

**Santee Education Complex
Emergency Evacuation Procedures**



The following are the evacuation procedures for all classrooms. The assembly areas for each floor have also been designated. The evacuation procedures are in effect during any situation that is deemed by administration that requires evacuation of the classroom building and surrounding classrooms.

Classroom Building (C Building) Evacuation Routes

Classrooms

Stairwell of Doorway

First Floor

C104 to C108
C111 to C115
C116

Center Door
East Door (Maple Ave)
Center Door

Second Floor

C215 to C227
C228 to C234
C206 to C214
C235 to C236
C200 to C205

East Stairwell (Maple Ave)
Center Stairwell
Center Stairwell
West Stairwell (Los Angeles St)
West Stairwell (Los Angeles St)

Third Floor

C317 to C329
C330 to C337
C308 to C317
C338 to C340
C300 to C307

East Stairwell (Maple Ave)
Center Stairwell
Center Stairwell
West Stairwell (Los Angeles St)
West Stairwell (Los Angeles St)

Ground Evacuation Routes

All "A", "T", and "G" Classrooms are to evacuate their classrooms and walk towards the Center Quad and then towards the Baseball and Softball Fields.

All Classrooms coming from East, West, and Center Stairwells are to walk towards the Center Quad and then towards the Baseball and Softball Fields.

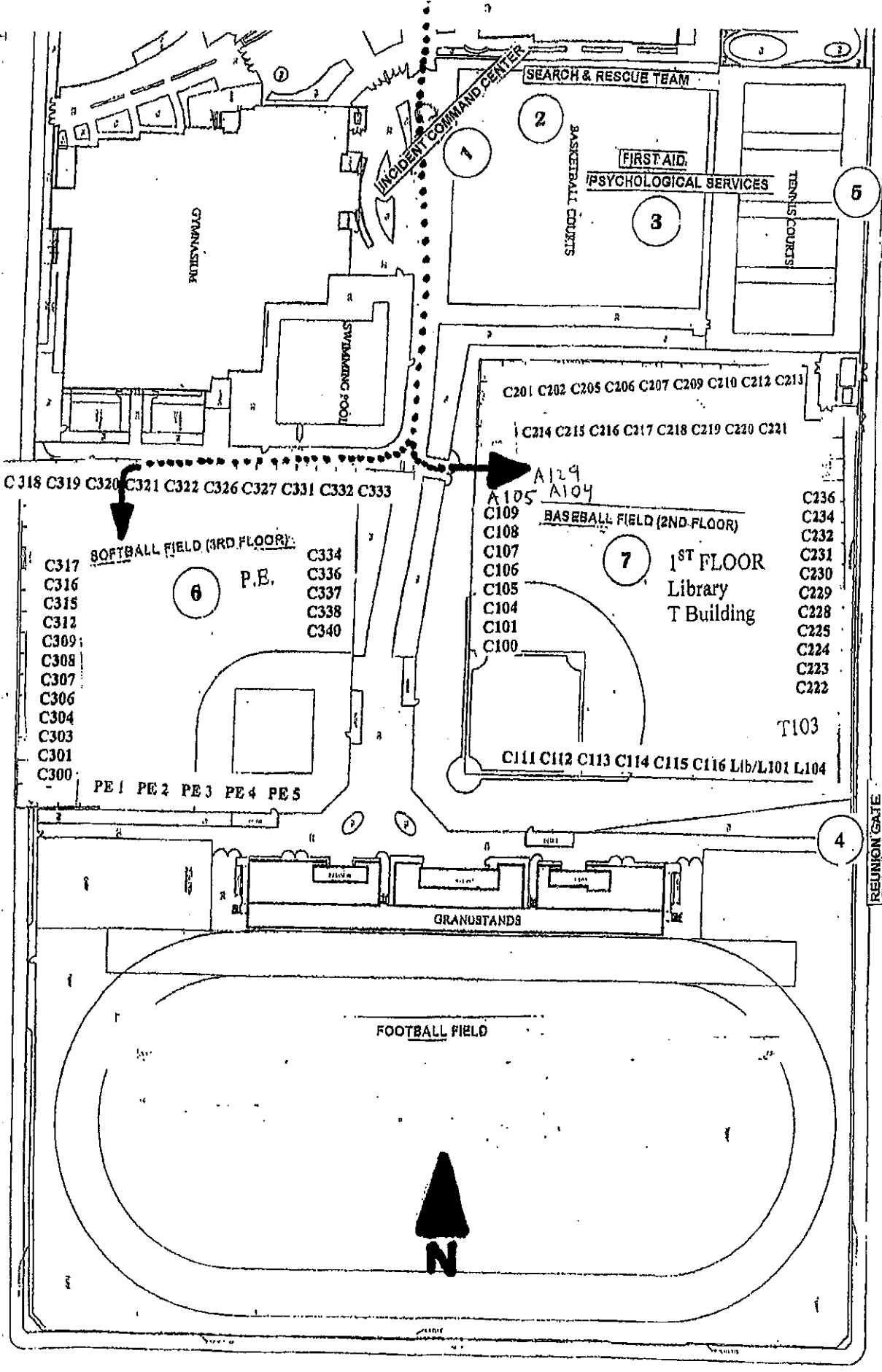
Assembly Areas

All "A", "T", 1st Floor and 2nd Floor Classrooms assemble in the Baseball Field (Entrance from the main walkway gate).

All PE and 3rd Floor Classrooms assemble in the Softball Field (Entrance from Gate near the Handball Courts).

**SANTEE EDUCATION COMPLEX
ASSEMBLY AREAS**

PROPERTY MAP



**Santee Education Complex
School Site Emergency Teams and Locations**



<p>7. First and Second Floor, T Building, A Building Baseball Field</p> <p>Section Leader: Marissa Martinez-R Assistant: Ariel Piotter/Sandra Rojas Support Staff: City Year</p>
<p>6. Third Floor & PE Softball Field</p> <p>Section Leader: Victoria Rodriguez-R Assistant: Cynthia Miranda/Mariana Bolanos Support Staff: City Year</p>
<p>5. Request Gate Tennis Courts off Maple Ave</p> <p>Section Leader: Violeta Ruiz-R Assistant: Sylvia Rangel Support Staff: Raul Juarez/Flora Martinez</p>
<p>4. Reunion Gate Football Field off Maple Ave</p> <p>Section Leader: Andrea Chang-R/Nadine Torres Assistant: Angie Bedolla/Kevin Chow Support Staff: LaTonya Bray/Ana Bermudez/Elvia Sanchez-R</p>
<p>3. Psychological/First Aid Teams Black Top</p> <p>Section Leader: Nurse/Ana Olivarez-R Assistant: Sharona Yamimi/Alejandra Heredia/Alma Mercado Support Staff: Erica Cortes/Nicole Marroquin/Jermaine Lynn</p>
<p>2. Search and Rescue Teams Black Top</p> <p>Section Leader: Terri Grinner-R Assistant: Jordan Henry-R/Kaci Johnson-R/Jose Lara-R/Leidy Castro-R (Morgue) Support Staff: Curtis Hughes-R</p>
<p>1. Incident Command Center Black Top Outside PE Lockers</p> <p>Section Leader: Martin Gomez-R Assistant: Pablo Mejia/Eilene Cruz -R Support Staff: Margaret Santana</p>

*R- means they have a Radio to call out
**Please use Map to see locations.*



Items you should have in your classroom in case of an emergency or evacuation:

1. Your Room Sign # with your name on it.
 - a. Put a sign on a meter stick
2. Current Class Roster (5 Column Roster from Misis)
3. A Bucket with the following:
 - Toilet Seat (1 bucket for every 30 people)
 - First Aid Kit
 - Flashlight
 - Small Radio
 - Batteries
 - Whistle
 - Emergency Blanket (2)
 - Poncho (2)
 - Tissues
 - Extra Bandages
 - Feminine Pads (2)
 - Extra Plastic Bags (4)
 - Marking Pens (3)
 - Pens
 - Notepad
 - Deodorizer
 - Hand Sanitizer
 - Toilet Paper

Please place this bucket somewhere in your room and make sure it is accessible in case of an emergency.



Please TAKE these items with you if you need to evacuate your classroom. Designate students to carry these items.

-----Tear Here-----

Please let Mr. Mejia know if you would like a bucket. Teacher Name _____ Room # _____



SANTEE EDUCATION COMPLEX
ATTENDANCE ACCOUNTING FORM

To: Dr. Gomez, Principal

From: _____ (Teacher)

Field Section: Baseball Field or Softball Field (Circle One)

Date: _____ Rm: _____ Period: _____ Time: _____

I. The following students were absent from my class today.

1. _____ 2. _____
3. _____ 4. _____

II. The students listed below were marked present in my class but did not arrive at the emergency assembly area.

1. _____
2. _____
3. _____
4. _____

III. The following students are injured in my classroom and cannot be moved to possible injury:

1. _____ 3. _____
2. _____ 4. _____

IV. Number of students I can account with me at the Assembly Area _____

Teacher's Signature/ Time

Teachers: Return to your Section Leader Immediately

Field Section Leader's Signature/Time Received

Field Leaders: Send to Incident Command Center (ICC) Immediately.

ICC Staff Signature/Time Received