

# Fremont Bala Vihar / Language Emergency Evacuation Procedure

## Preparing for an Emergency

To All Bala Vihar Teachers and Volunteers of Fremont

This plan lays out procedures for emergency evacuation in case of an Earthquake, or a Fire. Staff and students of Chinmaya Mission are required to follow these procedures in case of a disaster.

## For Teachers:

- Take roll call as soon as your students are in class.
- Always keep class roaster with parent contact information
- Keep your student's "Medical Form" & "Student Release Form" in your class binder (pdf file available on this webpage)

## For Students:

- Follow your teacher's instruction at all time
- Follow instructions of the Emergency Team (in **Orange Jackets**)
- Know your exits (see pdf file of Washington School Emergency Evacuation Plan on this webpage)
- Know the Emergency Assembly Point

## Chinmaya Emergency Response Team (CERT)

Lakshmy Prakash (Site Coordinator)	<a href="mailto:lakshmygprakash@gmail.com">lakshmygprakash@gmail.com</a>	510-490-1266
Kausalya Ganapathi (Safety Officer Lead)	<a href="mailto:kg1843@yahoo.com">kg1843@yahoo.com</a>	650-888-6516
Shubha (Emergency Coordinator)	<a href="mailto:nvshubha@yahoo.com">nvshubha@yahoo.com</a>	510-258-8333
Venkat Visweswaran (EAP Lead)	<a href="mailto:vtviswes@yahoo.com">vtviswes@yahoo.com</a>	510-409-9286

The CERT is comprised of many volunteers and parents from the Fremont Chinmaya Family some of whom are trained in CPR/First Aid. The team has also received training from The American Red Cross for Emergency Preparedness. The Fremont team will integrate a real time drill with students to handle a catastrophic situation such as Earthquake or Fire.

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## Disaster Category & Response List

### Earthquake

- Duck cover and hold until the shaking stops
- Evacuate the building after the shaking has stopped
- Avoid objects and structural components that could fall
- Be ready to assist injured persons (the fire department will be overwhelmed in a major earthquake)
- Do not re-enter the building until it has been determined that the building is safe
- Telephones will be overloaded, only make necessary calls and be brief
- Call 911 only for life threatening emergencies

### Fire

- Sound the alarm.
- Evacuate the building and proceed to your Emergency Assembly Point (EAP)
- Use a fire extinguisher only if you are trained in its proper use
- Meet the fire department and tell them exactly where the fire is

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**Teachers should take roll as soon as all kids are assembled in class**

## Evacuating during emergencies

- Evacuate the building when the fire alarm sounds
- Stay calm
- Stop work immediately
- Gather your personal belongings only if it is safe to do so
- Wear shoes only if time permits otherwise take them in your hand
- When there is a fire or broken glass situation, insist on wearing shoes
- Close doors and windows to prevent spread of smoke and fire
- Use the most direct safe path to proceed to the nearest building exit
- Keep in mind you may have to use an exit that you don't normally use.
- Do not use elevators
- Some exits could be blocked in an emergency, always know an alternate way out.
- Touch closed doors, do not open them if they are hot
- As you exit inform others who may not be aware of the situation
- Proceed to the building's designated Emergency Assembly Point (EAP)
- Teachers should escort kids to emergency assembly point (EAP)
- Take roll at the meeting point
- If a student is missing, inform Chinmaya Emergency Response Team (CERT) immediately
- Account for all students
- Students should not be wondering at the EAP
- **Do not re-enter the building until the CERT declare the scene safe**

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## Post Evacuation Procedures:

- **Re- enter building using the same exit doors**
  
- **If CERT determines that it is un-safe to re-enter**
  - Hand over the child only to a parent upon their personal onsite request
  - If a child has other activities/classes after the emergency situation, teachers should get the consent of the parent before they can release the student to attend classes
  - If a student has a car-pool arrangement, the teacher has to be notified via phone or email prior to the class
  - Teachers should be aware of their students' siblings attending Balavihar to be able to contact in case of emergencies.
  - Student Release forms should be signed by an adult before releasing the student