Sequoia Middle School

2855 Borchard Road
Newbury Park, California 91320

2011-2012

SEMS
STANDARDIZED EMERGENCY MANAGEMENT SYSTEM

INSTRUCTIONS FOR COMPLETION OF SITE PLAN

A. Complete each section as thoroughly as possible. Use computer generated pages as often as possible.

B. Utilize the services of the Fire Department as appropriate to assist you in planning.

C. Complete the site plan(s) of your physical plant by:

1. Locating each item found in the KEY: EQUIPMENT on Map A.
2. Locating each item found in the KEY: STUDENT MOVEMENT on Map B.
3. Verifying that the already designated locations for gas, water and electricity cutoffs are accurate. If they are not, please make the appropriate corrections.

D. Attach additional sheets as needed to explain:

a. Evacuation routes and assembly areas more thoroughly.
b. Unusual plans necessary to accommodate special needs students who require additional assistance, if different from plans for other students.
c. Evacuation routes and assembly areas for students and personnel during lunch time and at the opening or close of school.
d. Any other unusual circumstance or arrangement which requires exceptions to your site plan or which may require additional planning.

E. When your plan is complete, send a copy to:
Assistant Director of Pupil Services and retain a copy in part 1 of your Comprehensive School Safety Plan at your site.

Principal's Signature_____Date Submitted_____