

**Berryessa Chinese School**  
**Fire/Emergency Drill Instruction**

**Date of Drill: OCT-12-2019 (Saturday)**

**Schedule**

- |                |  |   |
|----------------|--|---|
| <b>09:10am</b> | <b>Pre-announce the drill time (10am) through PA</b>   | <b>[Campus Mgr]</b>   |
| <b>10:00am</b> | <b>1<sup>st</sup> alarm (use megaphone on PA, 15 sec)</b><br>All teachers instruct their students to hide under their desks.   | <b>[Campus Mgr]</b>   |
| <b>10:01am</b> | <b>2<sup>nd</sup> alarm (use megaphone on PA, 15 sec)</b><br>All teachers instruct their students to evacuate according to the Emergency Evacuation Instruction and Map immediately. ( <b>DO NOT</b> bring backpack or any heavy items from classrooms.)   | <b>[Campus Mgr]</b>   |
| <b>10:05am</b> | <b>All students line up at the designated area</b><br>Evacuation maps for each campus are distributed to teachers & campus managers before the day of drill. Teachers should bring student roll call list taken in the morning with them to the designated evacuation area. In order to account for all students, teachers should re-take roll call again at the evacuation site. After the roll call, teachers will return the roll call list to campus manager and notify him/her if there are any students missing. | <b>[Teachers /<br/>Room Parents /<br/>Class Representative /<br/>Class Liaison]</b> |
| <b>10:15am</b> | <b>Wait for dismissal instruction from campus manager</b><br>After all roll call lists are collected and all students are accounted for, campus manager will give the dismissal instruction. <b>Teachers will instruct their students to walk back to their classrooms.</b>  | <b>[Campus Mgr]</b>   |
| <b>10:20am</b> | <b>Recess</b>  |   |

# 博愛中文學校

## 緊急事故及防火演習指引

演習日期: 十月十二日(星期六)

- |                |  |                               |
|----------------|--|-------------------------------|
| <b>09:10am</b> | <b>廣播 (10am) 進行緊急事故及防火演習</b>   | [校區經理]                        |
| <b>10:00am</b> | <b>警鈴第一次響 (持續 15 秒)</b><br>所有老師要求學生躲在桌子下   | [校區經理]                        |
| <b>10:01am</b> | <b>警鈴第二次響 (持續 15 秒)</b><br>所有老師按“緊急疏散路線圖”(Evacuation Map)上之指示，引導學生撤離教室，並帶隊至指定集合地點。(書包等物應留在班房)  | [校區經理]                        |
| <b>10:05am</b> | <b>所有學生在指定集合地點按班別排列成行</b><br>老師從新再點名，後再與課堂開始時之點名名單核對，以確定並無學生為失。無論學生到齊與否，每班必須將點名報告(Class Roll Call / Missing Student Report)交與校區經理審查。 | [老師/<br>值日家長 /<br>班代表/<br>班協] |
| <b>10:15am</b> | <b>校區經理解散各班學生</b><br>確定全員到齊後，由老師帶領學生回教室  | [校區經理]                        |
| <b>10:20am</b> | <b>開始點心休息時間</b>  |                               |

## FIRE/EMERGENCY EVACUATION INSTRUCTIONS

### **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**

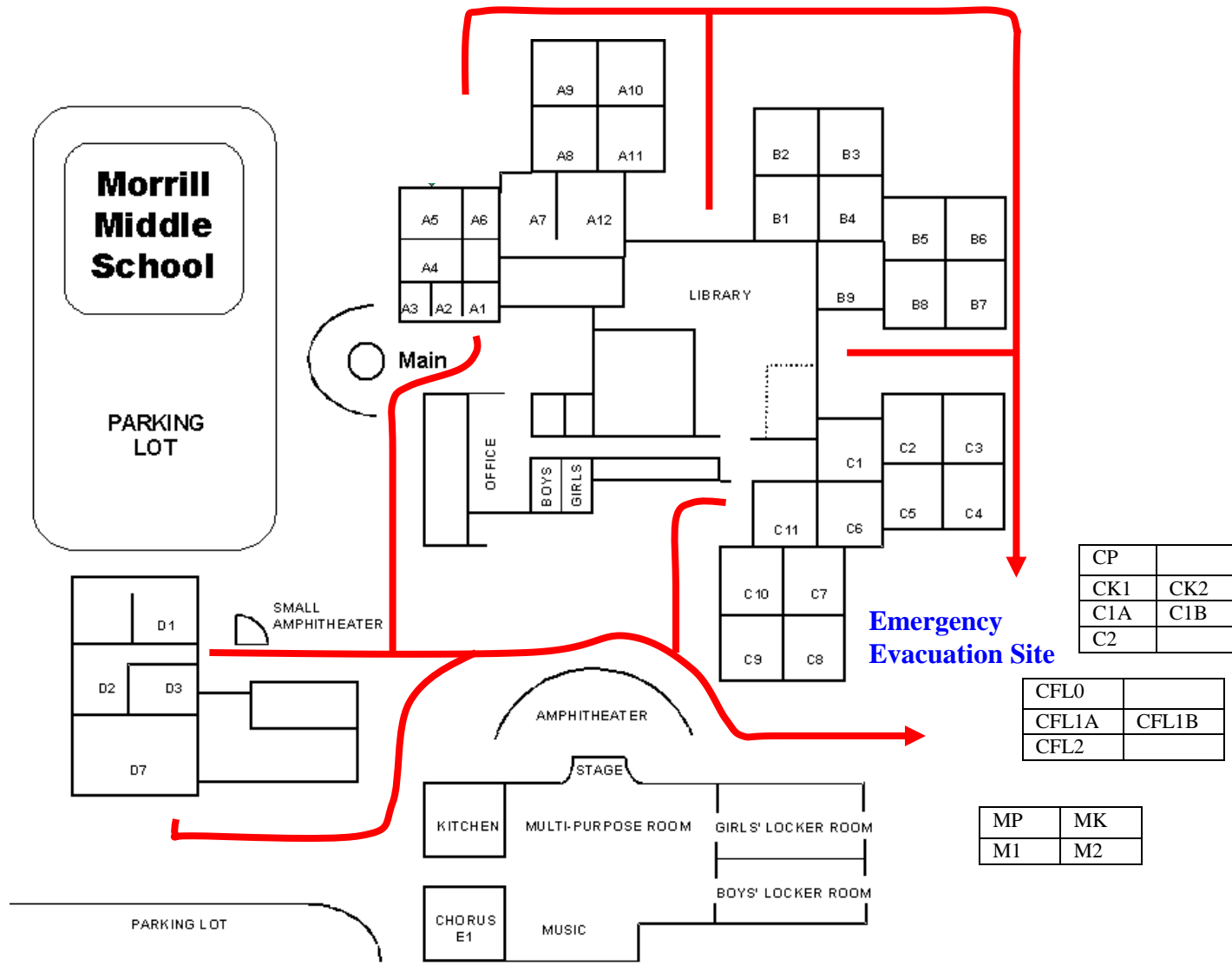
Emergency Response Team is formed by campus manager, office assistant and parent volunteers. If roll call results suggest that there are students not accounted for, Emergency Response Team should search for the missing students. Emergency Response Team should support First Aids where appropriate.

### **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 Phone Number: 408-874-5874

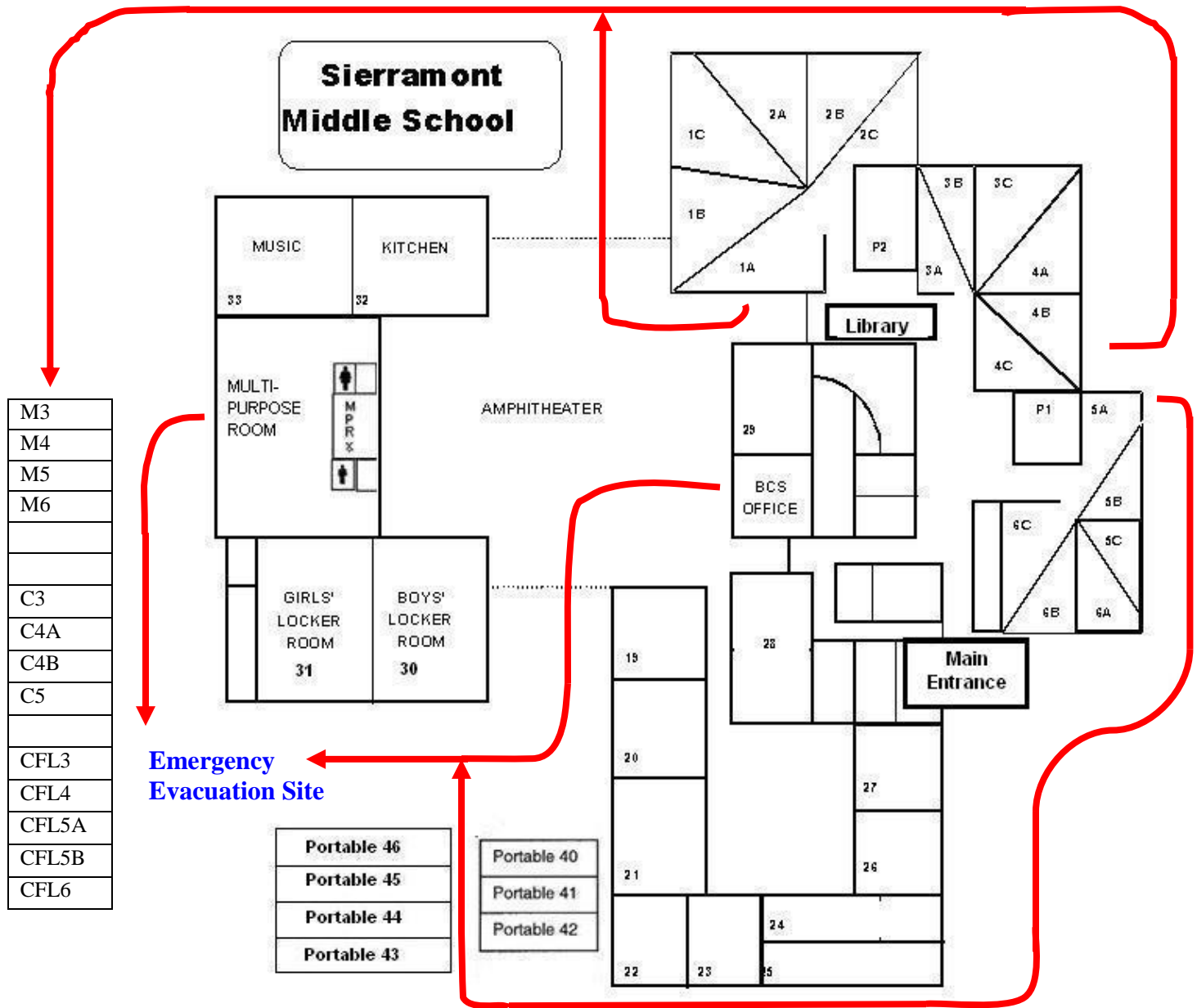
Campus Manager – Collect the Emergency Preparedness Student Roll Form

Office Assistant – First Aids & Class lists, extra Roll Call sheet

Teachers – Take the Emergency Preparedness Student Roll Call

School Parent Volunteers / Parent Patrols -- Search and Rescue

# BCS Sierramont Campus Emergency Evacuation Map



## Emergency Control Team Responsibility

Sierramont Campus Phone Number: 408-679-3326

Campus Manager – Collect the Emergency Preparedness Student Roll Form

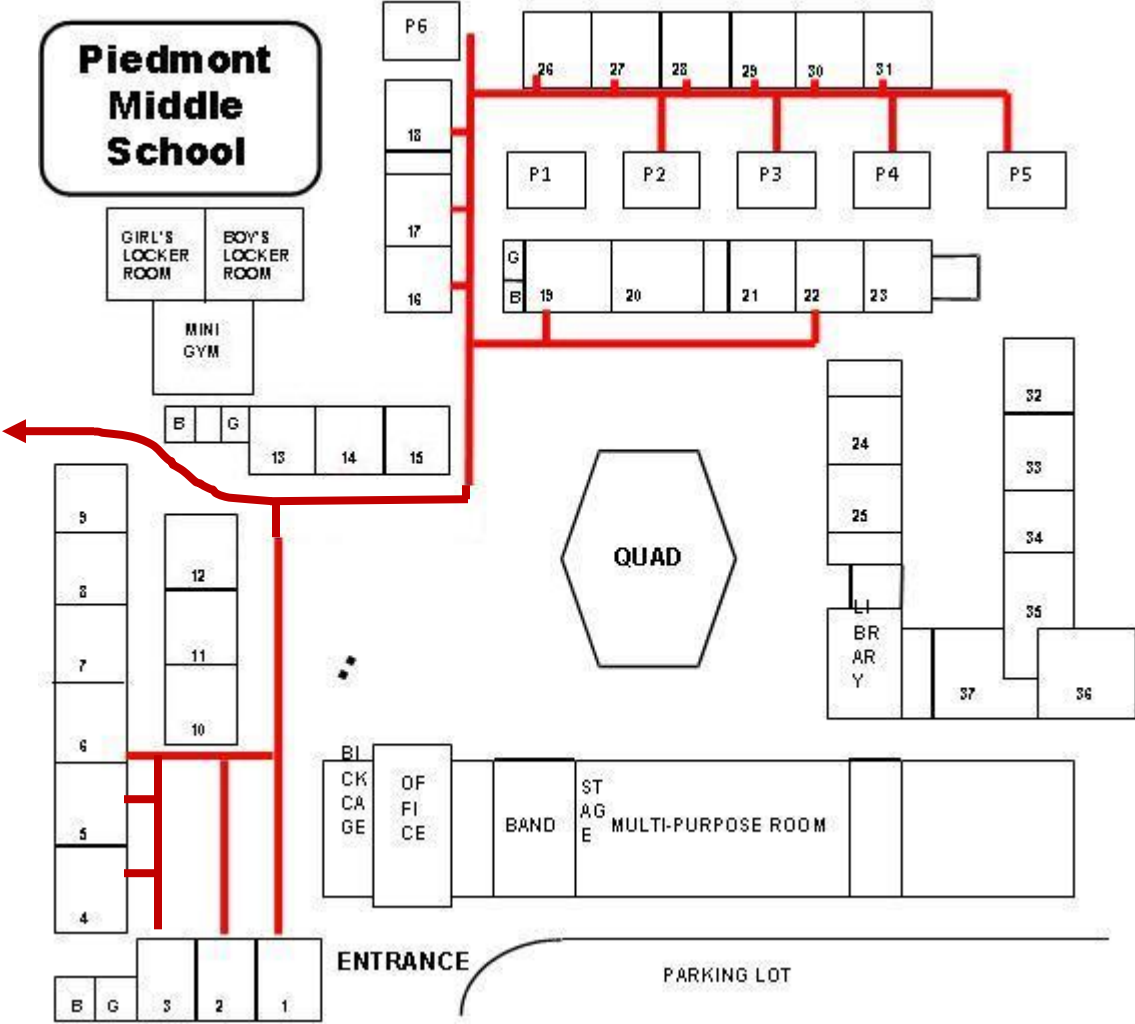
Office Assistant – First Aids & Class lists, extra Roll Call sheet

Teachers – Take the Emergency Preparedness Student Roll Call

School Parent Volunteers / Parent Patrols -- Search and Rescue

# BCS Piedmont Campus Emergency Evacuation Map

M7
M8
M9
M10
M11
M12
HSIC1
HSIC2
HSIC3/4
C6
C7
C8
C9
C10
C11/12
CFL7
CFL8



Emergency Evacuation Site

**Emergency Control Team Responsibility**

- Piedmont Campus Phone Number: 408-679-3325
- Campus Manager – Collect the Emergency Preparedness Student Roll Form
- Office Assistant – First Aids & Class lists, extra Roll Call sheet
- Teachers – Take the Emergency Preparedness Student Roll Call
- School Parent Volunteers / Parent Patrols -- Search and Rescue