

FIRE/MERGENCY EVACUATION INSTRUCTIONS
(for campus manager, teachers & parents)

Step 1: FIRE / EARTHQUAKE

In case of a fire, campus manager will notify all teachers and students through PA and activate the emergency alarm.

In case of an earthquake, teachers & room parents should instruct students to hide under tables and stay calm until shaking is over. Campus manager should activate alarm afterwards.

Step 2: EVACUATION

Teachers & room parents should instruct all the students to evacuate classrooms after the emergency alarm is heard. For evacuation route, please refer the “Evacuation Map” of each campus.

Step 3: AT EVACUATION AREA

Students should remain quiet at the designated evacuation area until further instructions are given. Teachers & room parents on duty should take roll call of their class and compare it against the roll call taken at the beginning of the day. Result has to be submitted to campus manager or members of the Emergency Response Team (see below) regardless of whether there are missing students or not.

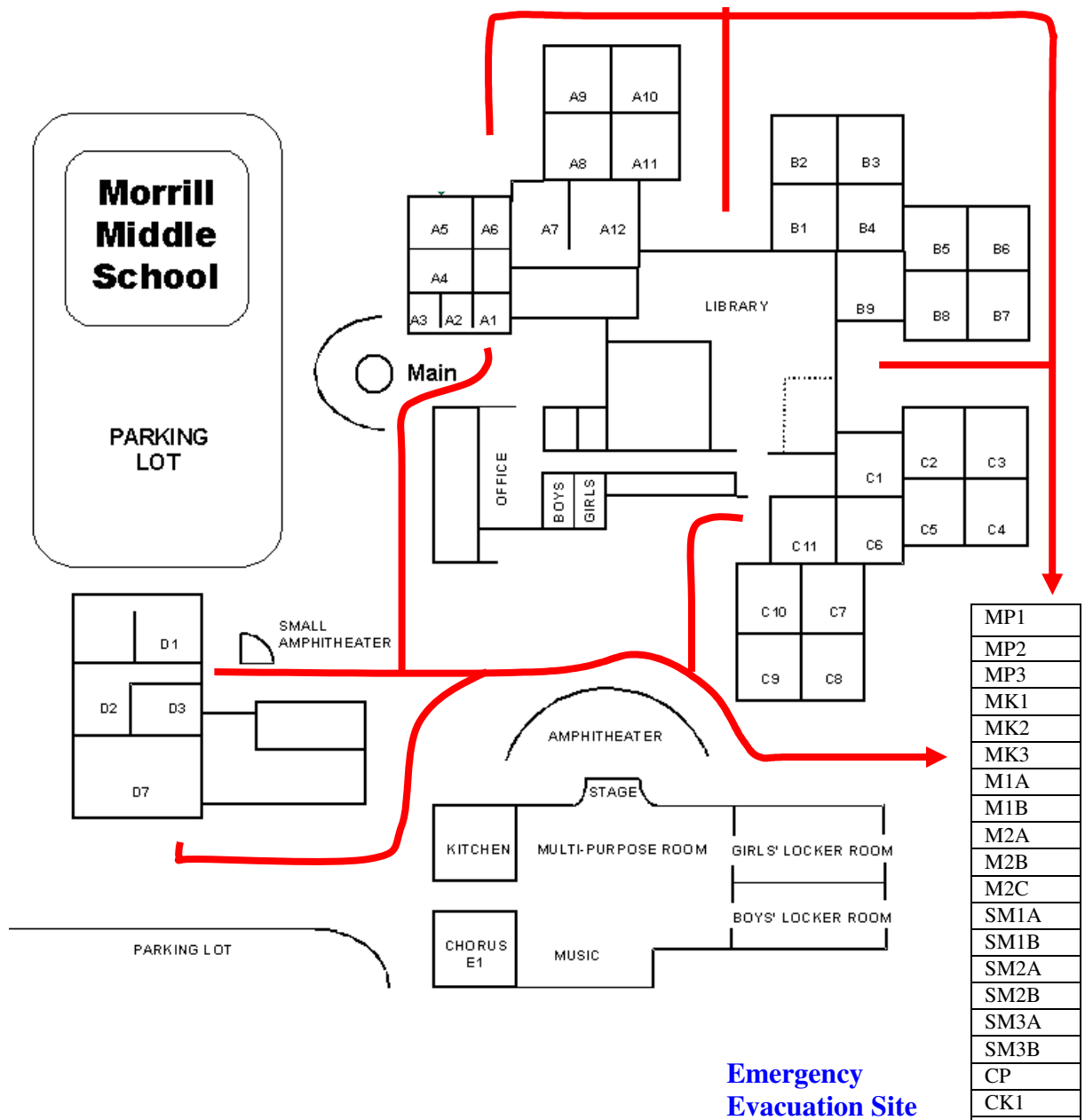
Step 4: EMERGENCY RESPONSE TEAM

Emergency Response Team is formed by campus manager, office assistant and parent volunteers. If roll call results suggest that there are students not accounted for, Emergency Response Team should search for the missing students. Emergency Response Team should support First Aids where appropriate.

Step 5: PARENTS PICK UP

Unless it is determined that regular lessons be resumed, all students should remain in their evacuation area until being picked up by their parents. Teachers and parents on duty should take dismissal roll call in that case.

BCS Morrill Campus Emergency Evacuation Map



Emergency Control Team Responsibility

Morrill Campus Manager Cell Phone Number : (408) 858-9402

Campus Manager – Collect the Emergency Preparedness Student Roll Form

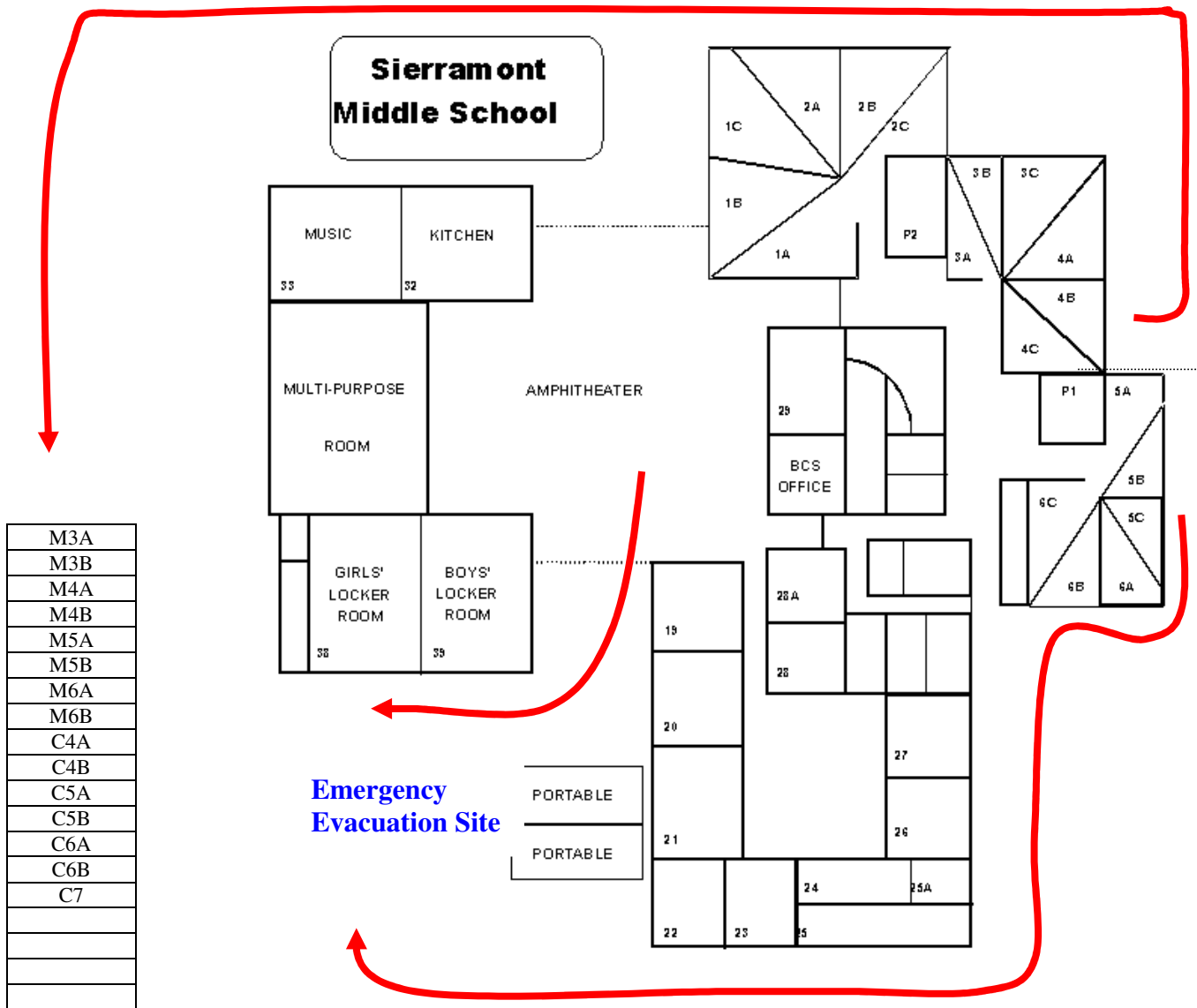
Office Assistant – First Aids

Teachers – Take the Emergency Preparedness Student Roll Call and Dismiss Roll Call

School Parent Volunteers -- Search and Rescue

MP1
MP2
MP3
MK1
MK2
MK3
M1A
M1B
M2A
M2B
M2C
SM1A
SM1B
SM2A
SM2B
SM3A
SM3B
CP
CK1
CK2
C1A
C1B
C2A
C2B
C3A
C3B

BCS Sierramont Campus Emergency Evacuation Map



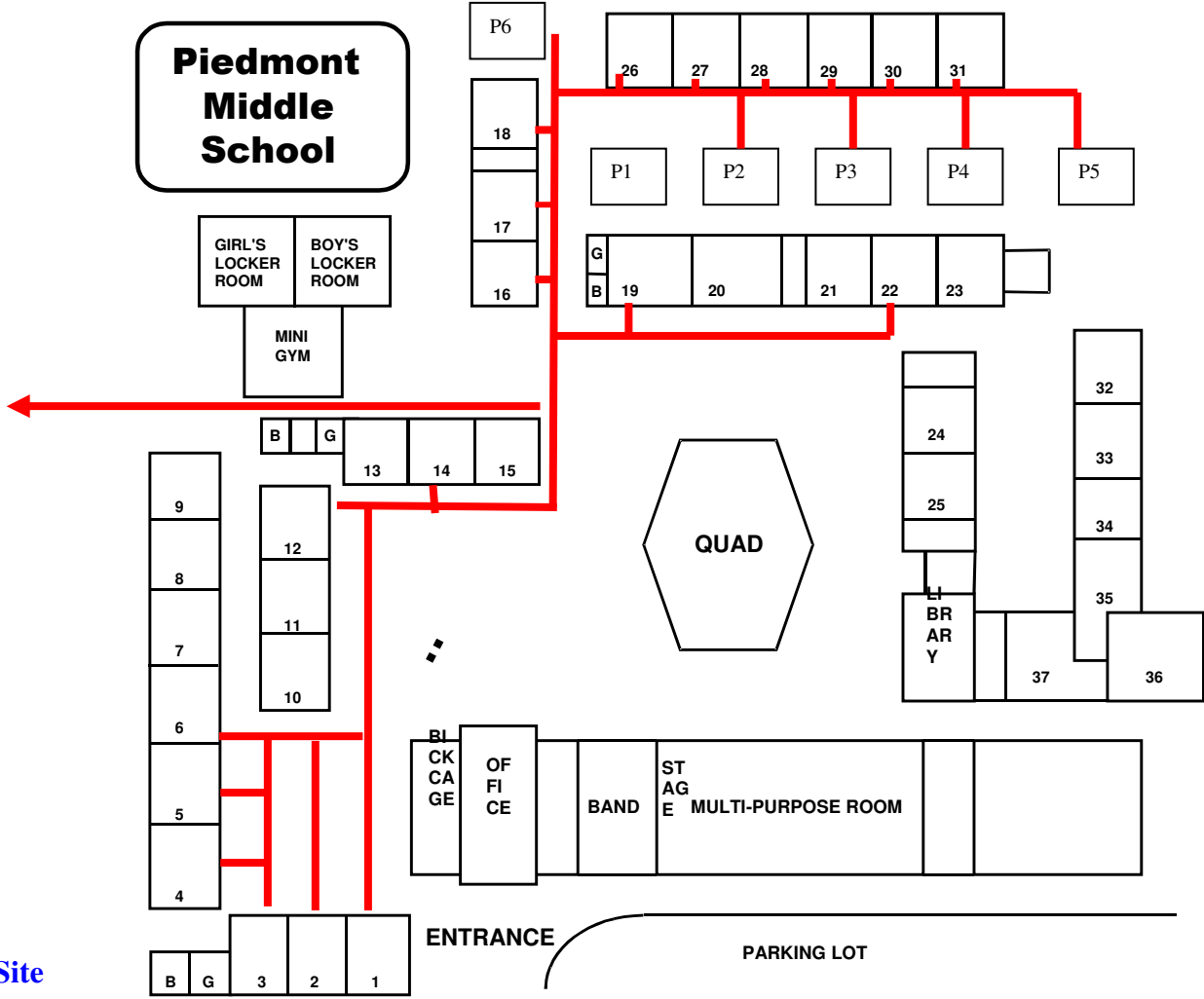
Emergency Control Team Responsibility

Sierramont Campus Cell Phone Number : (408) 507-0356

- Campus Manager – Collect the Emergency Preparedness Student Roll Form**
- Office Assistant – First Aids**
- Teachers – Take the Emergency Preparedness Student Roll Call and Dismiss Roll Call**
- School Parent Volunteers -- Search and Rescue**

BCS Piedmont Campus Emergency Evacuation Map

M7A
M7B
M7C
M8A
M8B
M9A
M9B
M10A
M10B
M11A
M11B
M12A
M12B
MS1
MS2
AP
SAT
C8A
C8B
C9
C10
C11/12
CS10



Emergency Evacuation Site

Emergency Control Team Responsibility

Piedmont Campus Cell Phone Number : (408) 439-9288

- Campus Manager – Collect the Emergency Preparedness Student Roll Form**
- Office Assistant – First Aids**
- Teachers – Take the Emergency Preparedness Student Roll Call and Dismiss Roll Call**
- School Parent Volunteers -- Search and Rescue**