



# Standard Evacuation Details

**Emergency Response Personnel (ERP's) should be trained in**

- emergency life saving techniques
- evacuation and sweep procedures
- the locations and use of fire extinguishers, and how to fight small fires.

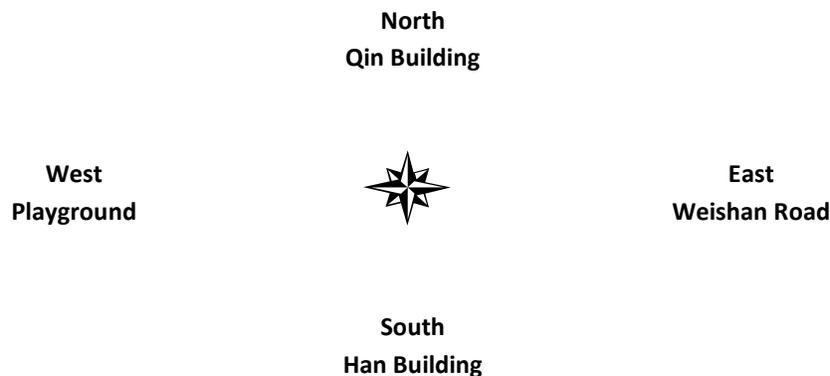
**ERP SWEEPERS** are volunteer personnel who have the responsibility of

- sweeping designated areas,
- evacuating all personnel,
- locating and assessing the emergency (if in their area), and
- closing doors as they evacuate the building.

**ERP BLOCKERS** are volunteer personnel who have the responsibility of:

- Assisting people as they leave the building and direct them to proper evacuation location.
- Prevent individuals from re-entry of building or disaster area.

## Designated Sweeping & Blocking Areas





## Evacuation Response Sweeper & Blocker Report Sheet – 2025.08

ERP Team	Designated <u>Sweeping</u> Areas	Designated <u>Blocking</u> Areas
Guard	---	Exit 103 & 104 – Gym PE Office
Adam Liu, Guard	---	Exit 101- Qin main entrance
Cindy Li Viola Song Linda Zhang	<b>Qin</b> Elementary Resource Room, PFO room and the next-door student toilets	Exit 117 – PFO room Exit 118 – Qin Student Entrance Exit 101- Han Entrance
Durian Wang Guo Ying	<b>Gym Block:</b> Gym, health classroom, Visitors' Bathrooms, Clinic, Ayi's Room, Elementary Science & Kitchen, Ceramics Studio, and storage, Lobby and DT garden.	Exit 107 – gym to playground Exit 108 – cafeteria to gym DT Garden Gate
Lu Lu Xin Dehua	West Bridge 1 <sup>st</sup> floor	Han Exit 105- in front of IT Office Qin Exit 114 – West Bridge Entrance
Lucy Xu Betty Bai Angela Diao	<b>Qin Central Block:</b> Includes Elementary Office Area, DT Center 1&2 floors, Cafeteria, and Power Station, Facility Office & Fitness Center, and Boiler House, etc.	Exit 110 – cafeteria west & south exits Facility Office Boiler House
Avon Gao Melody Hou Nancy Zhang	<b>Qin 1<sup>st</sup> floor Classroom Block:</b> Includes N+PK, NPK garden, Grades 1 & 2 classrooms, playroom and the two gardens, ESL classrooms and the adult bathroom, etc.	Exit 116- East Bridge Entrance
Liu Yan Eva Sun Helen Gao Jade Zhang	<b>Qin 2<sup>nd</sup> floor Classroom Block:</b> Includes Grades 3, 4 & 5, XR Room, Art, Clubhouse, Chinese, Maker Space, West Bridge, and <b>KG3, Elementary Faculty Lounge.</b>	Exit 113 – classroom to playground (between KG3M classroom and Ele. Faculty Lounge)
Caroline Park Christina Song	<b>Han Admin. office &amp; Drama Office area:</b> Includes all administrative offices, storerooms, bathrooms, corridor, meeting rooms, drama office, and the change rooms	Exit 118 – by the Drama office
Krystal Han Ahnita Zhang	<b>Han Theater &amp; Black Box:</b> Includes theater, Facility rooms in the back of theater, Black Box and storeroom, Central Storeroom, Secondary Resource Room along this corridor.	Exit 114 – by Black Box
Lisa Li Lisa Fang Robin Liu	<b>Han Library:</b> Library, office, Story Room, and the Study Rooms, Han front foyer, and facilities across the Library Corridor.	Exit 104- stairwell across the library Exit 102 - by control room Exit 115 – between G1&2
Susan He Yang Xiaomei	<b>Han IT:</b> Includes IT offices, Han Multi-purpose Room, Writing Center, IT corridor.	Exit 110 – by Bookroom
Gao Peng Neo Zhang Catherine Wei	<b>Han Classroom 1<sup>st</sup> fl.:</b> Includes all classrooms on 1 <sup>st</sup> floor, Toilets, Café Storeroom, Café area & Internal Garden.	Exit 106 – by Secondary StuCo room Exit 107 - by the math classrooms
Lucy Chen Louisa Wang Phoenix Mu	<b>Han Classroom 2<sup>nd</sup> fl.:</b> Includes all classrooms on 2 <sup>nd</sup> floor, all rooms in Secondary Office area, Toilets, Facility Storerooms, Classroom corridor and balcony, etc.	---
Anna Wu Jacky Zhang	<b>Han Teacher Center &amp; Counseling:</b> Includes all rooms in Teacher Center, Toilets, Facility Rooms, Counselors' rooms, Office of the Head of Learning & Teaching.	---
Vickey Liu Yuan Shan Frances Zhang	<b>Han Music:</b> Includes all Music Rooms, Music Corridor, and Facility Rooms.	---
Sun Jie Ray Zhang	<b>Han Science:</b> Includes all rooms on 3 <sup>rd</sup> floor, Science Classrooms, Storerooms, Workroom, Sound & Light Control Room, Toilet Rooms, and Facility Rooms.	---
Wang Peng Joseph Zhou Leo Laroche	EXTERNAL SWEEPER – Qin & Han	



### Qin Building

- **Qin Central Block:** Includes Elementary Office Area, DT Center 1&2 floors, Cafeteria, and Power Station, Facility Office & Fitness Center, and Boiler House, etc.
- **Qin Central Block:** Includes Elementary Office Area, DT Center 1&2 floors, Cafeteria, and Power Station, Facility Office & Fitness Center, and Boiler House, etc.
- **Qin 1st floor Classroom Block:** Includes N+PK, NPK garden, Grades 1 & 2 classrooms, playroom and the two gardens, , ESL classrooms and the adult bathroom, etc.
- **Qin 2nd floor Classroom Block:** Includes Grades 3, 4 & 5, XR Room, Art, Clubhouse, Chinese, Maker Space, West Bridge, and KG3, Elementary Faculty Lounge.

### Han Building

- **Main office & Drama Office area:** Includes all administrative offices, store rooms, bathrooms, corridor, meeting rooms, drama office, and the change rooms. Sweepers exit through the entrance by the drama office and then block this gate.
- **Front Foyer:** covers the Han front foyer. Sweepers exit through the entrance by the Control Room and then block this gate.
- **Theater & Black Box:** include Theater, Facility rooms in the back of theater, Black Box and store room, Central Store Room, Secondary Resource Room along this corridor. Sweepers exit through the entrance by the Black Box and then block this gate.
- **Library:** Han Library: Library, office, Story Room, and the Study Rooms, Han front foyer, and facilities across the Library Corridor.
- **IT:** Includes IT offices, Classrooms, IT corridor. Sweepers exit through the entrance by the Bookroom and then block this gate.
- **Classroom 1<sup>st</sup> fl.:** Includes all classrooms on 1<sup>st</sup> floor, Toilets, Café Storeroom, Café area & Internal Garden. Sweepers exit through the two entrances to the playgrounds and then block these two gates.
- **Music:** Includes all Music Rooms, Music Corridor, and Facility Rooms. Sweepers exit through the Han main entrance and report at the assembly area.
- **Teacher Center & Counseling:** Includes all rooms in Teacher Center, Toilets, Facility Rooms, Counselors' rooms, N-12 Curriculum Coordinator Office, and the West Bridge 2nd floor. Sweepers exit down the Staircase by the Library and report at the assembly area.
- **Classroom 2<sup>nd</sup> fl.:** Includes all classrooms on 2<sup>nd</sup> floor, all rooms in Secondary Office area, Toilets, Facility Store Rooms, Classroom section corridors and balcony, etc. Sweepers exit down the Student Center stairwell and report at the assembly area.
- **Science:** Includes all rooms on 3<sup>rd</sup> floor, Science Classrooms, Store Rooms, Workroom, Sound & Light Control Room, Toilet Rooms, and Facility Rooms. Sweepers exit down the stairwell by the lift and then report at the assembly area.
- **External:** Includes sweeping **external of both buildings, checking Blockers in** place and notification to Blockers of 'All Clear'.



**Evacuation Sweep Procedures:**

- Each team has 2-3 members as backup of each other. Sweepers are identified for each block. In the event of an emergency (if both are on-site) all members should sweep the designated areas as a team.
- During an evacuation, a building sweep is conducted by the ERP's in order to account for each person.
- Sweep ALL classrooms, bathrooms, public areas, stairwells, offices and facilities areas.
- Knock LOUDLY on closed locked doors or stand outside and yell, "You must evacuate the building now!" The siren is loud so you must speak over it.
- Sweep unlocked rooms and any rooms within the rooms such as toilet facilities, closets, storerooms, offices etc.
- As you sweep, yell loudly and slowly "You must evacuate the building now. Does anyone need help?" Listen for a response and then repeat.
- Close any open doors (if possible leave doors unlocked).
- Keep people from running, sightseeing,
- Instruct any lingering occupants to evacuate the building immediately. If anyone refuses to leave, the Director must be notified immediately upon exiting the building.
- Assist in evacuation of any disabled personnel.
- Note building damages, people trapped inside, and injuries.
- Note any problems with alarm audibility, faulty fire doors or other items requiring attention. Exit the building using the designated evacuation route for your sweep and report to the assembly area.
- If you are sweeping as a team, ensure that all of your team members are accounted for before exiting the building.
- DO NOT GO BACK INTO THE BUILDING. No one except trained and properly equipped emergency responders are to re-enter\_a building to perform a sweep.
- Once your Sweep is complete, report to the evacuation area and line up at the Sweeper/Blocker Assembly Area.
- Report results of sweep and emergency information to the Sweeper Coordinator at the assembly area. This should include injuries or any hazardous conditions noticed upon evacuation.
- The Sweeper Coordinator will report results to the Director.
- The Director will report the evacuation status to the emergency responders and give the 'All Clear' to return to the building.
- Once the 'All Clear' is given, the External Sweepers should inform the Blockers of the 'All Clear'.
- **Note:** Sweeps are not to be carried out if there are unsafe conditions such as smoke, fire, or hazardous materials releases along the sweep route, or route blockage would force the ERP deeper into the building.



### **Evacuation Block Procedures**

- During an evacuation, the ERP Blocker assists people and prevents re-entry of individuals from evacuated areas unless they are authorized emergency response personnel.
- Blockers are identified for each entrance side. In the event of an emergency (if both are on-site) blockers should work together as a team to assist and prevent re-entry.
- *Blockers should position themselves at or near main entrance doors and should remain in position until the external sweepers inform them of the 'All Clear'.*
- No one except trained and properly equipped emergency responders are to re-enter a building to perform a sweep.
- *Note: In event of unsafe conditions such as smoke, fire, or hazardous materials releases along the block route, blockers should remain at a safe distance from the point of entry.*