

# 希望中文学校 (Hope Chinese School)

## 赫城校区 (Herndon Campus)



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**HN Document #: HNR003**

### **EMERGENCY EVACUATION PLAN**

Hope Chinese School Herndon Campus

Effective Date: Nov. 14, 2005

This Emergency Evacuation Plan (EVP) is designed to direct all members (Members) of Hope Chinese School Herndon Campus (HN) to safe areas in the event of emergency taking place during the HN school time in the facility of Herndon High School (Building), where HN rents the facility. Members of HN include students, parents and teachers. The emergency includes fire and other type of emergency whereby human life may be exposed to danger. All members of HN are instructed to follow the EVP during an emergency.

#### **1. Evacuation Zones and Routes**

In the event of emergency whereby evacuation is required, such as when fire alarm sounds, Members in each evacuation zone must follow the designated evacuation routes described below to exit the Building:

Zone 1: Members in evacuation Zone 1, which includes Rooms 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 240, 241, 201, 202, and in the hallway outside these rooms shall take the North stair and exit from the North Entrance.

Zone 2: Members in evacuation Zone 2, which includes Rooms 216, 217, 217A, 218, 219, 220, 231, 232, 233, 234, 235, 236, 237, 238, 239, and in the hallway outside these rooms shall take the West stair and exit from the West Entrance.

Zone 3: Members in evacuation Zone 3, which includes Rooms 203, 204, 206, 208, 210, 211, 212, and in the hallway outside these rooms shall take the second West stair and exit from the second West Entrance to courtyard.

First Floor: Members in the cafeteria and nearby hallways shall exit the Building from the South Entrance (next to cafeteria). Stay away from the entrance and the fire lanes to provide easy access to emergency personnel and vehicles.

Please refer to the accompanying diagram for evacuation zones and routes designation.

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## **2. Meeting Location After Evacuation**

Members must meet at the designated Meeting Location as soon as possible after exiting the Building.

- Members who exit from the West Entrance must meet at West Parking Lot Meeting Place.
- Members who exit from the North Entrance must meet at the North Parking Lot Meeting Place.
- Members who exit from second West entrance to courtyard must meet at the West Parking Lot Meeting Place.
- Members who exit from the South Entrance must meet at South Parking Lot.

Parents should wait for and meet their child(ren) at the designated locations according to the evacuation routes and exits. Please refer to the accompanying diagram for the meeting locations.

## **3. Evacuation Procedures**

- 3.1. When the fire alarm sounds, teachers in each classroom shall immediately assemble all students and prepare them to evacuate. Teachers must be aware of their evacuation zone, exit route, and meeting place respectively according to the classroom locations.
- 3.2. Students shall follow their teachers to exit the classrooms promptly and orderly.
- 3.3. Members shall not try to take personal belongings with them since this will slow down themselves and others to leave the building and may cause dangerous outcome.
- 3.4. Teachers in each class shall close doors after leaving the classrooms to isolate or slow down fire spreading.
- 3.5. If there is broadcasting in the public announcement (PA) system, listen carefully and follow directions.
- 3.6. Parents must follow the same exit routes as designated above. Do not rush into classrooms to pull out your child(ren). Such action will cause the congestion on the evacuation routes, slow down the evacuation and may expose people in a harm way.
- 3.7. Members shall not use elevators in a fire. Use stairs.

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- 3.8. Members shall not go back inside the building until the re-entry order is given by school official(s). Refer to Item 4 for officials in charge during the evacuation.

#### **4. Communication and Command During the Evacuation**

The school administration shall assign school officials to each Entrance (East, West and North, respectively) to maintain the order in respective entrances. School officials will check each evacuation zone to confirm that all Members have exited the Building.

Members should follow their respective instructions once exiting the building. When circumstance requires, the officials may ask parents for assistance. It is parents' duty to assist when asked.

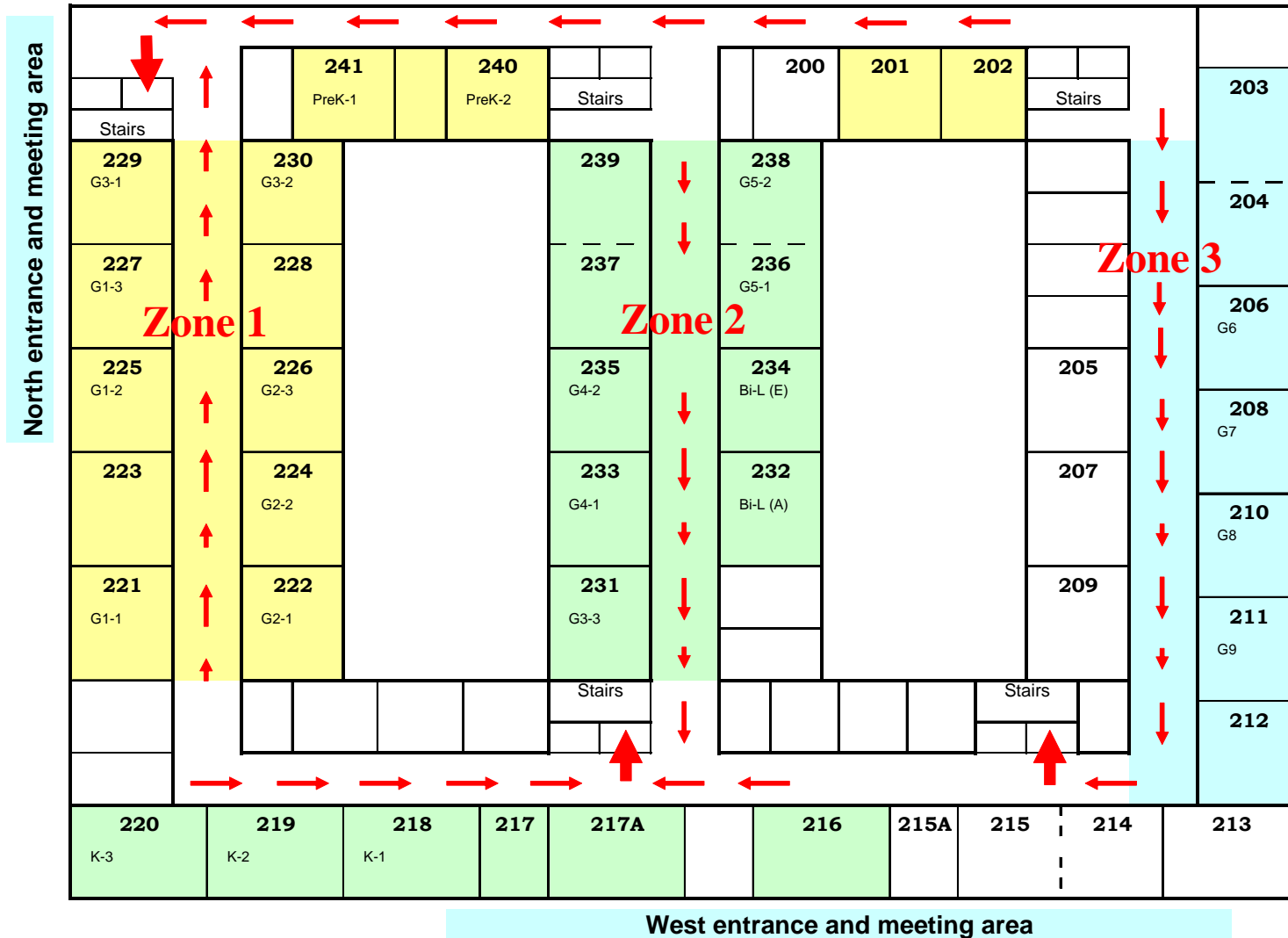
Principal shall take the full command during the evacuation, and shall keep constant communication with school officials assigned to each entrance. The order to re-enter Building shall only be given by principal. Principal shall contact Herndon High School official or point-of-contact to obtain the update about Building's safety condition before ordering the re-entry.

#### **5. Post Evacuation Procedures**

Upon returning the respective classroom, teachers shall conduct a headcount immediately to ensure that all students return safely. Should any missing occur, report to school principal immediately for further action.

To help all members of HN to familiarize with EVP, fire drill or similar exercise may be conducted at appropriate time. Such drill or exercise shall be preceded by early notice. After the fire drills or evacuation exercises are conducted, HN will review the EVP and make any necessary adjustments or updates to improve the plan. HN shall keep records of the fire drills or exercises, including the date and time of the drills or exercises, issues reveals and correction measures for future reference and review.

EMERGENCY EVACUATION PLAN



Emergency Evacuation Plan Diagram (Routes, Exits and Meeting Locations)