSJ Bala Vihar / Language Evacuation Procedure (this document)
- ◆ Bala Vihar Building Floor Plan
- ◆ Room Number Sign Boards
- ◆ Class Roster with parent names and phone numbers
- ◆ Parent / Child Release Form
- ◆ CMSJ Emergency Response Team (CERT) – Names and Phone Numbers
- ◆ Ramkumar: 408-242-6751
- ◆ Kartik: 408-628-7027
- ◆ Sridhar:408-368-6345

This document is divided into the following four sections:

1. Preparing for an Emergency Evacuation
2. Conducting an Emergency Evacuation
3. Post-Evacuation Procedures
4. 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, and Stairs to Use (if any) 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.**

- **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. 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:**
  - ◆ **Properly identifying parents (proper identification includes affirmative facial identification by Teacher, or verification of Photo-id), AND**
  - ◆ **Making the parent fill out and sign a release form (which is provided to you in the Emergency Packet)**

#### **4. Designated Evacuation Areas**

**The building has four exits on the first floor:**

**- Two of them face Dana Avenue and are referred to as the "Front Right" and "Front Left" exits.**

**- The other two are on each side the building facing the side streets perpendicular to Dana Avenue and are referred to as the "Side Right" and "Side Left" exits.**

**Note:**

**References to "right" and "left" in this document are as one *faces* the building from Dana Avenue.**

##### **4.1 Basement Evacuation**

**Basement Rooms J, D, E, F and B:**

- **Exit to Use: "Front Right"**
- **Designated Evacuation Area: Section II**

**Basement Rooms A, H, G and F:**

- **Exit to Use: "Front Left"**
- **Designated Evacuation Area: Section IV.**

##### **4.2 First Floor Evacuation**

**Rooms Gallery (6):**

- **Exit to Use: "Side Right"**
- **Designated Evacuation Area: Section I.**

**Rooms 4, 5:**

- **Exit to Use: "Front Left"**
- **Designated Evacuation Area: Section III**

**Rooms 1, 9:**

- **Exit to Use: "Side Left"**

- **Designated Evacuation Area: Section IV.**

#### **4.3 Second Floor Evacuation**

##### **Rooms 11, 21, 22**

- **Stairs to Use: Left**
- **Exit to Use: "Side Left"**
- **Designated Evacuation Area: Section IV.**

##### **Rooms 12, 19, 20**

- **Stairs to Use: Left**
- **Exit to Use: "Front Left"**
- **Designated Evacuation Area: Section III.**

##### **Rooms 14, 18**

- **Stairs to Use: Right**
- **Exit to Use: "Front Right"**
- **Designated Evacuation Area: Section II.**

##### **Rooms 15, 16, 17**

- **Stairs to Use: Right**
- **Exit to Use: "Side Right"**
- **Designated Evacuation Area: Section I**

##### **Rooms 53, 54,**

- **Follow the corridor and come to the front lawn**
- **Designated Evacuation Area: Section I**

##### **Rooms 55, 56, 57**

- **Follow the corridor and come to the front lawn**
- **Designated Evacuation Area: Section II**

#### **4.4 Media Center – Evacuation**

- **Exit to Use: Any**
- **Designated Evacuation Area: The lawn area just outside the media center.**

**IMPORTANT:** It is imperative that all adults assemble in this area and remain there till further

**updates are provided by the CERT. Please do not rush towards the Bala Vihar / Language building.**

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